**Regional & State Finals Host Education**

**First steps when looking to host**

1. Talk to your coaching staff & team manager
2. Speak to your local timer and make sure they are on board
3. Check with your venue to see if they are willing- set a date for a meeting
4. Meet with your AD to discuss if the school is willing to host
5. Figure out who your co-host will be
6. The AD will need to email Cody with your intention to host, date, and venue

**Next Steps**

1. Meet with hill management
* Set your date and a backup date
* Lift ticket pricing
* Set a training date and ticket price for visiting teams if the hill is willing.
* How the hill would like lift tickets purchased and picked up
* Review a plan to have the race hill groomed the night before the race
* Where will teams be staged in the lodge
* Set a lunch menu, pricing, and a date teams need to order by
* Workout a lift timeline and what time the lodge will open
* Will you do race hill setup the night before after grooming or early morning?
1. Have a meeting with your coaching staff, team manager, and co-host
* Discuss who will help with team check in & giving teams their packet
* Who can help set up the lodge- Team signs at their tables and any decorations
* Set up a few parents to help set up finish corrals- This may be done the night before or the morning of the race
1. If teams are traveling far and may need lodging work with a close hotel for pricing. May be able to get a discounted rate- This is not a must, but it is one of the differences of a great host and a good host

**Create your Notice of Race**

1. Providing all the info you can is very helpful.
2. Teams are required to turn in their Master Eligibility form and the MHSAA run order form no later than 4:00 pm 2/6/23
3. Provide the run order file your timer would like submitted from each team
4. Provide timelines of when forms must be submitted by
5. Info on ticket pricing, lunch, contact info for where all forms need to be sent
6. Provide safety info. Best to add your hills safety action plan
7. A hill map and details of what run the race will run on
8. Any specific hill instructions teams need to know
9. You will need to provide a timeline. This is usually better as a separate document.
10. Tent information is helpful

**Creating your job assignment form**

1. Hire your jury, this should be coaches without a team racing
* Each hill is set up different and technically you are running two races (boys & girls)
* For small venues (typically regionals) with the courses next to each other I recommend a TD, COR, a girl’s ref, and a boys ref. You’re welcome to add more but these are paid positions so adding other members will need to be approved with Cody.
* You have a few options on jury position set up. This will depend on your hill set up.
1. Minimum one COR, one TD, one girl’s Ref & one Boys ref. This is our typical set up for regionals and this set up is financially approved.
2. One COR, one girl’s TD, one boy’s TD, one girl’s Ref, & one boys Ref
3. Girls- COR, TD, and Ref Boys- COR, TD, and Ref
4. If you’re not using the first option, get the financials for this plan approved by Cody.
* Make sure your Jury is knowledgeable on our rules and willing to make the tough call.
1. Check with the teams in the region to see if any of them wont field enough for a team
2. Choose the best course setters in your region. They must be a MHSSCA member. It is not a good idea to select all home hill course setters. Rotating the sets with the coaches from other hills is best to keep the peace. Assistant coaches may set a course as well. Have a conversation with coaches explaining your expectations as well as making sure they want to be a course setter.
3. Select your Chief of Gates. These need to be knowledgeable coaches that will keep cycling to the Gate Keepers. They give good direction and will check every DQ card for accurate information or ask for more detail.
4. Course maintenance is so important and needs more than one team. If race day conditions are very bad extra help will be needed.
5. The start assignment is overlooked but very important. A good starter checks the bib number is correct, the racer has a proper helmet, if its strapped, and ready with a minute clock. If an athlete does not arrive to the start in 1 minute from being called to the start they may be disqualified. If an athlete does not have the correct bib or helmet they may be disqualified. athlete.
6. Highly recommended to have your school trainer at your race. Ski Patrol has limitations especially when it comes to diagnosing a concussion. A trainer can look an athlete over and give them the ok to return to the race. This is an approved paid position.
7. Hand timers are a very important position. If you have the ability to select people that have experience with this position that is great.
8. A jury member should be put in charge of hand timers
9. Make sure you have announcers in place.

**Sending and Collecting Information**

1. Your Athletic Director will send the notice of race and MHSAA Run Order form to all the other Athletic Directors
2. You should send the notice of race to all the coaches no later than 1/27/23 along with the excel run order each school must send to the Chief of Timing.
3. Teams must have their master eligibility form turned in and their MHSAA run order form by 4:00 pm 2/6/23. This will be turned into the AD or Assistant AD.
4. Teams also need to turn in their excel run order to the chief of timing
5. Once everything is turned in send out the job assignments and timeline

**Race Day Program**

1. Now that run orders have been submitted everything can go to the printers
2. Cover should have a picture of an athlete racing, the date, location, host, meet manager, and MHSAA logo. Hill logo is a nice touch.
3. MHSAA Insert- This can be found on the MHSAA web site
4. Job assignments
5. Timeline
6. Teams with their abbreviation used for the race
7. Morning run orders- nice to have two lines for people to write run 1 & run 2 times
8. Afternoon run order- same as the mourning
9. Back cover- Thank you letter

**Prior to Race Host Jury Meeting**

1. Cover expectations for course setters and who will share those expectations with them
2. How you want to handle course inspections and time
3. Make sure jury is on the same page for provisional re-runs, overtaking an athlete, timing re-runs
4. Who will work with hand timers up top and the bottom
5. Who’s providing radios for the jury
6. Where each of you will be working and keeping an eye on inspection
* Top person (typically COR) checking bib numbers, helmets, helping with the flow, and keeping an eye on the start
* On hill about 1/3 of the way down (typically TD) keeping a close eye on every race run you can see while checking for b net concerns or if more is needed anywhere. Speaking with COG as they cycle discussing any DQ or possible issues
* On hill above the finish or in the finish (typically Ref) Keeping a close eye on every run on that course. Speaking with COG as they cycle discussing any DQ or possible issues
1. Posting DQ cards
2. Reporting a protest
3. Injuries, Trainer, & Ski Patrol
4. Cover timeline
5. Unsportsmanlike
6. Athletes missing their bib or have the wrong bib
7. What course will the girls and boys start on and if there will be any changes for the afternoon
8. Be proactive to see if we have jury issues so we can resolve jury issues as quickly as possible

**Coaches Meeting Race Day**

1. Thank those involved
2. Introduce AD
3. Cover hill information
4. Introduce the Jury & Chief of Timing
5. Let the TD cover race info

**Racer Meeting & National Anthem**

1. Its an exciting day so welcome that excitement
2. You or a Jury member cover inspection race rule, and how to handle any issues
3. Introduce the Jury
4. National Anthem and Flag Parade

**Hosting a State Final**

1. You don’t need to collect master of eligibility or the MHSAA run order form**.**
2. Work with the hill as soon as you can
3. Who will be all the hill contacts for the departments you will work with.
4. Book lodging for your Jury
5. Meet with hill management, soon
6. Setting your training lane time, starting to get an idea of how much b net is needed, pricing for training days, finals day, and how the hill would like tickets purchased.
7. Start figuring out a lunch plan
8. Lodge pricing and availability with tuning space
9. Set up grooming on the race arena Sunday afternoon
10. Setting Sunday night plans
* Timeline
* Will we have a lift or other transportation?
1. Work on timeline for each day
2. Where will awards be done
3. Work with the region reps to get all info out to coaches. They have all the contacts.