



**Snowsport England
Alpine Ski Competitions
Race Secretary's Booklet
2017 v1.0**

ESSENTIAL INFORMATION SHEET

NOTES FOR ORGANISERS OF RACES ON BEHALF OF SNOWSPORT ENGLAND

Your Technical Delegate will be:

..... Tel:

EMAIL:.....

TECHNICAL DELEGATE	The principal contact for the race especially on entry criteria, rules and the preparation of results
SSE OFFICE 01509 232323 info@snowsportengland.org	The office is responsible for all registration queries and financial control
SKI SLOPE MANAGER	May arrange on request: timing equipment, safety matters, first aid and catering arrangements. Chief of Race must negotiate directly with Ski Slope.
SNOWSPORT ENGLAND CHILD WELFARE OFFICER 01509 232323	Enquires about Child Welfare
NATIONAL SEEDER DAVID MANNIS 01684 773148 / 07733 131212 seeding@gbski.com	Enquiries about seeding and the conversion of seed points.
ALPINE COMMITTEE LLOYD JENKINS Mob: 07946 508851 Email: lloyd.jenkins@eams.uk.com	Responsible for the planning and organisation of SSE races
EQUIPMENT MIKE FRITH (NORTH) & ANDREA GRANT (SOUTH) mike_frith@hotmail.co.uk - North 07749 204360 andrea@buttermountain.com - South 07956 422839	Bibs, Officials boards, Jackets & Radios
TRAINING TBA	All enquiries / requests relating to officials training.

QUICK GUIDE FOR RACE ORGANISERS

WHO DOES WHAT	GBR SERIES	CLUB NATIONALS
Entry on SSE Race Calendar	SSE – Alpine Committee	SSE – Alpine Committee
Sponsorship	Check to see if the series has an overall sponsor – for 2017/18 its BSA	ORGANISING CLUB (Guidelines available from SSE on request)
Appointment of TD	SSE – David Manns	SSE – David Manns
Finance/Budget	SSE – Alpine Committee	Club which is organising the event
Booking of slope and payment	SSE	Club which is organising the event
Entry fees payable to Entry fees should not be banked until the race has taken place.	SSE Outdoor £22 + £10 for late entries. Indoor £29+ £10 for late entries	Organising Club. Maximum for Outdoor Races £22 + £10 for late entries. Maximum for Indoor Races £29 + £10 for late entries Online entry fees collected by SSE will be forwarded to the club after deduction of the £5 per racer on the start list and any charges for use of equipment and charges for day registrations. Payment will be by BACS, please send scanned copy of cancelled cheque or paying in slip to Peter Heath showing the organising club as the account holder. Payment will not be made to a personal account
Race pack information Regulations, procedures, & Officials control sheets	Available at www.gbski.com	Available at www.gbski.com
Payment of race costs.	£250 Float & Statement of income & expenditure available on request from SSE office. Race secretaries must not overspend without prior permission from SSE. After the race, send a copy of your race accounts to SSE office together with any unspent float	Club
Officials:	Voting Jury members to be registered officials. Course setter to be SSE approved (page 8/9). Referee should be approved by the Technical Delegate and must not be from the organising region. A Safeguarding Officer must	Voting Jury members to be registered officials. Course Setter to be SSE approved (page 8/9). Referee should be approved by the Technical Delegate and must not be from the organising club. A Child Welfare Officer must be present throughout the race.

