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# Freestyle Alberta Events Manual

September - 2024

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A GUIDE TO OPERATING FREESTYLE  
SKIING EVENTS IN ALBERTA

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### 1. Event Hosting

Club's hosting events mean the opportunity to invite athletes, coaches, and community of freestyle to your home resort and showcase what your club has to offer.

Freestyle Alberta (FA) ski events come with their fair share of organizational chaos and calamity, but in the end it's worth it. Events play an important role in an athlete's

development but can also benefit the club in many other ways:

- Support the development for Officials and Judge
- Opportunities for coaches and volunteers to gather in one place
- Be a revenue generator for the Club
- Event terrain provides the club training opportunities
- Event terrain should drive traffic to the host resort (well-built terrain parks)
- Events should provide revenue for the host resort through lift tickets sales and food and beverage

## 2. To Host or Not to Host? ...That is the Question

- Do we have the capability of hosting the event?
- Do we have knowledgeable people who can build the course(s)
- Do we have someone who knows the rules of the sport and have experience running an event?
- Do we have the capacity to fulfill the Organizing Committee's key roles and functions in house or will we need to bring people in?
- Do we have the support of our host resort? Will they be able and willing to provide resources to build the courses and venues to the required standards of the event?
- What is the Event Budget? Will we have enough money to pay for everything and not leave the club in a negative financial situation?
- Can we get support from our club membership to come out and help us by volunteering?
- Do we have enough equipment or supplies without having to purchase more than we can afford just to operate?

Hosting events can be fun and is great for bringing life to the club and the host resort. Hosting can also be very taxing on a club's resources which are everything from money to volunteers to the host resort relations. The following are common issues when running events.

Avoid common mistakes when choosing to host events

- Don't take on more than the Club can reasonably do. If it's the club's first event or the club hasn't hosted in a few years, consider starting with a more manageable event that won't overburden the volunteers that are required to run them.
- Talk to other clubs about their experiences hosting, listen to their challenges and develop ways to avoid the issues they experienced.
- Attend events and participate as a volunteer at other hosts events to gain experience and know how.
- Grow your volunteer base - encourage other club members to get involved with you and make the experiences in volunteering a positive and fun club experience!
- Communicate with FA for any questions you may have

Successful events have critical roles assigned to experienced and competent volunteers:

- Chief of Competition
- Chief of Scoring
- Head Judge
- Chief of Course
- Technical Delegate

## 3. Levels of Events

### Club Level Events

Hosted by an individual club. The Club retains the revenue and hosts the event. Club events allow athletes to "show off" what they've learned during practice and often an athlete's first Freestyle Competition. The terrain is meant to be inclusive for everyone and all participants should have the chance to do their 'best' runs. Encourage parents to come out and watch their kids or better yet get involved

### Provincial Events

Hosted by a club except for Alberta Championships. Provincial Events are aimed at kids usually between 12 to 18 years of age. There are typically three Provincial events each season that culminate with the AB Championship as the last stop. Athletes on the

Provincial Circuit compete for RPA points that can earn them spots to Junior Nationals and eventually the Alberta Team.

### **AB Winter Games**

AB Winter games is a government funded, multisport competition that occurs every two years. The Games award one community in the Province the Games to host. While the AB Games do not account for athlete points, they do offer athletes the opportunity to take part in a multisport event on a larger scale. The province is split into zones and a limited number of spots are allocated to each zone.

### **National Level Events**

**Canadian Selections Moguls** targets athletes who are competing for North American (NorAm) Cup spots This event is a FIS sanctioned event, meaning that it is regulated by the international body of FIS. Athlete quotas and eligibility are appointed by Freestyle Canada and come from across Canada.

**Canada Cup** - Moguls and Freeski events are sanctioned by Freestyle Canada. They are the national level competitions where athlete's gain National HPP ranking points that would help them gain a spot on a National Team.

**Canada Winter Games** - Canada's version of the Olympics A quadrennial, government funded, multisport event is one of the highlights of any athlete's career. Quotas are governed by The Canada Games committee and managed by Freestyle Canada and the Government of Canada.

### **International**

**North American Cup (NorAm)** - events are part of the International Continental Cup where provincial and national team athletes Canada, USA and other nations compete. Athletes must all have a FIS License, and the events are governed by the International Continental Cup Rules.

**World Cup** - World Cup is the international circuit where athletes from national teams compete on their way to their ultimate goal of competing at the Olympics.

**The Olympic Games** - the pinnacle event for every athlete held every four years around the World

## 4. Event Structure



### Freestyle Alberta Event Structure

Athletes can compete within two adjacent competition streams but not three.

Long Term Athlete Development Pathway (LTAD)

#### Club Events

- ☐ Fun
- ☐ Multi-discipline Slopestyle and Moguls
- ☐ Participation based
- ☐ Introduce competition environment
- ☐ Learning focus
- ☐ Modified Judging formats



#### Canada Cup & Junior Nationals

- ☐ High Performance Experience
- ☐ Steppingstone to FIS level events
- ☐ Freestyle Canada National Ranking HPP

#### Provincial Events

- ☐ Standardized Judging Formats
- ☐ Enhanced Competition Experience
- ☐ Skill improvement focus
- ☐ Multi-discipline and Sport Specific
- ☐ Provincial Ranking
- ☐ Enhanced competition venues

#### FIS Events

- ☐ Steppingstone to World Cups
- ☐ FIS ranking
- ☐ HPP Ranking
- ☐ High Performance Events
- ☐ Bigger Venues
- ☐ Select Athlete Pool
- ☐ Top PSO Athletes
- ☐ Freestyle Canada manages athlete selections

## 5. Event Rules and Guidelines

The Chief of Competition, Technical Delegate and Head Judge **MUST** know the rules that govern the competition that they are operating.

By default, every event is governed by the International Competition Rules (ICR) under FIS.

- FIS Events - FIS RULES
- National Events - Canada Cup Guidelines
- Provincial Club Events - Freestyle Alberta Competition Guideline

Events for the Province have their own rules and guidelines and must be followed by event organizers and officials. These Rules and guidelines will provide universal references for the specific competition including:

- Age categories
- Athlete eligibility
- Field sizes and quotas
- Entry Fees
- Registration requirements
- Competition rules and formats
- Sponsorship requirements

## 6. Officials

**Officials must have a Freestyle Alberta Membership**

### Officials Training

Develop your club's ability to host events by encouraging members to become officials. Pathways and training opportunities for Officials are outlined by Freestyle Canada Freestyle Canada Officials

Level 1 and Level 2 Online Training :

<https://freestylecanada.thinkific.com/collections/courses>

### Officials Pathways

Officials training modules are broken into modules Level 1, 2, & 3

**Level 1:** Learn about Freestyle events and systems and how to help at an event! Take Level 1 – Volunteer Orientation. This Module is online and will be delivered in a webinar format.

**Level 2:** Take on a bigger role at an event! Take the Officials Code of Conduct and Making Head Way in Freestyle Skiing online courses and complete a 3 hour Roles and Responsibilities Online workshop. These are held by demand and are organized through your PSO.

**Level 3:** Learn to lead a competition and use the Local Organizing Committee (LOC) Toolkit.

The Level 3 Major Officials Training Program is organized each season and provides those looking to become Chief of Competition and/or a Technical Delegate hands-on practical experience and combine classroom theory with shadowing and mentorship opportunity from experienced facilitators at actual events.

Your officials that are essential to hosting a successful competition are:

- Chief of Competition\*
- Chief of Scoring
- Head Judge\*
- Chief of Course
- Technical Delegate\*
- Registrar / Race Secretary
- **\*FIS Technical Delegate** - becoming a FIS TD requires training and mentorship from a FIS TD. Contact your PSO or Freestyle Canada to inquire about this journey.
- **\*Members of the Jury**. Should a decision need to be made during the competition it will be voted on and decided by these three officials. The Jury decision should also be documented in the TD report.

## 7. The Host Ski Resort

The host ski area must be consulted in the earliest stages of hosting a Freestyle competition. Ski hills are a business and Freestyle Skiing competitions, if organized properly, should complement their business. Freestyle ski clubs do not own the machinery, the facilities or the chairlifts necessary to run a competition so there must be a healthy relationship with the ski resort in order for the competition to benefit the ski club and the ski resort.

