



**USSA Eastern Division of Freestyle and Freeskiing
Event Organizers Manual**

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Annual Timeline for USSA Eastern Division Competition Department Directors/Event Organizers

January: Events

- Stay tuned to Eastern Freestyle-Freeskiing communication and act accordingly.

February: Events

- Stay tuned to Eastern Freestyle-Freeskiing communication and act accordingly.

March: Events and Preliminary Event Scheduling for Next Year

- Send Eastern Freestyle-Freeskiing an email confirmation of the upcoming season's event dates by March 1st.
- Stay tuned to Eastern Freestyle-Freeskiing communication and act accordingly.

April: Agenda Items for EFCC Annual Meeting and Online Reimbursements

- Send agenda items to the Chair by April 1st.
- Ensure that all Online Reimbursements have been received from Eastern Office.

May: Annual EFCC Meeting and USSA Congress

- Send a mountain representative to the Annual EFCC Meeting.
- USSA Congress occurs in May. The Freestyle-Freeskiing Sport Committee (FFSC) meets to discuss governance and rules of the sport. Watch for minutes from the meeting on the USSA web site to read about changes that could affect event budgeting.

June to August: USSA Club Renewals

- Renew your USSA Club membership.

September: Event Budgeting, Event Excessive Fee And Web Site Follow Up

- Finalize event budgeting.
- Send Event Excessive Fee Requests to EFCC Executive Director for approval if necessary, available online and in Appendix of this handbook. See Eastern 4.6 in the Eastern Rules Section for fee limitations.
- If event pricing exceeds the limitations, then the excessive fee request is due by Oct 1st for consideration.
- Be sure mountain's contact, competition coach, and event information are correct on the division website.

October: Schedule Agreements

- Complete USSA Schedule Agreements, available online at USSA.

November: Schedule Agreements, EFCC Fall Conference Call, Updated Community Handbook and USSA Competition Guide

- Complete the USSA Schedule Agreements online at USSA.
- Please note: The Eastern Office will provide payment for all USSA Eastern Division Freestyle and Freeskiing event sanction fees to USSA. These fees will automatically be deducted from a mountain's Event Online Reimbursement.
- A mountain representative must participate in the EFCC Fall Conference Call.

December: Events

- Be sure event information is correct on the division website.

Scheduling USSA Eastern Division Freestyle and Freeskiing Events

USSA Membership Required

- All competitors must be USSA members to compete in any sanctioned USSA/Eastern Meet.
- All coaches must hold USSA Coaches licenses.
- It is strongly advised that all meet officials be USSA members with Officials' Licenses.
- All jury members -Technical Delegate, Chief of Competition and Head Judge/Judges MUST be USSA members.

USSA Eastern Division Regular Season Events

Mountains looking to be added the schedule:

- Contact the Eastern Chair with your request prior to Jan 15.
- Send a representative to the Annual EFCC Spring Meeting.

Mountains looking to host their annual event:

- Fill out the event request online form by March 1 to confirm dates.
- Send a representative to the Annual EFCC Spring Meeting.

Mountains looking to host an additional event mid-season:

- Contact the Eastern Chair ASAP.
- Make a plan with the Eastern Chair to contact the Judges Chair and the Rules and Tech Chair to determine whether officials are available.

USSA Eastern Division Championship Events

Eastern Freestyle-Freeskiing Championship host sites are managed by a rotation system. The current rotation schedule can be found in the Appendix of this document and on the organizer page on the website.

If a mountain chooses not to host a championship event on their scheduled year on the rotation, then they lose their spot in the rotation. In this scenario, the next mountain on the rotation is offered the championship event, provided that mountain is not already hosting another Eastern Freestyle-Freeskiing Championship during that same year. If the next mountain in line accepts the championship, the rotation would continue from that point on. If the next mountain in line cannot host the championship, they do not lose their place in the rotation, and an alternative host is found for the current year.

Mountains looking to host a Championship event that are not on the current schedule rotation:

- Send the Eastern Freestyle-Freeskiing Championship Request form to the Eastern Chair no later than Jan 15 – available on the Event Organizers page on the website. This request form includes which level championship they're interested in hosting, course specifications and possible banquet options.
- The proposal to be included as a new championship site would be discussed and decided upon at the Annual Spring EFCC meeting.

