



***Special
Olympics***
British Columbia

**SPECIAL OLYMPICS BC
EVENT PLANNING GUIDE
CROSS COUNTRY
SUPPLEMENT**

Updated August 2012

JOB DESCRIPTIONS – OFFICIALS

The following officials are required to host a quality cross-country event. All officials should be aware well in advance of the event, what their job involves, the time commitment, (specific times the volunteer is required to be available) who they will be working with, and any supplies they may require.

Primary Officials

Chief of Competition

Qualifications

- Must have successfully completed Cross Country BC's Level One Officials Course
- Experience in hosting Cross Country Competitions – Generic or Special Olympic

Responsibilities

- Ultimately responsible for all aspects of the event.
- Ensure that the competition is run in accordance with Cross Country BC and Special Olympics Canada Rules and Regulations
- Assist in the selection of the Race Organizing Committee
- Meet with Race Organizing Committee on a needs basis
- Chairs the Jury, (Sport Rules Committee)
- Responsible for submitting a copy of the results package to Special Olympics BC by the Monday following the event

Race Secretary

Qualifications

- Experience acting as a Race Secretary at either a Generic or Special Olympics Competition
- It is recommended that the Race Secretary complete a Cross Country Level One Officials Clinic

Responsibilities

- Responsible for the distribution of the Race Notice to all interested parties.
- Responsible for the appointment of two volunteers to assist with race day duties
- Accepts registrations prior to the event (recommended two week prior)
- With the Chief of Competition and SOBC Technical Delegate, establish race schedule.
- Prepare start list using Race Tech or Excel computer program
- Prepare adequate number of start lists for coaches, officials, public
- Prepare scoresheet and ensure that they are posted on race day
- Provide all necessary forms for officials
- Pass out bibs to coaches on morning of the race
- Accept bibs at end of day, check numbers, wash, sort and return

Chief of Stadium

Qualifications

- Experience acting as Chief of Stadium at either a Generic or Special Olympics Competition
- It is recommended that the Chief of Stadium complete a Cross Country Level One Officials Clinic

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Responsibilities

- In cooperation with Chief of Competition develop a plan for the stadium area.
- Responsible for controlling the race course in the stadium according to the rules
- Responsible for training Announcer, Gate Marshall, Line Marshall
- Responsible for staging of athletes
 - The staging area must be separated from the general stadium, so as to control the flow of skiers in and out of the start / finish area. Generally only a head coach is permitted into the staging area with the skier. Usually venues have some type of removable fencing for this purpose. Snow fencing works well.

Chief of Course

Qualifications

- Experience acting as Chief of Course at either a Generic or Special Olympics Competition
- It is recommended that the Chief of Course complete a Cross Country Level One Officials Clinic

Responsibilities

- Arrange for proper setting of the racecourse.
 - Ensure that all trails are properly prepared and tracked
- Provide proper signage, marking each junction closely.
- Responsible for training Controllers
- Responsible for selecting Forerunners
- Course controllers report directly and only to the Chief of Course.

Chief of Timing

Qualifications

- Experience acting as Chief of Timing at either a Generic or Special Olympics Competition
- It is recommended that the Race Secretary complete a Cross Country Level One Officials Clinic

Responsibilities

- Responsible for appointing necessary race day timing volunteers, (it is recommended that the Chief of Timing have approximately 15 volunteers to assist on race day)
- Responsible for training 'Race Day – Chief of Timing Assistants' – Assistant Chief of Timing, Starters, Assistant Starters, Start Time Recorder, Finish Timers, Finish Time Recorders, Order of Finish, Bib Collector, Runners, Computer Operators, Results Poster.
- Directs and coordinates all timing officials and runners on race day
- Responsible for securing all necessary race day equipment:
 - Watches
 - Batteries
 - display clock if available
 - computers for the timing hut
 - All necessary forms from the Race Secretary
 - The timing crew may require pencils, clipboards, felt pens for scoresheet, and any other supplies that.
- Responsible for organizing the official start of all watches at the designated time.

