



***Special  
Olympics***  
*British Columbia*

# **SPECIAL OLYMPICS BC EVENT PLANNING GUIDE SNOWSHOEING SUPPLEMENT**

**Updated August 2012**

**JOB DESCRIPTIONS – OFFICIALS**

The following officials are required to host a quality snowshoeing 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.

**Chief of Race**

*Qualifications*

- Experience in hosting snowshoeing competitions - Generic or Special Olympic.

*Responsibilities*

- Ultimately responsible for all aspects of the event.
- Ensure that the competition is run in accordance with Special Olympics Canada Rules and Regulations
- Assist in the selection of the Race Organizing Committee
- Establish a realistic race schedule, i.e. order of events
- Meet with Race Organizing Committee on a needs basis
- Chairs the Jury, (Sport Rules Committee)

**Race Secretary**

*Qualifications*

- Experience acting as a Race Secretary at either a Generic of Special Olympic competition.

*Responsibilities*

- Prepare heat sheets using Games Management Software, (done in conjunction with Special Olympics BC).
- Prepare adequate number of heat sheets for coaches, officials, public (done in conjunction with Special Olympics BC).
- Ensure that race results are posted on race day in a timely manner.
  - Results will not be official until the conclusion of the event and the expiration of the 30-minute protest period.
- Provide all necessary forms for officials on race day, (done in conjunction with Special Olympics BC)
- Pass out bibs to coaches on morning of the race
- Accept bibs at end of day check numbers to ensure all are returned.
- Supervise 'Runners' on race day.

**Race Secretary - Assistants**

*Runner (2)*

- The runner will collect recording sheets from the Chief of Timing and the Head Place Judge. These sheets are brought to the timing hut and given to the Results Coordinator.
- Runners are also responsible for posting the results.

## **Chief of Course**

### *Qualifications*

- Experience acting as a Chief of Course at either a Generic or Special Olympic competition

### *Responsibilities*

- Assist Special Olympics BC in the proper setting of the racecourse.
- Ensure that race course is properly marked and groomed on race day.
- Work with the course maintenance crew to ensure the integrity of the racecourse throughout race day.
- Supervise Field Judges on race day.
  - Field Judges report directly and only to the Chief of Course.

### **Chief of Course – Assistants**

#### *Course Maintenance Crew (2)*

- Assist the Chief of Course in the proper setting and grooming of the racecourse prior to race day.
- Assist the Chief of Course in ensuring that the integrity of the racecourse is maintained throughout race day.

#### *Field Judges (4)*

- Field Judges will be positioned throughout the course, one (1) on each corner to record any course violations, such as interference with other competitors and rules regarding the passing of batons in the relay events.
- Field Judges are to indicate an infraction by holding up the flag provided to them by the Chief of Course. The Chief of Course will record any infractions and pass them to the Result's Coordinator prior to the posting of results.

## **Chief of Timing**

### *Qualifications*

- Experience acting as a Chief of Timing at either a Generic or Special Olympic competition.

### *Responsibilities*

- Directs and coordinates all timing officials on race day
- Responsible for organizing the official start of all watches at the designated time.
- Responsible for the accurate recording of each competitor's race times.
  - In the event of an inconsistency in recorded times the Chief of Timing in conjunction with the Chief of Race will have final say.

### **Chief of Timing – Assistants**

#### *Finish Timers (12)*

- Positioned at the finish line, finish timers will work in teams of three (3) to ensure that a finish time is obtained for each racer as the torso crosses the finish line.
- When prompted Finish Timers will provide the times for the racer's in the respective lanes for which they are responsible to the Chief of Timing.
- In the event of a missed time the finish timer should immediately signal the Chief of Timing by raising their hands.

### **Head Place Judge**

- Directs and coordinates all place judges on race day
- Responsible for recording the correct order of finish of all racers.
  - In the event of an inconsistency in the order of finish the Head Place Judge, the Chief of Race and the Chief of Timing will have final say.
- Responsible for getting the order of finish to the results coordinator following the completion of the race.

### **Place Judge Assistants**

#### *Place Judges (3)*

- Positioned at the finish line, each place judge will be responsible for identifying the racer that finishes in the place in which they are responsible for. For example Place Judge One would be responsible for 1<sup>st</sup> and 6<sup>th</sup> place, Place Judge Two for 2<sup>nd</sup> and 5<sup>th</sup> place and Place Judge Three for 4<sup>th</sup> and 5<sup>th</sup> place.
- Place Judges should immediately following the conclusion of the race notify the Head Place Judge which lane finished first, second, third, etc...
- In the event of a discrepancy the Head Place Judge will determine the correct order of finish.

### **Starter**

- Focus is only on the race that is starting. Once competitors are properly lined up at start, the starter says "GET READY" with arm raised then signifies the start of the race by the firing of the starter's pistol.
- In the event a racer has a hearing impairment the starter will signify the start of the race by dropping his/her hand in conjunction with the firing of the starter gun.

### **Assistant Starter**

- Stands 10 meters out from the start line in order to stop racers on a false start.
  - The firing of a second shot from the starter's pistol signifies false starts by the Starter.
- The assistant starter stops racers via the raising of a rope across the track.

### **Head Marshal**

- Responsible for ensuring that all racers are in their assigned lane prior to the start of the race.
- Responsible for coordinating the activities of the assistant marshals within the marshaling tent.
- It is expected that events will be marshaled three (3) races prior to the start of any given race. For example if there are four heats of the 100m Men's, Heat One, Heat Two, Heat Three, Heat Four and we are starting with Heat One the marshaling would look as follows:
  - Heat One - Start Line
  - Heat Two - Marshaled
  - Heat Three - Marshaled
  - Heat Four - Marshaled
- If there were a Heat Five as Heat Two approaches the finish line Heat Five would be marshaled. This rotation continues until the end of race day or the completion of the events.
- Depending on the length of the event the announcer will call for athletes to be marshalled at least twenty (20) minutes prior to the start of the event.