Juniors, Nationals, Nor Am, World Cup Events

Any event organizer wishing to host one of the above events can find the USSA Bid package on the USSA website. These should be submitted ASAP and are often decided in the early spring for the upcoming competition season. Please note that different systems are in place when running these events and not all Eastern guidelines and procedures apply.

Staffing Necessary to Run an Event

Event Organizer

- This person is in charge of the coordination of the event prior to and during the competition.
- This includes the delegation of jobs, assigning or recruiting volunteers, organizing the events and paying the bills.
- Also, oversees the reports that must be transmitted and mailed to the EFCC and the USSA.

Competition Secretary

- This person is responsible for all secretarial work related to the competition.
- He must ensure that the official results contain the information required by rule.
- He is responsible for the minutes of the competition committee, jury and team captains' meetings.
- He must ensure that all forms for start, judging timing, calculation and protests are properly prepared and delivered in good order at the proper time.
- He must ensure that results are duplicated and distributed properly immediately following the competition.

Chief of Competition

- The host mountain provides the Chief of Competition and is required to hold a USSA Officials license.
- This person should have a strong background in the rules and procedures of the sport of Freestyle and should be a neutral to the event to avoid possible conflict in the jury process.
- It is recommended that individuals serving as Chief of Competition attend the annual Eastern TD fall clinics.
- This person spends the day on the hill, helping to move the meet along in respect to coaches meetings in the morning, determining performance cut numbers, making sure run orders and results are processed and available, etc.
- This person is a member of the jury along with the Head Judge and Technical Delegate.
- The Chief of Competition directs and controls the work of all officials, summons the meetings of the competition committee for consideration on technical questions and generally acts as chairman of the team captains' meetings, after consultation with the TD.

Judges

- The EFCC Judges Sub-Committee Chairperson will assign a Technical Delegate (TD) for all EASTFREE Tour, Eastern ECS "A" Competitions and EQS "B" events.
- There may be up to 5 Judges for EASTFREE Tour, ECS (A) meets and 2 or 3 Judges for EQS (B) meets.
- The Head Judge will be the contact for all the Judges.
- The Head Judge is responsible to the event organizer and the Judges on the panel.
- The Head Judge will also fill out the Event Report Card in conjunction with the TD at the end of the event.

Judges Assistants

- This person assists the Head Judge by stapling the scores and on-hill verification of scores.
- This person is responsible for keeping in order and bagging the scores that will be delivered to the Chief of Calculating.
- This person also helps the judges by getting supplies during the event like sharpened pencils, scoring pads and making the workplace on the hill more pleasant.

Technical Delegate

- The EFCC Rules and Technical Sub-Committee Chairperson will assign a Technical Delegate (TD) for all EASTFREE Tour, Eastern ECS "A" Competitions and EQS "B" events.
- It is required that either the TD or Chief of Competition is at the top and the bottom of the course.
- The TD needs to be an active member of venue prep and meet organization.
- The TD acts as technical consultant and chairman of the jury.
- The TD is responsible for ensuring that the technical preparations for the meet conform to specifications and safety rules.
- The TD ensures the course is safe for training and the competition, the technical rules are observed during the conduct of the meet and that all final documentation is prepared and accurate.
- If there is an injury or accident at your competition, the TD must fill out an USSA Accident Report.
- The TD should also fill out the TD report online in the scoring program before departure.
- The TD will also fill out the Event Report Card in conjunction with the Head Judge.
- Injuries at Events: If there is an injury or accident at your competition, the Technical Delegate will fill out an USSA Accident Report.

Chief of Course

- This person is responsible for the preparation of the course and must be familiar with the snow conditions and the terrain in concern.
- This person should recruit a course crew to help with course preparation and maintenance work during the event.

Head of Registration

- This person receives monies owed to the event from competitors, prepares and hands out competition materials and keeps track of records and all accounting.
- This person works closely with the Chief of Calculations/Head Scorer.

