



## **Volunteer Position: Race Secretary**

**Purpose:** The purpose of this position is to manage the registration and results of races hosted by the ski club.

### **Key Responsibilities:**

- **Develop race files and registration packages using Zone 4**
- **Testing, setup and maintenance of timing equipment, start/finish line equipment**
- **Provide start lists, bib numbers and bib recording sheets**
- **Provide instructions to timing crew members**
- **Synchronize clock, stop watches and timers**
- **Manage input during race and post results on Zone 4 and manually if required**
- **Take down and storage of timing equipment, start/finish line equipment**

**Length of Appointment:** One year (minimum)

### **Time Commitment:**

- Attendance at monthly club meetings 7-9 p.m. on the first Wednesday of the month - Sept - May as necessary to provide relevant communication regarding race events

### **Qualifications:**

Proficiency with computers and willingness to attend Zone4 specific training and CCO officials training

**Support:** Support from the Executive Committee – President, VP of Programs, V.P. Operations, Secretary, Treasurer, Committee Chairs and all General Board Members.

### **Tasks:**

#### **Zone 4 Pre-race Preparation**

Develop race and registration package notice with committee and post to Zone 4



Retrieve registration information for participants from Zone 4

Develop race file based on participant information from Zone 4 and/or names entered into race file manually (e.g. when all current jackrabbits are entered in a time trial)

Generate preliminary start list using Zone 4 to post on clubhouse and/or Zone 4 prior to race and distribute to bib sorters to package bibs

Manually add same-day participants prior to race

Generate final start list for posting on clubhouse, for course marshals, start/finish line timing crews and computer operator

### **Start/Finish Pre-race Preparation**

Testing all timing equipment night before race including Seiko printing stopwatches, Summit timers, start clock, start wand, photo-beam and interface to race computer/Zone 4. Fresh batteries added to Seiko printing stopwatches (new paper also), Summit Timers, photo-beam and start clock charged at least overnight.

Position start and finish boards stored in Sea Cans

Position start clock on large tripod

Dig in start wand support and attach start wand unit

Dig in photo-beam supports and attach and calibrate photo-beam units

Paint start and finish lines

Setup Summit timers on tripods and connect one unit to start wand and another to photo beam. Manual plungers attached to Summits as backup for wand and photo beam

Test interface between computer/Zone 4 and Summit timers and ensure signals successfully transmitted from start wand and photo beam

### **Timing Crew Pre-race Preparation**

Print/distribute start lists and bib recording sheets to timing crews

Instruct new and refresh returning timing crew members on processes of bib calling/recording, plunging, posting bibs and changing batteries on Summit timers, use of Seiko printing stopwatches

Synchronize start clock, Seiko printing stopwatches, and Summit timers

### **In-race Tasks**



Managing Zone 4 to ensure accurate inputs received from start line and finish line (e.g. fixing incorrect bib numbers posted at start or finish, correcting any double photo-beam hits occasionally registered by slower skiers or assigning duplicate times if two races make a single photo-beam hit)

Managing equipment faults (e.g. swapping out faulty Seiko printing stopwatches, re-establishing connection to Summit if lost)

Posting preliminary results if required during a longer set of races

### **Post-race Tasks**

Checking Zone 4 preliminary results for any obvious problems

Printing preliminary and final results for medal presentations

Posting final results to Zone 4 website

Tear-down and storage of timing and start/finish equipment (Stopwatches, Summit timers, start clock, photo-beam, start wand, all supports and tripods, start/finish boards returned to sea cans)