Colorado Biathlon Club Race Logistics Guide

Event Roles

IBU Role	CBC Role	CBC-specific notes
Competition Chief	Competition Chief	Co-Chiefs needed if one or both want to race.
Chief of Range	Range Chief	Primary authority on the range. Covers the same duties as a Range Safety Officer (RSO) role in addition to IBU Chief of Range tasks. Range Chief must be on duty any time the range is hot during CBC events.
Range Officer	Equivalent to USBA Range Safety Officer?	At CBC events, RSO duties are part of Range Chief duties
Range Official	Range Official	Reports to the Range Chief. Provides extra support to club rifle and pellet rifle users, helps with safety monitoring across the entire range any time range is hot during CBC events. Recommend dedicated Range Officials at pellet range and at lanes with club rifle users.
Chief of Course	N/A	Course prep handled by Competition Chief in conjunction with SMR (groomer) and CBC SMR VP.
Chief of Timing/Stadium	Timing Chief	Handles start/finish timing duties, usually in conjunction with a Timing Official acting as an assistant.
	Timing Official	Reports to/assists Timing Chief
	Competition Official	General term to describe individuals fulfilling an event role. Competition Officials include Competition Chief, Range Chief, Range Official(s), Timing Chief, Timing Official(s).

Competition Office	Competition Office	Supports race execution by verifying USBA membership, safety certification, and signed waivers for all participants prior to event; answers race questions or elevates questions to Competition Chief(s) for resolution. See separate "Competition Office Manual"
Chief of Material Control/Material Control Supervisor	N/A	
Competition Jury	N/A	

Checklists

Competition Office: Pre-race day:
- ☐ Confirm USBA membership for each registrant
- ☐ Confirm CBC waiver signature
- ☐ Confirm safety certification status for .22 users
- ☐ Confirm a parent or coach will be available to supervise each competitor under age 18
- ☐ Communicate status to Competition Chief at close of registration

Competition Chief: Pre-race day
- ☐ Recruit & Coordinate event staff
    - ☐ Range chief(s)
    - ☐ Range official(s)
    - ☐ Additional support for range set-up/break down
    - ☐ Timing chief(s)
    - ☐ Additional timing officials
    - ☐ Racer check-in and bib distribution
- ☐ Communicate with CBC membership
    - ☐ Announce registration opening and provide event-specific notes
    - ☐ Remind membership of range closure(s) for race preparation
    - ☐ Remind membership registration will be closing at X time/date (can be same email as for range closure)
- ☐ Confirm inventory
    - ☐ Large score grids
    - ☐ Score stickers
    - ☐ Club ammo
    - ☐ Functional club rifles
    - ☐ Paint for targets
    - ☐ Functional stop watches
    - ☐ Zero assignment board

Competition Chief: Between close of registration and race day
- ☐ Tie up any loose ends from Competition Office notes
- ☐ Sort registrants into waves
- ☐ Print two copies of start lists (ordered by bib number)
- ☐ Print at least one copy of registrants ordered alphabetically for reference at check-in/bib pick-up
- ☐ Coordinate with SMR VP to confirm SMR grooming and V-board drop-off

Competition Chief (or delegates): Race day
- ☐ Before 9am
    - ☐ Hang bibs in numerical order
    - ☐ Set up zero board

- ☐ 9am - 9:30am
    - ☐ Distribute bibs
    - ☐ Note competitor check-in on alphabetical list as bibs are picked up
    - ☐ Help competitors sign up for a zero lane

Competition Chief: Pre-race meeting (1035)
- ☐ Review race format (shooting bouts, order, spare rounds or not)
- ☐ Reminder of cut-off time for wave 2
- ☐ Review courses (colors, distances)
- ☐ Review any unusual course conditions
- ☐ Reminder: Recreational skiers on course
- ☐ Reminder: Know your course.
- ☐ Reminder: Do not assume the person ahead of you is skiing the same course.
- ☐ Reminder: Kids (may be) skiing rack-to-rack with rifles
- ☐ Take questions
- ☐ Close meeting with "X minutes to start" announcement

Competition Chief: During wave 1
- ☐ Announce "15 minutes to Wave 2 start time"

Competition Chief: Wave 2
- ☐ Start adaptive racers at the end of wave 2 (with possible time gap)
- ☐ Redirect competitors who have not completed shooting by 50 minute cut-off time to switch to range loops for remaining bouts/finish loop.

