



# FLAGSTAFF SKI & SNOWBOARD TEAM



## VOLUNTEER GUIDE

*For Flagstaff Ski & Snowboard Team*

UPDATED December 2, 2026



**Flagstaff Ski & Snowboard Team**  
**CONTACT INFORMATION ON-SNOW & ADMINISTRATION**

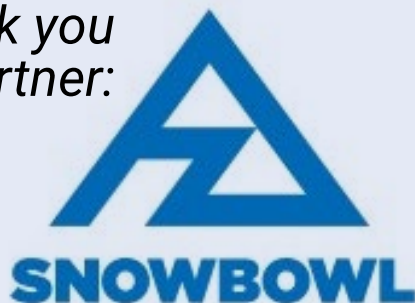
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Flagstaff, AZ 86001**

**928-773-9707  
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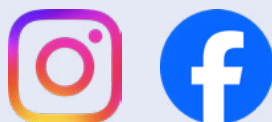
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*Thank you  
to our Partner:*



**LIKE & FOLLOW:**





# VOLUNTEER OPPORTUNITIES

VOLUNTEER  
CALENDAR



## RACE DAY CREW:

**Roles Include:** (US Ski & Snowboard Membership NOT required for the following roles):

Registration table, timing officials, gatekeepers, scoreboard operators, course crew, starters, finish arena staff, and lunch prep. Approximately 40 volunteers per day are needed to make race days successful.

## ALPINE OFFICIAL TRAINING:

Alpine Official Training: Coaches or parents interested in officiating at races can join US Ski & Snowboard by paying the alpine official dues and attending RMD clinics. Roles include race secretary, referee, timing and calculation, and chief of race, and they can officiate at all US Ski & Snowboard races, not just local events.

## OFF-HILL VOLUNTEER HOURS:

You can use up to 2 of your volunteer credits for off-hill events such as the BrewHaHa and USASA events such as rail jams. Details of available shifts will be published online.

Russ  
Lyon



Sotheby's  
INTERNATIONAL REALTY



FLAGSTAFF SKI &  
SNOWBOARD TEAM  
CHEERS TO OUR AMAZING SPONSORS AND SUPPORTERS  
WE COULDN'T DO IT WITHOUT YOU!

SOUTHWEST HIP & KNEE  
ADVANCED TECHNOLOGY  
AMBER RANDALL, MD

diablo burger



Pioneer Title Agency  
COMMITMENT TO SERVICE



GRAND CANYON  
Railway & Hotel  
EST. 1901

Mercedes-Benz  
of Northern Arizona  
a LAPIS dealership



LEGACY  
BEVERAGE



HOME2  
SUITES BY HILTON



ESCALANTE  
OUTFITTERS

PROPER MEATS + PROVISIONS

FLAGSTAFF



Forest Highlands





## GENERAL INFORMATION | START TIMES

Most Volunteer positions are on the racecourse, so it is a good idea to bring a backpack to have with you for the day with water, sunblock, a hat and sunglasses if you want to take off your helmet, and maybe even hand warmers. We will provide you with a bagged lunch that will have some snacks in there, but never a bad idea to pack extra.

- **ARRIVE EARLY!** Specific start times and shift times will be determined in advance of each event and sent out via email to volunteers - times and events change so please be flexible and plan to be on-mountain early!
- If you do not have a season pass that allows you to load the lift on the day of your volunteer shift, please include that information in your volunteer form so a ticket can be arranged for you.
- **Event Check In** Your athlete gets their bib and meets with their coach, etc
- **Check in with the volunteer coordinator** in front of the team clubhouses where the location of your volunteer shift will be for the day will be provided to you.
- **Please ensure you pickup your complimentary volunteer lunch at this time!**
- **be booted up and ready to load the lift** to locate your positions and learn your role. The racecourse is on the Phoenix run, so take GCX Lift up, Ridge side down to Phoenix. If you are working at the finish line, you can also hike up.
- **Racing begins!** Every athlete will take two runs, with lunch in between. You are welcome to eat on the hill, or ski down and eat with your racer.

**WEATHER  
REPORT**



**HELMETS are REQUIRED for all athletes.**

**Be sure to be aware of the appropriate helmet and  
equipment  
rules for all programs (US Ski& Snowboard, USASA, etc.)**



Hard ear helmet



***The Flagstaff Ski & Snowboard Team adheres to  
the U.S. Center for SafeSport's Minor Athlete  
Abuse Prevention Policies (MAAPP)***

To ensure the safety and well-being of all athletes. These guidelines are designed to prevent abuse and misconduct through clear boundaries and best practices, covering areas such as one-on-one interactions, electronic communication, travel, and team activities. By following MAAPP, we foster a safe, respectful, and supportive environment for our young athletes to thrive. For more details, visit the U.S. Center for SafeSport's official resources.

