

Job Descriptions

Chief of Race

The Chief of race is responsible for Co-ordinating the preparation of tracks/range etc and the safe conduct of events.

Chief of Race must hold a current Victorian or NSW Shooters Licence and be a member of the ABA.

Volunteers should be allocated and explained the following duties they are required to perform before the race and during the race.

- 1) Range Officer and 2 assistants for target resetting.
2 assistants for recording penalties.
- 2) Race starter/timekeeper/recorder
- 3) Penalty loop recorders for Sprint and Relay events
- 4) Briefing all competitors prior to event and ensure the following points are covered.
 - Zeroing
 - Event discipline
 - Tracks to be used and direction
 - Start time intervals and lay out of Start and Finish areas.
 - Targets to be used i.e. Prone/Standing and in what order.
 - Procedure to be adopted for time-out or malfunction incidents.
 - Penalties incurred during event.

Other Duties

- Brief all range officials, eg
 - Rifle Handlers
 - Rifle Retriever
 - Armourer
 - Penalty Loop Recorders
- Make decisions as required, eg. closing lanes or targets, reallocation of lanes to athletes as required.
- Conduct a Safety Briefing pre-race, commencing ten (10) to fifteen (15) minutes prior to start of zeroing.
- Act as Lane Allocator to athletes as they arrive at the firing point if required. (The Range is usually divided into two halves for most of a Race; the first half being for Prone shooting and the second half being for Standing shooting.)

Race Secretary (and sub-committee members)

The race secretary is responsible for the following:

- Advertising of events to be conducted throughout season and ensure sufficient race entry forms are provided via email, web access or hard copy.
- Notifying by general email or other publication the start times of events for zeroing and competition.
- Receiving race entries and fees and subsequent grading of competitors.
- Conducting random race draw for competitors
- Prepare/issuing Bib allocation and zeroing Lane
- Briefing Chief of Race and supplying Race Entry List.
- Ensure Race Result Sheets are prepared and provisional results published as soon as possible. If no appeal on provisional results then finalise and publish via email, web page access or hard copy to all involved.
- Receiving late entries as required prior to event start
- Forwarding fees to club Treasurer.

Administration

- Maintain inventory of Championship medals and ribbons and ensure sufficient supply for the year. Reorder medallions as required

Results

- Prepare results and arrange publication/posting onto ABA website
- Establish and maintain rankings and publish a ranking list
- At the end of the season, forward ranking lists to NCD as criteria for selection of Australian Teams.

Duties and Time Lines

May

- Advise resort managers of events scheduled for their resort
- Advertise for officials for relevant events in SS, specifically: Chief of Race, Chief of Course and Chief of Range
- Advise NRS of championship medals requirements

June

- Prepare, publish and arrange distribution of race documentation (race information, entry forms etc)
- Ensure that a Chief of Race has been appointed for each event scheduled
- Ensure supplies of all forms in the each event manual is adequate and reprint as required
- Ensure each Chief of Race has access to event manual

One week before each event

- Notify resort management of upcoming event and advise contact name and number of Chief of Course for course preparation requirements
- Liaise with the event's Chief of Race and Chief of Course to ensure satisfactory preparations
- If Championship event, accept entries, prepare draw and forward to Chief of Race

After each event

- Ensure provisional results are posted and a one (1) hr appeal period is observed before making results final.

Starter/Time keeper/Recorders

The duties of the Starter/Time keeper recorder are:

- Check rifles are **empty and safe** immediately prior to event start.
- Rifles on any rack are numbered with relevant start bids.
- To start competitors according to Bib number and at the nominated start intervals prescribed by the race, i.e. 30-60 seconds for race draw.
- To ensure race recorders have boards and pens for recording all penalties applicable to each athlete at completion of each shooting bout.
- To act as finish line marshals and record competition completion time.
- To record all competitors name and race number on result sheet in order they finished.
- To calculate results of events i.e. Penalties accrued + skiing time = Total time
- Observe change over area in the relay events to ensure change over occurs within the marked area and contact is made between each competitor at changeover.
- To check rifles on the rack at completion of event are empty and safe

Range Penalty Recorders and Penalty Loop recorders

- Range penalties are recorded for each competitor as their particular shooting discipline is completed. This requires two recorders for cross checking purposes.
- Penalty loop recorders (x2) are required and should be located equal distance apart on coaching mound area so as to get a clear view of Penalty Loop area. They are to make note of the penalty loops skied by each competitor.
- At completion of the race they are to converse with each other to cross reference tallies of penalties. The confirmed results are then to be handed to the Starter for culmination of race results.

