

## **Description of Volunteer Positions for CMAC 2009/2010 (updated 9/22/2009)**

This document includes descriptions for all available Volunteer Positions for the 2009/2010 season. If after reading this document you have any questions about a position do not hesitate to email Kari Hensien Volunteer Coordinator at [cmacmom@live.com](mailto:cmacmom@live.com).

To sign up for a volunteer position you need to send email to [cmacmom@live.com](mailto:cmacmom@live.com) with the position and dates you would like to volunteer for. Kari Hensien will reply to your email with confirmation of your volunteer signup.

### **2009/2010 Volunteer Commitments (Per Family)**

<b>Program</b>	<b>Requirement</b>
Mighty-Might Prep	2 Days
Mighty-Might Full Time	4 Days
J4 Training Group or Full Time	4 Days
Junior	4 Days

Please check out the Volunteer Web Page on <http://www.cmacskiracing.com> for more information about Volunteer signups, available positions, etc.

### **A quick note about Volunteer Deposit, Buy Out & Reimbursement**

When you register for the 2009/2010 CMAC requires that you prepay a volunteer deposit. When you have completed your volunteer commitment CMAC will reimburse your deposit. If you choose, you may opt out of your volunteer commitment by paying the "Buy Out".

### **How to read this document**

The remainder of this document is organized into 4 sections.

Race Organizing Committee – These 9 positions are assigned to people with specific qualifications. If you are interested in learning more about position and qualifications please contact Kari Hensien.

Race Volunteers – all the positions needed to put on a race. Each race requires approximately 50 volunteers to put on.

Special Events - In addition to needing volunteers for races we need volunteers to assist with additional events put on throughout the year.

Race Program Representative – Parent communications within each race program is critical to its success. These positions provide families within a given program a parent contact to connect with to get questions answered, offer up feedback, voice concerns.

### **Finally a note about Race Volunteer Lift tickets.**

All race volunteer positions that require you to be "on the hill" during the race qualify you for either a Lift Ticket so that you can fulfill your duties on race day or a Lift Ticket Voucher. Lift Tickets will be provided to you when you check in the morning of the race. Lift Ticket Vouchers are provided to you at the end of the race day, once you have completed your volunteer duties. Vouchers are transferrable so you can give your vouchers to family or friends. The one exception is the Sally McNabb Race – no lift Tickets or Vouchers are provided to volunteers at this race.

Note: Each position description includes information about the amount of Volunteer credit you will receive for a given position (1/4 Day, Full Day, Full Season).

## Race Organizing Committee

<p><b>Technical Delegate</b></p>	<p>This position is assigned by USSA and is not filled by a member of the hosting club. The primary duties of the TD are to make certain that the rules and directions of the USSA are adhered to, to see that the event runs smoothly, to advise the organizers within the scope of their duties and to be the official representative of the USSA. The TD must hold a valid TD license, must be present in the course area during the race and has other responsibilities before, during and after the race.</p>
<p><b>Race Referee</b></p>	<p>The Race Referee must be licensed. Appointed by the TS and work very closely with the TD, the Race Referee is responsible for drawing the start numbers, inspecting the course immediately after it is set, changing the course by taking out or adding gates as necessary, receiving the reports of the start and finish referees and the race officials about the infractions of the rules and the gate faults at the end of the first run and again at the end of the race, checking, signing and posting the Referee's minutes immediately after each run on the official notice-board and also at the finish hut and sending a report to USSA in all special cases or in the event of a difference of opinion among the Jury members or in the case of severe injury to a competitor.</p>
<p><b>Chief of Race</b> Full Day</p>	<p>The Chief of Race must be licensed. The Chief of Race directs all preparations of the competition and supervises the activities in the technical area. He/she summons meetings for consideration of technical questions and leads the team captains' meeting after consultation with the TD.</p>
<p><b>Start Referee</b> Full Day</p>	<p>The Start Referee must be licensed. He/she must remain at the start throughout the training and the race and make certain that the regulations for the start and the start organization are properly observed. He/she determines late and false starts and reports the names of the competitors who did not start, have made false or late starts or other infringements and reports the violations against the rules for equipment.</p>
<p><b>Finish Referee</b> Full Day</p>	<p>The Finish Referee must be licensed. He/she must remain at the finish throughout the training and the race and make sure that the regulations for the organization of the finish are the finish in-run and out-run are properly observed. He/she supervises the finish controller, the timing and the crowd control in the finish area and must be able to communicate immediately with the start at all times.</p>