**MAAPP  
POLICIES**



***TEAM SHACKS ARE DESIGNATED FOR ATHLETES ONLY EXCEPT ON  
RACE DAYS WHEN THEY WILL OPERATE AS A STAGING AREA***



## **VOLUNTEER NEEDS: GATE JUDGES**

PLEASE TAKE A FEW MINUTES TO FAMILIARIZE YOURSELF WITH THE GATE JUDGE TRAINING VIDEO PRIOR TO WORKING A VOLUNTEER SHIFT ON RACE DAY!



**CLICK TO WATCH!**



**CLICK TO WATCH!**



# RACE DAY VOLUNTEER POSITION DESCRIPTIONS

Each available volunteer position that FSST must fill at home races includes a brief description below. Some positions require no previous experience or certifications, while others require USSA certification.

All volunteers must sign in with the day's Volunteer Coordinator, and sign out after the competition to receive volunteer credit! Please note that volunteers are not permitted to compete or forerun.

## **GATE JUDGE - ON HILL**

***MAY NEED TO SKI OR SNOWBOARD TO POST.***

***<<<----- PLEASE WATCH THE LINKED TRAINING VIDEOS***

An official who watches competitors pass through gates and decides if they have passed correctly or committed a fault. Gate judges are responsible for making quick, consistent, and well-documented decisions. Training will be provided in the morning before the event. Meets at the Ski Team Building to get your provided materials

### ***Responsibilities:***

- Arrive in the morning to receive training with Head Gate Judge.
- Observe competitors pass through set of gates they have been assigned to.
- Gate judges must document their decisions, including drawing diagrams of faults and recording the competitors bib number and gate number.
- Keep all fault cards organized and be sure to wait at your assigned area until your cards are collected by head gate judge. The head gate judge will ski to you to collect your cards.
- It is vital that gate judges review training materials sent to them prior to the race day in order to have a clear understanding of race rules.
- At the completion of the second race, bring supplies back to the coaches building.

### ***Job Requirements:***

- Be prepared to stand outside for extended periods in variable weather conditions.
- Must be able to ski or snowboard to most positions. There is the option of hiking to lower spots on the course.



## **SCOREBOARD– IN FINISH ARENA**

Follow the start list and create a scoreboard based on age class and racing order. Training will be provided in the morning before the event. Meet at the Ski Team Building to get your provided materials

### ***Responsibilities:***

- Write down all racers on provided large scoreboard sheet
- Hang scoreboard to wooden scoreboard frame in finish area
- You will be on a headset with the timing tower throughout the race. As a team, one volunteer will receive times through the headset the second volunteer will write down times for each race on the scoreboard
- At the completion of the second race, bring supplies back to the coaches building.

### ***Job Requirements:***

- Be prepared to stand outside for extended periods in variable weather conditions.
- Wear appropriate clothing to stay warm at the start area.

## **STAGER – ON HILL**

### ***MUST SKI OR SNOWBOARD TO YOUR POST***

The Stager is positioned in the start corral, just before the starting gate. Your role is to hold the start list and call out bib numbers, ensuring that athletes are lined up in the correct order for their starts. This is especially important during the second run when bib numbers may not follow the original order.

### ***Responsibilities:***

- Arrive at the start area 30 minutes before the race begins.
- Keep several racers “on-deck” at all times to maintain the race’s pace.
- Call out racers’ bib numbers and/or names to get them lined up for their start.
- Communicate with the Start Referee if a racer is missing or hasn’t shown up for their start.

### ***Job Requirements:***

- Strong voice to call out racers’ numbers and names clearly.
- Notify the Start Referee of any racers not present on the start list.
- Must be able to ski or snowboard to reach your post, as this job takes place at the top of the course.
- Be prepared to stand for extended periods in variable weather conditions.
- Wear appropriate clothing to stay warm at the start area.



## **START/ FINISH HAND TIMER - ON HILL**

### ***MAY NEED TO SKI OR SNOWBOARD TO POST.***

The Hand Timer is stationed at either the start or finish line. Equipped with a stopwatch and clipboard, you will call out the time of each racer as they pass through the starting gate or finish line, along with their bib number to the recorder. Training will be provided on the morning of race day before heading to your position.

#### **Responsibilities:**

- Use a stopwatch to time each racer at either the start or finish line.
- Ensure accuracy and consistency, as hand times are used to verify electronic times and can replace them in the event of a computer failure.

