

# GRANITE CHIEF - FAR WEST MASTERS

## RACE COORDINATOR'S DUTIES

### PRIMARY OBJECTIVES:

1. Signatures.  
Every racer must have signed a USSA release if not in possession of a current USSA card.  
Some areas are requiring an additional release.
2. Fees and other entry details.  
Collect unpaid fees and correct entry personal info.
3. Information.  
Provide race info (start time, directions to course, awards and events, etc.).

### PRIOR TO REGISTRATION:

Call the ski area during the week prior to the race to make sure that they know you are going to help. Be sure to find out who your contact person is and when and where you should set-up. Try to arrive around 7:00am but no later than 7:30am.

The area will provide you with an alphabetized list of registrations received. They may have already checked the names against the list Heidi sends them and noted those racers NOT on her list as members of USSA. If the area has not done this, you will have to do it. The areas all do this now.

- Highlight any racer who is not on Heidi's list
- Highlight any racer with other unfinished business (unpaid fees, missing bib number, etc)

Get the temporary bib list (if any) from the ski area.

Post information

Make sure that Masters signs and posters have been displayed in the registration area.

Post a sign stating the lift and run where the race is being held.

If possible, post the time and location of the awards presentations.

### REGISTRATION:

Check-in each racer using the HIGHLIGHTED START LIST

Problem A: Racer is not a USSA member.

Wants to join for the season:

1. Fill out USSA and/or Far West membership applications.
2. Pay \$90 (+ \$25 late fee, if app.) membership for USSA and/or \$20 membership for the Far West. USSA may be paid by credit card. Far West can be paid by cash or check.
3. Check that the form is properly filled out and signed in the proper places.  
The USSA form is three pages long. The third page has the liability form.
4. Late fees for USSA and Far West are waived for new members. (This has no bearing on the late fee to the area for late race entries.)

NOTE: Write separate checks for USSA and Far West fees.

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Does not want to join - Weekend license; two times per season; may "upgrade" later.

Pay \$25 for USSA temporary license for up to 3 consecutive days.

Check form for proper signature. USSA accepts credit cards.

**These must be filled in properly, with proof of insurance and signed on back or second page. There is a new form this year, that allows the racer without insurance or don't have their cards with them. It is called the Medical Insurance Acceptance Agreement. It basically releases USSA and the area from all medical problems the racer may incur while skiing at their area.**

Problem B: Racer is on the start list but their entries were not received five days prior to the race. The area should provide a list of these racers. An entry may be accepted up to the day before the race. The late fee of \$5.00 is payable to the ski area at their option.

NOTE: We want to promote Masters Racing and have been allowing late registration on the day of the race with the area's concurrence if there is enough time before closing.

A racer may claim to be a USSA member but unable to provide proof. We accept their word but have them sign the USSA Release Form (long sheet with multiple signature lines) just in case. Check that their signature is accompanied with printed name - some signatures are unreadable.

RACERS FROM OTHER USSA AND CANADIAN DIVISIONS: If properly licensed, they do not need to join Far West. Have them show their USSA or Canadian ski card.

Sell them a lift ticket last. When setting up your counter, consider having your first assistant check for the licenses, yourself in 2nd position to take care of those who have a problem and the last assistant sell the lift tickets. This person will most likely be an employee of the ski area.

TEMPORARY BIBS: Paper bibs are for new members, temporary licensees and members who have forgotten their bibs. No other temporary bibs allowed. New members and temporary licensees should be given numbers 900 and up.

STAFFING: The person taking care of the problem racers will have USSA and Far West membership, temporary license and LIABILITY forms and the 900 bib numbers. (Members who have forgotten their bib will write their number on a temporary paper bib). This is the most complicated job. It is strongly suggested that this person has experience as a race coordinator or registrant and that you keep an eye on this position, or do it yourself.

**REGISTRATION CLOSED - 8:30 a.m.**

### **AFTER EACH RACE:**

Volunteer your help to get the details wrapped up. Pick up any paper work that needs to be sent. After the weekend of races:

Make sure the Representative of Far West is obtaining the race results and results disk. Obtain a copy of the T.D. report if the TD has not taken care of it. Put everything in the pre-addressed envelope and mail or give it to Gayle DeMattei..Usually the race department will take care of mailing the necessary paper work to USSA. Gayle DeMattei usually takes care of sending the USSA membership money and Temp License money to USSA. Also the Far West membership money to Heidi Littenberg. If I'm not there, the race departments can take care of it.

Resolution of these race details is essential to our program. All of the masters racers appreciate your help in getting these races off as painlessly as possible - especially me!

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