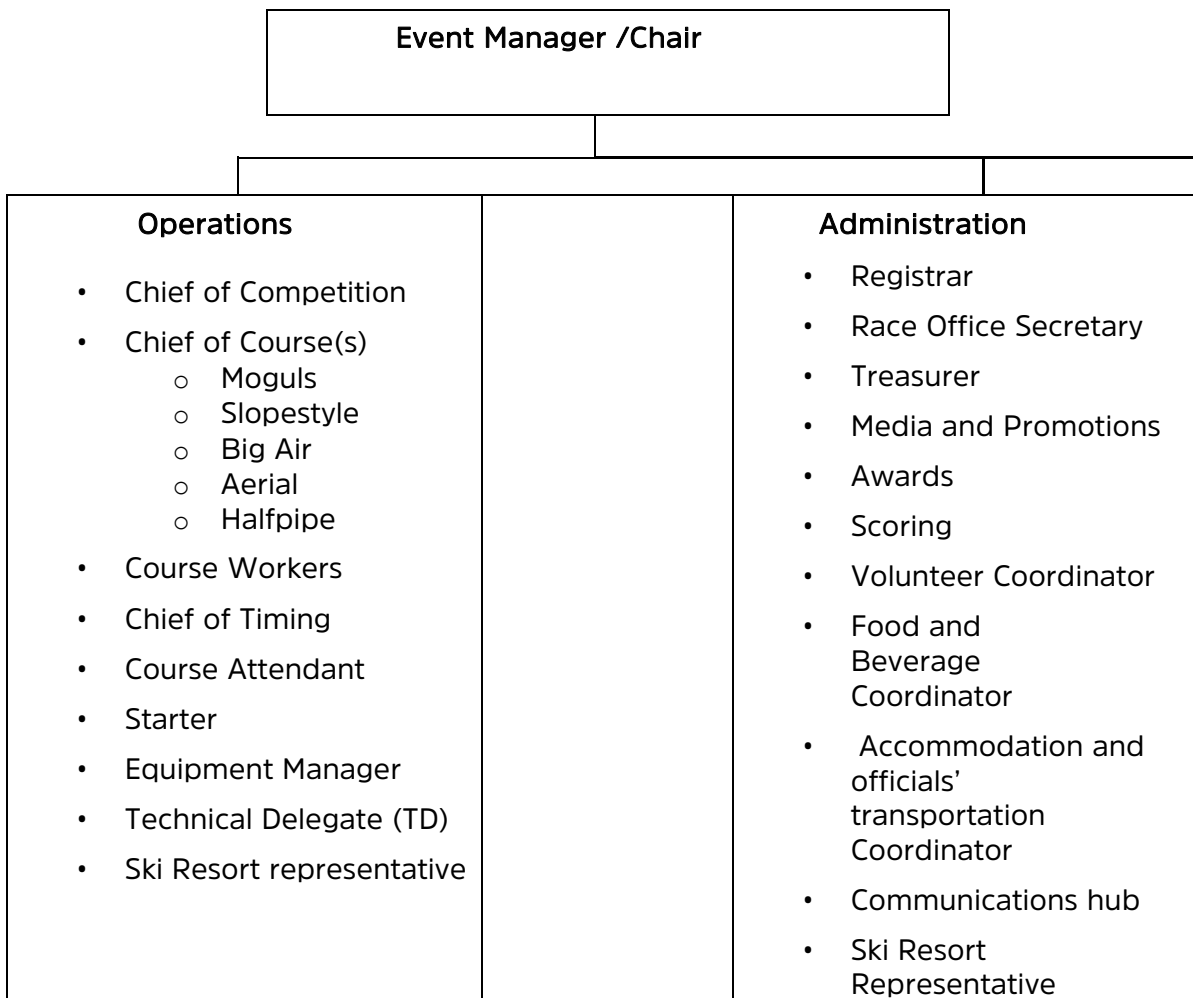
The host ski resort should be represented on the organizing committee as all operational requirements will impact the regular operating business of the resort.



## 8. The Organizing Committee (OC)

Although each event's Organizational Committee (OC) can vary, the fundamental structure remains the same. At Club and Provincial level events the OC is often very involved in the operational aspects of the event and organizers end up taking on several roles; however the higher the event level, multi-tasking roles is less possible.

The following provides an overview of a basic structure and key positions of an Organizing Committee:



## 9. Communication

Establishing communication between the registrants and the organizing committee must be established prior to the event. Determine between the Event Manager, Race Secretary, Registrar who is going to be the point of contact for the registered athletes, their coaches and their families. During the event, changes happen, and a method of communication must be established follow these methods for best overall communication for your event:

- 1) Before the event:
  - a) Have a contact published in the invitation for questions leading up to the event.
- 2) During the event - GROUP CHATS - WhatsApp is the most common tool.
  - a) Set up a group chat for the organizing committee where all volunteers and members of the OC can get information as the event progresses.
  - b) Set up a group chat for the coaches. The Chief of Competition should be lead for this group chat updating the coaches with schedule changes and other competition related details. Remind coaches the group chats are not discussion panels. They are for posting event information such as schedules, results,

## 10. Job Descriptions of the Organizing Committee

### Event Manager/Chair

The Event Manager or Chair leads and directs the Organizing Committee by assembling and appointing various positions required. They are the in charge of bigger picture items such as budgets and work very closely with the resort and other members of the OC to ensure the event is a success for the club and for the host resort.

### Primary Function and Responsibility:

- Responsible for assembling the organizing committee
- Leads the relationships with the Ski Resort hosting the event
- Is the lead contact for FA
  - In coordination with the Race Secretary / Registrar is the lead communication between the competitors, their coaches and the organizing committee.
- Leads the development of the Event Budget
- Reviews and understands the applicable event Rules and Guidelines
- Outlines the objectives of the event along with critical timelines to committee members
- Calls Organizing Committee meetings
- Ensure key roles of the Jury have been assigned and liaises with those individuals to accommodate needs
- Is in close communication with FA and ensures event objectives are met
- Reviews invite and works with OC to circulate the invite within the specific requirements of the event
- Works closely with the Chief of Competition to define event goals and schedules
- Assists the OC in executing tasks such as arranging accommodation and transportation for event officials, arranges venue, food and beverage and entertainment etc.

The Event Manager needs to have a firm grasp of the overall event needs. They need to follow through with the tasks that sometimes slip through the cracks and make sure those that are in specific roles have the resources they need to execute their jobs.

### Chief of Competition

The Chief of Competition ensures that all operational and administrative requirements during the event are managed.

- In charge of the schedule, schedule changes and that the event runs accurately and on time
- All operational volunteers report to the chief of competition

- Member of the Jury.
- Function in an operational capacity
- Present during training / competition sessions
- Have intricate knowledge of the event as well as the event rules.
- Facilitates Lead Leader's Meetings

To be a Chief of Competition a person must have received the endorsement of the FA Officials Committee and should have shadowed an experienced chief of competition or FIS TD.

- Pre-Event
  - Review overall event schedules in collaboration with organizing committee
  - Meet with Chief of Course(s) to review:
    - Venues and course construction needs
    - Equipment requirements
    - Manpower requirements
  - Meet with Event Manager and Ski Resort regarding:
    - Event Schedule
    - Proposed venues
    - Course construction and grooming requests
    - Resort concerns
    - Equipment needs
    - First Aid requirements and scheduled times
    - Emergency Plan
    - Race office location and operational times
    - Team leader meetings location and times
    - Award ceremony location, times and equipment needs
    - Course worker and official load times
  - Meet with Jury prior to start of official training to conduct a physical review:
    - General venue and course conditions
    - Identify Jury concerns and needs
    - Review key event protocols and procedures
      - Course clear / Judges ready
      - Start procedure
      - Timing / back-up timing protocol
    - Judges Stand
      - Identify adequate site lines
      - Inclement weather plan if required
      - Materials and supplies
  - During Event
    - Remains at the competition to oversee operations
    - Task-master - ensures each operationally critical element of the event is in place and functioning properly
    - Provide critical leadership and direction to officials
    - Works with the other members of the Jury to ensure the overall goals of the event are met
    - Chief "problem-solver" for event operations
  - Works closely with the Event Manager and Organizing Committee in the Event's Operational Plan

- Works closely with the host mountain, organizing committee, sport organizations, key sponsor, and all Chiefs to ensure needs of each are met
- Chairs Team Captains Meetings

### **Head Judge**

Appointed by the Sport Organizing Body (NSO or PSO) the Head Judge will act as the spokesperson for the judging panel. They will conduct a review of the event prior to the first day of official training that includes an inspection of the formats, venue, and physical position and set up where they will be judging. The Head Judge is a member of the Jury and assigns each member of the panel of judge's roles and duties for the event.

### **Primary Function and Responsibility**

- Member of the Jury
- Responsible for organizing and directing the judging panel
- Liaises with Organizing Committee to assemble judging materials such as score cards, clip boards, and required materials
- Coordinates and oversees the judging panel and any necessary travel arrangements
- Is present at Team Leaders meetings to answer questions or provide input
- Is responsible for the remuneration of the judges from the OC

### **Technical Delegate (TD)**

Appointed by the applicable Sport Organization, the TD oversees the event operation on three basic principles. These are Safe, Fair and Fun. The TD reviews the course prior to event training and identifies elements of the course and program that may be in conflict with the events mandate.

The TD reviews the technicalities of the event and ensures the event is in compliance and accordance to the governing rules and regulations.

### **Primary Function and Responsibility**

- Independent from the Organizing Committee the TD 's focus is on Safety and the Rules of the Competition
- The primary function of the TD is to oversee the technicalities of the event that would affect the safety and fairness of the event. If the TD suspects that something needs to be corrected the will intervene and require the issue to be resolved.
- Chair of the Jury
- Often acts as an advisor prior to event day

### **The TD Report**

The Technical Delegate provides a written report to the sport organization sanctioning the event. The report contains:

- information and measurement on the physical course
- a schedule of the event that took place
- notes and comments regarding the events organization and execution
- outlines notable incidents including any protests or jury decisions
- accident details and reports

The report may be requested by an Organizing Committee wishing to review the previous

year's comments.