#### **Job Requirements:**

- Must be able to stand or kneel for extended periods.
- Pay close attention to each racer's bib number and start (or finish) time.
- Must be able to ski or snowboard to reach your post, as the position is on the hill.
- Be prepared to stand for extended periods in variable weather conditions.
- Wear appropriate clothing to stay warm at the start area.

## **START/FINISH RECORDER - ON HILL**

### ***MAY NEED TO SKI OR SNOWBOARD TO POST.***

You will record the time of each racer as they pass through the starting gate or finish line, along with their bib number that the timer calls. Training will be provided on the morning of race day before heading to your position.

#### ***Responsibilities:***

- Record the time and corresponding bib number for each racer.
- Ensure accuracy and consistency, as hand times are used to verify electronic times and can replace them in the event of a computer failure.

#### ***Job Requirements:***

- Must be able to stand or kneel for extended periods.
- Pay close attention to each racer's bib number and start (or finish) time.
- Must be able to ski or snowboard to reach your post, as the position is on the hill.
- Be prepared to stand for extended periods in variable weather conditions.
- Wear appropriate clothing to stay warm at the start area.



# **LUNCH– OFF HILL + IN-KIND DONATION OPPORTUNITY**

***COMPLETED THE DAY BEFORE RACE DAY, DROP OFF ASAP ON RACE DAY)***

The Lunch Volunteer is responsible for preparing and delivering **50 boxed lunches** for course crew, coaches, and officials. Most tasks are completed the day before the race, with a quick drop-off first thing on race day at the Ski Team Building.

## ***Responsibilities:***

### ***1. Shopping (Day Before)***

- Purchase items for 50+ lunches, including:
- Chips (variety packs preferred)
- Fruit (e.g., Cuties, apples)
- Cookies or simple individually wrapped dessert items

### ***2. Sandwich Prep & Packing (Night Before)***

- Prepare and pack 50 paper-bag lunches including:
- 5 gluten-free sandwiches
- 5 vegetarian sandwiches
- 40 standard sandwiches
- Each bag should include one sandwich + chips + fruit + cookie.

### ***3. Race-Day Drop-Off***

- Deliver the following as early as possible on race morning to Race Admin at the Ski Team Building:
- All 50 bagged lunches

## ***Reimbursement / Donation Receipt***

- **We prefer that the cost of the lunches be donated as an in-kind contribution.** As a 501(c)(3) nonprofit, the Flagstaff Ski & Snowboard Team can provide an in-kind donation receipt for tax purposes.
- If **covering the cost is not feasible, the club can reimburse you** for the food expenses with submitted receipts.





## **STARTER – ON HILL**

### ***MUST SKI OR SNOWBOARD TO YOUR POST***

As the Starter, you will stand directly next to the starting line, signal the racers when to begin, communicate with the timing shack, and reset the starting gate wand after each racer.

#### ***Responsibilities:***

- Arrive at the start area 30 minutes before the race begins.
- Use the correct cadence to signal each racer to start.
- Close the wand after each racer passes through.
- Communicate with the timing shack.

#### ***Job Requirements:***

- Must be able to ski or snowboard to reach your post.
- Be prepared to stand for extended periods in variable weather conditions.
- Wear appropriate clothing to stay warm at the start area.
- Must be able to stoop to close the wand after each racer.

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## **OTHER VOLUNTEER OPPORTUNITIES**

### ***USASA REGIONAL EVENTS:***

If interested in volunteering for roles such as gate judges, or freestyle judges at USASA events, contact the **USASA Grand Canyon Series**. Volunteering at these events can count towards 2 of your 4 required volunteer credits.

**Scott Sawyer,**

*FSST Board Member is happy to answer all of your USASA related questions!*

**[ssawyer@flagstaffskiclub.org](mailto:ssawyer@flagstaffskiclub.org)**

USASA Events and Volunteer Credits: Volunteering at USASA Regional Events or Nationals through the USASA Grand Canyon Series is encouraged for roles like Technical Supervisor, gate judges, freestyle judges, and chief of course. Participating in USASA events can count towards two of the required four volunteer credits.

Note: Volunteer roles with direct athlete contact require US Ski & Snowboard and/or USASA membership, which include a background check and Safe Sport Training for the safety of our athletes.



