

COR Duties at Regional Events: This checklist serves as a guide only. Please refer to the ICR for detailed responsibilities. **Bring ICR to race.**

Ensure a fair Safe competition	
	<p>Core Responsibilities: Follow all rules and always look at safety first.</p> <ul style="list-style-type: none"> • Directs all preparation and supervises all activities related to the event. • Calls all meetings • Encourages and praise all your volunteers
	<p>In Advance of Event:</p> <ul style="list-style-type: none"> • Coordinate with the hill: timing, snow conditions, etc • Check-in with the Race Administrator • Prepare and distribute race notice • Check past reports and notes on suggestions or comments • Verify the volunteer lists, make sure key positions are filled • Co-ordinate and establish expectations with Chief of Course
	<p>1 Week before Race Event:</p> <ul style="list-style-type: none"> • Contact TD and Referee: provide brief report on conditions, entries, program and any issues or concerns • Verify volunteer list is full • Confirm with Hill: timing of chalet, lift opening, grooming • Remind RA of medals - coordinate podium set up and speaker system • Confirm with RA: entries, start lists, lift tickets, bibs and score board sheets • Confirm with first aid: medical plan, patroller on course and program • Confirm with COC: set up, maintenance, start hut or snow start and tear down • Verify with setter for night set: inform TD and ref of timing • Speak with Chief of Timing to ensure all timing is establish • Send out volunteer message: timing, commitment and program • Request list of forerunners by Friday at noon • Check in with start and finish referee
	<p>Day before Race:</p> <ul style="list-style-type: none"> • Post volunteer list • Verify hill prep, night set, safety, safety, safety • Confirm with all chiefs and RA: issues or concerns

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	<p>Day of Race Event:</p> <ul style="list-style-type: none"> • Arrive early • Ensure TD and Referee receive Jury radio and lift tickets: confirm dedicated channel for radio • Ensure timing is synchronized • Lead Jury inspection: <ul style="list-style-type: none"> ○ Inspect safety of course: start, b-netting, crowd control, finish area, obstacles ○ Know setting requirements: #, distances and combinations ○ 1st, last, delay gates and combinations have outside gates ○ Spot check gate panel installation ○ Number of gates and direction changes ○ Approve course with Jury, advise Start Referee • Establish radio protocol with Jury and Start and Finish referee: <ul style="list-style-type: none"> ○ racer down, start/stop and course hold • Determine jury positions on race course: i.e. Flats, coaches corner, pitch • Lead Captains meeting: <ul style="list-style-type: none"> ○ Introduce Jury, Chiefs. Reiterate schedule of event. Review medical plan, weather, inspection, setters, tear down plan, awards and location for ref report. • Verify sponsorship material is displayed properly • Coordinate with COC on course maintenance and course slipping • Determine intervals with jury, 40 sec top 15, 30 sec rest: Inform timing, COC and Start Ref
	<p>Start of race:</p> <ul style="list-style-type: none"> • Verify that ski patrol is in place • Validate timing is ready to go • Course is dyed • Ensure with COC course crew and spare equipment is at the ready • Verify gate keepers are in place • Confirm all jury members are in position • Communicate “ready to start” to Start Referee • Start on time
	<p>During race:</p> <ul style="list-style-type: none"> • Rules are followed • DNFs are reported • You lead resolution of delays and issues • Radio protocol is maintained • Course maintained from 1st to last racer • Timing has times for all racers

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	After the race: <ul style="list-style-type: none">• Ensure referee report is posted, handle protests• Review results for accuracy: TD approves and signs• Thank Jury and Officials• Awards 30 min after, or after tear down, whichever is the later<ul style="list-style-type: none">○ Thank everyone, athletes, coaches, volunteers, hill and sponsors
	Complete Race Quality Report and submit to Ben and Julie