Competition Chief: Post-race
- ☐ Inventory bibs and hang in shed
- ☐ Inventory score stickers, scoring grids, paper targets, .22 ammunition, pellet ammunition.
- ☐ Communicate any inventory shortages to info@coloradobiathlon.org
- ☐ Enter results
- ☐ Publish results *(currently done by contacting Julia)*
- ☐ Take photos of all hardcopies. Send photos to Julia *(need to come up with a location for file uploads rather than sending them to an individual)*
- ☐ Deposit any money received or transfer to CBC Treasurer

Range Chief: pre-race
- ☐ Confirm person(s) responsible for pre-race range prep tasks
- ☐ Confirm Range Officials to help club rifle users during zero and race
- ☐ Confirm Range Officials to help pellet rifle users during zero and race

Range Chief or delegate(s): Usually the day before event
- ☐ Paint .22 targets
- ☐ Paint pellet targets
- ☐ Zero club rifles (coordinate with SMR VP)

Range Chief, Range Officials, other volunteers: Race day set-up
- ☐ Arrive 1 hour before check-in/bib pick-up opens (or less depending on volunteer help)
- ☐ Set up rifle racks (general use)
- ☐ Set up rifle racks (for youth rack-to-rack competitors)
- ☐ Set up CBC spotting scopes on tripods
- ☐ Note spotting scope locations on zero boards
- ☐ .22 range
    - ☐ Mats
    - ☐ Lane numbers
    - ☐ Wind flags
    - ☐ T-post lane dividers/markers (5 per lane line, starting at 10m)
    - ☐ Place sign to mark prone/standing target split
    - ☐ Hang paper targets
    - ☐ Attach reset ropes
    - ☐ Club rifles
        - ☐ Club rifle stands between lanes 11/12, 12/13, 13/14
        - ☐ Club rifles on rack(s) nearest lanes 11, 12, 13, 14 (bolts open!)
        - ☐ Ammunition
        - ☐ Load magazines and place on magnetic holders on club rifle stands
- ☐ Pellet range
    - ☐ Mats
    - ☐ Wooden rifle supports
    - ☐ Charge (pump air into) pellet rifle cylinders and install in CBC pellet rifles
    - ☐ Place CBC pellet rifles on a nearby rack (bolts open!)
    - ☐ Hang paper targets
    - ☐ Unroll reset lines
    - ☐ Ammunition
- ☐ Other
    - ☐ Place start and finish flags
    - ☐ Latrine shelter
    - ☐ Place V-boards to separate scopes and racks from range traffic
    - ☐ Post "course closed" signs and place associated V-boards at 10AM (SEE MAP)
    - ☐ Penalty loop sign
    - ☐ Range/finish directional sign

Range Chief: Zero period
- ☐ Set up red flag and announce range open at 0930
- ☐ Monitor first wave zero 0930 - 0955
- ☐ Announce "5 minutes remaining" at 0950
- ☐ Close range at 0955 to replace paper
- ☐ Announce range open for second wave zero 1005
- ☐ Monitor second wave zero 1005 - 1030
- ☐ Announce "5 minutes remaining" at 1025
- ☐ Remove paper and set metal targets 1030 - 1035

Range officials: Zero period
- ☐ Assist club rifle users
- ☐ Assist pellet range users

Range Chief: During race
- ☐ MONITOR RANGE USERS FOR UNSAFE PRACTICES AT ALL TIMES!
- ☐ Monitor/adjust ratio of prone/standing targets
- ☐ NO EARLY RANGE BREAKDOWN (wait until all shooting is done)

Range officials: During race
- ☐ Reset targets
- ☐ Assist club rifle users
- ☐ Reload club rifle magazines
- ☐ Assist pellet range users

Range Chief: After last finisher
- ☐ Range cleanup (reverse of setup)
- ☐ Turn off propane heat in sheds
- ☐ Lock rifle cabinet
- ☐ Lock shed(s)

Timing: Race day set-up
- ☐ Test stopwatches
- ☐ Start lists on clipboards
- ☐ Sharpen pencils

Scoring: Race day set-up
- ☐ Load score sticker sheets on clipboards
- ☐ Mount large paper scoring grid(s) on wall; populate bib numbers on grid(s)
- ☐ Print names of all officials and the event date at the top of each large score grid
- ☐ Sharpen pencils
- ☐ Recruit/educate scorers

