



CHECKLIST FOR CHIEF OF GATES

WHAT ARE YOUR RESPONSIBILITIES?

The Chief of Gates is responsible for recruiting, training and organizing the gate judges for an alpine ski race. On the day of the competition the Chief of Gates organizes and supervises the work of the Gate Judges. This Official makes sure the numbering and marking of the gates is done within the required timeframe. He/she also distributes needed Gate Judge material e.g.: pencils and cards etc. The Chief Gate Judge also instructs the Gate Judges in their duties, designates the gates each judge will supervise, places the gate judges in position, collects the gate judge cards after each run and delivers them to the Referee.

The Chief of Gates should know the applicable FIS rules (ICR 660 to 670 inclusive).

PRE RACE PREPARATION:

- Find out the type and level of the race. This will help you determine the number of gates and therefore the number of gate judges you will need to recruit. Example a K1 slalom race will have between 32 and 40 gates. In slalom we need at least 1 gate judge for every 3 gates, so you need a minimum of 14 gate judges.
- Start recruiting at least 3 weeks before race day. Personal phone calls are the most effective means. Use a phone committee it makes your job easier. Most will come from your own club, but contact the race chairs or alpine chairs from other clubs. They will usually have a list of parents who will be coming to the race and will be happy to help out. It is wise to have at least 2 extra judges recruited ahead of time. The extras can fill in for a no show, possible shadow you, or spell off judges that need to use the washrooms etc.
- Obtain the email address of each volunteer so that you can inform them of where and when to meet, race particulars, and to have the clothing so they will be prepared for any type of weather.
- Do an equipment check and collection of the same. Gate Judge outfits – identification vests, gate judge cards (at least 4 per judge for a 2 run slalom), pencils and clip boards to write on (should have light plastic shielding on them because of snow or rain), extra cards and pencils, gate judge instructions for all the judges, note book for reminders and notes, knife, FIS blue rule book, and pieces of carpet for judges to stand on re warmth. Race day you will hopefully be given a radio. If you are new to the job, ask the Chief of race as to its usage.
- Refreshments – make sure that both lunches and drinks have been organized and will be handed out to your judges during or before the race starts each day.

DAY BEFORE THE RACE:

- Go to the coaches meeting if possible. It will give you a feel for and introduction to the race organizing committee, and it could give you an opportunity to recruit some extra judges from other mountains. The head coach of the home team will be able to give you an idea of the number of gates that will be on the course.
- Confirm the number of judges and make sure they know the time and place to meet. One hour before the start of the race is usually enough time. Remind them to go to the race office 1st thing in the morning, or direct them to the alternate location set up for race days, where the ROC will give them volley lunches and complementary lift tickets. Remind them to dress warmly and to bring along extra liquids to drink.
- Organize the cards etc for the gate judges. Have a few extras available.

RACE DAY:

- Pick up start lists for all the gate judges, plus the packages that you have already put together for them. Make sure that you bring a pack along to carry everything in. Find out who will be delivering the start lists to you for the second run if this is a two run race. Also pick up a race schedule if you didn't get one at the coaches meeting.
- If possible go up to the start in time to go down with the course inspection or just after it occurs, and draw a rough diagram of the course. Why? You will now know the number of gates and more importantly you will know the layout of the course. This will allow you to plan ahead to place the more athletic and experienced judges in the tougher spots. This would be a good opportunity to coordinate the numbering of the gates with the Chief of Course. Dependent upon time constraints, suggest that it would be better if a course worker did this duty. If necessary, have one of your extra judges do it.
- Ensure that all gate judges know to meet at the top of the course one hour before the race starts, and at that time you should hold a training session outlining their responsibilities, and reviewing what will constitute a DSQ. Remind the judges that a diagram is necessary in the case of a DSQ. If some judges are new to the position you should place them between experienced judges on the course. This allows for a little on hill training, and possibly for some redundancy when noting DSQ's. Remind the Gate Judges that it is their perception of correct passage that is to be recorded, and that they must not allow the opinions of the public or coaches to influence their decision. Pace yourself, as Gate Judges should be in position 20 minutes before the start of each run of the race.
- Try to keep at least 2 surplus judges with you. If one is fairly experienced you may have that person shadow you for part of the race and also assist some of the less experienced people on the course. They will also be able to temporarily replace judges who need to use the washroom etc. If you are short judges, you could ask the Start and Finish Referees to take a couple of gates each.
- Document the gate judges on duty each race day for SRNZ records. Be sure to give this list to the Chief of Administration at the end of each race day.
- Before you leave the start area ascertain whether the Chief of Course would like gate judges to repair and maintain the course. If he does, ask him to ensure gate judges have rakes and shovels. You must know correct raking and shovelling technique, so you can demonstrate to the gate judges during the training session. If you are not familiar with these tasks, invite the assistant C of Course to your meeting.
- Hand out a start list to each gate judge and Bibbo lists for the second run as soon as they are available from the race office.
- Know the race schedule, including updates and revisions.
- Set your radio (if you have one) on the jury channel. Remember that you may only listen and not speak on that channel once the race begins as this channel is reserved solely for the jury. Know the Chief of Course and Race Secretary channel so that you can communicate with them if necessary. (Example – you are part way down the course and a gate needs repair) It is very helpful to have the cell phone number in case you wish to reach the Chief of Race that way.
- Allow yourself plenty of time to take gate judges down the racecourse in a "herd" to allocate gates. Call out gate numbers in "sets" and designate gate judges for each set. Match up gate judges with sets of gates according to experience, athletic ability, weather conditions, gate combinations and other relevant factors. Remember that experienced judges should be placed beside the less experienced. Let them know where the best place to stand would be for safety and being able to observe the passage of racers through their gates.

Cycle down through the course during the race, to educate, encourage and cheer up your gate judges. Is everything OK? Any questions? Bathroom relief? Great to hand out wrapped candies to those who want them. Time your cycles carefully so that you will be at the top before the last racer leaves the start and you will be ready when it's time to collect gate cards.

Collect gate judge cards after each run, or as the Jury directs you. Before you collect the cards always check with the Start Referee to make sure there are no reruns. Ask the manual timers at the start if they want you to take their recorded manual times down to the finish line along with the gate judge cards.

Try to be quick collecting gate judge cards. Everyone is waiting for the results and the gate cards are an integral part of the result process. If you have a shadow or a senior gate judge, have that person collect half of them. If the women run before the men, and the referee is planning to review both the women's and the men's gate cards together, then the senior gate judge would only have to collect cards after the men's run.

A recommended way to deal quickly with gate judges when collecting cards is to ask: "Signed your card? Any DSQ's? If so, have you drawn a diagram?" Check the cards for completeness! Review diagrams to ensure you understand them (you will more than likely have to explain them to the Referee). Remind gate judges with DSQ racers that they must be available for the jury if anyone protests a DSQ at their gates, and that they will not be free to go home until the Referee or the TD has released them.

Give the gate judge cards to the Referee who should be waiting for them at the finish line or near the scoreboard, if it is at the finish. If not, remain at the finish until the Referee arrives, and then remain with him/her to answer any questions about DSQ's. After the ladies run, if the men are running directly after them, you will probably have to give your cards to the Finish Referee, who will later give them to the Referee.

Ask gate judges to bring their uniforms down to you at the finish line at the end of the race. It is clumsy and time consuming for you to take uniforms and gate judge cards together, and you will want to be prompt in getting to the finish after the last racer has completed his/her final run. Remind those Gate Judges with DSQ's on their cards to wait at the finish with you until for the TD and referee have dealt with any protests. Encourage all gate judges and thank them enthusiastically.

At the end of the day.....If a gate Judge DSQ's a racer and the Jury rules against his or her decision, make sure you explain the reason thoroughly to the judge. If need be, have the TD or Chief of Race give the explanation to the gate judge. Nothing is worse than a having a gate judge wondering why the DSQ did not stand up.

Dry, organize and store gate judge uniforms and cards after the races so they're ready for the next race day or the next series. Do the same with Chief of Gates equipment.

Have a check list and continually refer to it. Remember that on a wet day, ink runs but pencil lead writes. Always have pencils!