

CSRT Volunteer Descriptions
2014/2015 Season

This document includes descriptions for all available Volunteer Positions. If after reading this document you have any questions about a position do not hesitate to email Victoria Hubler, Volunteer Coordinator, at hubler@gorge.net.

Volunteer Commitments Per Family

Program	Requirements
Development Team	3 Days
Training Team	3 Days
Junior Competition Team	4 Days
U16/U14 USSA Competition Team	4 Days

How to read this document

The remainder of this document is organized into 4 sections.

- Race Organizing Committee – These 5 positions are assigned to people who learn specific skills and will be needed at the Cooper Cup and Cooper Duel.
- Race Volunteers – all the positions needed to put on a race. Each race requires approximately 40 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.

How To Sign Up for Race or Special Event Volunteer Positions

The volunteer coordinator will send out a “Volunteer Opportunity” email 2-3 weeks prior to the race or event. The email will have details about the upcoming event and a link to a google doc that allows you to sign up for volunteer positions. To sign up you will need a google email address and be signed into your google email account.

Race Organizing Committee

Chief Of Race 2 Days	The Chief of Race (COR) 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. The Program Director or Head Coach usually fulfills this role.
Chief Of Course Full Day	The Chief of Course (COC) is responsible for maintaining the course. COC directs race crew in this mission. This is a physical job that requires leaderships and communications skills.
*Race Administrator	Race Administrator is responsible for the

4 Days (Diamond Dual and Cooper Cup)	registration, working with the head timer to ensure entries are in a timer ready format, identify bibs available for start numbers. RA will receive, organize, and answer questions with regard to entries. On the day of race this person is responsible for start lists, checking in racers, bib handout, and make sure all necessary fees have been paid. He/she will set up the tables to prepare for registration and will clean them after registration.
Chief Gate Judge 1 ½ Days	The Chief Gate Judge (CGJ) should be licensed with USSA. 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. The CGJ 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 designates the gates each gate judge will supervise and places the gate judges in position after describing their job to them. He/She must make certain that the numbering and marking of the gates are done within the required time. At the end of each run, he/she will collect the gate judges' control card for delivery to the Referee. The CGJ must understand and communicate to gate judges the correct path through gates including a flush, hairpin, and delays.
Chief of Timing and Calculations 4 Days	The Chief of Timing and Calculations is responsible for the timing, calculation of timing, communicating with starter and officials at the start and finish, and determination of intervals between starts. This position is located in the finish shack and the warmest job on the hill. This is the most important role in a race and requires the ability to work under pressure and problem solve. Chief Timer (CT) will meet with assistant timer the night or week prior to ensure timing equipment and is working properly. CT needs to be available for both Cooper Cup and Cooper Duel.

Race Volunteers

****Required for each race***

*Course Maintenance/Race Crew Full Day	The Course Maintenance/Race Crew (RC) members must be strong skiers. The job is physical
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	and team oriented. RC takes numerous runs, will be expected to check in with the Race Registration 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.
*Gate Judges Full Day	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 (this meeting will give confidence to new gate-keepers and allow the Chief to have an accurate count to assure gate coverage). Gate Judges are assigned to work a full day. They will have a short break between the first and second runs of the race.
Bib Organizer ½ Day	The Bib Organizer (BO) will organize and group the bibs the night prior to the race. The BO will get final start list and bibs from Race Administrator the night prior.
*Bib Collector and Washer Full Day or ½ Day	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, and lets the Race Administrator know which numbers are missing.
Registration Desk ½ Day	This position involves providing information, selling tickets, waiver intake, and handing out bibs to racers and their families. People working the registration desk need to be at the lodge by 7:30am on race days and need only be there in am.
*Volunteer Coordinator 4 Days: Full Season	The Volunteer Coordinator is responsible for managing the Volunteer signup process. This position requires him/her to be available for questions regarding the volunteer positions and or the fulfillment requirements. Prior to each race

	<p>the Coordinator shall contact all the volunteers for the race and make appropriate adjustments to cover any shortages. The Volunteer Coordinator may also be responsible for Race Registration duties and other volunteer positions as deemed necessary. The Race Registration Coordinator will manage the Day of Race Volunteer signup process. He/she is responsible for signing in volunteers and providing volunteers with race day information on where and when volunteers need to be in certain locations. This person is also responsible for giving out day of race lift tickets to individuals who need them and turning in the leftover ticket money.</p>
<p>*Starter Full Day</p>	<p>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.</p>
<p>*Assistant Starter 1 Day</p>	<p>The assistant starter calls the competitors to the start in the start order and assists in getting the racers lined up and into the start area.</p>
<p>*Hand TimeKeepers Full Day</p>	<p>These individuals, two at the start and two at the finish, use a stopwatch and clipboard to hand 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.</p>
<p>*Assistant Timers Full Day</p>	<p>These individuals (preferably two on top and two on bottom of course) are necessary to assist the Chief of Timing in provide backup timing.</p>
<p>*Public Address Operator Full Day</p>	<p>This person announces the racers' names and times as they cross the finish. This person stays in the finish shack.</p>
<p>*Scoreboard Writer and Runner Full Day to ½ Day</p>	<p>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</p>

	times.
Hot Chocolate/coffee delivery Full Day	This individual is responsible for picking up the hot chocolate carafe and cups at the designated location prior to each run of the race. He/she will deliver hot chocolate to the volunteers on the race course throughout the entire race. This may require returning to the lodge to refill the carafe as needed. This position will involve several chairlift rides.
Race Crew Lunch Organizer Full Day & Banner Organizer 1 ½ Days	This job involves contacting Subway or New York Sub, getting Juice from Ryan's Juice and bottled water for 45 Lunches. Putting lunches together and delivering them to the lodge the morning of the race. They will also pick up the race sponsor's and CSRT Banners at storage unit in the AM or night prior, 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 storage unit. Two people work as a team to complete both tasks.

Finally, a note about Race Volunteer Lift tickets for Non Season pass holders.

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. There are no vouchers available for Season Pass holders

Special Events & Fundraisers

BBQ Coordinator 1 - 4 Days	Working with Volunteer Coordinator this person is responsible for Coordinating CSRT BBQ's. Volunteers will work with the BBQ coordinator to setup, run BBQ and Clean up.
CSRT Spring Banquet Half a Day	This position will organize the event by contacting venue, reserving a date, coordinating setup and clean-up to ensure a smooth running banquet.
CSRT Parade Coordinator Half a day	Working with CSRT's Outreach Relations person to coordinate details of the 4 th of July parade and Christmas parade in Hood River. Parades to involve CSRT athletes in a fun, no-cost event used for team promotion.
Fall Fundraiser Coordinator 4 Days	Coordinator will be responsible for heading up the Fall fundraiser. This will include organizing volunteers, working with venue, caterer, directing committee to obtain silent auction items and coordinating all aspects of event and silent

	auction.
Wreath Sale 3 days	Volunteer will organize and coordinate all aspects of wreath sale and distribution
Ski-a-Thon 2 days	Volunteer will organize the Ski-a-thon event by coordinating volunteers, the team pledge collection, prizes, lap/pledge calculations.
Lodge Parent ½ day	Volunteer will be available on Saturday during Devo season from 9-11am and 1-3pm in the lodge to help facilitate communication between children who are late and coaches, or stay with children in lodge until parent arrives. Lodge parent sign up is at the following google doc. Lodge Parent Sign Up Sheet https://docs.google.com/spreadsheets/d/1TY0ISgBaU5OGMWGppXvmiK3465RSDHXYmWNvXVwqBzQ/edit?usp=sharing