Event Services

- The event services team is responsible for providing waxing facilities, security of bags, lunch, awards, transportation to and from event, and any other services as requested by the Chief of Competition.

Secondary Officials Race Day - Assistant

Chief of Stadium - Assistants

Announcer (1)

- Will announce the progress of the race. May also provide music before and after race. Equipment: P.A. system, start list, and relevant information about skiers and event, music system (optional)

Gate Marshall (1)

- Control the entry into the staging area.
- Call groups of skiers to the area.
- Equipment: Loudspeaker, start list, pencils

Line Marshall (1)

- Line up skiers in proper order. Coaches are not permitted beyond the Line Marshall.
- Equipment: start list.

Chief of Course – Assistants

Controllers (5)

- Controllers will be positioned throughout the course to record the passing of each skier. This information is used to ensure each skier follows the correct course. Controllers can also record violations of technique or coach interaction.

Forerunners (2)

- Responsible for skiing the track and having it in the best condition possible for the early skiers

First Aid Coordinator (2)

- Must ensure that an action plan is in place to manage any medical situation on or off the course.
- Evacuation plan must be in place with proper support, this is dependent on the location of the event.
- First aid attendant will be positioned at the finish line. Snowmobile with first aid toboggan must be available to remove skier from the course. Knowledgeable operator must be available

Chief of Timing - Assistants

Assistant Chief of Timing (1)

- The Assistant Chief of Timing will organize results and present forms to the computer operators. Once it has been determined that all timing teams are consistent with one another, Team A times will be given priority, Team B and Team C times will be used as required.

Starter (1)

- Focus is only on the skier that is starting. Give 10 second warning, then countdown 5, 4, 3, 2, 1 Go.
- When using manual timing skier is not permitted to start prior to the “go” signal. Starter places arm in front of skier or hand on shoulder.
- Equipment needed: running stopwatch

Assistant Starter (1)

- Regulates the advancement of skiers to the starter.
- Informs the starter of DNS skiers or ghost skiers.
- Assistant starter is responsible for any late starts.
- Equipment needed: start lists, running watch.

Start Time Recorder (1)

- Stands adjacent to the starter.
- Records the start time of all skiers.
- Records start time of any late starts, or DNS's.
- Equipment needed: Clip board, start list, recording sheet, pencils, watch.

Finish Timers (4)

- Positioned at the finish line, finish timers must work amongst them selves so as to ensure that a finish time is obtained for each skiers as the toe crosses the finish line.
- Equipment: stop watch

Finish time recorders (4)

- Work as a partner with a finish timer to record time to the tenth of a second.
- Equipment: Clipboard, recording forms, pencils

Order of Finish (1)

- Stands at finish line, records the bib number of skiers in the order in which they cross the finish line.
- In the case of a close finish the finish time recorder will make the call as to placing.
- Equipment: clipboard, recording sheets, pencils

Bib Collector (1)

- Assist skiers from the finish line so as they do not block other finishers. Collect bibs.

Runner (2)

- The runner will collect recording sheets from finish time recorders, order of finish, and start time recorder as needed. These sheets are brought to the timing hut and given to the Assistant Chief of Timing.
- A runner will take time sheets from the timing hut to The Results Poster

Computer Operators (2)

- Working as a pair, computer operators will input finish times into the start list program. One operator will read numbers while the other inputs.
- Elapsed times should be periodically printed for the result poster. (Recommendation – Every 10 minutes)

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Results Poster (1)

- When times become available from the timing hut, The Results Poster will post results on the displayed scoresheet for viewing of coaches, skiers and public. These results will not be ranked.
- This is an opportunity for clerical errors to be detected. Any such errors may be reported to the Chief of Timing.