Chief of Calculations/Head Scorer

- This person is responsible for the ongoing verification of scoring and calculations during the event.
- This person must be certified with the current scoring program used by the Eastern Division.
- Eastern Freestyle-Freeskiing-Freeskiing Events will hold clinics every fall.
- Please see Appendix for Scoring Supplies Checklist.
- This person assists the Chief of Calculating in the verification of scoring calculations during the competition.
- It is helpful to have two shifts for this job, as it may be tedious.
- Some important things for the scorer to note:
 - Unofficial run orders MUST be ran the night before the event or prior to the start of the morning registration and posted at registration
 - If a competitor that pre-registered is missing from the run order then the run order of their gender must be re-run in its entirety prior to the start of the competition.
 - When registration closes on the morning of the event those competitors registering in the morning should be entered randomly at the end of their gender for ECS events, and at the end of their gender and in the appropriate age groups for EQS events.
 - When setting up a USSA event – NEVER CLICK on elimination format – this will provide results ONLY based on second run.
 - The BEST practice is to post unofficial results at the bottom of the course every 15 competitors. Mistakes are found earlier and generally do not hold up an event when this is done.
 - For second run for EQS events, the same run order should be used.
 - For second run for ECS events, a new run order is produced, based on a performance seed where women run 16 to 1, 17 and up and men run 16 to 1, 17 and up based on the results from first run.
 - For second run for the ECS, it is CRUCIAL/MANDATORY that you send complete results to the top and the bottom of the course.
 - Copies of the complete results sheet from run one should also be sent to the hill.

Chief of Sound-Announcer

- This can be one or more individuals depending if you use your own sound equipment or hire a sound company.
- The sport of Freestyle has always been associated with music from its beginning, and it is highly recommended that there be music at all events.
- The announcer should have a clear voice and be familiar with the sport of Freestyle as well as knowledge of the competitors' names and mountains.

Timing

- It is important that there is both electronic and hand timing for mogul events. Hand timing is important in case the electronic system should fail.
- When verifying scores at the end of the day judges must check the written output of the electronic system and/or any back up systems if necessary.
- Timing in mogul events is mountain specific and may require anywhere from 3 to 5 people.
- Some mountains use two people to handle the electronic timing recording and 3 people for hand (backup) timing (one to rotate if it is cold).
- These individuals should be well rehearsed in using this equipment prior to the day's event.
- A majority of late starts at events have to do with timing issues.

Starter and Assistant Starter

- You will need two individuals to work together to organize and start the competitors at all freestyle events.

- These individuals should be friendly, compassionate, understanding but most of all direct and organized.
- The Starter and his/her Assistant is the key to keeping the meet moving along.
- They should be both introduced to the Head Judge before the event so a good interchange is established.

Score Runners

- Depending on where score input is taking place it is important to have a system in place to get the scores from the judges to the scorer.
- If scoring is not occurring on the hill where the judges are located score runners will be necessary to transport scores from the judges to the scorer.
- If the lap time is long it will be necessary to have more than one skier in this position.

Award Writers if Using Ribbons

- After the Judges have verified the results of the event, the ribbons/plaques need to be written out as to the names of the competitors receiving awards.
- A timesaving's hint... Awards can be prewritten out.
- The Scorer could provide/run a list of age groups so the Awards personnel can start writing out ribbons for age groups.
- Names can be added later after the Judges finalize the results.

Prior to the Event – Things to do

Schedule Event with USSA Eastern Division of Freestyle and Freeskiing

By March 1st fill out the online form, available on the division website, for the following season's event dates.

Meet Information Form

At least two weeks prior to the event please send in the Event Information Form to the Eastern Office for review. Once approved it will be posted on the web site. This eliminates MANY questions and concerns that your participants may have prior to an event. Please find form in the appendix, but also online as it should be submitted electronically.

Online Registration and Reimbursement

Eastern Freestyle-Freeskiing sub-contracts its event registration process. The company, HF Tech, offers integration, allowing better alignment with the needs of the event organizers, competitors, and the parents (who do most of the registrations). Payment processing is handled by H. F Tech, Inc. HF Tech will remit Online Registration Reimbursements to hosting mountains and head tax payments directly to Eastern Freestyle-Freeskiing. In order for this process to be initiated, event organizers must complete and send their head tax forms to the Eastern Office.

USSA Insurance

Be sure to apply to USSA for additional insurance if you are running an A meet in order to cover inverted and off-axis maneuvers. You cannot do this until your sanction form is filed, and it cannot be done at the last minute. Most mountain operations require this USSA certificate of insurance.

