

Mt. Hood League HAND BOOK

2009-10 SEASON

Forward

This handbook is intended to help answer questions that coaches, racers, and parents may have about the race rules and the operation of the Mt. Hood League. In many cases this handbook will summarize a rule or procedure. Additional detailed information can often be obtained from the League Chairman or members of the race committee, the F.I.S. and/or OISRA handbooks.

High School Ski Racing in Oregon

The Oregon Interscholastic Ski Race Association (OISRA) is a voluntary body authorized by the State Board of Education to administer interscholastic high school racing. The OISRA is comprised of seven regional leagues throughout the state of Oregon. Each league is comprised of the parents, coaches, and volunteer helpers who organize alpine ski racing events culminating in the OISRA State Ski Championships in early March.

The Mt. Hood League

The Mt. Hood League is a member of the OISRA and holds up to eight Alpine ski races (Slalom & Giant Slalom) for high school students in the Mt. Hood Conference in January and February. Our area ranges from St. Mary's Academy in SW Portland in the west to The Dalles in the east.

OREGON INTERSCHOLASTIC SKI RACING ASSOCIATION

Mt. Hood League

Standard Operating Procedures (SOP)

In accord with the OISRA requirements, the Mt. Hood league SOP's conform to Article IV of the OISRA By-laws. Race Rule and By-laws described in this Mt. Hood League Handbook are intended to supplement the rules of the Oregon Interscholastic Ski Race Association (OISRA).

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I - DEFINITIONS

- A. Common Ski Race Acronyms used in the Mt. Hood League
1. SL - Slalom - a slalom race course
 2. GS - Giant Slalom - a giant slalom race course
 3. DNS - Did Not Start - the racer did not start the race.
 4. DNF - Did Not Finish - the racer did not cross the finish line.
 5. DQ - Disqualified - the racer was disqualified from the run.
 6. NO TIME - A time is not available for the racer.
 7. NOT RUN - The Run was canceled.
 8. Re-run - A repeat, timed run through the same course.
 9. Provisional re-run - A repeat, timed run through the same course, although not officially counted until approved by a vote of the jury
- B. Other Definitions are included in section III - Governing Body Organization and Duties.

II - MEMBERSHIP

- A. Membership in Mt. Hood League shall be consistent with OISRA requirements. Racers must meet the same OSAA (Oregon School Activities Association) established eligibility as required for athletic participation in other High School sports, rule 8. Schools that have three or more participants of the same gender are considered a team. Students from schools with less than a full team can participate as individuals and must race representing their school. *Foreign students who meet OSAA requirements are eligible for membership in the OISRA.*
- B. Students must meet academic eligibility requirements as specified by OSAA and OISRA in order to participate or compete in the Mt. Hood League races.
- C. Each racer must complete the Oregon Interscholastic Ski Racing Association Application for Membership and all ski area release forms. **ALL** correctly completed forms must be submitted to the league representative before any athlete can participate in 'on hill' snow training or racing. Incomplete and/or unsigned forms, forms not filled out in ink, or that are illegible will not be accepted. Forms will not be considered submitted until accepted by the league representative.
- D. All coaches and volunteers must be appropriately registered with OISRA and follow the OISRA rules of conduct. Similarly, coaches must meet the specific requirements of the school for which they are coaching.

- E. The following must be submitted to the league representative in early November, one week in advance of the OISRA specified registration Due Date. Individuals or schools who have not submitted dues and/or required forms are ineligible to compete in Mt. Hood League sanctioned events.
1. A sanctioning letter from each school that authorizes the use of the school name, OISRA form M-1.
 2. A roster for each school must be submitted via Excel file using the approved format. This roster must include the following information: Name, sex, date of birth, grade in school, address, phone number, e-mail address, and name of parent or guardian.
 3. The names, addresses, e-mail, and phone numbers of all coaches and parent representatives must also be submitted as a component of the above described Excel document.
 4. All dues, including the current dues for OISRA membership and the Mt. Hood League.
- F. Current Mt. Hood League dues shall be \$40 per individual racer. Dues for OISRA membership are \$35 per racer plus \$10 per athlete for division fees. Separate checks for Mt. Hood League dues and OISRA dues need to be made out and delivered to the respective organizations. Dues may be addressed and changed by either the Mt. Hood League or OISRA on an annual basis.