<b>Chief Gate Judge</b> Full Day	<p>The Chief Gate Judge should be licensed. He/she organizes and supervises the work of the gate judges beginning with the gate judge meeting before the race and ensuring all information is accurate on gate judge cards at the conclusion of the race. He/she designates the gates each gate judge will supervise and places the gate judges in position after describing their job to them. At the end of the first run and the end of the race, he/she will collect the gate judges' control card for delivery to the Referee. The Chief Gate Judge must distribute to each gate judge the material needed(control card, pencil, start list, etc.) and be prepared to offer assistance to help keep the spectators off the course or to help maintain the course, etc. He/She must make certain that the numbering and marking of the gates are done within the required time.</p>
<b>Chief of Timing and Calculations</b> Full Day	<p>The Chief of Timing and Calculations must be Licensed. This position is responsible for the coordination of officials at the start and finish, including timing and calculations, and determination of intervals between starts. This position is located in the finish shack.</p>

## Race Volunteers

<b>Course Maintenance Crewmembers</b> Full Day	<p>The Course Maintenance Crewmembers must have either experience in the ski racing arena or have completed Course Maintenance Training. You will be expected to check in with the Volunteer Coordinator at 7:00am to help with race arena set up. This may include putting up fences, transporting gates, rakes, shovels, salt bags, drills, etc. At the end of the race day you are expected to remain and help with race arena take down.</p>
<b>Gate Judges</b> Full Day	<p>The Gate Judge is responsible for watching every racer complete an assigned number of Gates. When a racer misses one of those gates, the Gate Judge is required to note the Skier who missed the gate and draw a simple example of what happened. The morning of the race at approximately 8:15am, Gate Judges must attend a mandatory Gate Judges meeting which is led by the Chief Gate Judge. Gate Judges are assigned to work 1/2 a day for either the morning or afternoon run. Gate Training Video - &lt;&lt;Link to video on Web&gt;&gt; Example Gate Diagram - &lt;&lt;Link to example Diagram&gt;&gt;</p>
<b>Bib Collector and Washer</b> Full Day	<p>The Bib collector needs to be at the finish after the first and second runs on the last run/race day. The Bib collector also needs to coordinate the collection of bibs left at the finish by racers competing in the first day only. Bib Collector then takes bibs home, washes them, stacks them in numerical order, returns them to the CMAC Shack before the next race and lets the Race Administrator know which numbers are missing.</p>
<b>Ticket Sales</b> Full Day	<p>This position involves selling racers lift tickets the morning of a race. Ticket Sales people need to be at the lodge by 7:30am on race days.</p>

<b>Volunteer Coordinator</b> Full Season	The Volunteer Coordinator is responsible for managing the Volunteer signup process. On Race Day the Volunteer Coordinator is responsible for Signing in Volunteers and providing Volunteers with race day information on where and when volunteers need to be in certain locations. The volunteer coordinator is also responsible for giving out day of race lift tickets to individuals who need them. Volunteer Coordinator may designate a "Day of Race Coordinator."
<b>Registration</b> ¼ Day	This position is responsible for checking in racers on the first race day. Registration people pass out Bibs and ensure all necessary fees have been paid by racers. Typically there are 4 Volunteers - 2 for checking in Men and 2 for checking in Women.
<b>Starter</b> Full Day	The Starter is at the Start of the race and is responsible for giving the countdown or signal for each racer to start his/her race. Also, can be used to train people interested in licensed jobs.
<b>Assistant Starter</b> Full Day	The assistant starter call the competitors to the start in their start order and assists in getting the racers lined up and into the start area.
<b>Hand Timekeepers</b> Full Day	These individuals, two at the start and two at the finish, use a stopwatch and clipboard to had record all the starts/finishes for use in case of an electrical timing malfunction. Please note that you will need to be able to press a small button on the timer - so it is recommended that you have tight fitting gloves to ensure easy access to the timing button.
<b>Assistant Timers</b> Full Day	These individuals (preferably two) are necessary to assist the Chief of Timing in handling the electronic equipment in the finish shack.
<b>Public Address Operator</b> Full Day	This person announces the ravers' names and times as they cross the finish. This person stays in the finish shack.
<b>Scoreboard Writer and Runner</b> Full Day	The Writer stands at the scoreboard near the finish and records each racer's time as the PA Operator announces it. The scoreboard writer is also responsible for mounting the score sheets and writing in all racer names. The scoreboard runner will assist in ensuring the times are properly recorded and, if necessary, run to the finish shack to confirm times and/or locate missing times.
<b>Midway Clearers</b> Full Day	Midway Clearers are needed for races on Quicksilver(1) and Bull Run(2). These individuals will have radios and will be in contact with the starter to let him/her know when each racer has passed by their position.
<b>Lunch Maker</b> Full Day	This job involved buying the makings for approximately 45 lunches, making the lunches and delivering them to the lodge the morning of the race. Receipts for your purchases are submitted to the CMAC treasurer for reimbursements.
<b>Banner Organizer</b> ½ Day for 1 Day Full Day for 1 Race Full Season for all Season	This job involves picking up the race sponsor's and CMAC banners from the registration desk, taking them up to the race hill and hanging them at the start and finish or at the end of the race taking down the banners and returning them to the Finish Shack.