Track Radios and ECS "A" Bibs or Prep Mountain Bibs for EQS "B" Events

The Eastern Freestyle-Freeskiing supplies radios. The radios need to be picked up by your coach at the event previous to yours. You are responsible for all equipment received and sent by you. Please when receiving the radios and bibs do a check count of all equipment. There will be a list and a sign-off sheet for you to sign once you have inspected and accounted for all items. Email or call the Eastern Office immediately if something is in disrepair or missing. On a daily basis during the meet please distribute and have officials, volunteers and other radio users check and sign out equipment. Remember the Host Mountain is responsible for this equipment. One important word of advise-make sure the radios are on "charge" at the end of the day. Dead radios in the morning will hold up the meet.

ECS "A" Level Bibs

ECS "A" bibs are issued to athletes at the beginning of the season so they are responsible to have their bib for that day. Extra bibs will be included with the equipment you receive. Athletes that lose their bib may purchase another by paying a \$25 fee. Loaner bibs are available for a weekend with a \$20 deposit and a fee of \$5. EQS "B" bibs must be provided by the host mountains. You may ask to hold the competitors USSA card or \$20 in exchange for the bib.

Officials' Housing, Meals, Compensation, and Per Diem

Housing

The hosting mountain must supply housing for the Eastern Officials that will be officiating at their competition. Lodging should be as close as possible to the mountain to avoid problems with transportation and morning delays. Judges cannot be housed with athletes and their families, however the Technical Delegate of your event can. Please be advised that judging panels are comprised of both sexes and it's not advisable to room them together. If you would like to know the possible make up of your judging panel please see the TD and judges schedule online at on the Officials page. The Head Judge and the TD will contact you at least two weeks prior to the event to discuss your event and to receive lodging information.

Meals

Meals must be provided for the Judges and Technical Delegate. If lunch is given on the day of the event, officials do not need to be compensated for that meal. Banquet tickets are considered compensation for officials' dinner.

Compensation

The Eastern Freestyle-Freeskiing-Freeskiing office will compensate all officials – Judges and Technical Delegates. The Eastern Head Tax is what funds their fees and travel expenses.

Per Diems

These payments should be ready for the Head Judge and Technical Delegate on arrival in CASH. Mountain coupons or vouchers are not an acceptable substitute for cash. Alternatively, an event organizer may note to have them deducted from their online reimbursement on the Eastern Head tax form. In this scenario Eastern Freestyle-Freeskiing-Freeskiing will include per diems in the officials' daily pay. Per diem is as follows:

- \$10 per day for Breakfast
- \$10 per day for Lunch
- \$20 per day for Dinner

Order Trophies and Prizes

Regular Season EQS B Meet

Event Organizers will award ribbons, medals or trophies to the top 3 places in each age group U7-U15, male and female. Overall awards should be given for the top 3 places male and female, not ribbons. Any age group participant above U15 are to be included in the overall results but not age group awards. Awards shall be provided for the top three male and female competitors based on the combined scores ("combined" being based on all events held at a competition) in all competitions holding more than one event. The quality of the combined awards is at the discretion of the event organizer. Team awards are not required, though host clubs may elect to manually determine a team award.

EQS State Championships

For each event trophies should be awarded to the top ten places overall male and female. Combined trophies should be awarded to top three places overall male and female. There are no age group awards.

EQS Young Gun and Junior Championships

- This is an age group championship. Young Guns (U7-U9-U11); Juniors (U13-U15)
- Age Group Champs (places 1, 2, 3) will be named within the age groups for each event.
- Overall Young Gun and Junior Champs (places 1, 2, 3) will be named from each event.
- Combined Champs (places 1, 2, 3) will be named within the age groups for the combined scores for those athletes participating in aerials, slopestyle and moguls.
- Region Cup Trophy, determined by place points of top 10 results for each event (1st place only)
- Team Trophy (places 1,2,3), determined by place points of top 10 results for each event

- An EFCC representative will award The Philip Holmes Sportsmanship award (provided by USSA Eastern Freestyle-Freeskiing-Freeskiing). This award is decided upon after a coaches meeting where sportsmanship candidates are brought forward and then voted upon. This award shall go to a U13-U15 skier at the event.