III - GOVERNING BODY - ORGANIZATION & DUTIES

A. LEAGUE REPRESENTATIVE COMMITTEE

1. Each participating school shall select an adult to represent them on league matters and this group will be known as the Representative Committee.
2. For league votes, there will be one vote per participating school.
3. League matters shall be decided by the majority votes of the Representative Committee. No league officer shall vote unless also acting as a school representative. At least 50% of the voting members or their designated representative must be present to vote on motions.
4. In the event of a tie, the league chair will cast the deciding vote.

B. LEAGUE RACE COMMITTEE

1. Constitution: The Race Committee shall be made up of the following three persons:
 - a. League Chairperson
 - b. League Secretary/Treasurer
 - c. Race Chairperson.
2. Duties:
 - a. Shall act on instructions of the league membership.
 - b. Shall approve the race schedule and venue.
 - c. Shall approve all permanent workers.
 - d. Shall make decisions that require immediate attention such as postponement or alteration of a race.
 - e. Shall cast the deciding vote in cases of a hung jury regarding race xxx as noted in {site the spot in Race Organization and Rules}

C. LEAGUE CHAIRPERSON

1. Shall be elected at the spring meeting and serve a term of one year.
2. Serves as the league representative and liaison to the OISRA.
3. Organizes seasonal race schedule and venues.
4. Prepares race reports for the OISRA
5. Chairs Mt. Hood League meetings and the League Representative Committee.
6. Is responsible for regular league operations and business.

D. SECRETARY/TREASURER

1. Shall be elected at the spring meeting and serve a term of one year.
2. Assist league chairperson and race chairperson.
3. Serve the needs of the league with general secretarial services.
4. Receive deposits and disburse funds on behalf of the league.

E. RACE CHAIRPERSON

1. Shall be elected at the spring meeting and serve a term of one year.
2. Assures races are conducted in accordance with OISRA rules.
3. Assures that race officials are qualified.
4. Conducts the coaches' meeting.
5. Normally serve as Technical Delegate or Chief of Race for one course.

F. COACHES

1. Represents the team and its individual racers to the league
2. Is responsible for the appropriate and OISRA specified conduct of all his or her racers
3. Is responsible for setting the standard of safety for his or her racers
4. Must attempt to be an enjoyable and stellar human being like all the current coaches
5. Must be in possession of current, appropriately completed copies of the OISRA Athletic/Medical Release forms for each team member whenever the team is training on snow and at all league and OISRA races.

G. RACE OFFICIALS

1. Technical Delegate (TD)
 - a. Checks the racecourse with regard to safety, proper layout and crowd control.
 - b. Supervises the technical and organizational conduct of the race.
 - c. Insures that all rules are enforced.
 - d. Assists the referee with the DQ report.
 - e. Chairperson of the jury and votes in case of a tie.
2. Chief of Race
 - a. Directs/Controls work of all race officials.
 - b. Responsible for overall running of race.
 - c. Grants provisional reruns.

d. Voting member of the Jury.

3. Referee

- a. Circulates the length of the course to assist gatekeepers and other officials.
- b. Represents all racers at jury meetings.
- c. Checks race course for safety and appropriateness for ability level of the racers.
After this is accomplished the referee opens the course for inspection. In the event the referee decides a change needs to be made he/she has the full authority to do so.
- d. Observes race procedures and watches for infractions.
- e. Reviews gatekeeper cards with the Chief of Gate Keeper.
- f. Posts provisional DQ list at end of each run.
- g. Certifies and posts official DQ list at end of race
- h. Voting member of the Jury.