	be present throughout the race.	
Course Inspection	CoR will decide prior to the event and issue a provisional programme. Jury will decide method.	Same as GBR Series
General requests	Please try to include some non-participating racers or ex racers into your Race Organisation.	Same as GBR Series
EQUIPMENT: Contact: Mike Frith (North) mike_frith@hotmail.co.uk Andrea Grant (South) andrea@buttermountain.com		
Timing Hire Contact SSE Office	Race Organisers/SSE office liaison	Race Organisers. Contact TD if no approved timing equipment is available.
Backup Watches Electronic back-up timing machines.	TD / Race Organiser	TD/Club/Slope Charge of £10 for electronic back-up timing. This fee will be deducted from online entry fees.
Poles, Bibs & Radios	Poles approved by TD must be used. Radios must be available for race administration. (See BACR Booklet) www.gbski.com	Club/Slope. Bib hire (£10) Radio hire (£10) PA System (£10) These fees will be deducted from online entry fees NB: Please notify Peter Heath if any equipment is NOT required BEFORE your event.
Computer	SkiPro computer programme must be used for all races	SkiPro computer programme must be used for all races
Sponsors Bibs & Banners	Available from Mike Frith -North Andrea Grant – South	Contact Sponsor
Officials Lunches & Refreshments	Pay from SSE float	Provide for in own budget
St John Ambulance or equivalent NB – must be clearly visible at all times	Pay from SSE float	Provide for in own budget
Trophies	Medals will be provided for overall and age group 1 st , 2 nd , 3 rd 4 th and 5 th . Check with SSW as to who has them for your race, Robin Kellen: robin@snowsportwales.net	Organisers should provide trophies for overall and age group winners.

WHO DOES WHAT	GBR SERIES	CLUB NATIONALS
Acceptance Criteria	Preference is given to best seeded entrants should the event be over subscribed. Males & Females considered separately - Jury decision. A separate race for U10s and U12s will be held at all GBR events.	Preference is given to entrants without seed points. Next priority is given to those with higher seed points. Males & Females considered separately - Jury decision. All U10s and U12s should be accepted.
Bulletins, Start lists, Results	The templates to be used are available on www.gbski.com	The templates to be used is available from www.gbski.com
2 nd /3 rd Run	DNFs & DSQs allowed 2 nd run before valid finishers, subject to jury decision. See race bulletin for indoor races.	DNFs & DSQs allowed 3 rd run. (Subject to jury decision). See race bulletin for indoor races.
Dope Testing	Arranged by Sports Council without prior notification. Will require help of a Steward appointed by Race Organisation	Arranged by Sports Council without prior notification. Will require help of a Steward appointed by Race Organisation

CHIEF OF RACE

Please refer to BACR as well as Snowsport England Race Manual on www.gbski.com. Consult the Ski Slope Management at an early stage and keep them informed of progress and problems. Make contact with your Technical Delegate (TD) and Welfare Officers at least 6 weeks before the race; arrange Acceptance and Protest Jury meetings and appointment of Referee in consultation with them and inform them of pre-race organisation meetings, progress and problems.

The British Artificial Competition Rules (BACR) Book II is an essential reference for everyone involved in organising ski races. In it you will find a comprehensive list of official roles and their duties. The SSE Race Manual contains useful information about regulations for various competitions.

Specimen bulletins, regulations and competition rules are on www.gbski.com

REGISTRATION PROCEDURE

- A. Registration/renewal and acceptance into races
Everyone participating in artificial slope races should be registered with the appropriate NGB, i.e., SSE (English), SSW (Welsh & Irish), SNSC (Scottish). It is the responsibility of the race secretary to ensure that all entrants to a race are currently registered for racing. Unregistered racers may be accepted into Club National races only – see SSE Race Manual Section 7.2 for the detailed regulations. There is no restriction on the number of races that an unregistered racer may enter in a race season. The results of an unregistered competitor will not be eligible for seed points. The organising club will charge a fee of £5 for unregistered racer if they are not members of a registered club. This fee of £5 payable will be deducted from the amount that is paid to the clubs by SSE.
- B. Skiers may register at any time of year. The renewal of membership occurs between September and October, any renewal after 31st October will incur a penalty fee. All Home Nations then send a list of their currently registered racers to David Manns before publication of i-BARTS, o-BARTS and BASS lists.
- C. The latest seed list should of course be used to determine the acceptance of racers on performance grounds. Seed lists are published on the internet at www.gbski.com. If a competitor number / name does not appear, the race secretary should contact the SSE (or other Home Nation) office to check if they have indeed registered since the publication of the latest seed list.