Regular Season ECS A Meet

Awards shall be presented to the top ten overall finishers male and female for each event without regard to age group for all events except dual moguls where awards for the top eight finishers should be awarded. Additionally, for aerials events event organizers must at minimum award the top three finishers, but if substantial participation is expected, then event organizers may choose to award the top ten. Combined awards are at the discretion of the event organizer. Team awards are not required, though host clubs may elect to manually determine a team award.

ECS Championships

Awards shall be presented to the top ten overall finishers male and female for each event without regard to age group for all events except dual moguls where awards for the top eight finishers should be awarded. Awards for ECS Championships shall be of higher quality than regular season. They should be trophies or medals (NOT RIBBONS). Combined awards are at the discretion of the event organizer. Team awards are not required, though host clubs may elect to manually determine a team award.

ECS End of the Season Awards

At the ECS Championships the following awards will need to be determined by an EFCC representative. USSA Eastern Division Freestyle provides the actual trophies. If you are hosting ECS Championships, please contact the EFCC Executive Director to discuss.

EASTFREE Tour

Awards shall be presented to the top three overall finishers of each event held.

Schedule Time and Location for Team Leader Meetings

- Team Leader meetings are required for invitational events in order to fill registration the night before the event if any space is available or injuries occur during official training. TD's / Chief of Competitions will sometimes host a coaches' meeting at the bottom of the course prior to an event to introduce him or herself and to discuss the day's events.
- Team Leader meetings MUST be hosted the day before an ECS A Dual Mogul event in order to create the run order for the following day.
- These meetings should be posted on your event information sheet.

Day of Event - Check In and Registration

Manpower

- It is recommended that you have at least 3 people to work registration and check in.
 - One person can handle volunteer and coaches sign in and the other 2 can handle check in from online registration and any competitors signing up for the meet that day.
 - For B meets it is helpful to have an extra person to help distribute bibs.

Materials for Registration

- See Appendix for Registration Materials Checklist.

Set-up

- Choose a spot in your club or lodge where the area is dedicated to registration if possible, as lines tend to form.

Volunteer Sign in

- Volunteers should sign a waiver form before issuing them a ticket for the day.

Officials and Coaches Sign in

- All officials and coaches must sign in before receiving a complimentary ticket or working the event for Eastern Freestyle-Freeskiing-Freeskiing.
- You must request that they show proof of a current USSA Coaches/Officials Membership card.
- Coaches must be on the approved coaches list posted on the Eastern Freestyle-Freeskiing-Freeskiing website to obtain a ticket.

Preliminary Run Orders

- It is helpful to post preliminary run orders so athletes and competitors will know about where they will be running.
- These run orders will change due to walk in registration on the day of the meet but will give a preliminary idea of where the competitor will run.

Day of Event – Prior to Start of Competition

Run Orders

- After registration is closed official run orders are generated. It is helpful to include on the run order cut offs for second run if necessary.
- Run orders should be sent to the top of the course for meet officials, the starter and assistant starter and coaches stationed at the top.
- Run orders should be sent to the bottom of the course for coaches and parents.
- Remember to reserve at least 10 copies of the run order at the bottom of the course for all the judges and meet officials.
- Run orders are necessary for the officials and coaches to do their jobs and make parents and spectators happy. At this time remember to generate run orders in timing format and get them to the timers on course.

Day of Event – Competition *Underway*

Unofficial Results

- Results should be posted after each run if possible with the understanding that they are unofficial.
- At a minimum results should be posted after every 15 athletes in a readily accessible spot either on the course (best option) or in the base lodge.
- Scores must not be kept secret. Athletes and coaches should have the opportunity to review their scores as soon as available.
- Final results must be posted fifteen minutes before the awards ceremony. If there are any errors, then they can be noted prior to awards presentation.

Day of Event – Competition Complete

Day of Wrap Up

- ENSURE EASTERN RADIOS/ECS “A” bibs are picked up by a representative of the next weekend’s host mountain.
- Immediately following the event, when the head judge has verified the results, the scorer should transmit the results electronically using the link found on Winfree.
- Make sure TD fills out TD Report on the scoring program so it transmits with results to USSA.

Closing Out Event – Things to do

Wrap with Eastern Freestyle-Freeskiing

- In order for Eastern Freestyle to process Registration Online Reimbursement, Event Organizers must submit the Eastern Head Tax forms, available online.
- Event Organizers should send an email to office@easternfreestyle.org approving any refunds for the event to athletes. See Eastern Refund policy.