### **Marshling Assistants**

- Responsible for working with the Head Marshal to ensure that all athletes are in their assigned lanes prior to the start of the race.
- Responsible for ensuring the activities of the marshaling tent run on a clear concise manner throughout race day.

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**Care and Comfort Volunteers**

At the starting line collect each athlete's warm-up clothes and transport them to the finish line for athletes to put on immediately following the completion of the race.

**MEDICAL REQUIREMENTS**

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

- Two (2) First Aid Attendants at Start and Finish, (preferably trained in ski related events, i.e. prepared for temperature and remote location).
- A doctor on call throughout the duration of the competition.
- 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place awards accordingly.

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

Event - 100m  
Gender - Female  
Division - F1

Event - 100m  
Gender - Female  
Division - F2

Event - 100m  
Gender - Female  
Division - F3

## EVENT 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 race preparation and the pre-race briefing by coaches. Athletes may then proceed to the warm-up course.

### *Staging Process*

- Approximately 20 minutes prior to the start of his/her race, the athlete should be taken to the marshalling tent by his/her coach. Coaches are not permitted in the marshalling area unless invited in by the Head of Marshalling.
- In the marshalling area, marshalling 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 will be placed in the appropriate lane according to heat sheets.
  - Races may be marshalled two (2) - three (3) events in advance by placing athletes in chairs labeled with their respective lane numbers.

### *Staging Guidelines*

- The marshalling 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.
- Racers may have a warm-up jacket draped over their shoulders while in line.

### Event Flow at Start

#### *Mass Start*

- Athletes with the aid of the Assistant Marshall's begin the flow toward the start line after the "10 minutes to start" announcement is made.
- Racers gather at the start line and are placed in their appropriate lane by the Starter.
- After the start, coaches should proceed to the finish line

### Event Flow at Finish

- 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 has changed into warm-up suits or dry clothing.

**EQUIPMENT CHECK LIST**

<b><i>EQUIPMENT</i></b>	<b><i>NUMBER REQUIRED</i></b>	<b><i>CHECKED</i></b>
Grooming equipment (mechanized if possible)	1	_____
Shovels	6-8	_____
Rakes	6-8	_____
Cordless Drill for course setter/auger	3-4	_____
Snow fence (Start and Finish area)	Dependent on Course	_____
Folding Tables for Start Area	4	_____
“Willy” bags or padding (danger spots, finish line)	Dependent on Course	_____
Banners (start and finish)	1 of each	_____
Special Olympics banners	2	_____
Sponsor banners	Dependent on Sponsors	_____
Awards Stand	1	_____
Stopwatches	14-16	_____
Public address system	1	_____
Results board (1-2 meters at finish, for unofficial results)	2	_____
Announcement board (1-2 meters at start)	2	_____
Hand held walkie-talkies (min 2 per course)	4-6	_____
Awards ribbons or medals	Dependent on Reg.	_____
Bibs (numbering 1-350)	Dependent on Reg.	_____
Measuring Tape (20m, 50m, 100m)	1 of each	_____
Small Measuring Tape (measuring of snowshoes)	1	_____
Pine boughs/Course markings (for flat light)	Dependent on Course	_____
Wood Course Markers	80-100	_____
Batons for relay events	8	_____
Dye – red and blue (start line, finish line and lane markings)	1 bottle	_____
Waterproof marking pens	2 doz.	_____
Waterproof clipboards	10-12	_____
Small tool kit (pliers, screwdrivers, hammer)	1	_____
Warm Drink Containers for finish area	2	_____
Rug samples (for volunteers to stand on in snow)	40-50	_____

**SPECIAL OLYMPICS BC - SNOWSHOEING  
HEAT SHEETS**



**EVENT:** \_\_\_\_\_ **EVENT NUMBER:** \_\_\_\_\_ **DIVISION:** \_\_\_\_\_

**GENDER:    MALE            FEMALE    (CIRCLE)**

**AGE GROUP:** \_\_\_\_\_

<b>LANE</b>	<b>ATHLETE'S NAME</b>	<b>BIB #</b>	<b>LOCAL</b>	<b>TIME</b>	<b>PLACE</b>
1					
2					
3					
4					
5					
6					
7					
8					

**OFFICIAL SCORER**

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# SPECIAL OLYMPICS BC – SNOWSHOEING HEAT SHEETS



Event # \_\_\_\_\_ Sex: Male or Female Age Group \_\_\_\_\_

Event Name \_\_\_\_\_

Lane #	Athletes Name	Local	Time	Placing
1				
2				
3				
4				
5				
6				
7				
8				

Event # \_\_\_\_\_ Sex: Male or Female Age Group \_\_\_\_\_

Event Name \_\_\_\_\_

Lane #	Athletes Name	Local	Time	Placing
1				
2				
3				
4				
5				
6				
7				
8				

# SPECIAL OLYMPICS BC – SNOWSHOEING REGISTRATION



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)	
			4)	
2) _____	_____	_____	1)	
			2)	
			3)	
			4)	
3) _____	_____	_____	1)	
			2)	
			3)	
			4)	
4) _____	_____	_____	1)	
			2)	
			3)	
			4)	
5) _____	_____	_____	1)	
			2)	
			3)	
			4)	
6) _____	_____	_____	1)	
			2)	
			3)	
			4)	
7) _____	_____	_____	1)	
			2)	
			3)	
			4)	

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