4. Assistant Referee

- a. Head coach of the host school(s).
- b. Represents coaches at official meetings.
- c. Observes race procedures and watches for infractions.
- d. Non-voting member of the Jury.

5. Chief of Course

- a. Assures the course is dyed and gates are marked properly.
- b. Determines when the course is ready to race and notifies finish referee
- c. Supervises course workers
- d. Helps with course repairs and monitors slippers.
- e. Observes race procedures and watches for infractions.
- f. Non-voting member of the Jury.

6. Chief Gate Keeper

- a. Serves as Head Gatekeeper
- b. Maintains gatekeeper equipment (clipboards, pencils, gatekeeper cards)
- c. Holds gatekeepers training prior to the race.
- d. Assigns gatekeepers to their positions.
- e. Circulates the length of the course to assist gatekeepers.
- f. Observes race procedures and watches for infractions.
- g. Collects gatekeeper cards at the end of each run.
- h. Reviews gatekeeper cards with the Referee.
- i. Assists Referee in posting DQ'

7. Start Referee

- a. Insures that procedures and regulations for the start of the race are followed.
- b. Determines late and false starts.
- c. Determines equipment violations and takes immediate action where appropriate.
- d. Records order of starts.
- e. Records any false starts and competitors who did not start.
- f. Sets up and tests starting wand.
- g. At the end of the race, disassembles and insures that the starting wand and all starting hardware is transported to the staging area.
- h. Observes race procedures and watches for infractions.
- i. Non-voting member of the Jury.

8. Starter

- a. Serves as Starter as specified in the OISRA rules.
- b. The Starter and Start Referee may be combined and an assistant starter may be appointed.

9. Finish Referee

- a. Responsible for all procedures and safety in the finish area including:
 - i. Statistician
 - ii. Hand Timers
 - iii. Score Board Recorder
 - iv. Bib Collector
 - v. Spectators
- b. Records order of finish.
- c. Records competitors who did not finish.
- d. Observes the bottom section of the course for infractions.
- e. At the end of the race, oversees and assists with disassembly of the finish area and insures that all finish hardware is transported to the staging area.
- f. Is a non-voting member of the Jury.

10. Assistant Finish Referee

- a. Assists the finish referee.
- b. Acts as recorder if requested.
- c. Helps maintain order in the finish area.

11. Gatekeepers

- a. Determines that all racers have passed through assigned gates properly.
- b. Maintains a record of each skier's progress through assigned gates.
 - 1) Records bib numbers as each racer passes.
 - 2) Records details of any disqualifying gate passages.
 - 3) Draws a detailed diagram of any disqualifying gate passages.
 - 4) At the end of the race verbally reports any situations that were unusual to the Chief Gate Judge, Chief of Race or Referee.

12. Course Setters

- a. The following persons may set courses for the Mt. Hood League.
 - 1) Current coaches.
 - 2) Race committee members.
 - 3) Mountain staff.

13. Statistician/Computer Operator

- a. Insures that timing devices, including the computer, are set-up, properly functioning, and accurate.
- b. Responsible for determining the method used to record electronic and hand times.
- c. Insures that final results are accurate.
- d. Responsible for preparing start lists and posting them as directed by the Race Committee.
- e. Responsible for compiling results and posting them as directed by the Race Committee.
- f. Responsible for recording results and maintaining the official record for purposes of any future reference, including the calculation of the State Championship qualification.
- g. Reports to the Finish Referee and the Chief of Race.

14. Hand Timing Teams

- a. Records racer times according to the statistician's instructions.
- b. Insure that each race has an accurate hand time.
- c. Report to the Finish Referee

15. Bib Collectors

- a. Collects bibs at the finish area at the end of the race (usually at the end of the second run).
- b. Sorts bibs and reports any missing bibs to the Finish Referee or Referee.
- c. Reports to the Finish Referee.

16. Bib Sorter

- a. Washes bibs after each race.
- b. Sorts bibs into numerical order.
- c. Reports any missing bibs to the Chief of Race.
- d. Makes minor repairs to bibs as necessary
- e. Organizes bibs for next race and insures transport for use at the next race.

