




KEY ROLES AND RESPONSIBILITIES FOR USSA CLUB AND REGIONAL EVENT MANAGEMENT

**STEVE COHAN - USSA CLUB
CONSULTANT**

**PATTI NICHOLS - USSA
EASTERN ALPINE PROGRAM
MANAGER**



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PURPOSE

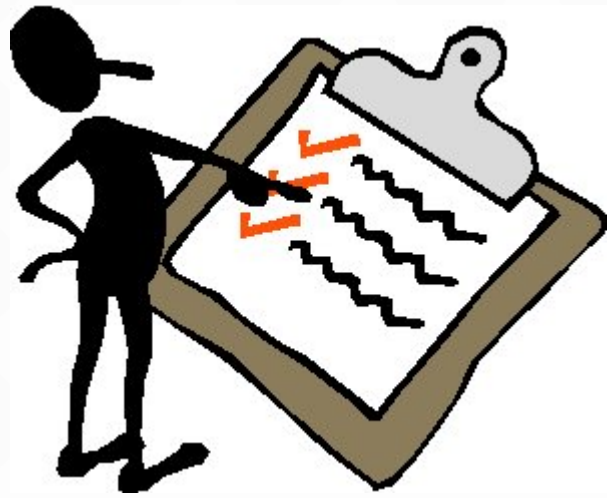
Provides a consistent framework to host events which conform to the **highest standards**

Used as a supplemental guide to the existing competition rules of USSA and the FIS



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ORGANIZING COMMITTEE (OC)

Event Chair – Leadership and management of all aspects of the OC, key contact. Oversees structure, budget & event execution.



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ORGANIZING COMMITTEE (OC) CONT.

Chief of Competition – Oversees preparation, conduct and technical requirements of the competition.



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ORGANIZING COMMITTEE (OC) CONT.

Secretariat - Manages competition paperwork, may or may not be Race Administrator.



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ORGANIZING COMMITTEE (OC) CONT.

Optional positions

Lodging and Hospitality Coordinator – Manage the lodging block, sets up special rates at hotels, event food and beverage needs, VIP functions, receptions, and parties.



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ORGANIZING COMMITTEE (OC) CONT.

Ceremonies Coordinator – Develop and coordinates all event ceremonies including: opening, awards ceremonies, national anthems, and other ceremonial functions.



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ORGANIZING COMMITTEE (OC) CONT.

Medical Supervisor – Directs and coordinates all medical services.



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ORGANIZING COMMITTEE (OC) CONT.

Volunteer Coordinator - Ensures adequate, skilled manpower is available to support the event: local or traveling volunteers, officials and parents.



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ORGANIZING COMMITTEE (OC) CONT.

Event Crisis Team - makes decisions and manages the release of critical information: event delays, postponements, cancellations, accidents or medical circumstances, and security issues.



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AGREEMENTS







USSA Schedule Agreement - Required to sanction the race as a USSA event and applies to all disciplines.

- Must be submitted on-line in November by a USSA club in good standing. Send it in before the end of November.



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Date	Men	Ladies
Monday, 2 nd February		DH training (possible)
Opening Ceremony		
Tuesday, 3 rd February	DH Training	Super-G
Wed, 4 th February	Super-G	DH Training
Thursday, 5 th February	DH Training	DH Training
Friday, 6 th February	DH Training	Downhill
Saturday, 7 th February	Downhill	DH Training
Sunday, 8 th February	SC DH Training	Super Combined
Monday, 9 th February	Super Combined	
Tuesday, 10 th February	Nations Team Event	
Wed, 11 th February	Reserve Day	
Thursday, 12 th February	Qualification GS	Giant Slalom
Friday, 13 th February	Giant Slalom	
Saturday, 14 th February	Qualification SL	Slalom
Sunday, 15 th February	Slalom	
Sunday, 15 th February	Closing Ceremonies	




COMPETITION

Schedule

- Arrival and departure dates,
- Training dates, times, locations,
- Competition schedule (lift operations, jury meetings, start times, course locations, etc.),
- Team captains meetings dates, times, location,
- Race headquarters, registration and press room hours of operation and location,
- Social activities,
- Include weather contingencies.



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COMPETITION

Courses

- Homologated courses. Organizer responsible for compliance, check the expiration date of the hill's homologation!
- Dedicate all resources to ensure a quality venue and competition the afternoon prior to training.
- Provide requirements for course preparation, safety installations, equipment and materials
- Timing equipment and a dry, enclosed, heated timing building.



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COMPETITION






Officials

OC to Coordinate & (if required), pay of all required officials including Technical Delegates, Judges, Race Administrator, Chief of Competition, Competition Secretary, Chief of Timing

All positions need to have a current USSA membership and are often certified USSA official.



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PERSONNEL

Course Workers - Prep & maintain venue, install safety materials, course upkeep, remove snow, etc. Often groups of 3-20, work in designated area.

Slip Crews - 1-3 slippers, often after each seed, as conditions require.




Course Stewards - At entrances & crossings - ensure safe public interaction & limit public in competition arena.

Transportation - May include snow cats, snowmobiles and Audi Q5s.

Resort staff - Coordinate your race schedule with resort's lift operations and other departments.



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INSURANCE

General Liability Insurance






Registered USSA clubs have general liability insurance triggered by USSA Schedule Agreement.

Race Workers

Course personnel must either be current USSA members or sign the Race Worker Registration form.



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ADMINISTRATION

Announcements sent 60 days before event, includes:

- Organizer contact info,
- Event name, site, dates,
- Registration information – procedure, fees, deadline, contact,
- Schedule,
- Hotel contact info,
- Directions to the club and parking instructions if not obvious.



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Competition Guide



COMPETITION GUIDE

Schedule – times and locations for training, course inspection, competition, start, team captains meetings, social functions, etc.

Course Specifications & maps

Medical Information






Radio Protocol

Bib Draw

Social Activities



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AWARDS






Awards ceremony near the finish stadium and/or an area to attract public spectators.

Should take place immediately after the protest period.

Awards presented to create a good “photo opportunity”



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MEDICAL

OC must insure emergency medical services are available for training and competition.

- **American Services Accident Report Form** - Applies to any injury that occurs during an event, needed for USSA insurance.
- **Event Emergent Medical Services Action Plan** – needed by the T.D. in final report, obtain from the resort.
- **Ski Patrol** – First responder, min. of one Patrol available to the race arena at all times
- **Follow your plan!**



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MEDICAL

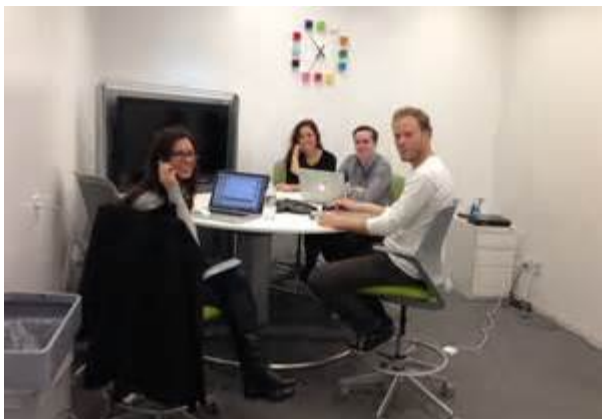
Concussion Policy

Athletes suspected of having sustained a concussion must be removed immediately from participation in USSA sporting event (e.g. sanctioned training, practice, camps, competitions or tryouts), by the Technical Delegate or USSA member coach overseeing such sporting event.



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FACILITIES

Competition Headquarters

- Registration HQ
- Competition Office
- Jury “room”
- Timing – warm timers are happy timers



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MARKETING AND MEDIA







Tell your story

Capitalize on your organization's investment by interacting with media



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RESORT RELATIONS

Preplanning Meeting

- Ticket agreements
- Snow and hill requirements
- Hill closure requests and lift schedule
- Ski patrol involvement
- Awards venue
- Define event schedule



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APPENDIX CHARTS

Alpine

	DH	SG	GS	SL
Screw in Gates	50	80	80	80 per sex
Static Gates	100	120	200	120
B-Fence	Determined by Safety Report			
Drills	1/work station	1/work station	7	9
Shovels	8+	8+	8+	6+
Rakes	8+	8+	8+	6+
Gate Keepers	1 per 2 gates	1 per 2 gates	1 per 3 gates	1 per 5
Side Slippers	8	8	10	10
Course Maint.	8 Min	8 Min	10 Min	10 Min



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APPENDIX CHARTS

Snowboarding /Freeskiing

	PGS (Snwbrd)	SS/SBS	HP&Exhibition	SX/SBX
Static Gates	45			
Stubby Gates	30 red/30 blue			30 red/30 blue
Pine boughs	6"-8" boughs as needed to line turns and landings			
Dye	1Gallon	1Gallon	1Gallon	1Gallon
Chemicals	TBD case-by-case for each venue, event and time of year			
Gate Keepers	1 per 3 gates			6-10
Course Crew	15	14	14	14
Judges Asst.		1	1	1
Start Referee	1	1	1	1



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APPENDIX CHARTS

Freestyle

	Moguls	Dual Moguls	Aerials	HP
Control Gates (double panel)	22	11red/11 blue/11blk		
Spare Gates	2	3		
Meter Markers			20	
Timing Pads	2	3	2	
Course Crew	10	10	15	10
Chief of Comp.	1	1	1	1
Chief of Moguls/Dual	1	1		



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WRAP UP

Wanna talk?

Contact:

Steve Cohan, (608) 829-3450 ext. 622

Steve.cohan@icondigitalusa.com



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