PROCESSING OF RESULTS AND SEED LISTS

1. Within 4 days of each race taking place, it is the responsibility of the TD to send the complete results pack (all PDF documents and SkiPro files as detailed in the TD report form) to results@gbski.com, and the SkiPro files (sometimes sent by the Chief of Calculations) to import@gbski.com. These results are then published online and added to the GBSKI database for the next seed list. A guide to publication of race documents is available on www.gbski.com.
2. All enquiries concerning calculation of seed points should be directed to the seeder and those concerning personal details or registration to the SSE office.

EQUIPMENT

It is the responsibility of an Alpine Committee member to ensure that all necessary race equipment (boards, bibs, high visibility jackets etc) from the previous GBR venue are passed on, in good condition, to the next GBR Chief of Race. These must be signed for on the appropriate document, which must be returned to the equipment officer.

Any lost or broken equipment must be reported to the equipment officers.

PLEASE NOTE: Lost or broken equipment will be charged to the region or club concerned. You are responsible for the equipment until the Equipment officer receives the signed handover document.

COURSE SETTERS

SSE recognises two course setter levels, to assist the race organiser in selecting an appropriate coursesetter for the event they are organising.

These levels are listed below:

“B” List Setter - can set Club National / Regional Races / Club courses without supervision

“A” List Setter - can set any course without supervision

“B” list Course Setter

To qualify as a ‘B’ List setter, an individual must set one course under the oversight of a qualified and already “A” listed Course Setter and Race Jury. The supervising setter should submit the recommendation form to the SSE office and ROTP Chair. Following endorsement, the individual will be added to the “B” course setters’ list and Chair of Coaching Committee will be informed. **For a Club National race the use of a coursesetter who is not on the ‘B’ or ‘A’ lists should be agreed with the TD in advance of the event.**

“A” list Course Setter

Progression from “B” list to “A” list qualification will be done by continuous assessment by setting at least 3 Club National.

Courses at 2 different slopes, and then applying to set a course at a GBR event. This course will be assessed by both a level “A” course setter and the jury at the race. If acceptable the individual will be approved as an A list course setter.

Re-validation of the qualification

Revalidation is attained by attending at least one Course Setters’ Forum every 3 years, and setting at least one Club National/GBR Series or Championship event during this period.

SSE will maintain the A and B course setter list and will issue regular updates as required. The latest version can be found on www.gbski.com

Appointment of course setters for your event

It is the responsibility of the Race Organisers to select appropriate course setters from the list.

Please notify your Technical Delegate.

Should you have difficulty finding appropriate course setter(s) please contact SSE Office or AC Chair.

SCHEDULE OF AWARDS & AGE GROUPS

GBR SERIES

1st , 2nd , 3rd , 4th , 5th In all age groups and 1st,2nd and 3rd overall

Club NATIONAL RACES

1st , 2nd and 3rd in all age groups and overall

PROCEDURE FOR DOPE CONTROL

Guidelines for race secretaries, CoR and TD's

Notification:

All testing is arranged by the Sports Council and there will be no prior notification to Race Officials.

Arrival of Dope Control Officer:

On arrival the Independent Sampling Officers (ISOs) will report to the Race Office. They will carry an identity card and a letter of authority from the Sports Council.

The Race Secretary will delegate a member of the race organisation to act as a steward. The Steward's duties will be to notify the Jury of the arrival of the ISOs and of the proposed selection criteria and to notify those selected for testing at the end of their second run, escorting them if possible to the Testing Station.

The Steward will also be needed by the ISOs at the end of the run to check that all those notified have arrived and to convey the protocol to the racers and escort them if further action is required.

SELECTION OF ATHLETES:

The proposed way that athletes are selected for testing and the total number of athletes to be tested is decided (before the beginning of the competition) by the ISOs, in consultation with the SSE Steward. The Competition Jury will be informed of the proposals before testing commences and may approve the arrangements or propose alternatives.