Scoring: During race
- ☐ Record scores!
- ☐ Transfer completed score stickers from range to score grids
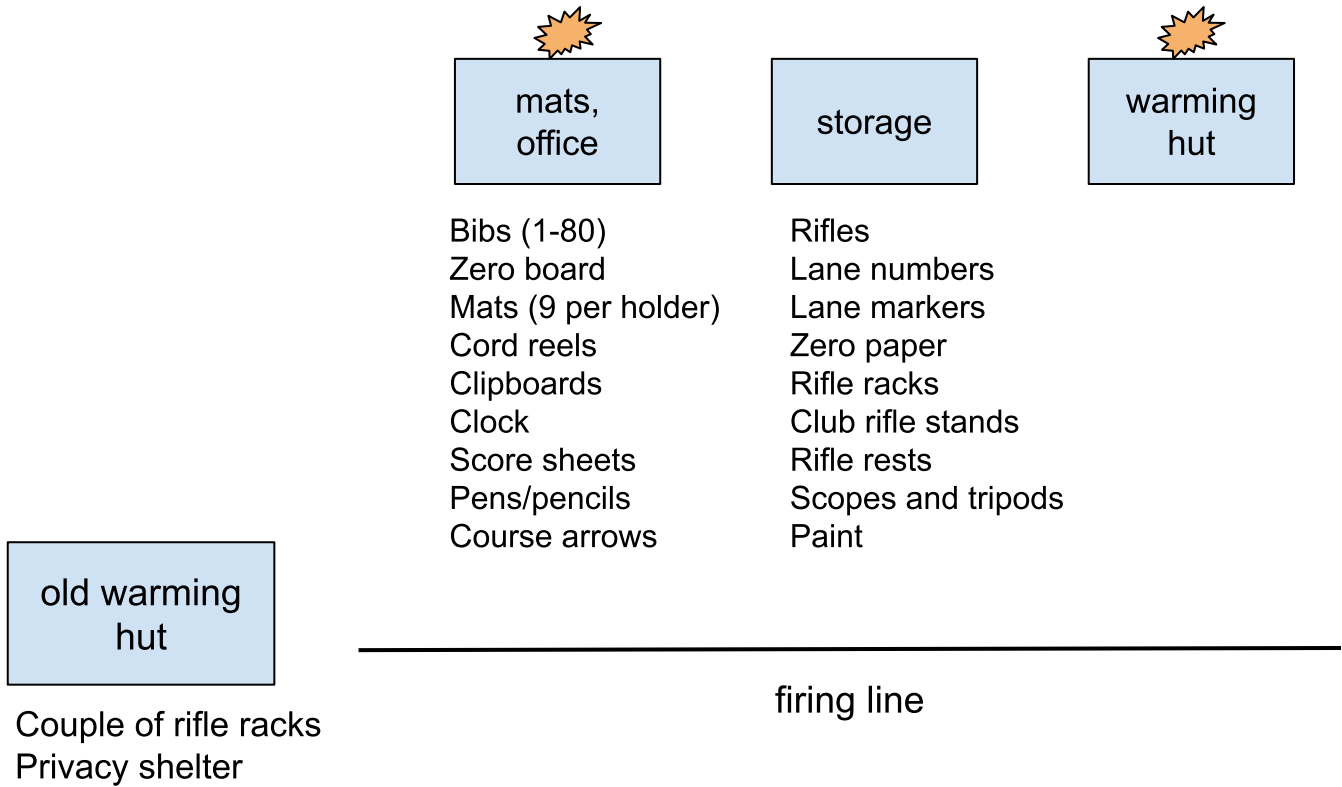
Timing: During race
- ☐ Record start time for each competitor
- ☐ Record finish time for each competitor

Timing: After last finisher
- ☐ Hand all records to Competition Chief

Sheds

⊛ Propane heat

⊛		⊛
mats, office	storage	warming hut

Bibs (1-80)
Zero board
Mats (9 per holder)
Cord reels
Clipboards
Clock
Score sheets
Pens/pencils
Course arrows

Rifles
Lane numbers
Lane markers
Zero paper
Rifle racks
Club rifle stands
Rifle rests
Scopes and tripods
Paint

old warming hut

Couple of rifle racks
Privacy shelter

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firing line

Course closure map

RACE IN PROGRESS
TRAIL CLOSED TO PUBLIC

Nordic Center

Cut-off

Donner Pass

Donner cut-off

Gaskill

Swenson

Crib Cut

Lowery

Davis

Wilson

Heckman

Swenson

penalty loop

biathlon range

For safety purposes, these trails will be closed to the public from 10:00 AM to 2:00 PM when biathlon races are in progress.