Event Services - Assistant

Refreshment Server (2)

- Provide warm drink and warm water for skiers after they have completed the course but before they leave the finish area. Also provide tissue.
- Equipment: Propane burner, table, cups, pots, drinks, tissue, garbage

MEDICAL REQUIREMENTS

The following are the minimum requirements for medical coverage at a Cross Country competition.

- One (1) Doctor and Two (2) First Aid Attendants at Start and Finish, (preferably trained in ski related events, i.e. prepared for temperature and remote location).
- Access to a snowmobile and rescue sled

AWARDS

All competitors are to be awarded participation ribbons with the athlete obtaining the fastest, second fastest and third fastest times in each gender, event and division receiving 1st, 2nd and 3rd place awards accordingly.

For Example: The fastest, second fastest and third fastest athlete in the following divisions would receive 1st, 2nd and 3rd place awards accordingly.

Event - 100m CT
Gender - Female
Division - F1

Event - 100m CT
Gender - Female
Division - F2

Event - 100m CT
Gender - Female
Division - F3

COMPETITION FLOW

Arrival and Pre-Staging

Upon arrival and registration at the competition venue, athletes should proceed to a pre-staging area. This area should be used for ski waxing and pre-race briefing by coaches. Athletes may then proceed to the warm-up tracks.

Staging Process

- Approximately 20 minutes prior to the start of his/her race, the athlete should be taken to the staging tent by his/her coach. The coach should remain with the athlete until the athlete has started his/her race.
- In the staging area, staging personnel shall confirm entries and conduct an equipment check. After assisting athletes with warm-up clothing removal, coaches should bag or hand-carry warm-up clothing for pick-up at the finish area.
- Athletes are then lined up in sequence by start (bib) number. 10 minutes prior to the start, the announcer should announce “10 minutes to start”. At this point, Line Marshall’s shall guide athletes toward the start line.

Staging Guidelines

- The staging area should be designed so athletes can keep warm by moving about and stretching. It is essential to avoid having the athletes standing around for any lengthy period of time where they could possibly become chilled before the start of the race.
- Skiers may have a warm-up jacket draped over their shoulders while in line.
- For individual start races, athletes should be called by a pre-caller to line up no more than five minutes before their start.

Event Flow at Start

Interval Start Events

- After the announcer has announced “10 minutes to start,” Line Marshall’s walk with athletes toward the start line for 30 second interval starts.
- The “on-deck” skier must be ready just behind the start line.
- Once a skier steps forward to the start line, the Line Marshall’s should step back behind the starting personnel.
- After the start, coaches should proceed to the finish line

Mass Start Events

- Athletes and Line Marshall’s begin the flow toward the start line after the “10 minutes to start” announcement is made.
- Skiers gather at the start line.
- After the start, coaches should proceed to the finish line

Guidelines for Starts

- Events ranging from the 500-meter race through the 10-kilometer race should be conducted using the interval start format. In interval start races, each athlete starts in 30 second intervals unless otherwise designated by the Chief of Competition.
- The athletes should be lined up by the Line Marshall according to the start sheets. These sheets are printed before the event and must be distributed to all coaches, officials, and spectators.
- Mass starts will be used in the 50-meter and 100-meter races. In addition, mass starts may be used for the longer distance races in adverse conditions only. Athletes should be lined up in rows using the tracks set for the relay events. The position of athletes in rows will depend upon their advanced entry times or their preliminary heat times. Faster skiers will be in the front with slower skiers following.

Event Flow at Finish

- Once each athlete has finished the race, the skier's name and time should be announced.
- Each coach should meet his/her athlete and assist with warm-up clothing. The coach must ensure that the athlete is given plenty of water to drink and had changed into warm-up suits or dry clothing.