## Special Events

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<b>Sallie McNabb BBQ</b> Coordinator – 2 Full Days Volunteer – Full Day	Coordinator is responsible for Coordinating the BBQ. Volunteers will work with the coordinator to setup, run BBQ and Clean up.
<b>CMAC Banquet</b> Volunteer - Full Day	A CMAC Banquet Coordinator will be designated by the CMAC Board. This position will work with the Coordinator to ensure a smooth running banquet.
<b>CMAC Race Program BBQ Host</b> Volunteer - Full Day	A CMAC Race Program BBQ Host will offer to coordinate an event to have all race program participants and their families get together to prepare for the next race season. This event is typically held in early fall during or shortly after registration begins/ends.

## Race Program Representative

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<b>Mighty-Mite Prep Representative</b>	This job is a full season responsibility and includes the following: (1) Attend and assist with pre-season meetings; (2) Be available at the CMAC shack before and at the tree at the end of the First two days of training; (3) Attend Social, BBQ, and end of season banquets; (4) Be available at the registration area for the Sally McNabb Race; (5) Communicate with the Program Head Coach regarding parent questions/concerns.
<b>Mighty-Mite Full Season Representative</b>	This job is a full season responsibility and includes the following: (1) Attend and assist with pre-season meetings; (2) Be available at the CMAC shack before and at the tree after for the First two days of training; (3) Be available at registration for Warm up Slalom and Cherry Tree Charge; (4) Attend Social and CMAC end of season banquet; (5) Coordinate parent communications and organize away race dinners as needed; (6) Communicate with the Program head Coach regarding parent questions/concerns.
<b>Junior Representative</b>	This job is a full season responsibility and includes the following: (1) Attend and assist with pre-season meetings; (2) Attend fitness testing; (3) Available at CMAC shack before the First 2 days of Training; (4) Be available at registration for the home Junior races; (5) Attend Social and CMAC end of season banquet; (6) Coordinate parent communications and organize away race dinners as needed; (7) Communicate with the Program head Coach regarding parent questions/concerns.

## Volunteer Training

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<b>Referee or other training to become licenses</b> Volunteer - Full Day	Every year PNSA offers training to become licensed. Several positions require individuals to get their license. Any individual who takes the training and then performs a licensed function will be credited with 1 full day of volunteer credit.
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<p><b>Course Maintenance, Head Gatekeeping, Timing, Starter or other on hill position Training</b> Volunteer – Half Day</p>	<p>At the beginning of every season CMAC will offer key on-hill race volunteer position training. Anyone to completes this training and then performs that duty at a race will be credited with an extra ½ day of volunteer credit.</p>
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## **Board of Directors**

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<p><b>Member of the Board</b> Volunteer - Full Season Credit</p>	<p>This volunteer position is one where you become a member of our board. The board meets monthly. You will need to be an active participant in all board activities. For serving on the board you will receive a full season volunteer credit.</p>
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