Wrap up with USSA

- USSA Transmittal Forms (Transmittal forms can also be printed right from the USSA freestyle page by going to events and clicking on the U code.)
- Hard copy of results signed by all officials
- Head tax accounting sheet and check made out to USSA.
- Accident reports- IF ANY.
- Volunteer race worker forms- IF ANY.
- Protest form, jury decision- IF ANY.

Recommendations

Notes to Scorer

You scorer should download your meet registrations after registration closes. A file will be sent to you by the Eastern Office and is also available online. The scorer should also update their USSA people file (add link) as it will make registration easier for them

Event Budgeting

In order to determine the appropriate entry fees to charge for an event it is helpful to determine a cost analysis. On the Eastern Freestyle-Freeskiing site there is a budget tool on the Organizer's page that will help to do this. The Excel spreadsheet tool captures meet costs, including official's housing and per diems, awards, lunches, coaches/workers lift tickets and any mountain charges. The estimated number of competitors then divides these costs. It then totals per competitor costs that would include head tax, ticket costs and any per competitor mountain charges. When these are added together it results the breakeven cost per competitor for an event, which should help to determine the entry fee to charge. Please find Eastern Freestyle-Freeskiing Event Budget Tool in Appendix.

Officials in Eastern Pool

It is strongly suggested every mountain has a certified technical delegate and a certified scorer in the Eastern Freestyle-Freeskiing pool.

Parent Volunteers

Create a parent volunteer base with an e-mail group list to help run events.

Lunch for Volunteers

Lunch should be provided on the mountain for all volunteers and event workers to help expedite the event. This will enable the meet to run on a timely basis. Remember: we are providing a product. There is rarely time for a full lunch break and everyone USUALLY eats lunch on the hill. The number of prepared lunches should be determined before the event and gone over so not to exclude any official, worker or volunteer. As for what types of lunches should be prepared: Remember events are held under cold conditions and food products tend to freeze. Sandwiches made of ham, turkey, or tuna with condiments on the side are the choice of officials. Avoid lettuce and tomato because they will freeze. Cookies, bite-size candy, and apples are excellent compliments. A very nice touch on those extremely cold days is thermoses of hot chocolate, broth or coffee. This will add a nice touch and warm up the officials, workers and volunteers for the cold afternoon ahead.

Appreciate the Officials

Remember the Officials assigned are the backbone to a successful event. Please treat them in a professional manner and the event will be a great success.

Competition Packets

These are very helpful in expediting registration. Packets could include: event information sheet, the lift ticket, trail map, bibs (EQS only) and any other items of interest to the event. This is also a good place to add sponsorship items and information for distribution to the competitors.

Mountain Supplies for Meet

We suggest a large carrying box for transporting the following supplies and equipment needed for the daily operation of the meet. Before sending the box up the hill to the finish area, please double check to make sure all supplies are on board. Not having supplies on the hill can delay event that day. Check to be sure that all the pencils are sharpened and the stopwatches are ready to go. Another nice touch for Officials, Workers and Volunteers is to put a large supply of hand warmer and hard candy in the box for those cold event days. Make sure this box of equipment arrives in plenty of time and before the Officials get to the course to ensure a timely start to the day's event: The person or persons best suited for this position would be the Judge's Assistant and/or the Chief of Course. See Appendix for Mountain Supplies Checklist.