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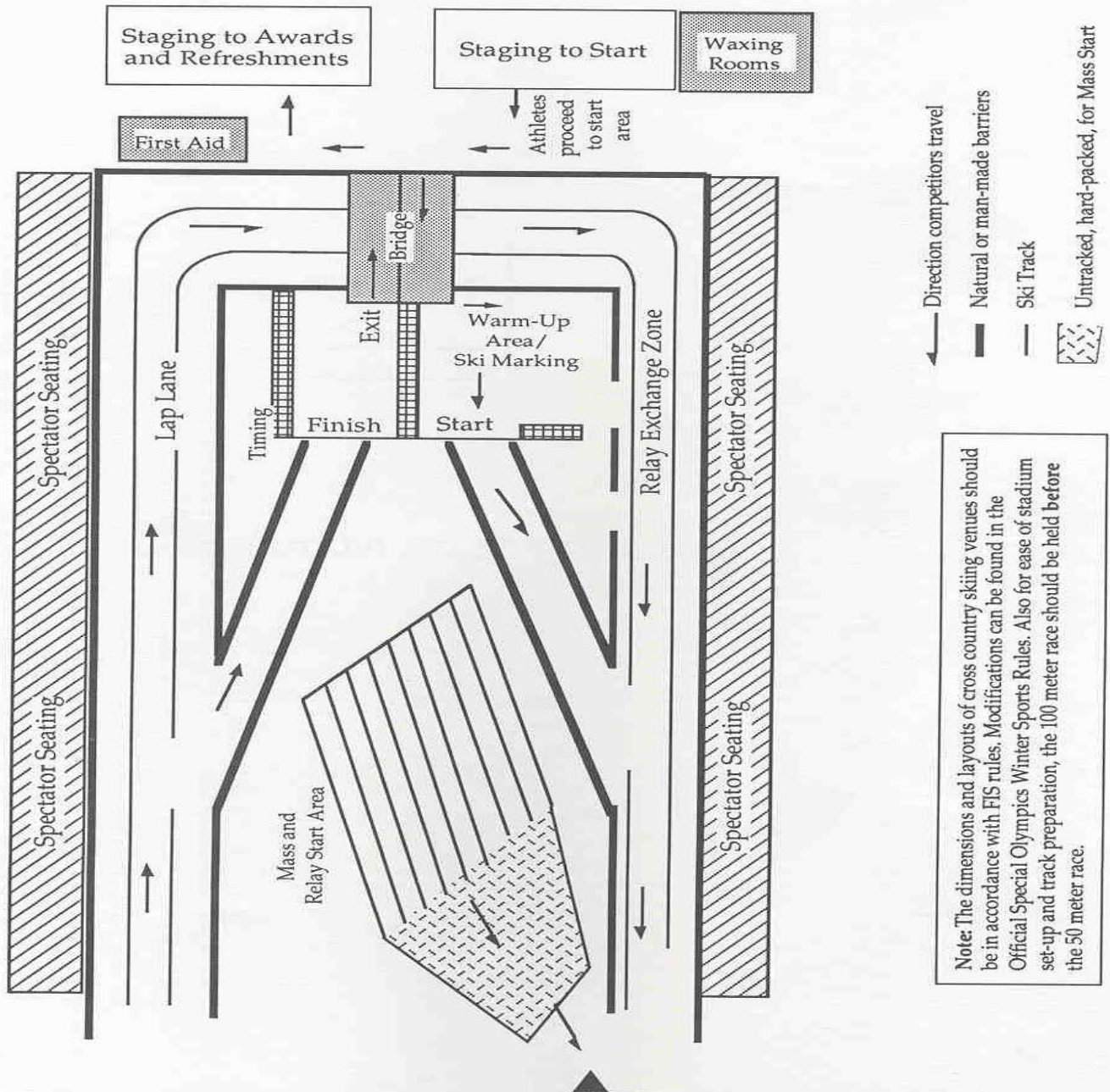