## ROCKY ALPINE DIVISION CALENDAR



## US SKI & SNOWBOARD RACE DAYS AT ARIZONA SNOWBOWL

### *Registration & Requirements:*

- **Registration Process:** Complete all forms and payments online in advance. Local races allow on-site registration; however, all US Ski & Snowboard races require pre-registration. Parents are responsible for getting athletes to registration. Ensure each racer knows their schedule, lunch plan, and meeting location after races.
- **US Ski & Snowboard Membership:** Athletes participating in sanctioned races must be active members of US Ski & Snowboard.
- **Race Bib Collection:** Bibs are available at the registration table on race day.

### *Race Procedures:*

- **Schedule & Inspection:** A race schedule with inspection and start times will be posted. Races typically run in age and gender order, with younger girls competing first, followed by boys.
- **Morning & Afternoon Races:** Races generally occur in both the morning and afternoon. Athletes can watch teammates or take lunch breaks between runs.

### *After the Race:*

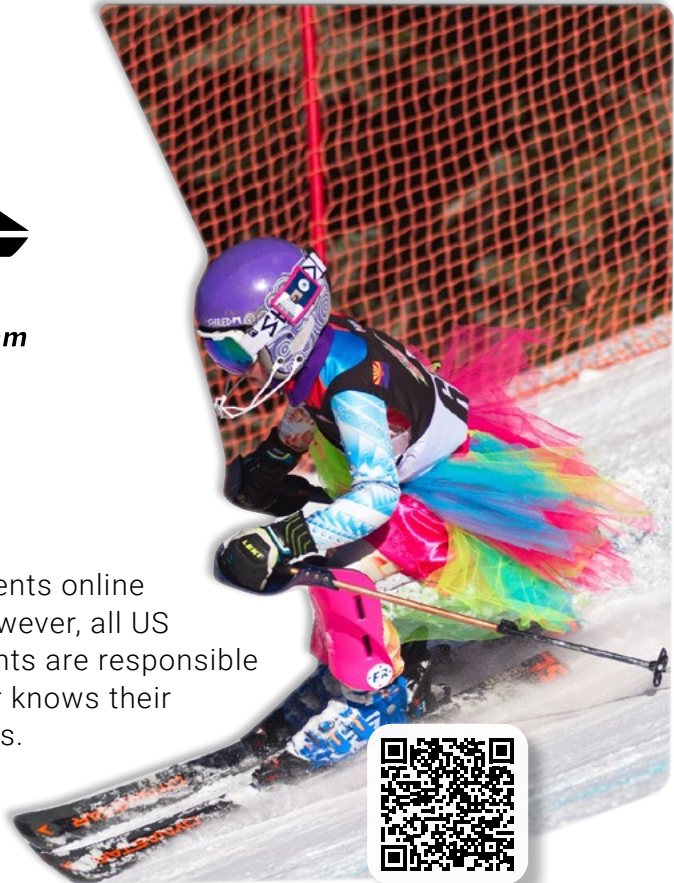
- **Gear Collection:** Athletes are responsible for collecting their gear from the top of the course after their final run.
- **Parental Responsibility:** After their last race, athletes are not automatically re-grouped with their coach. Parents should ensure they know their child's location until the awards ceremony.

### *Awards Breakdown:*

- **Local Races:** Awards are given for 1st, 2nd, and 3rd place by age and gender category. Some races are awarded by combined times.
- **Sanctioned Races:** US Ski & Snowboard races award placements from 1st through 10th.

### *Awards Ceremony & Athlete Responsibilities:*

- **Location:** The team award ceremony is held at Agassiz Lodge after the race and course teardown. Athletes are encouraged to assist with teardown and support their teammates during the ceremony.



SAMPLE RACE  
FACT SHEET





## PARENT INVOLVEMENT ON EVENT DAYS

*Parent volunteers are essential to the success of race events. Approximately 40 volunteers are needed per race day, with roles available both on and off the hill. Your support is invaluable in creating a safe and organized environment for our athletes.*

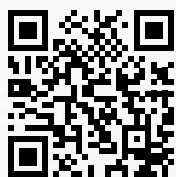
### *Volunteer Roles Include:*

- Gatekeepers
- Course Crew
- Timing Officials
- Scoreboard Operators
- Starters
- Finish Arena Staff
- Registration Table Assistants

**FINALIZED EVENT  
DETAILS & FACT SHEETS CAN  
BE EXPECTED TYPICALLY 2  
WEEKS PRIOR TO A RACE.**

**DATES & LOCATIONS ARE  
AVAILABLE NOW**

*Thank you for helping us provide a positive experience for our athletes!*



**EVENT  
CALENDAR**





2 S Beaver St #118 ⚡ Flagstaff, AZ 86001 ⚡ 928-773-9707

⚡ [flagstaffskiclub.org](http://flagstaffskiclub.org)