



## Race Officials Courses 2010

Courses for November 2010 are as follows

Course Details	Date of Course	Duration of Course	Venue	Cost	
				SSE Members	SSE Non Members
Level 1 Race Official	Sunday 14 <sup>th</sup> November	1 Day	Holiday Inn Hemel Hempstead	£15.00	£30.00
Level 2 Race Official	13 <sup>th</sup> & 14 <sup>th</sup> November	2 Days	The Snowcentre Hemel Hempstead	£25.00	£40.00
Race Secretary Course	Sunday 14 <sup>th</sup> November	1 Day	Holiday Inn Hemel Hempstead	£15.00	£30.00
Calculations Course	Sunday 14 <sup>th</sup> November	1 Day	Holiday Inn Hemel Hempstead	£15.00	£30.00

There will be an informal evening meal on the Saturday at the Holiday Inn which is open to all course participants

Saturday Evening 3 course Carvery Dinner £14.95 (with vegetarian option)

Overnight accommodation Bed and Breakfast is available at the Holiday Inn J8 on M1 at a reduced rate of £45.00 (Quote Snowcentre when booking)

Further Details and confirmation of places will be sent following receipt of course application and payment.



## Race Officials Course Application Form

Please tick Course required

Race Secretary Course	Calcs Course	Level 1 course	Level 2 Course

Saturday Evening: 3 course Carvery Dinner £14.95      Yes    No  
 At The Holiday Inn M1 Junc 8

Full Name.....

Address.....

.....

SSE Registration Number.....

Home Phone number.....

Mobile Phone number.....

Email address.....

Please post form together with cheque for **full payment made payable to SSE**

To Mr Piet Van Kempen 46 Bushmead Road, Eaton Socon, St Neots, Cambs, PE19 8GR

## **Level 1 Training includes:**

- Overview of roles and responsibilities at race
- Gate Judging
- Understanding Courses
- Back up timing
- Review of Level 1 Roles

## **Level 2 Training includes:**

- Understanding Courses
- Role of Chief Gate judge
- Role of Chief of Race
- Roles of referees. Referee: Start Ref; Finish Ref.
- Role of Race Secretary - general overview (covered in detail in Race Secretary Course.)
- Role of the jury
- Course inspection

## **Race Secretary Training includes:**

- Pre Race organising: when to start, what to do etc
- Paperwork: All necessary paperwork for running a race, invitation & bulletins
- Online entries and adding postal entries to the online system
- Race day: What to expect and what is expected of you
- Post Race: What you need to do after everyone else has finished!

## **Calcs Training includes:**

### Pre race set up

- Setting up Ski Pro to the correct configuration for the various race formats used by SSE
- Entering logos etc. into Ski Pro for the results
- Entering competitors: Doing the draw: Producing start lists etc.

### On the Day

- Adding competitors on the day
- Dealing with DNS's
- Using Ski Pro with time of day timing (where the timer device enters each competitor's time) or manually inputting times from older timing systems during the race.
- Entering DNF's and DSQ's from the protocol.
- Producing 2<sup>nd</sup>/3<sup>rd</sup> run Start lists
- How to calculate a backup time and then inputting it into Ski Pro.

### Results

- Producing results in the format required for SSE races. The results format required by the TD
- Sending results for publication onto Britski. Producing results for Prize Giving