IV – RACE ORGANIZATION AND RULES

A. The Mt. Hood League has four racer classifications:

1. Boys Varsity I
2. Girls Varsity I
3. Boys Varsity II
4. Girls Varsity II

B. SKI EQUIPMENT

1. The OISRA require adherence to the FIS regulations regarding ski, boots and bindings, with one exception: there are no restrictions on the size or shape of skis to be used by racers. Racers are encouraged to have their equipment checked for safe and proper operation by a qualified person.
2. All skis/brakes must be equipped with properly functioning brakes.
3. Helmets that meet FIS specifications are required for all competitors and forerunners in all Mt. Hood League or OISRA events.

C. RACE ENTRY and BIB ASSIGNMENTS

1. The starting order for each school for each race will be determined by a draw. A separate drawing will take place for the girls and boys. The draw will be published shortly after the dead line for turning in memberships. The school/team draw is performed at the beginning of the racing season by the statistician, currently employing

the Ski Master program (computer generated rotating draw). The race committee will approve the method used for the draw and the method used to establish the starting order for the season's races.

2. The starting order for each race will be determined as follows: # 1 seed of the #1 draw, #1 seed of the #2 draw, #1 seed of the #3 draw, etc. After all the #1 seeds from all schools have been placed, the #2 seeds from each school will be placed in reverse order of the draw, then the #3 member of each team in order of the draw. This procedure is followed until all racers have been placed.
3. Race orders must be received no later than **Midnight** on the Thursday preceding the race. If a race order is not received, racers will be placed in the same order as the previous week. It is the responsibility of each school/team to see that the start orders are received.
4. No more than two race order changes can be made on race day at the discretion of the Chief of Race.
5. A skier must wear only their assigned bib. Wearing a bib assigned to another racer will result in disqualification. Only the race statistician can approve any variation from the published bib assignments.
6. All racers must race in the order of their bib numbers. Racers reaching the start late will be allowed to run at the end of their classification. If the start referee deems the delay was unavoidable, the start referee may start the racer at his/her discretion. Only the starting referee can authorize an out-of-sequence start. Any racer who has been granted a re-run will be started within 5 starts after the coach or racer notifies the starter that the racer is ready for his/her re-run.
7. Bibs will be turned in after the completion of the second race at the finish of the course, unless instructed otherwise. Racers will be fined \$10 for losing a bib.

D. NORMAL RACE DAY SCHEDULE

1. 7:00 AM Coaches meet [Note: The place and time of each meeting will be posted at race headquarters.]
2. 7:15 AM Coaches begin course setting
3. 8:00 AM Officials meet
4. 8:30 AM Gatekeepers meet
5. 8:45 AM Racers begin course inspection (upon completion of course setting and if ski area lifts are open to racers)
6. 9:45 AM Course closed to inspection
7. 9:50 AM Forerunners run the course

8. 10:00 AM Race begins with racers running in the following order:
 - a. Girls Varsity
 - b. Girls Varsity II
 - c. Boys Varsity
 - d. Boys Varsity II
 - e. On agreement of the jury, the above listed typical order may be altered.
9. 11:30 PM Course reset
10. 12:00 PM Inspection
11. 12:45 Course closed
12. 12:45 PM Second run begins
13. DQ list posted within 15 minutes of end of second run
14. Protests due within 15 minutes of posting of DQ list
15. Jury meeting to consider protests or other race governing issues approximately 30 minutes after the end of the second run
16. Any element of this race day schedule can be altered at the discretion of the jury.