EQUIPMENT CHECK LIST

<i>EQUIPMENT</i>	<i>NUMBER REQUIRED</i>	<i>CHECKED</i>
Snowmobile	1	_____
Shovels	6-8	_____
Rakes	6-8	_____
Tents	Dependent on venue	_____
Tracksetter	1	_____
Markers	Dependent on venue	_____
Dye for marling start and finish lines	1	_____
Poles	Dependent on venue	_____
Snow fence	Dependent on venue	_____
Pennant flags	Dependent on venue	_____
Banners (start and finish)	1	_____
Special Olympics Banner	1-2	_____
Sponsor banner	Dependent on Sponsors	_____
Awards stands	1	_____
Family, Honored Guests and spectator areas	Dependent on venue	_____
Heat sheets	Dependent on Reg.	_____
Clipboards	8-10	_____
Pencils and Erasers	2 doz	_____
Bibs with numbers	Dependent on Reg.	_____
Electric Timing Equipment	Not Mandatory	_____
Stopwatches (for backup)	8-10	_____
Tables	Dependent on venue	_____
Chairs	Dependent on venue	_____
Public Address System	1	_____
Billboard for unofficial results	2	_____
Hand-held radios	12-14	_____
Awards medals/ribbons	Dependent on Reg.	_____
Starting guns with blanks	2	_____
Screwdrivers	assortment	_____
Pliers	assortment	_____
Rest room facilities	Dependent on venue	_____

