

GUIDELINE for THE CHIEF OF GATES

What are Your Responsibilities?

The Chief of Gates is responsible for recruiting, training, organizing and controlling the Gate Judges for an alpine ski race.

The Chief of Gates should know the applicable FIS rules (found at rules 660 to 670 inclusive of the FIS ICR blue book). S/he should also be familiar with the gate judging information in the National Officials Program Course Manuals and had the practical experience of working as a Gate Judge on previous occasions.

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. For a FIS slalom race (Men – 52-78 gates and Women – 42-68 gates) you will need a minimum of 20 Gate Judges. Refer to the ICR for each discipline's min/max # of gates so you can plan the number of Gate Judges you will require.

Start recruiting at least 3 weeks before race day. Personal phone calls are the most effective means. For a race event (multiple days requiring GJ's) you may want to 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 e-mail address &/or phone number of each volunteer so 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. E-mailing "Guidelines for the Gate Judge" to your respective GJ's so they can review the information prior to your race morning education session would be helpful.

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.

On a cold wet day, ink either freeze or runs but pencil lead writes. Always have pencils!

Refreshments – make sure that both lunches and drinks have been organized and will be handed out to your judges preferably at the GJ meeting before the race starts each day or delivered to the Gate Judge during the race.

Day before the Race:

Go to the Team Captain's 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 to one ½ hours is usually enough time before the start of the race, it depends on the chair lift time required to get to the race course. 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.

If there are inexperienced Gate Judges, plan on taking the time to show them the Gate Judge CD &/or review the Gate Judge's job using the Guidelines for Gate Judges. Have a copy of the guidelines for all the GJ's, even for the experienced as it will be an excellent review.

Organize the cards etc for the gate judges. Have a few extras available.

Race Day: Have a check list and continually refer to it.

Pick up start lists for all the Gate Judges, plus the packages that you have already put together for them. Make sure you bring a back 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 time permits, if early lift loading is available, go up to the start in time to ski down with the course inspection or just after it occurs, and sketch a rough diagram of the course and gate locations. **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 a more accurate number and placement of GJ's as well as locations to place the more athletic and/or experienced judges in the tougher spots.

If the Chief of Course wants you to number the gates, suggest that it would be better if a course worker did this duty or number the gates if you check the course immediately following the Jury inspection or if necessary, have one of your GJ assistant Chief do it.

Before you head out to the hill - 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 shoveling 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.

For a two run race event, depending on the hill location of the race, race schedule and proximity to off-hill amenities (eating areas and bathrooms) decide if there will be enough time for GJ's to leave their on-hill location between the first and second run. If the GJ's can not be in place a minimum of 20 minutes before the start of the 2nd run inform them they should not leave the race course area until the race is finished.

Gate judges should meet at the designated location and the designated time before the race starts, and at that time you should hold a training session outlining the schedule,

their responsibilities, the GJ card and reviewing what will constitute a DSQ. Remind the judges that a diagram and correct documentation is necessary in the case of a DSQ.

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.

On hill - Allow yourself plenty of time to take Gate Judges down the race course 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. This allows for a little on hill training, and possibly for some redundancy when noting DSQ’s. 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. Also, the GJ should be aware of the correct and best location to locate their skis while they do their GJ duties.

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 or in the case of speed events well before the time for “course freeze”.

If a 2 run race, confirm with the Referee what his post run plans are. e.g. 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 cards can be collected after the men’s run. If you decide to collect the cards after the women’s 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. Tell the Gate Judges when you will be collecting their card so they will be looking for you and in most cases they will be easier to locate as you collect the cards.

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/or 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.

If there is time during the race, it is best to cycle down the course, to educate and encourage your Gate Judges.

- Is everything OK?
- Any questions?
- Bathroom relief?
- Great to offer wrapped candies to those who want them.

Time your cycles carefully so you will be at the start before the last racer leaves the start and you will be ready when it’s time to collect gate cards.

In a two run race, distribute Bibbo start lists for the second run as soon as they are available from the race office. Know and make Gate Judges aware of the 2nd run race schedule, including updates and revisions.

Before you collect the cards always check with the Start Referee to make sure there are no reruns. If it works for your race, check with timing if they want you to take the recorded start manual times down to the finish line along with the gate judge cards.

In accordance with the instructions given by the Jury or the Chief Gate Judge (&/or assistant) collects all the GJ cards.

Try to be quick collecting gate judge cards. The Finish Referee and Referee are usually waiting for the cards in the finish area. If you have a shadow or a senior gate judge, have that person collect half of them starting at the middle of the course while you start at the top of the course. A recommended way to deal quickly with GJ card collecting is to ask the GJ:

- Have they filled in all the front page information?
- Did they ✓ the Fault/DSQ or the No Fault □ box?
- Any DSQs? If so, have they drawn a diagram? Recorded the bib # and gate # ensuring the information is clear and correct.
- Check the cards for completeness!

Review any DSQ diagrams to ensure you understand them (you may have to explain them to the Referee). Remind Gate Judges with recorded DSQ's, they must report to the finish area.

Be sure to thank each GJ for their officiating duties.

Ask the Gate Judges to return their GJ identification and GJ package to the Race office or designated GJ meeting location.

At the finish line - Deliver the GJ cards to the Referee or give to the Finish Referee if the Referee is not yet there.

Have the cards in the order of the gate numbers so they can easily be reviewed by the Referee and Finish Referee.

If the Referee has any questions regarding a DSQ, introduce the GJ responsible for documenting the DSQ to the Referee and remain with the GJ until they are no longer required at the Finish.

Remind GJ's with a DSQ they must be available until after the 15 minute protest period. Know where you can find the GJ if required for a Jury meeting regarding a protest.

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 Gate 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.

When all GJ's are off the hill and any DSQ proceedings are completed collect the GJ identification and equipment, check and prepare GJ packages for the next day race or race series. Do the same with Chief of Gates equipment.

Prepare any GJ comments you may have for the following day's race.

Make a list of gate judges on duty each race day for the Officials records and for insurance purposes.

Be sure to give the GJ list to the Chief of Administration at the end of the race event.