E. RACE DAY PROCEDURES AND RULES

1. Start: The starter will adhere to the following procedure for all racers
 When the racer is ready and the course is clear the starter will say:
 - a. "Racer ## in the gate".
 The racer can place his/her poles in front of the start wand at this time.
 - b. "10 seconds, 5, 4, **3, 2, 1, GO, 1, 2, 3, 4 5.**"
 - c. The racer is allowed to start (trip the start wand) from the first '3' before 'GO' to the second '3' after 'GO'. The racer is disqualified if he/she does not start during the designated period or trips the wand after the starter says '10 seconds and before the first 3'.
2. The interval between racers shall be at the discretion of the Finish Referee who will consider the following factors

- a. The overall objective is to avoid interference of one racer by another, yet not give one racer an advantage over another.
 - b. Maintain a consistent start interval whenever possible.
 - c. The observations of the Start Referee regarding conditions on the course.
 - d. The observations by the Finish Referee regarding racer congestion/conflicts on the course.
3. Gate Passage: Racers must pass through all gates correctly.
- a. A gate has been correctly passed when both ski tips and ski boots have passed through the gate.
 - b. If a racer loses one ski, they can still pass through gates correctly providing the tip of the remaining attached ski and both boots pass through the gate.
 - c. A racer does not have to be 'standing' to pass through a gate correctly.
 - d. A gate can be passed through correctly from either direction.
 - e. A racer may pass through the final two gates before the finish line on one ski in either GS or slalom.
 - f. If a racer loses one or both skis after passing through the final gate and their momentum carries them through the finish, the racer has finished the race.
4. Loosing a ski or skis
- a. A racer may lose one ski during a single fall and not be disqualified.
 - b. If the racer loses one or both skis a second time, the racer is disqualified and must leave the course as soon as safely possible, with the exception of 3.f. above.
5. Overtaken
- a. If a racer is overtaken by another racer, the overtaken racer must immediately leave the course upon first demand. The passed racer is disqualified and may not reenter the course.
6. Interference and Provisional Re-runs

- a. All requested re-runs are provisional. For a re-run to be considered, a protest must be lodged and the protest considered by the jury. That is, at the end of the day the jury will make the decision whether to count the re-run time or not.
 - b. The racer must leave the course as near as is practical to the point of interference and explain the reason for leaving the course to the nearest gate judge. The gate judge must record the request indicating the facts as observed. The gate judge cannot grant a re-run. Passing through a gate correctly is the responsibility of the racer.
 - c. The racer must ski to the finish area **OUTSIDE THE COURSE** to the finish and make a formal request to the Finish Referee for a provisional re-run. If it is more practical for the racer to return to the start, the Start Referee may also report the request for a provisional re-run.
 - d. The Chief of Race, Technical Delegate, or Referee are the only officials who can grant a provisional re-run. The Start or Finish referee reports the racer's request for a re-run to one of these officials, who then makes the decision.
 - e. Course equipment failure (such as a downed or missing gate which causes confusion) are generally grounds for a re-run
 - f. Objects on the course (be it human, animal, debris, or other) are generally grounds for a re-run.
 - g. Personal equipment failure or interference from such things as blowing snow are NOT grounds for a re-run.
 - h. A racer who does not pull off the course at the point of interference will NOT be granted a re-run.
 - i. A racer who has crossed the finish line will NOT be granted a re-run (unless crossing the finish line is inevitable due to proximity of the finish or a safety factor, e.g. avoiding an errant skier near or on the course).
7. Times
- a. If an electronic time is not available, an equivalent time shall be calculated using hand times. If neither an electric or hand time is available, an automatic re-run will be recommended by the Finish Referee to one of the three officials who can authorize re-runs. An automatic re-run does not require a protest to be filed.
8. One Run Race
- a. A race will be considered as official if all racers complete at least one run.

- b. A one run race may be declared by the Jury in cases where time, whether, or some other force majeure prohibit the usual two run race.

9. Course Slipping

- a. Each racer must slip the course at least once per run. Racers are to check in at the top of the course prior to slipping and again at the finish to verify that they performed their mandatory slip. This requirement may be waived at the discretion of the Chief of Race.

10. Posting of Disqualifications

- a. Provisional disqualifications will be posted in a conspicuous area as soon as possible after the finish of a run.