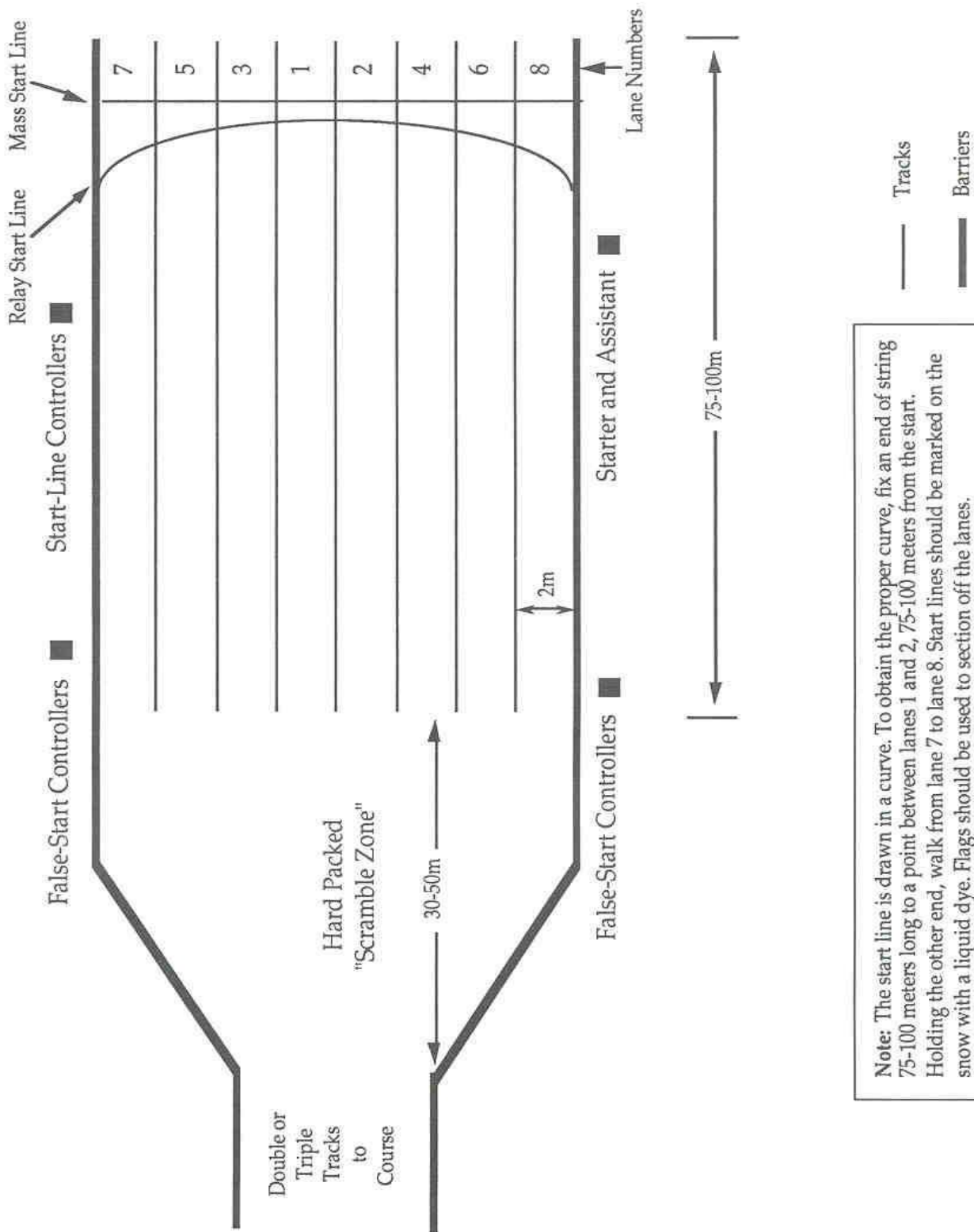
VENUE MAPS

Sample Competition Stadium

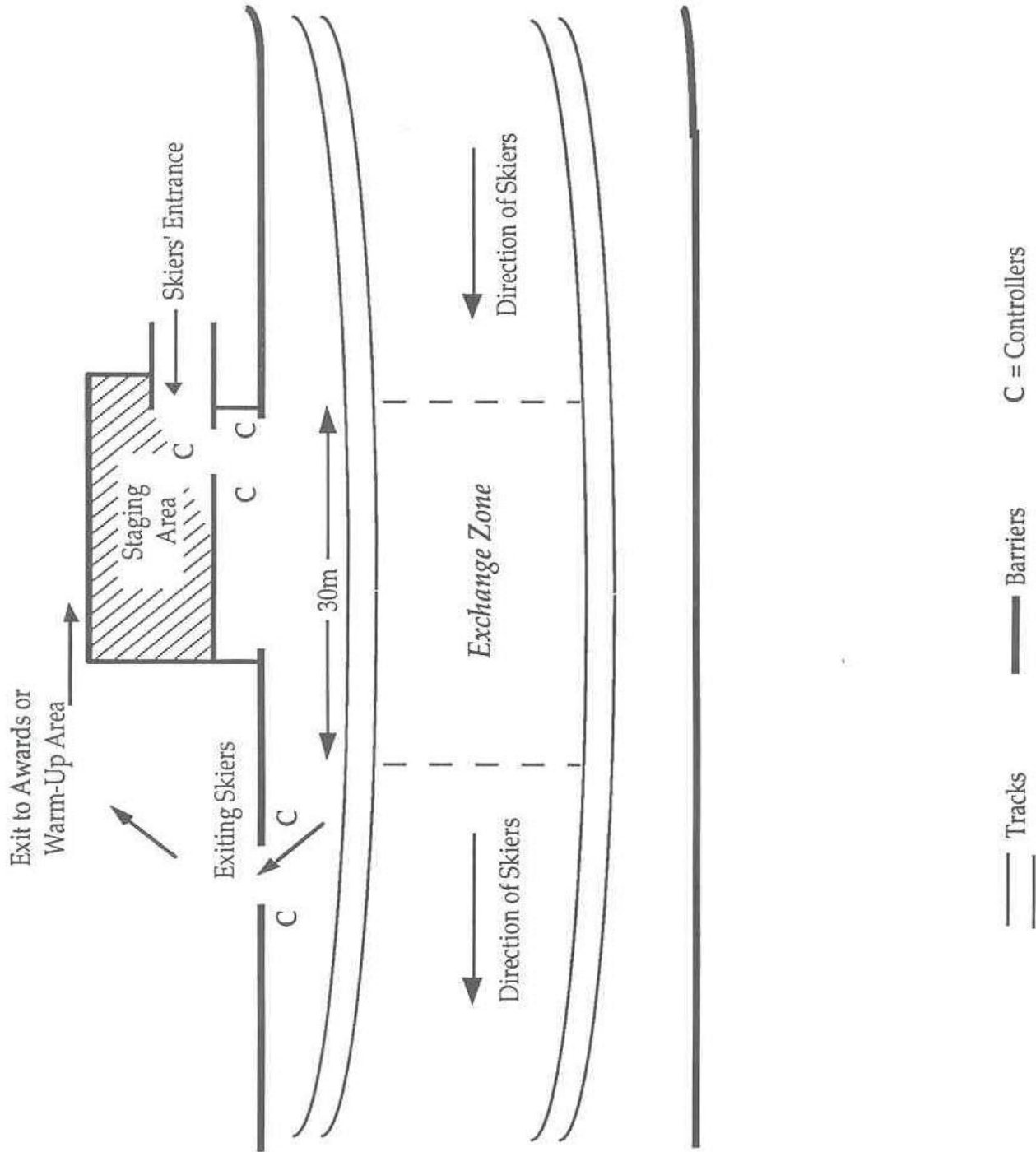