Refusal to take the test will be reported to Snowsport England and treated as a positive result.

Any competitor who has decided to withdraw from the race may be asked to take a test before leaving. Failure to do so will be reported to Snowsport England and treated as a positive result.

Racers should be informed of their right to take an attendant to the Testing Station with them, i.e. Parent, Coach, or other appropriate adult. It is essential that racers under 16 years of age are accompanied

DOPING STATION

Competition organisers will need to provide a Doping Control station if the need arises. It must be situated near the finish area and be clearly marked outside. The station should consist of a waiting area, a working room and WCs (men and Women).

It is recommended that the Doping Control station is equipped with running water. Sealed drinks (such as mineral water, soft drinks or fruit juice) must be available in the waiting area. These drinks should contain no caffeine or alcohol.

It should be noted that, if the Doping Control unit visits a competition, the room they are allocated becomes inaccessible to race officials and staff of the facility for the remainder of the event. The room must therefore not contain anything that might be required for the duration of the competition or the prize giving.

PLEASE NOTE: All race results will be provisional until the results of the tests are available.

A full copy of the SSE Doping Control Regulations and Procedural Guidelines can be found in the Race Manual. Officials involved in Doping Control are advised to refer to these documents before undertaking any detailed arrangements.

SAFEGUARDING OFFICER / CHILD PROTECTION CO-ORDINATOR

Each event must have a Safeguarding Officer / Child Protection Co-ordinator who is responsible for

- Child welfare
- Child protection
- Health and Safety matters
- Duty of care to participants and to all involved in the organisation

The event co-ordinator's core responsibilities are to

- Provide and promote a strategy to maintain the welfare for Children and Young Persons
- Aim for best practice, but at least ensure that minimum standards are met.

At the event, he/she must:

- Ensure people at the event know who you are, this information should be in the race bulletin and announced on the day.
- Ensure all staff that provides services to the event are appropriately qualified and have been subject to safeguarding checks in advance. If not, then it is imperative that they do not have unsupervised contact with participants. Forms can be found in the events welfare pack
- Collect written evidence that all staff and volunteers have completed appropriate *child protection training**. (Staff in direct contact will need more in-depth training). See table below, forms can be found in the event welfare pack
- Ensure a complaints/disciplinary procedure is in place and implemented for participants and staff working at the event

Relevant Experience

Ideally the Safeguarding Officer / Child Protection Co-ordinator will have knowledge of working in the Snowsport Environment and with Children and Young Persons. Usually they will be an existing Safeguarding Officer / Child Protection Co-ordinator for a team or club

Minimum Training Requirements & Safeguarding Checks for staff involved in an event

Staff	Roles & Responsibilities	CRB check Disclosure/Self Disclosure	Child Protection Awareness training*
Safeguarding Officer (1 per 100 participants)	Responsibility for implementation of	Yes	Yes

	event welfare plan		
All staff in direct contact with participants		Yes	Yes
All named race/event officials		Yes	Web-based training
All event and support staff not in direct contact	Responsible for servicing the event	Must ensure no unsupervised contact with participants	
Drivers		Yes	Suitable, valid driving licence; relevant insurance

*Sportscoach UK Safeguarding and Protecting Children, LSCB (Local Safe Guarding Children Board) Course or similar recognised/accredited course.

CONTACT NUMBERS

SEEDER	DAVID MANNS 01684 773148 / 07733 131212
EQUIPMENT OFFICER	MIKE FRITH (NORTH) – 07749 204360 ANDREA GRANT (SOUTH) – 07956 422839
EXPENSES	SSE OFFICE - 01509 232323
MEDALS	FOR GBR , SNOWSPORT WALES, ROBIN KELLEN robin@snowsportwales.net
ONLINE ENTRY	SSE OFFICE – 01509 232323
TRAINING OFFICER	TBA
GENERAL QUERIES	SSE OFFICE – 01509 232323