## **Race Secretary**

The Race Secretary is the administrative "gatekeeper" for the event. They act as the administrative support to officials and event staff. They also support athletes, coaches and parents in providing schedules, ski resort orientation and act as the hub of communication and organization for everything from team captain meetings to volunteer coordination, to lunch and coffee runners. Successful Race Secretaries surround themselves good quality people and provide clear concise direction. They are the "base camp" leader and will manage in the off-hill requirements of the competition.

### **Primary Function and Responsibility**

- Leads in the administrative functions of the Event beginning with the invite
- Often functions as the registrar for the event
- Responsible for all communication to coaches and is the contact point for all competitors and their coaches / families
- Acts as (or appoints) an Event Treasurer
- Administrative backbone for Scoring, Chief of Competition, and Event Manager
- Responsible for the set up and operation of the race office
- Organizes athlete sign-in, waiver administration, bib distribution and deposits
- Collecting entry fees when applicable, specific athlete registration information, processing athlete communications and interacts with coaches to provide and distribute information
- Assembles and distributes applicable print materials to officials, coaches and athletes including schedules updates and competition information
- Provides agendas and takes notes for Team Leader's meetings
- Works closely with event officials in managing administrative requirements of event operations
- Manages and is accountable for radios
- Monitors and reacts to communications needs during event operations
- Tracks and distributes stationery and supplies
- Prepares athlete bios binder for the Announcer
- Arranges passes and tracks use

### **Chief of Scoring**

The Chief of Scoring is responsible for adding the scores into the scoring program during the event. This role requires previous knowledge and training on the scoring programs and plays a critical role in the event's success.

Scoring's accuracy is *critical*. Often the Chief of scoring is required to update knowledge on an annual and semi-annual basis and will work for weeks prior to an event in running test programs to ensure the success of the scoring of the event. Event format, age categories and schedule must all be discussed with scoring well in advance to ensure that the scoring program will be able to function properly.

### **Event Registrar (can also be the Race Secretary)**

The Event Registrar is often the first contact Athletes Parents and Coaches will have with the Event. They are responsible for collection information about the registrants and checking to make sure everything is of participants. The accuracy of gathering participant information and collecting events fees is critical to the success of the event. Much of the information gathered at this point will be used throughout the event by judges, scoring and coaches. Athletes, Coaches Judges all depend on registration procedures to provide accurate information. Therefore, accurate registration is critical to the success of the event.

### **Primary Function and Responsibility**

- Works closely with Chief of Scoring and responsible for providing the scoring team athlete information is valid and meets the requirements of the scoring program.
- Works closely with the Race Secretary in creating the Event Invite
- Provides applicable registration procedures and information on the Event Invite
- Manages and processes the registration of athletes
- Reviews event manifests to ensure participants have appropriate accreditation
- Reviews payments received with payments owed
- Works with Race Secretary at Event Sign-in to correct any registration error, missing payments, insurance verification
- Distributes athlete packages
- Point of contact / lead communication between the competitors and the competition

### **Chief of Course**

The Chief of Course is focused on the respective course's safety, quality, function, maintenance needs distribution of workers and reports to the Chief of Competition.

Chief of Course must have knowledge of terrain guidelines ensuring that the competition terrain is appropriate for the ability of the participants.

### **Primary Function and Responsibility**

- Responsible for the construction and maintenance of the respective course
- Identifies course needs and appoints course works specific tasks
- Identifies assembles and distributes needed course equipment and materials such as:
  - fencing – poles, netting, bamboo
  - paint or dye
  - jump forms
  - water
  - rakes, shovels, picks, shapers
  - tents, wind breaks,
  - judges stand needs and set up
- Trains course workers
- Assess course conditions during the event and reacts as required to maintain a safe and groomed
- Identifies times and schedules required for course maintenance during events and is part of the planning meeting

- Organizes a team of workers to complete maintenance before during and after the event schedule (often this requires precise planning and execution in a very short timeframe during event stoppages)
- The Chief of Course understands and can react to the changing conditions of the course
- Anticipates needs of the competition and provides “course ready” conditions

### **Volunteer Coordinator**

The Volunteer Coordinator is a very important role that requires someone to work in the weeks and days leading up to the event.

Working closely with Chief of Course, Chief of Competition and Race Secretary, the Volunteer Coordinator ensures positions for each day and each venue are filled and the people in those positions know what is expected of them and when to show up. Coordinators are often required to directly reach out to people to ask them to help. Some of their specific tasks include:

- Takes care of the basic needs of Volunteers
- Build a volunteer schedule
- Communicate with volunteers regarding schedules, roles and responsibilities and directs them who to report to.
- Ensure Volunteers have lunches and are relieved for washroom or warm up breaks
- Assign radios to volunteers who are required to have them and instructs volunteers on the basic use of the radio
- Responds to volunteer requests from the Chief of Course and/or Chief of Competition throughout the competition

### **Media and Promotions Coordinator**

The Media Promotions and Coordinator helps promote the event by sending out descriptions of the event to various media outlets leading up to the day of the event. The Media Coordinator’s is an ambassador of Freestyle, winter sport and the community in which the sport thrives. Their role is to provide the media a positive review of Freestyle by giving descriptive and informative statements about the particular discipline, the athletes, the host resort, community, officials and organizing committee. These are outgoing positive communicators who help cast a light of excitement and positivity over the sport and people who embrace it.

### **Primary Function and Responsibility**

- Develops a marketing and promotional plan for the event
- Contacts media organizations to get the message of the event out
- Develops materials for website & print (posters, etc)
- Often participates in award ceremonies and sponsorship promotions

## **11. Priorities of the Organizing Committee**

### **1. The Event Invitation (see appendix for a sample invite)**

The priority of the Organizing Committee is to identify when the event is taking place and sending the event details to FA. Moving forward with online capabilities of events – the key details of the event can be sent to FA to post online at least 30 days prior to the event. Key

details include:

- Date
- Organizing Committee contact info
- Registration location and registration details
- Where and how to pick up a competitor bib
- Event Schedule
- Lift Ticket arrangement
- Accommodation arrangements (if available)
- Link to sign up as a volunteer
- Any banquet information

## 2. Posting the Event

After receiving the key details from the organizing committee, FA will:

- produce a registration link with a predetermined registration fee
- post the event information online along with links to the rules of the competition and the athlete requirements to register (if applicable)
- competitor bib information
- provide a refund policy for participants
- provide specific rules to the event
- Send the host club an event agreement capturing ALL event roles, responsibilities and arrangements with FA and the resort

Once the event is posted online the organizing committee can produce an official Event Invitation with specific event details that are not captured online.

## 3. Confirm Official Appointments

The Organizing Committee will appoint all the local officials such as:

- Chief of Competition
- Chief of Timing
- Chief of Course
- Race Secretary
- Volunteers

The sanctioning body (NSO, PSO or FIS) will appoint the following officials:

- TD
- Head Judge and judges Panel
- Chief of Scoring

The organizing committee should establish communications and outline procedures for the event details to officials. Include a point person for official to contact should they have questions about travel, accommodation, or general resort information.



An official's remuneration sheet should be sent to officials when officials are appointed to avoid misunderstanding or discrepancies. *Refer to FA Competition Pay scale*

#### **4. Accommodations – Arrange and Confirm Accommodation for Officials**

- Officials from other areas are provided accommodation from the host organizing committee.
- Qualifying Officials include:
  - TD;
  - Judge Panel
  - Chief of scoring

#### **5. Travel Arrangements - Arrange Official Transportation Needs**

- Check specific rules and guidelines to establish what arrangements the OC is responsible for
- Some events require the OC to manage full travel arrangements including flights and transportation to and from the airport.

#### **6. Meet with the Host Resort**

The Host Resort is a critical partner in running any successful on mountain event. Establishing and maintaining a good working relationship with Host resorts will ensure the club will be able to operate events successfully for years to come. Communication is the first step in establishing good relationship.

Suggested topics for an Event Meeting with the Host Resort can include the following:

1. Introduction of individual roles and event formats
2. Review Event Locations and Activities
3. Venues – confirm locations and discuss Host Mountains concerns with respect to conflicting interests of the public or on-hill programs
4. Special grooming requests
5. Skier traffic concerns – athlete, public, and other on-hill programs
6. Race office – locations and operational hours, team leader meeting requirements and schedules
7. Volunteer passes
8. Patrol– (may be a separate meeting to review schedules and patrol needs)
9. Risk Management/Emergency Action Plan Review
10. Overall event and venue schedule
11. Review event requirements – such toboggan and trauma pack locations, incident response strategies (i.e. – avoid two patrol leaving top of course for a minor incident etc)
12. Special Transportation Requirements – equipment and personnel,
13. Toilet Facilities
14. Additional Mountain Resources Requested – PA systems, additional fencing, grooming requests, etc.
15. Media Considerations and Cross Promotional Opportunities
16. Review Awards schedule, protocol and procedures

#### **6. Course Construction and Venue Development**

Event Manager, Chief of Competition and Chief of Course Review Venue for:

- Course construction schedule.

- Discuss and identify key requirements.
- Hazard identification and mitigation.
- Appoint individual tasks for course construction.

## 7. Event - Course Operations

- Course Construction.
- Course Operation (positions required and people to fill positions!);
- Equipment needs.
- Schedules.

## 8. Enlist Volunteers!

Like so many youth sports across the world, Freestyle Skiing relies heavily on the efforts of volunteers. Make sure you and your organization is aware of this and does everything it can to develop and maintain a strong culture of volunteerism and have a reliable system to enlist volunteers.



## 12. Volunteers

Volunteers are the life-blood of every Freestyle club. They dedicate hours of time and energy, working in a variety of ways. Without them, most clubs would cease to exist. Volunteers are extremely valuable and deserve considerable praise and thanks.

The key to success is appointing a Volunteer Coordinator that can seek out and manage the volunteers. Whether it's a board member or someone with expertise outside the board that can start and run a Volunteer Committee - it is essential to recruiting, training and retaining your volunteers.

### Recruiting Volunteers

To find your volunteers, you need to have a clear understanding of why you want them. If you identify clearly when, where and why you want help and then seek it in an organized way, people are more likely to step forward and offer their assistance.

The Volunteer Coordinator is required to spend time supporting or training, mentoring and managing each volunteer to ensure they are being deployed effectively and that they are enjoying their role.

To help new volunteers with support, the club the Volunteer Coordinator should think of the following:

- Know and understand that the VC will always get the most questions and it is critical that they have the answers for the volunteer team. If they don't have the answers, they must know how to find them in a timely fashion.
- The VC may not know how to do every single role, but every single role must have a person to oversee it. always connect a volunteer with someone that will be overseeing that role.
- Write brief role descriptors
- Plan the recruitment strategy
- Keep volunteers motivated and make them feel supported. Make sure they know their contribution is valued
- Revise and update volunteer duties as the need arises

### Finding Volunteers

- Send out a targeted e-mail to your club specifically about volunteering – ask people to think about what skills they have that would benefit your club. Direct them to the volunteer section of your website for more information and to sign up to volunteer!
- SIGN UP Genius is a helpful tool to collect sign ups, schedule volunteers, communicate updates and print off databases.

### Training Volunteers

- There are number of volunteer resources available - check with Freestyle Alberta for manuals and courses that help educate volunteers with specific roles.
- Host volunteer training sessions – ideally on hill during active training sessions. You can also simulate a competition. The best way to learn as a volunteer is not in a classroom, it is on the hill.

## Retaining Volunteers

An induction period is essential if you want to make sure you retain your volunteers. Even in a small club an introduction to the activities and the key members will encourage volunteers to stay involved.



Volunteers want to feel:

- Valued
- Useful
- Part of the team
- Welcome

**Motivation** is an important part of people management, whether they are volunteers or paid staff. It is not simply about being enthusiastic, (although in the right amount, this helps) or about urging people on. It is about identifying what is important to that person and trying to ensure they gain what they want from their involvement. It is about matching the needs of the individual with the role they are playing within the club.

**Job satisfaction** is vital in encouraging volunteers to remain active within the club. Enable your volunteers to enjoy their work and help them experience personal achievement in their role.

**Recognition** of the roles the volunteer performs is vital to encouraging them to remain active within the club.

- Offer them praise
- Send a letter or text to say thanks
- Acknowledge them at meetings/events/club gatherings
- Offer them a token of your appreciation – (i.e., Gift Certificate to a local restaurant)

**It is vital not to forget that volunteers are offering their time free of charge and will be expecting something (not necessarily financial) in return. What can your club offer them?**

- Make new friends and learn new skills
- Create a better club
- Build self-confidence and be part of a team
- Gain recognition and give something back to the sport
- Get a free lunch!

Volunteering in Freestyle Skiing is a thankless job. It can be physically demanding to work outside in all weather conditions and under the pressure of a competition can also be stressful. The secret to managing a team of volunteers is make sure they are all fed, they aren't placed in situations they can't handle, and they all have a sense of humour!

### 13. The Organizing Committee's Event Checklist

Priority Checklist			
Priorities	Task	Responsible	Check
<b>Establish Event Committee</b>	Establish key members for the "Organizing Committee"	Event Manager	
<b>Establish appropriate terrain for the competition</b>	Meet with the resort to ask permission to use the specific terrain on a specific date	Event Manager	
<b>Invitation</b>	Send key details of the competition to FA for online publishing <ul style="list-style-type: none"> <li>• Dates</li> <li>• Events</li> <li>• Schedule</li> <li>• Organizing Committee</li> </ul>	Event Manager in collaboration with: Event Committee & Race Secretary	
<b>Establish Officials for the Event</b>	Confirm Officials <ul style="list-style-type: none"> <li>• Chief of Competition</li> <li>• TD</li> <li>• Head Judge</li> <li>• Scoring</li> <li>• Chief of Course</li> <li>• Timing</li> </ul>	Event Manager in collaboration with the Organizing Committee	
<b>Volunteers</b>	<ul style="list-style-type: none"> <li>• Create an online sign up for volunteers</li> </ul> create volunteer schedule and assign volunteer coordinator	Event Manager in collaboration with the Organizing Committee	
<b>Accommodation and Transportation for Officials</b>	Review Officials accommodation and transportation needs make bookings as required	Event Manager in collaboration with Organizing Committee	
<b>Medals and Promotions (lead time required)</b>	Organize medals and event promotions such as t-shirts, hats, lunch bags, water bottles etc.	Event Manager in collaboration with Media and Promotions	

<b>Venue Review</b>	Review event venues and identify key requirements for set up and staffing Prepare a request for Ski Area for special grooming and event equipment needs Identify key challenges such as Judges Stand Location, site lines, corral area, athlete turn-around times based on lifts and public volumes at time of event	Event Manager in collaboration with Chief of Competition and Chief of Course	
<b>Develop Operational requirements for event day</b>	<ul style="list-style-type: none"> <li>Review venue requirements on event day (i.e. – inclement weather plan, additional water or fertilizer</li> </ul>	Chief of Competition and Chief of	

<b>Develop Operational requirements for event day</b>	<p>for course conditions, pine bough supply</p> <ul style="list-style-type: none"> <li>Race office/registration requirements</li> <li>Communications – radios and telephone numbers of key personnel</li> <li>Review Volunteer lists and vacancies</li> <li>Review schedules</li> <li>Review equipment needs for each position</li> <li>Timing system</li> <li>Control gates</li> </ul>	Course	
<b>Host Resort Meeting (provide as much lead time as possible to host resorts)</b>	<p>Develop a meeting agenda for the Resort that will include:</p> <ul style="list-style-type: none"> <li>Schedule review</li> <li>Patrol</li> <li>Lift opening times/requests</li> <li>Volunteer passes request</li> <li>Special grooming requests</li> <li>Transportation requirements</li> <li>Toilet facilities</li> <li>Team Leader meeting location and times</li> </ul>	Event Manager, Chief of Competition and Chief of Course	

	<ul style="list-style-type: none"> <li>• Race office location and times</li> <li>• PA requirements</li> <li>• Award ceremonies</li> </ul>		
<b>Volunteer List</b>	Identify volunteers and communicate information on meeting location, schedules and any other important information	Chief of Competition/ Volunteer Coordinator	
<b>Volunteer/ officials lunches</b>	Identify whether the Club will purchase or make volunteer lunches	Event Manager / Organizing Committee	
<b>Develop Event Action Plan</b>	Assemble various information gathered during initial meetings into one action plan; usually in the form of a schedule with hi- lighted tasks and people Distribute the Action Plan to Chiefs and volunteers	Event Manager	

**.The Competition Office / Race Office**

- Clearly identified for Athletes and Coaches and parents
- Registration Area where athletes and coaches can come to register or check information
- Waivers
- Bibs
- Passes
- Swag Bags
- Distribute schedules
- Collect coaches contact information

**Role**

The Race Office (Competition Office) is the central hub of the competition, ensuring that all stakeholders have the information and resources needed to be successful during the event. There must always be someone attending the Race Office and must always be able to respond to event officials via radio/phone. Referred to as the ‘base camp’ of the event.

**Objectives**

1. Develop and implement effective systems for organization and communication of information.
2. Maintain accurate records related to the event.
3. Deliver event information promptly.
4. Liaise with Event Officials and stakeholders to ensure systems are working effectively.

### Set-up

The physical set-up of the office is important to facilitating a flow of efficiency throughout the event. Each aspect of the event needs to be accounted for in the Event Office ‘hub’ to avoid “bottlenecks”. For example, Event Officials will all want their radios at the same time during the morning of the event, which is also the same time that the office will be handling athlete and coach questions about scheduling, event locations, last-minute registration/scratches, etc. The Office needs to be physically organized, as well as have trained manpower, to handle all of this in the most efficient and accurate way possible (i.e. keep the people moving in/out quickly!).

### Schedule

The Event Office schedule will depend on the type of event you are hosting. In general, the office needs to be set-up and open the evening before an event and then open each morning by 7:45am. The daytime hours will depend on the systems in place. For example, if bibs are returned at the office, then the office will need to be open all day for bib return.

*Example: Event Office Schedule for a Typical Timber Tour / Super Youth Series Event*

Date	Acti vity
<b>Wednesday, March 27</b>	
3:30pm - 5:00pm	Office Set-up
5:00pm - 7:00pm	Registration Check-in
<b>Thursday, March 28 (Event training day)</b>	
7:45am - 10:00am	Registration Check-in (this is the busiest time - all hands on deck!) Officials Check-in & pick-up radios (supply bags not required today) Coaches Check in and verify athlete list Volunteer Check-in
10:00am - 12:00	Office staff - prepare supply bags, ensure event documents are updated



15:30	Officials & Team Leaders (Coaches) meeting Radios returned for charging overnight
16:15	Debrief with Chief of Competition; Finalize & communicate event

	documents
<b>Friday, March 29 &amp; Saturday, March 30 (Events)</b>	
7:45am - 9:30am	Registration Check-in (this is the busiest time - all hands on deck!) Officials Check-in & pick-up supply bags (radios & lunches inside) Coaches Check in and double check athlete list Volunteer Check-in  Event documents confirmed, posted, communicated
14:30-16:00	Support Scoring:  (may need printed copies; SY and TT do this separately & will need separate 'staff' to handle this as well as separate printers due to the 'crunch' of the timing at the end of the day)  Step 1: Head Judge & judges need to verify scores  Step 2: Coaches review scores - Head judge handles any issues  Step 3: Prepare a list of scores (top 3 winners in each category) & medals for awards
16:00	Officials & Team Leaders (Coaches) meeting Radios returned for charging overnight Clean-up & prepare supply bags for tomorrow's events
16:30	Awards

16:30 (or after awards)	Debrief with Chief of Competition; Finalize & communicate event documents for tomorrow; post scores & update website

<b>Sunday, March 31 – Finals</b>	
Timing is the same as above, but registration is not busy in the morning; typically only need Chief of Office, 1 office staff (usually for radios/lunches/supply bags) & Volunteer Coordinator	Officials Check-in & pick-up supply bags (radios & lunches inside) Coaches Check in and double check athlete list Volunteer Check-in  Event documents confirmed, posted, communicated <b>**Make sure start lists are updated (scratches, etc.) - usually via radio (starters, announcer, judges) since start list will have already gone out in the supply bags</b>
	Everything is the same as above but also need to prepare bib return lists and cash; send out to course with the assigned volunteer who is collecting the bibs
	<b>** Make sure you have people to help clean up after awards! All supplies will need to be cleaned, packed up and hauled to your vehicle, etc.!</b>
	SY bibs collected, need to be washed and dried before final packing (otherwise they will mold)

#### 14. Event Office Supplies Lists

The number of supplies will vary depending on how much access you have to technology for scoring and the size of your event, etc.

##### Event Documents

- Event Planning Sheet & Course Equipment Checklists:

- To be completed with/by Chief of Competition. This sheet helps plan the event and covers items such as schedule for organizing the event, grooming requests, resources needed at which locations, etc.
- Event Rules & Guidelines:
  - Posted on website, printed and available for reference in Event Office
- Event Office Schedule:
  - Posted on website; printed and posted
- Event Registration Documents (see Event Registration section for details):
  - Participant registration sheets
  - Bio sheets
- Radio Sign-out/in Sheet
- Event Schedules:
  - Post on wall (encourage people to take photos of the schedules instead of giving out printed copies)
  - Post on website
- Officials and Team Leaders Meetings:
  - Take minutes and provide to Officials and Coaches after each meeting
- Athlete verification chart:
  - Post athlete verification for each club and ensure that all coaches initial that the list of their athletes is accurate.
- Supplies Lists:
  - Print all the supplies lists and attach each “master list” to a clipboard. This will help volunteer staff with preparing the supplies bags to go out on course.
    - Tip: print on high-vis paper and laminate to be kept for future events.
- Announcer Shout-out Sheets:
  - Club President to provide an announcer shout out sheet
    - Includes thank you notes, club sponsorships, special announcements that the announcer can refer to throughout the event
    - Print copies (4-6 copies) and put into Bio Binders for the announcer
- Start Lists and results
  - Print and post on information wall (tape this down so no one takes it!) & Post on website; insert into Announcer binder; include in all supply bags for Event Officials; encourage people to take pictures instead of paper copies!

## 15. Registration

### Event Registration has three main sections:

1. Online Registration
  - Participants sign up and pay for the competition
2. Registration Check-in
  - Participants arrive, checking in and receive their bib
3. Registration list to scoring
  - Final check in list is given to the scoring team before TCM meeting the day before competition.

## Online Registration

Online registration is handled by Freestyle Alberta. FA can be the point of contact for all registration inquiries such as refunds, online trouble shooting and fees.

Event Registration Documents: FA will send a CSV file to the registrar 2 days before the first day of training or when online registration has closed.

FA will be responsible for sending the athlete registration list to the registrar and to the Chief of Scoring.

REGISTRAR : The registrar takes a copy of the registration and checks in all the athletes upon arrival by giving them a bib and recording the bib number. Once the registration document has captured all the registered athletes and they have received a bib number the document is sent to the scorer.

SCORING : The scorer takes the document and inputs the names/ bib number into the scoring program.

The Chief of Scoring will dictate the format of the CSV file so that it is compatible with the scoring program.

Changes to the Registration – after the first official training has begun, all changes to the registration must be done officially through the Team Captain’s Meeting.

## 16. Team Captain’s Meeting (TCM)

Team leaders meeting is a meeting of all the coaches and event officials. The primary goal of the meeting is to review the day’s activities, communicate the next day’s event program and to discuss any potential changes should they be required while allowing questions and comments from the coaches.

It is strongly recommended to invite the Resort Operator to the initial TCM to review Host Resort policies such as Patrol, Competitor Conduct, Lift Line Privilege of Competitors, and other protocols.

Team Captain’s Meetings are documented with minutes taken by the Race Secretary a copy of which is provided to the TD for their report.

### Team Captains Meeting (TCM) procedures:

Team Captain Meetings are required to be documented. The Race Secretary takes meetings and provides minutes to the TD and the Chief of Comp. to be included in their files and reports.

1. Chief of Competition runs the



- meeting and starts by Calling the meeting to Order
2. Role Call
  3. Introduction of officials
  4. Confirmation of athletes competing in event so the draw (or start list) can be generated correctly and without changes
    - a. Coaches check off their athletes on the list that is circulated from scoring
    - b. Coaches confirm whether their athletes are missing, in the correct categories, are correctly allocated in gender categories etc.
  5. Assignment of a connection coach – this role is to streamline communication from the coaches
  6. Weather forecast (and review for effects on competition)
  7. Recap of the day's events
  8. Review of next day's event:
    - a. Technical delegates notes on course and program
    - b. Head Judge's comments if any
    - c. Chief of Competition review
      - i. Schedule (and changes if applicable)
      - ii. Details about the event, venue and host resort
  9. Elicit any questions from the coaches pertaining to the next day's event
  10. Start lists are handed out
    - a. This is the last time coaches must confirm their athletes are on the list
  11. Adjourn the meeting

## 17. Protests

Protests from coaches can be brought to the Jury (Chief of Competition, TD and Head Judge). For a protest to be heard by the Jury it must:

1. Cite a specific rule that was violated
2. The coach must submit a non-refundable payment of \$50
3. The protest must be in writing

When a protest is brought to the Jury, the Jury will review the protest and deliberate to deliver an outcome. Where a protest is successful the results of the protest may impact the competition.

## 18. Event Day Operations

### The Schedule

The schedule is a critical element of the event for all in attendance. Athletes and coaches will plan their event strategies around the scheduled times for training and competition for each event. Special attention must go into the development of an event schedule. Factors that should be considered when developing a schedule include:

- Type of competition
- Field size
- Weather
- Light of Day early December gets dark much faster than late March
- Chairlift lap times for athletes to get back to the top of the course
- Resort attendance and lift line wait times
- Snow conditions and course maintenance needs

**Start the event ...on time... or late... but not early!**

It is possible that schedules can run late due to a variety of factors including weather, incidents, or miscalculation of run times. Should an element of the event be started early without the knowledge of all athletes and coaches, it is possible for protests from the athletes and coaches. Communicate schedule changes with the Connection Coach and when proposing to start an event earlier than scheduled it should **only** be done at a TCM.

### Course Inspection

Course inspection is a safety orientation to the course for athletes prior to official training in moguls. It occurs immediately prior to official training on the day of the event. Athletes are allowed to inspect the course but not ski or jump on any of the features. Course inspections are not standard practice for Freeski disciplines.

### Training / Practice

Training is an opportunity for athletes to get used to the course and work on their techniques prior to the competition. There are two forms of training:

#### Open Training

- a. Course may be skied by all competitors and often with members of the public. This is not a closed venue with direct support from Patrol.
- b. Unregulated from the OC other than to have basic safety measures in place such as emergency communications
- c. Coaches must be present and teams enter sites at their own risk with under their own safety protocols
- d. Set times for maintenance may be established but are not required

**Official Training – competitions must have minimum training session prior to the competition**

1 official

- e. Closed to the public
- f. All safety measures must be in place including patrol is required to be physically present prior to the start of official training
- g. Toboggan must be in a place so to affect a timely response to an injury should it be required
- h. All safety netting must be in place including double netting between solid objects and skiers on course
- i. Public barriers must be in place to public from entering the field of play
- j. Emergency communications must be
- k. Knoll masters must be present
- l. Personnel must be available to the top of the course to close or hold course immediately
- m. May be separated into female / male times and further may be separated by age group if the OC deems necessary.



prevent

present

**19. Mogul**

Mogul Competition Start Procedure Just before the competition begins the starter assist is grouping athletes in the corral in order of the start list.

Chief of Competition confirms course is clear and the competition may begin

- In clearing the course, the Chief of Comp will radio to the knoll masters (from the bottom of the course to the top) to ensure all course workers and equipment are clear of the field of play. The knoll masters will move all equipment safely *outside* the fenced area and visually check to determine the course is clear of both people and objects.

Judge's Ready!!

- Head Judge makes a call over the radio to the starter "judges ready".

This announces that the judges are ready for the next athlete. Before making this call

the Head Judge confirms with the Head Timer that the timing is working.

### **Starter Announces start of next athlete**

- The starter confirms the athlete is ready verbally (off radio). At this point the athlete has the opportunity to say “no”.
- The starter announces the athlete’s bib number over the radio and pauses so the judges can interrupt the start if there is a discrepancy in the bib numbers they have.
- The Starter counts down “3, 2, 1”
- When the athlete’s boots cross the start line the starter announces “*Course*” over the radio which signals the hand timers to start their stop watches. Note there are several methods of manual back-up timing however the one stated above is the most precise. Skier on Course
- All eyes are on course as the athlete skis the moguls. The Chief of Competition, The Head Judge, and the Technical Delegate are watching the run carefully for any signs of possible interference of the athlete’s run.
- If something occurs during the run that is cause for the skier to protest and request a re-run, the Jury shall meet to decide if what they see justifies a re-run. It’s critical that these three-pay attention to every single skier and every single run.

### **As the athlete passes the finish line**

The electronic timing equipment is triggered as the athlete crosses the finish line and the hand timers stop their watches. The Head Timer records the electronic time on the timing tape. If the electronic timing system did not log a time, the hand timers will be called on to use their times as the athlete’s official time... they have to be on the ball every run!

### **Run is Scored**

As soon as the run is finished the Head Judge collects the panel judge’s cards and the timing results. The Head Judge reviews the judging stenos and confirms they are correct before passing them to scoring (note: in cases where scoring is not located in the same location as the judges, the scores may have to be run to the scoring location.)

### **...and Repeat**

When the Head Judge is ready for the next athlete, they first confirm that timing is ready and say “*Judges Ready*” and the process begins again.

### **Keep on Pace**

Event timing is critical; officials are often challenged to keep a steady pace that allows for all athletes to complete two runs. The Chief of Competition keeps a watchful eye on the time and will not allow unnecessary delays.

### **Start Area**

The start area should be defined by a rope or fence and separate athletes waiting from those in the gate. The starting gate should be level and aligned with the line of the mogul course so the athlete can stand in the gate.

The area is controlled by the Starter and the Start Assist. Athletes waiting their turns should be kept back from the start gate so as not to interfere or distract those in the gate. An athlete in the gate must be provided the opportunity to collect themselves without

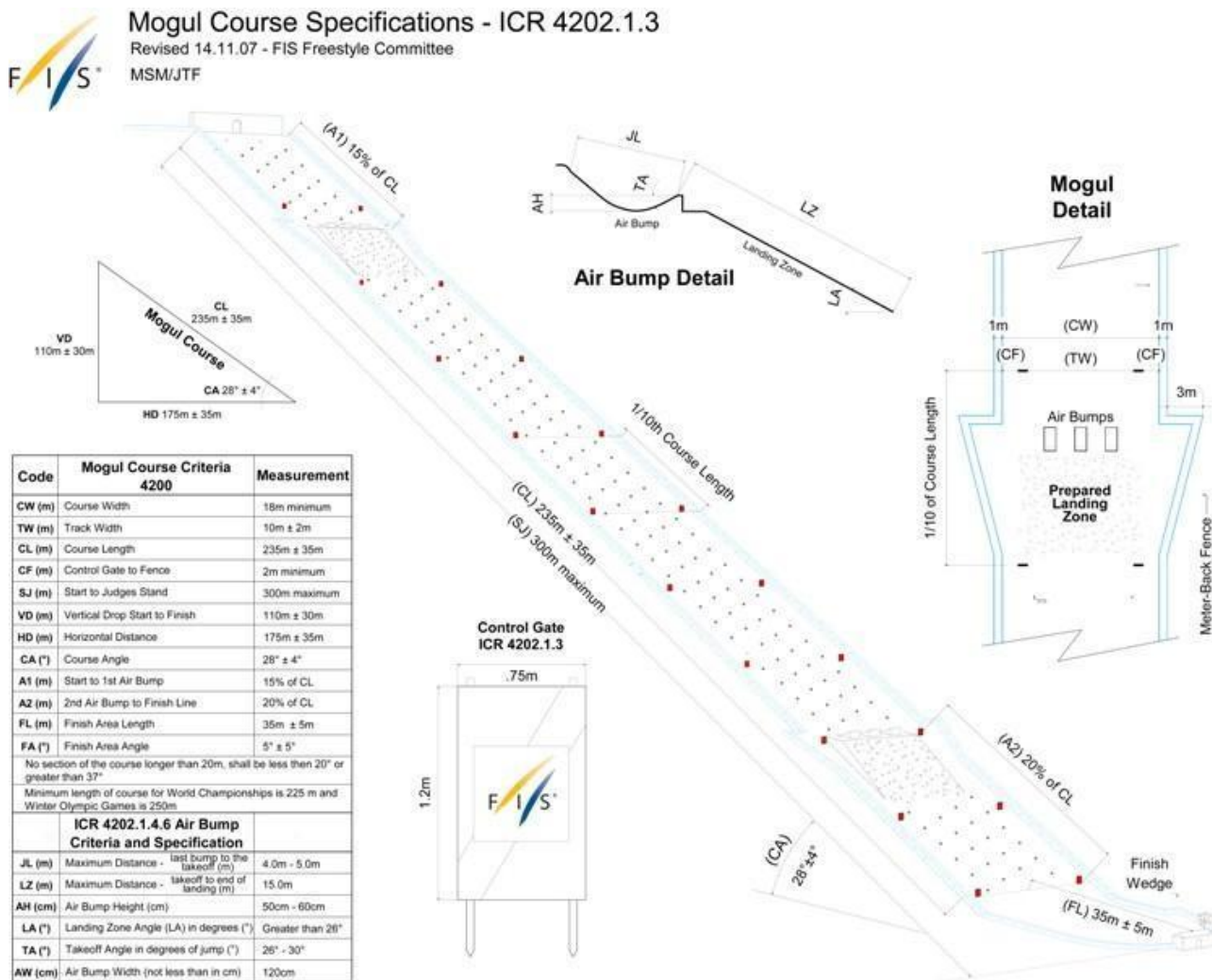


interference or distraction. Only their coach is permitted to enter the start gate with them. There must be clear and concise communication from the Starter.

The athletes “on deck” and in line to start should be assembled by the Start Assist as many consecutively as possible. The higher the level of competition, the more prepared the athletes and coaches will be.

## 20. Mogul Course Specification

Different levels of the LTAD have different mogul course specification. What is appropriate for a World Cup athlete is not the same as what is appropriate for a Learn to Train competitor. Check various mogul course specifications on Freestyle Canada’s website under [Terrain Guidelines](#).



## 21. Mogul Course Venue Development

Often Ski Areas have concerns when discussing areas to host events that clubs haven't considered. Concerns can range for a wide variety of things including avalanche areas, to overcrowding lifts to accessibility for emergency services. Clubs should engage their host resorts with the perspective of short- and long-term solutions to area development for freestyle terrain.

Short term terrain development might be used to try a new area out with the longer term vision of raising money and helping develop the area more permanently with such work as cutting new runs or more significant slope improvements such as shown here.

Review the requirements of the FIS Competitions Guide and the ICR to ensure all the elements are considered with larger projects. Longer term terrain can lead to stronger attendance in programs and events and help both the clubs and resorts work together at achieving their goals.

These can include various elements such as grooming, resort skier traffic and slope loading, proximity of lifts and athlete turn-around times, Judge's stand location, coral length and widths, emergency access to the course and staging of patrol, grooming constraints, event day spectators and transport requirements for equipment and officials, timing considerations, snow depth, sub surface water and a variety of other considerations Working closely with the host resort is critical in establishing any successful course build.

### Slope and Jump Tables

The slope of a mogul course should be consistent and uniform from one side to the other. A consistent slope is difficult to create with snow and in ground summer slope maintenance may be required to achieve the uniformity.

Jump Tables are typically cut into the natural slope during off season slope maintenance; they can also be made of snow. These tables are placed in specific locations in proximity to the start and finish lines as shown on the ICR Specifications.



### Mogul Course Construction Suggested Procedure:

We all will eventually establish a method of construction that works the best for us and our circumstances, but the following is a very a basic formula that seems to work. Keep your eyes out soon for a Mogul Course Building Clinic coming soon to a mountain near you!

## #1 Establish a line of control

The Control line is usually one side of the course's fence line and is the line that all the other features of the course is measured from. The course should be centered on the Judge's Stand and be straight without lateral deviations.



To achieve this line a clear line of site is required from the top of the pitch to the bottom. A bamboo pole is placed at the top and the bottom of the course and then intermediary poles are placed in a precise line at the jump tables. Once this line is established it acts as the Control for which the rest of the course is measured. Therefore, time should be taken to ensure this line is accurate, straight and provides for enough room to allow other various components of the course to be constructed.

## #2 Establish Course Lines



Some Courses have as few as two mogul lines and others as many as five. Decide how many lines based on the event you are running.

Measuring from the Control, establish the center of each of the mogul lines. The center of each line should be provided at the start, finish and each table by measuring the same distance from the Control.

## #3 Establish Mogul locations and Spacing

There are various methods of establishing mogul spacing. A simple method however is to use a rope to mark the distances between moguls and place markers at each of the mogul locations.

Skiers can push snow piles into these markers on a smaller course or experienced grooming operators can pile snow at these locations which then are shoveled and skied in by experienced skiers. Whatever the method of creating moguls equal spacing, uniformity, straight lines are all critical.

It is important to note that different competition levels have different mogul spacing requirements. See Freestyle Canada's Mogul Course specifications for assistance in determining what spacing is appropriate for the competition level.



## #4 Establish Jump and Locations

Using the "3-4-5 Method<sup>1</sup>" of creating a 90-degree angle, establish a perpendicular line indicating the back of the jump line at each of the tables.

Note different competitions have different requirements and guidelines for the distance between the jump and the landing transition.

<sup>1</sup>The “3-4-5 Method” is a method used to find a precise 90 degree angle. Measure 3 feet along one access of a triangle and mark “A”. Measure 4 feet along the other access and mark “B”. If the angle is 90 degrees the distance of the hypotenuse (“C”) must be 5 feet. Each of the measures are proportionate and therefore can be multiplied equally to achieve a larger distance. For example: (1x)=3-4-5, (2x)=6-8-10, or (5x)=15-20-25 etc.



#### #5 Install Jump forms

Install the jump forms in the center of each mogul line. Make sure the jump forms are level and plumb and in line with the moguls lines below the landing. Brace the jumps so snow can be packed in tightly to the forms.

#### #6 Fill Jump Forms

Weather, temperature, snow condition and event program all affect how a jump is built. Fill the jump forms with snow by packing the snow into the forms ideally with a snow blower as shown here. Note that snow conditions need to be observed and adjustments to the snow can be made (by adding water) so the snow can pack and maintain its shape after the forms are removed. Considerations of moisture content



of snowpack, temperatures, skier traffic all go into the decision to add water, Let the jumps set up and consolidate before removing the jump forms.

Blowing snow into formwork using a snow blower shown here can help bond and pack the snow so that jumps hold





together better throughout the event.

## **#5 Shape Jumps and Transitions**

Once jump forms are removed shaping the jumps can begin. This process must follow very specific criteria and should be conducted by individuals with experience and training. Jump shapers are elected at competitions and provide a specific arch that takes all course conditions into consideration. When rough jump shaping is completed, the jump shapers complete the fine tuning. Specialized tools are used called “grizzlies” to create the correct angle, slope, bellies and kick of the jump.

The shaping is dependent on many influencing factors including in-run, landing, slope speed of athletes, competency of athletes and other course conditions.

Transitions are the area between the mogul in run and the face of the jump. They need to be shaped much the same as the jumps themselves and are critical to athletes set up and in run to the jump.

### **Installation of Safety Barriers**

Safety barriers are physical barriers that provide protection for athletes, coaches, officials, and the public. Safety barriers must be used in all areas of the event venue where a possibility of collisions may occur. And, as a general rule, the harder the object in a path of potential collision, the better the barrier must be to protect against a collision with it. There different types of barriers to be used:

#### **Rope-lines**

Rope-lines are primarily used for a visual deterrent indicating an area that is out of bounds or is roped off to prevent conflicts with identified hazards or restricted zones. Rope lines are typically used where skiers have the ability to come to a controlled stop once they see the barrier. Most ski resorts around the world use rope-lines and most people respect the rope barrier. Rope-lines do not however protect against high speed collisions.

#### **Tower Pads**

Tower pads are pads made of foam in a heavy plastic or rubberized case. They are typically found in areas where a solid object such as a lift tower, immobile equipment, or structure is in a path where skiers may collide with the object at higher speeds. Tower pads are used on courses where structures or equipment are located that may pose a collision hazard with skiers on course.

#### **Single Fencing**

Fencing provides a physical barrier that is used in areas to define course edges and:

- Prevent skiers or pedestrians from entering onto the course or field of play
- Prevent or reduce skiers from sliding off course in the event of a crash
- Define a control point where athletes must enter or exit the field of play

## **Double Fencing**

Double fencing is used where skiers approach at high speeds and where obstacles or people may be in direct risk of collision should the skier lose control at that location.

Double fencing should be used where an exposure to collision with spectators, coaches or officials (as in the corral area) is frequent and where the outcome of a collision could be severe.

## **Mogul course fencing**

It should run the entire length of the mogul course and define the field of play. Fencing provides a safety barrier and protects skiers on course *and* skiers off course. While rope lines are commonly used at lower level events they are unacceptable at higher levels such as national and international level competitions.

## **Install Start and Finish Lines**

The start and finish lines should be cut into the snow and painted RED. The lines will be used by coaches and officials during training and of course for the event. The lines must be clearly defined and should be up dated as course conditions dictate.

## **Install Timing System**

The timing system installation should be done in advance of the first day of competition. For single moguls using traditional wire run systems there are eyes at the start line and eyes finish line that feed signals back to a recording device located with the Chief of Timing. Common problem with timing includes:

- Misaligned timing eyes on stakes that are not adequately secured in the snow or on their stakes and move will cause breaks in the timing signal
- Location of eyes in conflict with fencing flapping in the breeze or eyes located too close to athletes or officials that with their movement cause beams to break
- Batteries – fresh batteries should be used at the beginning of the event
- False readings or intermittent signals – could be a ground fault (wires that are rusted or frayed grounding against another wire or plug

## **Install control gates**

Control gates require very specific placement on a mogul course and are a tool that judges and officials use to for reviewing and interpreting runs. Control gates should be in place the day PRIOR to the event day. Review placement of control gates in the ICR Mogul Specifications above.



## **22.Slopestyle**



### **Terrain**

Generally, terrain for slopestyle events is already developed as part of the host resort's own terrain park. It is important that there is a physical barrier between lines or runs that are open to the public and those that are dedicated to a freestyle event. This barrier must be a physical barrier and must be clearly marked so to prevent public from entering the course.

Slope courses must be appropriate for the event. There should be an advanced line and a line others can take that provide smaller features. Please review the [Freestyle Canada Terrain Guidelines](#) to identify appropriate construction of features and features for LTAD stages.

### **Upper corral**

Corral areas must allow for athletes to gather and stage prior to their runs. Preferably a flat area that is out of the way of public that ideally has a vantage point for participants to watch other competitors runs.



### **Start Area**

The Start Area is comprised of a starter and the athlete about to drop in for their run. No other athletes should be within 8-10 feet of the athlete in the gate. It is very important that the athlete has an opportunity to prepare themselves for the run without distraction and so the starter can do their job without distraction. Starters must listen to the instructions of the Head Judge and must be able to react to the instructions of the Chief of Comp or TD.

### **Judges Stand**

The Judge's stand location will ultimately be confirmed by the Head Judge prior to the event when the Chief of Comp and TD review the course as a Jury. The Judge's stand must have tables and chairs to accommodate all judges. The public and spectators must be kept away from the judge's stand. Judges will have open discussions about scoring and runs and no athlete, coach, parent, public, or unauthorized event worker should be permitted within earshot of their discussions.

PA systems and music should be directed away from Judges and volumes should allow Judges to speak to one another.

### **Split panels**

Judges sometimes require split panels when the course cannot adequately be viewed from a single location. Split panels will be required to communicate on secure channels with the other panel. This is usually accomplished by way of VHF radio, but no VHF radio conversation is truly private and depending on availability of channels, this may have to be overcome by other means.

### **Finish Area**

As athletes exit the course, collisions with public must be prevented. This may be achieved by way of finish corral or by way of providing an exit from course opposite to the side of course where public are permitted to ski. However, it is important to reiterate that a high visibility physical barrier must separate the public from the course.

### **Procedures for Knoll Masters and Jump Tenders**

The Knoll Master plays a critical function in maintaining the safety of a jump or feature. Their duties include:

- Watching that each skier has a clear take-off and landing

- Should wear a high visibility vest/coat
- Must be positioned on the knuckle of the jump in clear view of approaching athletes
- Closes off the jump from approaching athletes using a flag or similar signaling device
- Communicates needs of the jump and landing to the Chief of Course
- Communicates first aid needs with the Chief of Competition
- Communicates with the Starter and advises on appropriate skier spacing during training
- Watches uphill features to report issues that may go unnoticed or that knoll masters other knoll masters cannot see
- Responds to calls from the competition officials to confirm the feature is clear or to close the feature.

In order to achieve these important safety objectives, the knoll master MUST be equipped with a radio.

Each Knoll Master is in charge of a feature and assumes the call sign of that feature. For example if the Knoll Master is in charge of feature 6 they answer to ***“Feature 6”*** on radio. If a Knoll Master is in charge of feature 4 *and* feature 3 they answer to ***“Feature 4” and “Feature 3”***.

Knolls must be kept free of athletes, public, and spectators. Coaches may choose to stand on knolls to provide feedback to other coaches and athletes during training and should be accommodated to do so.

### **Painting in runs and landings**

Landings, edges of jumps, take-offs and knuckles must be clearly visible to competitors. Using dye is a common way to define these surfaces so that athletes can see them even in flat light.

Each Landing must have at minimum a line on the knuckle and two lines on the landing. It is recommended that the lines are 3m-5m apart. In low visibility conditions landings require more lines. Lines will require repainting throughout the competition.

There is to be no altering of the course between training and competition unless a safety issue exists. Repainting of lines *during* a competition is considered a safety issue and is the call of the Chief of Course who will be in communication with the TD and Chief of Competition to discuss prior to the need arising.

A request can be made from the Connection coach - and the decision to repaint will be decided to be done at a fair time.

### *Slopestyle Competition Start Procedure*

Just before the competition begins the Start Assist is grouping athletes in the corral in order of the start list



- Chief of Competition confirms course is clear and the competition may begin  
In clearing the course, the Chief of Comp. will radio each knoll master starting at the lowest feature and work their way to the top of the course to ensure all course workers and equipment are clear of the field of play. This procedure MUST be clear and concise. The Chief of Competition confirms with each knoll master in charge of the feature:
  - Chief of Competition asks, "Feature 6 Clear?"
  - **Knoll Master 6 confirms** , "Feature 6 clear"
  - **Chief of Competition asks**, "Feature 5 clear?"
  - **Knoll Master 5 confirms**, Feature 5 clear",
  - **Chief of Competition asks** "Feature 4 Clear?" ..... and so the course is cleared until each feature from bottom to top is cleared and the course can be confirmed ready to start competition.

## **Judge's Ready!**

Head Judge makes a call over the radio to the starter "Judges Ready". This announces that the judges are ready for the next athlete.

## **Starter Announces start of next athlete**

The starter confirms the athlete is ready verbally (off radio). At this point the athlete has the opportunity to say "no". The starter announces the athlete's bib number over the radio and pauses so the judges can interrupt the start if there is a discrepancy in the bib numbers they have. The Starter counts down "3, 2, 1." *The Starter* announces "Dropping" or "On course" as the athlete leaves the start platform. *Judges may request* the Starter announce whether the athlete is dropping in switch as often sight lines of judges are obstructed from the start gate.

## **Skier On Course**

All eyes are on course as the athlete skis the run. The Chief of Competition, The Head Judge, and the Technical Delegate are watching the run carefully for any signs of possible interference of the athlete's run. If something occurs during the run that is cause for skier to protest and request a re-run the Jury may have to meet to decide if what they saw was just because to allow the skier to take a re-run. It's critical that these three-pay attention to every single skier and every single run.



## **As the athlete passes the finish line**

There is no timing of slopestyle, but each athlete must exit and clear the course prior to the start of the next athlete.

## **The Run is Scored**

As soon as the run is finished the Head Judge collects the panel judge's cards. The Head Judge reviews the judging stenos and confirms they are correct before passing them to scoring (note: in cases where scoring is not located in the same location as the judges, the scores may have to be run to the scoring location.) Note that slopestyle may have a split panel of judges due to obstructions preventing adequate sight lines from one location on

course.

- ***...and Repeat***

When the Head Judge is ready for the next athlete, they first confirm that timing is ready and speak ***“Judges Ready”*** and the process begins again.

**Keep on Pace**

Event timing is critical; officials are often challenged to keep a steady pace that allows for all athletes to complete two runs. The Chief of Competition keeps a watchful eye on the time and will not allow unnecessary delays.

**Common Slopestyle Issues:**

- Training opens without adequate competitor spacing control at the top of course and knoll Masters are overwhelmed by athletes and cannot react to close features in time to prevent potential incidents
- Course Maintenance - crews from the host resort do not show up when they have been arranged, event start is delayed.
- Maintenance Crews touching up landings and dying features take longer than the timeslot provides – event is delayed and may not be completed
- Judges cannot see due to inclement weather, event is on hold.
- An injury occurs and event is delayed and potentially cannot be completed

## Big Air

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Often a Big Air competition will designate a park jump for the Big Air event. Some resorts have designated areas for the big air jump site. When selecting a suitable jump several elements must be considered:

- Suitability for the level of competition – note that a multi-level competition must ensure there are jumps that all athletes will be able to hit and execute their tricks. Refer to the LTAD on Freestyle Canada's website for jump guidelines.
- Adequate in-run speeds and location of start area
- Judges stand location
- Safe run out zone
- Fencing to prevent public from entering course

The same protocols that are used for slopestyle start and jumps tending are used for Big Air.

### Common issues:

The most common issues for the operation of a Big Air event include:

- Maintaining in run speeds during changing conditions
- Continual maintenance of visual reference lines on course
- Knoll master attentiveness during training (one on each jump is critical) with the ability to ensure a clear landing area

## 23. Emergency Action Plan (EAP)

The EAP is a document outlining the critical incident management protocol for the event. It will have specific names, numbers and procedures that will be followed in the event of a serious injury. The EAP is collected in advance of the competition by the TD and must be updated from time to time to ensure the information is kept current.

## 24. Radios Positions

The following Positions are required in addition to those of the Event Officials such as the Chief of Competition, Chief of Course, Scoring etc.

Position	Description	Radios Assignment
<b>Volunteer Coordinator</b>	Recruitment of Volunteers Directs Volunteers where to go and who to report to Communicates with Chief of Course and other key roles to define personnel needs Coordinates Volunteer Lunch program Coordinates Coffee and snack distribution	Definitely nice but not necessary to have a radio
<b>Announcer</b>	PA System w/ Music Announces event program and describes athletes on course Provides key announcements to crowd at venue location	Radio Communications <b><u>a</u></b> <b><u>must</u></b>
<b>Starter</b>	This key role that communicates with Judges and uses the identified Start Protocol. The protocol will be announced by the Head Judge and will be practiced prior to the first athlete starting.	Radio Communications <b><u>a</u></b> <b><u>must</u></b>
<b>Start assist</b>	Ensures correct athletes are in the cue at the start of the Course and identifies if an athlete is missing prior to their start	Verbal with Starter

<b>Knoll Masters/Jump Tenders</b>	<p>Knoll Masters are in charge of maintaining the air sites for which they are assigned. Key tasks will include:</p> <ul style="list-style-type: none"> <li>• Closing of jumps</li> <li>• Clearing of jumps for starts</li> <li>• Maintenance of in-runs and jumps (moguls), calling for maintenance for in-runs, jumps and landings (slope and big air)</li> <li>• Organizing and directing the chop</li> <li>• Organizing and spreading pine bough on landings (moguls), or dye (slope and big air) Maintaining a safe site with equipment and tools</li> </ul>	Radio communications <b>a must</b>
<b>Choppers</b>	<p>Choppers use shovels to soften the snow on the landings. Shovels are “chopped” into the snow every few inches. The “Chop” extends 15 meters below the take off of the jumps and is required first thing in the morning and again between 1<sup>st</sup> and 2<sup>nd</sup> runs of competition. Although there may some maintenance required to repair landings, the course should not be altered in between training and competition</p>	Communication of chopping times is critical although radios are not necessary
<b>Head Timer</b>	Operates and records electronic timing	Radio communications <b>a must</b>
<b>Timer Assist</b>	Operates and records back-up timing	
<b>Course Attendant</b>	<p>Works directly under Chief of Course Responsible for various requirements of the moguls course such as:</p> <ul style="list-style-type: none"> <li>• Assists with a wide variety of Course related needs and tasks</li> <li>• Fencing</li> <li>• Control Gates</li> <li>• Upper and Lower Coral maintenance</li> <li>• Pine Bough distribution</li> <li>• Setting up tents and PA systems</li> <li>• Set-up of scaffolding and judges stand</li> <li>• Providing direction to other course</li> </ul>	Radio Communications <b>a must</b>



	<p>workers</p> <ul style="list-style-type: none"> <li>• Transportation of various tools and supplies including water, shovels, rakes, paint, fencing, bamboo or fence posts, tents, pine bough, etc.</li> </ul>	
<b>Race Secretary</b>	<p>Operates the Race Office  Provide administrative support to Event Officials Works with Event Registration to sign-in athletes, distribute bibs and collect outstanding fees Works closely with scoring to provide clerical and administrative supplies and support  Provides clerical support at Team Leaders meetings including revising schedules, issuing agendas &amp; taking notes  Manages Radio inventory and sign-out and collection</p>	<p>Communication can be a cell phone</p>
<b>Score Runner(s) Coffee and snack Runners</b>	<p>Works under Race Office Secretary to bring score cards from Judges stand to scoring  Coordinates and distributes coffee and snacks to course workers and officials</p>	<p>Radios not necessary</p>