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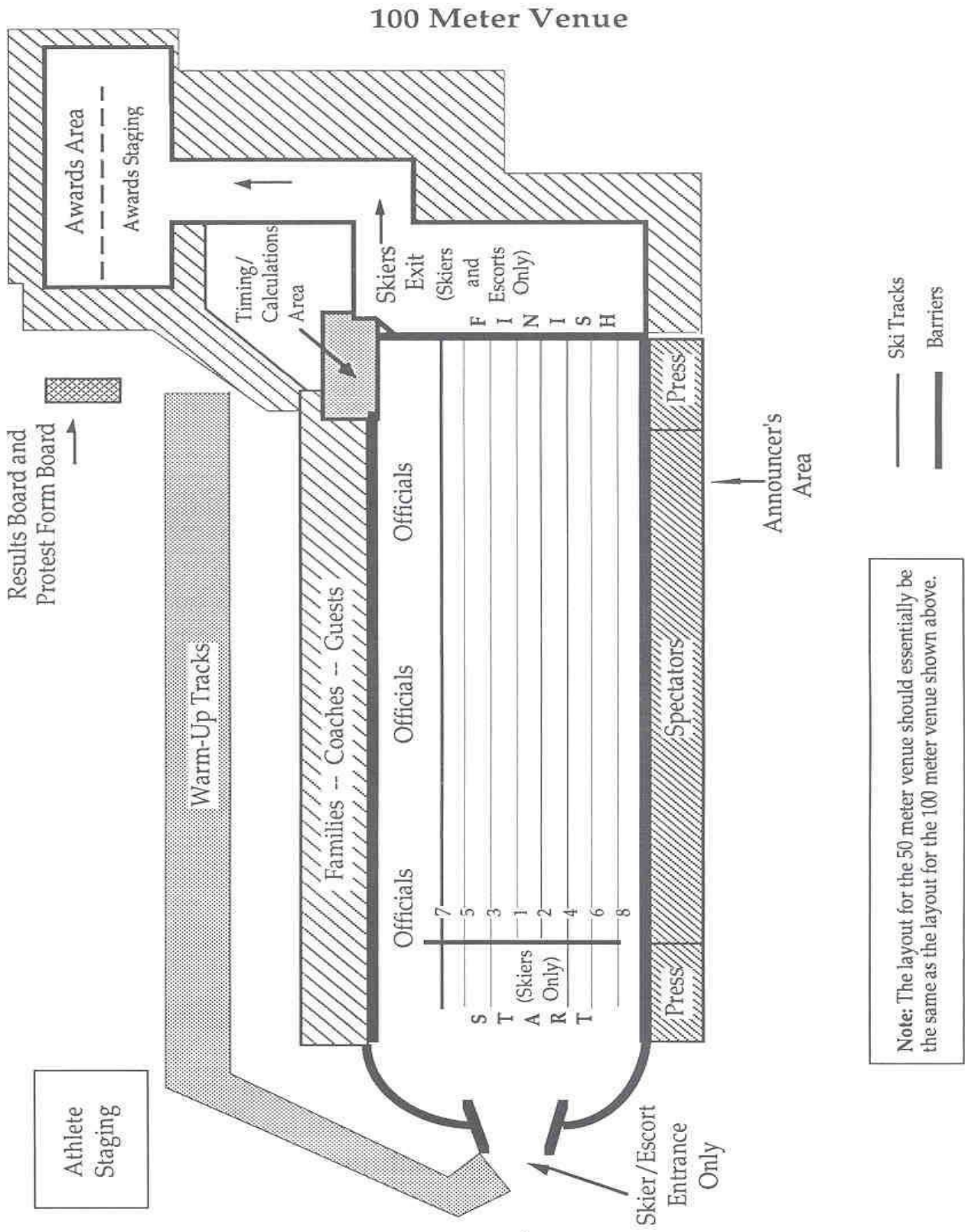
Mass and Relay Starts