11. Disqualifications and Protests

- a. Protests are most often submitted to protest the disqualification of a racer's run - failing to ski the course in the required manner. Protests can also be filed for other anomalies things such as an error in race calculations, the admittance of a competitor, or a race irregularity. See the OISRA handbook for a detailed list of grounds for disqualifications and types of protests.
- b. Only designated coaches or race officials can submit a protest.
- c. Protests must be submitted within 15 minutes after the disqualification list has been posted. The jury has the option of extending this time limit.
- d. A fee of \$20 must accompany the protest.
- e. If the decision of the jury is unfavorable and not unanimous, an appeal can be filed with the Mt. Hood League Race Committee within three days of the race. An additional \$20 fee must accompany the appeal.
- f. After exhausting league appeals, a final appeal can be made to the OISRA in accordance with OISRA procedure.
- g. All protest fees paid to the league will be refunded if the protest is successful. The Mt. Hood League Race Committee can return all or part of the protest fees.

12. Jury Procedures

- a. There will be a jury for each racecourse.

- b. The voting jury members are:
 - i. The Technical Delegate (Votes only in case of a tie)
 - ii. Chief of Race
 - iii. Course Referee
- c. The non-voting jury members are:
 - i. Chief of Course
 - ii. Start Referee
 - iii. Finish Referee
- d. The jury will convene 15 minutes after the provisional DQs have been posted.
- e. The Technical Delegate (TD) chairs the proceedings
- f. All jury members must hear all testimony and must vote.
- g. Any Jury member that feels he or she might have a conflict of interest shall declare such and abstain from voting.
- h. The jury is to hear from all witnesses and to examine all evidence such as videotape or photos.
- i. A disqualification is to be upheld only when an infraction has occurred 'beyond a reasonable doubt' in the minds of the jurors.
- j. The racer's coach and the racer involved will be allowed to attend the procedure during testimony and presentation of evidence and ask questions of witnesses.
- k. Jury members shall not interfere with the presentation of evidence by a competitor, coach or witness.
- l. Only jury members are to be present during deliberation.
- m. Only voting jury members are to be present at the vote.
- n. A decision requires a majority vote by all voting jury members – not just those present. A unanimous jury decision CANNOT be appealed.
- o. In the event that witnesses or other pertinent information is unavailable, the jury will be allowed to postpone a decision for up to six days. A delay in a decision by the jury will result in an extension of the deadline for the appeals by the same number of day as the delay.
- p. The decision of the jury must be made public immediately after the vote.

13. POINTS SYSTEM

a. Shall be as suggested in the OISRA, Alpine Rules, Section I, E. Scoring.

14. TIE BREAKING

a. In the event of a tie for either an individual or team, the following procedure will be used to determine the winner:

i. The athlete/team with the lowest sum of times for all races is the winner.
Only races in which all tied teams/athletes have times will be used.

ii. For individuals tied in a given discipline (i.e. either SL or GS), only the times for that discipline will be used to determine the tie break.

15. AWARDS - at the end of the season the following achievements will be recognized:

Girl's Varsity Team GS & SL Combined – 1-3 places
Boy's Varsity Team GS & SL Combined – 1-3 places
Girl's Varsity Individual GS & SL Combined – 1-10 places
Boy's Varsity Individual GS & SL Combined – 1-10 places
Girl's Varsity Individual SL – 1-3 places
Boy's Varsity Individual SL – 1-3 places
Girl's Varsity Individual GS – 1-3 places
Boy's Varsity Individual GS – 1-3 places

16. STATE CHAMPIONSHIP

a. The OISRA State Championship occurs the first Thursday and Friday in March. Only varsity points and times are considered for the state championship.

b. The number of teams sent to the state championship will be determined by the OISRA rules. These will be the teams with the best GS & SL combined scores as calculated using the OISRA rules noted in IV.D.14 (above).

c. The league will send the maximum number of individual racers as allowed under OISRA rules. These athletes will be the male and female athletes with the best scores for SL and GS races who are not members of a team already going to state.