Track Marshalls

- To be positioned around the course at appropriate places so as to have good visibility of athletes as they proceed around the course and see that athletes display good conduct when passing or being passed by other athletes. To also serve as a representative of the Association and advise citizen skiers that also use the trails, that a race is being conducted and the direction of travel of Athletes.
- To ensure athletes ski correct course and correct colour sequence. Any infractions are to be reported to the Race Jury at conclusion of the race. **Marshalls are not responsible for the athletes skiing the correct course. It is the athlete's responsibility to know the course they are skiing.**
- As much as practical, Marshalls should have radio communication with the chief of race.
- Record race numbers of athletes as they pass and in the order they pass by.

Armourer (when available and suitably qualified)

General

- Responsible to Range officer,
**Must possess a shooters licence.

Duties

During zeroing;

- Set-up equipment station.
- Check all rifle trigger pressures.
- Mark skis to be used in championship races.
- When a spare rifle is available, zero it, & load spare magazines. Hand this to rifle controller.

During racing:-

- Check all malfunctions as required by range officer.
- Have spare ammunition as required.
- Have tools for clearing jammed rifles, etc.
- Give time-out & time-in to Lane Recorder

Rifle Handlers

General

- Responsible for rifles left on the range area & allocation of ABA rifles.
- Must possess an Victorian or NSW shooters licence.

Duties

- One half hour prior to commencement of zeroing:-
- Set up rifle racks.
- Mark rifles and place in racks.

One quarter hour prior to commencement of zeroing:

- Rifle allocation (Association rifles)
- Issue rifles on the basis of the above plus:-
- If athletes are sharing a rifles ensure:-
- Competitors sized up as equally in height as much as possible.
- Same sling length needed.
- **Ensure same ammunition being used in the rifle(s).
- Each competitor has an armband or designated rifle rest.

During Race

- Hands rifle to Competitors or to the Coach if (**unlicensed) or novice.

TECHNICAL DELEGATE (Chief Referee)

General

- Appointed by NRS, COR, & NCD.
- Should be a qualified referee.
- Works as adviser to Chief of Race & is Responsible to ABA committee for the safe & correct conduct of the competition.
- Oversee preparation & intervene as necessary.

Duties

Pre race

- Oversee preparation
- Check course with Chief of Race / Chief of Course
- Tracks
- Flags
- Controllers/Marshals
- Feeding
- Start/Finish

Check Range with Range Officer

- Target operation
- Rifle checks
- Ski checks
- Safety

Jury Chairman

- Supervises Draw, checks eligibility as necessary, & rules on late entries.

During Race

- Supervise any other referees.
- Course referee
- Start/finish referee
- Range referee

- Record penalties against competitors.
- Oversee race conduct & intervene as necessary.

JURY

GENERAL

- Appointed prior to race (by CO Race, NRS, & NCD representing the coaches).
- 3-5 required
- Simple majority vote.

Composition:

- TD (is Chairman of jury),
- ABA Chairman,
- Chief of Race,
- TD 2nd or other referee,
- Coaches - 1 or more.
- Note: Any member of the Jury with an interest in the dispute must step down.

Duties

- Make decisions regarding change of race conditions, postponement, etc.
- Decide protests.

REFEREES

Referees are

- TD of race
- International Referees
- Chief of Race
- Chief of Course
- Chief of Start
- Chief of Range

Duties

- It is the duty of each referee to arbitrate on any matter arising during the course of the event to ensure a fair and proper competition for all competitors

COACHES

General

- Responsible for assisting & Zeroing athletes, and where necessary be in close visual proximity when shooting.
- Must have a Victorian or NSW shooters licence
- Should not be involved with race organisation during a race whenever possible.

Duties

- Coaches are required to be with participating athletes when they are unlicensed or are Novices.
- to assist athletes to zero their rifles
- To advise athletes or assist in various ways.
- May be required on the jury.