Relay Exchange Zone



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SOBC - CROSS COUNTRY SKIING START LIST

Name of Competition: _____ Date: _____

Event/Distance: _____

Classification: M F Age Group _____

Divisions _____

Start Time	Bib #	Athlete's Name	Local Program	Division

SOBC - CROSS COUNTRY SKIING HEAT SHEET

Event: _____ Race: _____

Site: _____ Start Time: _____

Classification: M F Age Group _____

Division _____

Racer Name								
Bib #								
Finish Time								
Start Time								
Racer Time								
Place Finish								

Recorder's Signature _____

SOBC - CROSS COUNTRY SKIING LAP COUNT RECORD

Place an 'X' in the numbered square each time the skier with that number passes

Event: _____ Name: _____

Date: _____ Location: _____

Classification: M F Age Group _____

Division _____

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

SOBC - CROSS COUNTRY SKIING TIMING SHEETS

Copy these Timing Sheets onto card stock paper, cut, and provide to the finish line personnel.

Timing Recorder Sheet					Timing Recorder Sheet				
Name: _____					Name: _____				
Timing Team # _____ Page # _____					Timing Team # _____ Page # _____				
Division _____					Division _____				
Bib #	Hour	Min.	Sec.	Tenth	Bib #	Hour	Min.	Sec.	Tenth
	:	:	.			:	:	.	
	:	:	.			:	:	.	
	:	:	.			:	:	.	
	:	:	.			:	:	.	
	:	:	.			:	:	.	
	:	:	.			:	:	.	
	:	:	.			:	:	.	
	:	:	.			:	:	.	

SPECIAL OLYMPICS BC CROSS COUNTRY REGISTRATION FORM



Region: _____ Local: _____

Team Contact: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Fax: _____

E-mail: _____

Athlete Name	Gender	Age	Event	Seed Time/Distance
1) _____	_____	_____	1) _____	
			2) _____	
			3) _____	
2) _____	_____	_____	1) _____	
			2) _____	
			3) _____	
3) _____	_____	_____	1) _____	
			2) _____	
			3) _____	
4) _____	_____	_____	1) _____	
			2) _____	
			3) _____	
5) _____	_____	_____	1) _____	
			2) _____	
			3) _____	
6) _____	_____	_____	1) _____	
			2) _____	
			3) _____	
7) _____	_____	_____	1) _____	
			2) _____	
			3) _____	
8) _____	_____	_____	1) _____	
			2) _____	
			3) _____	
9) _____	_____	_____	1) _____	
			2) _____	
			3) _____	

Return Form to: