



RACE SET-UP INSTRUCTIONS

Preface

You have woken up at 5:00 AM to drive to a race that is scheduled to start at 9:30 AM. As a parent, you wait patiently at the finish as the clock passes 9:30. It is -15° with a north wind. You are cold, your child is up on the hill waiting to go, and the race organizers are still working on last minute tasks. You are frustrated because the race has not started. Your child is in a race suit. They are cold and nervous.

As an outdoor sport, we cannot control the weather or the conditions. But we can control the course. Course Crew is a critical part of the whole effort to ensure a race starts on time, and progresses smoothly through the day. Course Crew must ensure the race course is ready to go at the time scheduled, and that it stays in good condition throughout the race.

Overview

The purpose of this booklet is to help volunteers understand the standard set-up for a race at Mont Ste. Marie. It is meant to serve as guidelines only, as set-up may vary based on age level of the athletes, snow conditions, the course set, or weather. It is hoped that by providing this information to everyone, they can familiarize themselves with the process and better understand the work that needs to be done, so that set-up can go smoothly and quickly. A Race Course set-up properly will ensure a safe and successful race for everyone involved – racers, parents, and officials.

Other than for the K1 Speed Camp, all MSM races are held on Outaouais and are generally a GS course.

At Mont Ste Marie, we set up as much as possible the day prior to the race. This allows us the advantage of only having a few minor adjustments or finishing touches to complete the morning of the race before it begins. No one wants to arrive at a race only to have the start delayed because the organizers were not ready on time. The MSM Alpine Club prides itself on running successful races and keeping on schedule as much as possible. This is a direct result of the efforts the volunteers - the parents - put into the organization and the race weekend.

PLEASE NOTE: These instructions are provided to give volunteers an overview of what is required, and how and why we do certain things. These are the traditional set-up requirements. Special circumstances may require additional or different set-up requirements.

**PLEASE FOLLOW THE DIRECTIONS OF THE CHIEF OF COURSE,
OR HIS DESIGNATE DURING SET-UP.**

If all volunteers begin on time, and everything is installed properly the first time, the majority of work can be completed in a couple of hours. A small group may be required to return after lunch to finish some work.

Set-Up Procedure for a Sunday Race

(In the event the race is on Saturday, all procedures must be moved ahead one day)

Friday Night The boxes containing the fencing and equipment are moved to the start by the groomers. Ideally, the start hut is also moved to its position Friday.

Saturday

9:00 AM Chief of Course (COC) and Chief of Race (COR) review the requirements for the set-up. Along with one or two other experienced volunteers, they equip themselves with radios, drills, extra battery packs, zip-ties and proceed to the START location. The Outaouais run has 4 start locations depending on the level racing. Those people will start to unload the boxes while waiting for the volunteers to arrive. The set-up guidelines are the same for every race, the only significant difference being the length of the course.

9:30 AM Volunteers are to arrive at the START location. The COC should ensure that volunteers have a continuous list of things to do. Volunteers have come to help, and do not want to waste their time standing around with nothing to do or waiting for directions. *A volunteer's time is more valuable than an employee's time.*

Course Set-Up

Step 1: The B-Netting is placed outside the boxes so that volunteers can easily grab a bundle or two and continue skiing down the hill placing 1 roll approximately every 20 meters. B-Netting is to be installed only on skier's LEFT. To begin with, focus on the area from the Start down.

Step 2: As more volunteers arrive, B-Netting can be placed from Coach's Corner down to the flats. Also, 1 bundle must be placed at each snow gun.

Step 3: Once several rolls are in place, two teams can start installing the B-Netting. Each Team should consist of 3 or 4 people with 1 drill. One team will begin at the start, and a second team will start at coach's corner and move down from there. The Club has enough B-Netting to cover the entire length of Skier's Left from the highest start location. They can start as soon as they have sufficient rolls to work with. As more volunteers arrive, they should continue to place bundles of B-Netting further down the hill.

Step 4: Another group can work at the bottom pitch before the finish. This is the one area where B-Netting is placed on both sides of the run. This area requires 5 bundles of B-Netting on Skier's Left, and 4 on Skier's Right.

Step 5: Each snow gun in the middle of Outaouais must also be fenced. Willy Bags are to be brought up by volunteers as they cycle up and down. Directly in front of the gun, 1 Willy-Bag is placed using 2 bamboo poles. In front of that, one bundle of B-Netting is placed in a zig-zag fashion around the upper and race course side of the snow gun. There should be about 1.5 – 2.0 metres of distance between the zig-zags of the B-netting.

Step 6: Once the B-Netting has been distributed, the easy fence needs to be installed down the middle of the run. The purpose of the Easy Fence is to separate the racer from the public. This should begin at the Start and proceed down from there going on the right side of the snow guns. There is sufficient fencing to go from the START to past the last middle snow gun. 3 bundles of easy fence should be kept at the top for the START Corral. We have 2 bundles of fluorescent orange easy fence. These, along with a red one, should be kept for the start corral. The Start corral is completed during the night set.

Step 7: About a dozen bamboo poles and the orange bunting tape box should be placed, but NOT stretched out, at the last snow gun. These will be installed the morning of the race to close off the last part of Outaouais.

Chief of Course

The Chief of Course or designate should be constantly circulating up and down to make sure that the installation is taking place correctly, batteries are being replenished and supplies are where they should be. Another person should be positioned at the start during set-up to direct volunteers and equipment to where they are needed. That person should be in radio contact with the Chief of Course.

3:30 PM Night Set Crew

Those asked to night set must be at the bottom of Outaouais at 3:30 PM to ensure they get one of the last chairs up. The crew will wait at the top in the Halte for the groomers to move the boxes back to the bottom and groom the race side of Outaouais. Once that is done, the crew will proceed down to the Start and set-up the Start Corral. The coaches setting the course will proceed to install the gates.

Once the Start Corral is done, the course crew can assist the coaches, and/or proceed to the bottom and set-up the finish corral. The BLUE easy fence is used for the Finish Corral. The fencing should give as much room as possible for the racers to stop. Other than for Nancy Green and I2, this means bringing it out as close as possible to the creek, and leaving approx. 8 metres for the groomer to get by. It must completely encircle the finish area and have 1 exit for the racers which is offset with another section.

See graphics for Start and Finish Corral designs.

RACE DAY

15 Minutes prior to opening of Chairlift – Usually 7:45 AM

All course Crew and COC should be ready to go as soon as they are allowed up the chair. Tasks should be assigned so that the group can complete all final preparations in one run.

Tasks to be done:

- Install “Race in Progress” signs at Betsy and in a visible location above the start corral.
- Make any last minute changes to Start corral, and ensure race course is closed off to racers until the Start Referee is in place.
- Place panels on gates.
- Number the outside gate of each set of gates with Number Tags.
- Close off bottom portion at the flats using the bunting and bamboos.
- Make any last minute changes to Finish corral being careful not to interfere with the Timing Team’s set-up of the finish line.

By the time these tasks are completed, The Chief of Race, Technical Delegate, and Referee will have inspected the course. Course Crew should be ready to make any last minute changes required by the Jury.

On the next cycle up to the Start, course Crew should ensure the following items are at the Start Hut.

- 2 Gate Keys
- Extra poly-carb race gate poles – 3 blue, 3 red
- Extra poly-carb poles for B netting
- 2 Drills
- 4 Rakes
- Gate wedges
- Shovels and shavers
- Water may be needed to help set the start ramp
- Extra drill battery packs should be stored in someone's jacket so they do not lose their charge during the race.

All items should stay at the Start for quick access during the race. If the drills are moved down the hill, they should be returned to the top as quickly as possible. Once rakes and shovels are moved down the hill to certain areas, they will generally remain there for the duration of the run as they are often places that need continuous work throughout the race.

All items should stay at the top until the race is complete. You never know if a drill might be needed to fix a gate for the last racer. If something is at the bottom and is needed before the race can continue, it could mean a 15 minute race delay as it is brought up.

During the Race

The role of course crew during the race is to ensure the course stays in good condition throughout the day. Depending on the weather and snow conditions, there may be very little maintenance or there could be continual slipping required. Either the CoC or his assistant should be at the start at all times to direct crew to where they are needed, or to control the frequency of slipping.

Certain times will require as many volunteers as possible to be ready to go at the Start. A major slip will be required after course inspection, and between the girls and boys runs. Volunteers should be also available after the gates are set for the second run in case any fencing needs to be moved.

Tear Down

All athletes are required to help with tear down. Either the COC or Equipment Manager should be at the bottom to ensure items are placed in the correct boxes. Someone from course Crew should be assigned to ensure that the start area is clear of all tools and is properly secured. The "Race in Progress" signs belong to the club, so they must be removed and brought down as well.

To ensure all athletes assist with Tear Down, teams should be assigned to specific sections of the course to bring down. This is based on the number of athletes each team brings and age level.

Fencing Installation Instructions

Installation of Easy Fence

Easy fence must be installed in a particular way. Although it may not be easily discernable on each pole, there is a thicker end to each one. The thicker end must be the one placed in the snow. The bamboo poles are all on one side of the fencing, and MUST be placed to the OUTSIDE of the course. Holes should be drilled as deep as possible and the thicker end of the bamboo pole inserted.

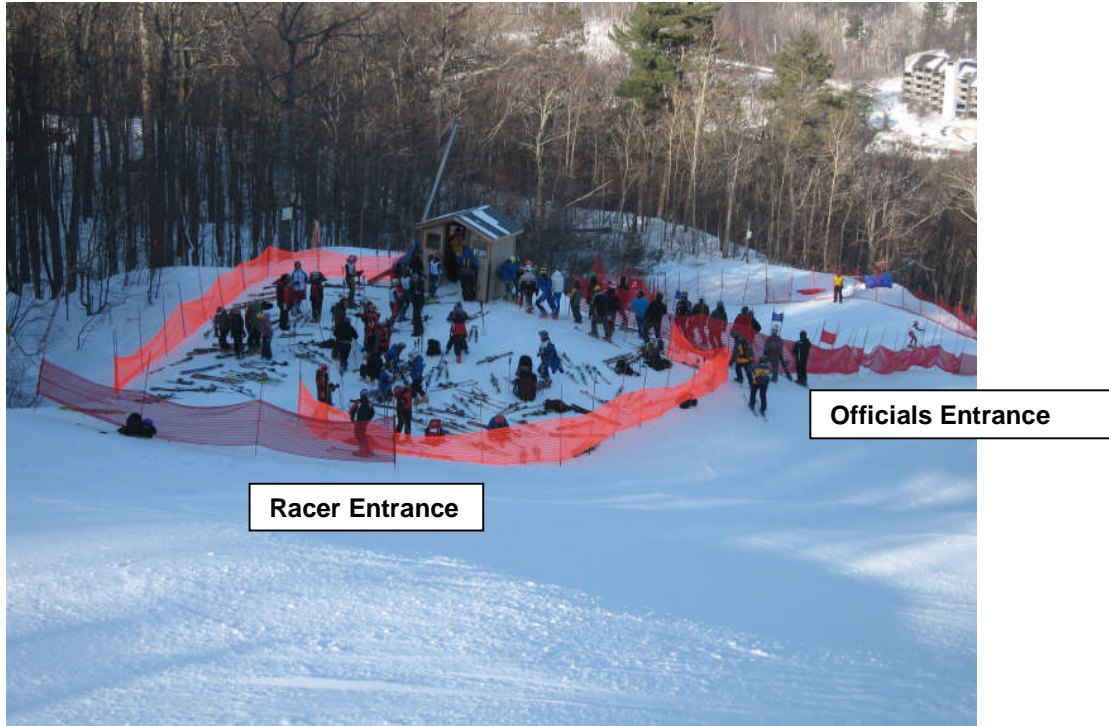
Installation of B-Netting

The purpose of B-Netting is to decelerate the racer before he gets to an immovable object. The proper installation technique is to stretch the section of net out between the poles, the driller puts his/her ski boot down on the uphill side of the pole and drills a hole on the uphill side of the boot thus creating the slack that allows the nets to absorb any impact. If the netting is too tight, it could result in the athlete being bounced back. B-net poles MUST be placed in a drilled hole. Holes should be drilled as deep as possible, and the poly-carb pole inserted. If there is insufficient snow depth, the pole MUST be moved.

Each section of B-netting has male and female clips at either end. All 6 must be attached at each end. Sometimes, they do fall off, and we have a supply of extras if needed. If you encounter a missing clip, mark the connection so it can be found later, and continue on. Please bring it to the attention of the COC to ensure it gets replaced. In addition to the clips, a loop of each section should be looped through the adjacent sections pole at the top and bottom.

Installation of Bunting

The bunting is stretched across the bottom portion of the course to keep the skiing public off the course. We have 2 boxes the bunting is pulled from. The bunting should be wrapped around a bamboo pole approximately every 10 metres. This helps support the bunting and keeps it at a height of about 1 metre so it is clearly visible to the public.



Start corral at Start position #4. Note entrances for racers and separate entrance for course crew, officials, ski patrol.



B-netting on left side, easy fence on skiers right.



B-Netting installation at snowguns.
Willy bag in front of gun, and B-netting zig-zagged in front.





Easyfence keeps public away from racers.
Note that the bamboo poles are outside the course.



Orange bunting closes off bottom of Outaouais –
from end of easyfence to B-netting on last pitch.



Finish corral is encircled with blue easyfence to clearly show racers it is the end.
Blue willybags are used by timing to protect the timing eyes at finish line.

Area to the left of finish line is for course crew to ski by. Never cross the finish line when timing is set up.



A rare site ... Outaouais all quiet. Groomed and waiting for the gates to be installed at night set.

Outaouais Set-Up