Section 5: Appendix

Appendix A: Event Info Sheet

Name, Place, Date

Registration:		www.easternfreestyle.org	
Spectator Information:			
Lodging Information:			
Special Notes:			
Date		Location	Time
"For training days when applicable - put in date"	Training tickets	Available where and cost	Times available
	Training	Trail name	Time of training
"For first day of comp - date"	Registration	Where	07H15 - 8H30
	Parent Tickets	Available where and cost	At registration
	Lift Opens	What lift is best to get to course	08H30
	Course Inspection	Name of trail	08H30 - 08H45
	Training - Moguls	Where	08H45 - 09H45
	Course Preparation	Where	09H45 - 10H00
	Forerunners	Where	10H00 - 10H15
	Competition Start	Where	10H15
	Awards Ceremony	Where	One half hour after last run.
	Team Leaders' Meeting		
"For second day of comp - date"	Registration	Where	07H30 - 8H30
	Parent Tickets	Available where and cost	
	Lift Opens	What lift is best to get to course	08H30
	Course Inspection	Name of trail	08H30 - 08H45
	Training - Big Air	Where	08H45 - 09H45
	Course Preparation	Where	09H45 - 10H00
	Forerunners	Where	10H00 - 10H15
	Competition Start	Where	10H15
	Awards Ceremony	Where	One half hour after last run.
"For third day of comp - date"	Registration	Where	07H15 - 8H30
	Parent Tickets	Available where and cost	Time available
	Lift Opens	What lift is best to get to course	08H00
	Course Inspection	Name of trail	08H10 - 08H30
	Training - For what discipline	Where	08H30 - 09H30
	Course Preparation	Where	09H30 - 09H45
	Forerunners	Where	09H45 - 10H00
	Competition Start	Where	10H00
	Awards Ceremony	Where	One half hour after last run.

Appendix B: Staffing List for Events

Event Name:	
Date:	
Event Organizer:	
Asst. Event Organizer:	
Head of Registration:	
Asst 1:	
Asst 2:	
Asst 3:	
Asst 4:	
Asst 5:	
Asst 6:	
Scorer:	
Asst. Scorer:	
Score Card Reader:	
Score Recorder:	
Chief of Competition:	
Technical Delegate:	
Head Judge:	
Judges Asst:	
Judge 1:	
Judge 2:	
Judge 3:	
Judge 4:	
Judge 5:	
Starter:	
Asst. Starter 1:	
Asst. Starter 2:	
Chief of Course:	
Course Worker 1:	
Course Worker 2:	
Course Worker 3:	
Course Worker 4:	
Chief of Sound/Announcing:	
Asst. Chief of Sound/Announcing:	
Chief of Timing:	
Timing Asst 1:	
Timing Asst 1:	
Timing Asst 1:	
Timing Asst 1:	

Appendix C: In House Staff Responsibilities

Competition Director Responsibilities

- Date Approval
- Schedule Agreement Processing
- Budget Approval

Freestyle Office Responsibilities

- Liaison between mountain and Eastern Freestyle-Freeskiing-Freeskiing/USSA
- Field questions from competitors and parents
- Schedule all staffing for event
- Advise Competitions Director of all needs
- Advise Race Secretary of all needs

Race Secretary Responsibilities

- Process lift ticket order and process left-overs
- Provide registration with all staffing and supplies
- Deposit all monies
- Fill out Eastern and USSA head tax forms
- Approve refunds for Eastern Freestyle-Freeskiing-Freeskiing to grant. Send email to: office@easternfreestyle.org

Ski Club Race Crew Coordinator Responsibilities

- Provide race crew when requested.
- Ensure proper credit is given to volunteers

Competitions Director Responsibilities

- Liaison between ski club and Mt. Operations
- Ensure race crew staff is prepared to assist with construction of venue
- Arrange lodging and per diems for officials
- Coordinate lodging with officials
- Order lunch supplies
- Order trophies

Freestyle Coaching Staff Responsibilities

- Liaison between ski club and grooming/snowmaking
- Build course
- Set up venue
- Maintain venue
- Breakdown venue
- Store all course paraphernalia

Appendix D: Officials Lodging Sheet

Date of Lodging Reservations: _____

Confirmation Number: _____

Check-in Location: _____

Check-In Time: _____

Departure Time: _____

Location of Lodging: _____

Directions:

Names on Reservation:

Cost of Lodging for Budget: _____

Appendix E: Requests to Competition Director

Event Name:	
Event Date:	
Lunches:	
Staging Size:	
Officials Lodging:	
Officials Per Diem:	
Officials Compensation:	
Trophies:	See chart – next section

Appendix F: Trophy Order Chart

Trophy Chart for EQS B Regular Season Events

For each event:	1	2	3
U7 Female – 1st place – 3rd place	X	X	X
U9 Female – 1st place – 3rd place	X	X	X
U11 Female – 1st place – 3rd place	X	X	X
U13 Female – 1st place – 3rd place	X	X	X
U15 Female – 1st place – 3rd place	X	X	X
U7 Male – 1st place – 3rd place	X	X	X
U9 Male – 1st place – 3rd place	X	X	X
U11 Male – 1st place – 3rd place	X	X	X
U13 Male – 1st place – 3rd place	X	X	X
U15 Male – 1st place – 3rd place	X	X	X
Overall Competition Male	X	X	X
Overall Competition Female	X	X	X
Overall Combined Female, ONLY when freestyle and freeskiing events are held	X	X	X
Overall Combined Male, ONLY when freestyle and freeskiing events are held	X	X	X

Trophy Chart for each ECS Regular Season event

Event type/place	1	2	3	4	5	6	7	8	9	10
Men's moguls	X	X	X	X	X	X	X	X	X	X
Women moguls	X	X	X	X	X	X	X	X	X	X
Men's dual moguls	X	X	X	X	X	X	X	X		
Women's dual moguls	X	X	X	X	X	X	X	X		
Men's half pipe	X	X	X							
Women's half pipe	X	X	X							
Men's slopestyle	X	X	X							
Women's slopestyle	X	X	X							
Men's Aerial	X	X	X							
Women's Aerial	X	X	X							

Trophy Chart for NorAm Event, usually supplied by URTUR

Event type/place	1	2	3
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Updated, October 2016

Men's moguls	X	X	X
Women's moguls	X	X	X
Men's dual moguls	X	X	X
Women's dual moguls	X	X	X

Appendix H: Registration Supplies

- Print Alphabetical Registration List from Winfree
- Print the Eastern Freestyle-Freeskiing-Freeskiing Coaches List from website
- Pens
- Pencils
- Post-it notes
- Meet registration forms for walk in registrations
- A few Information sheets to be posted
- A few unofficial run orders to be posted
- Bibs for B meets and extra bibs for A meets (travel with radios)
- Competition packages if available
- Cash to make change (\$100 in \$5, \$100 in \$10 and \$100 in \$20) and cash box
- Extra trail maps
- Wickets for tickets
- Judges Stand Supplies
- Pencils
- Pencil sharpener
- Pens
- Stapler
- Staples
- Staple remover
- Large Plastic Zip-Lock bags-1 full box
- Clipboards - 1 for each judge • 3 for scoring • 1 for the starter
- Tissues
- 3 stop watches and extra batteries if needed buy the watches
- Roll of duct tape
- Plastic wire ties
- RUN ORDERS.

Appendix I: Chief of Course Supplies

In addition to normal course set-up, the following items are necessary:

- Trash bags for top and bottom of the course.
- 5 Bags of chopped pine bow for visibility issues: One bag at each jump for the landings, two at the start to cycle around for the two comp days on the course, and one extra just in case you run out.
- Paint for marking the jumps, blue'ing can work for start and finish lines. Using paint on the jumps is cleaner. Paint for marking starting line, jumps and the finish line.
- 1 Shovel at the start.
- Drill at the start.
- 4 to 6 sharpened shovels at each jump on mogul courses
- 10 to 15 sharpened shovels on aerial sites
- Mountain radios at each jump for the maintenance crew so that the Chief of Course can contact them if there are any issues.

Appendix J: Scoring Supplies

- Materials needed to perform the duties are as follows:
- PC computer – scoring program is not compatible with Apple computers
- Printer
- Paper
- Post-it Notes
- Pens
- Pencils
- Paper clips
- Stapler and staples
- Scotch tape or tack for hanging scores
- Current USSA Competition Guide and any Eastern Rule Addendums.
- Plastic bags for holding scores

Appendix K: Championship Rotation Schedule

	2015	2016	2017	2018	2019	2020	2021
ECS A Mogul Champs	Waterville	Sugarloaf	Stratton	Sunday River	Killington	Waterville	Sugarloaf
East Free Tour Champs	Sugarloaf						
EQS B Junior and Young Gun Champs	Holiday Valley	Central Region	Central Region	East Region	East Region	West Region	West Region
EQS B Tri-State Champs	Whaleback	Waterville	Sugarloaf	Loon	Sunapee	Sunday River	Whaleback
EQS B VT State Champs	Okemo	Stratton	Sugarbush	Killington	Mt Snow	Okemo	Stratton
EQS B PA-NY State Champs	Lake Placid	Bristol	Holimont	Holiday Valley	Seven Springs	Bristol	Holimont