



# Open Letter to Anchorage High School Ski Coaches

The Nordic Skiing Association of Anchorage (NSAA) looks forward to working with the Anchorage School District to facilitate a successful series of high school cross country ski races this coming season – the 2018-2019 race schedule is set ([see website](#)) and the NSAA ‘grunts’ are primed; all that remains to be seen is the snow. The following outlines NSAA’s role, as well as the information needed from the school coaches to make this all work.

## RACE APPLICATION PACKET

The host school’s coach must submit their race application packet to the NSAA Program Manager, Sara Kamahele, [program@anchoragenordicski.com](mailto:program@anchoragenordicski.com) no later than one week before the scheduled event (e.g. by Sunday evening for races on the following Saturday). Each packet must include a completed **Race Application** and draft **Race Map**. Blank race applications and general maps of the ski trails at the Anchorage area ski venues are available on the NSAA website, under Events/Races, ASD High School [www.anchoragenordicski.com/asd-high-school-racing/](http://www.anchoragenordicski.com/asd-high-school-racing/).

The race application form provides specific details on the event itself (e.g. venue, type/style of race, group start order and schedule, etc.) which the NSAA groomers and grunts will need to plan and set up the stadium area (e.g. start and finish areas, by-pass and thru course lanes, spectator areas and course crossings, etc.). The form also provides a means for the host school to note additional information you would like posted on the NSAA website for the benefit of the other schools, parents, and spectators (e.g. concessions, awards, post-race contests, etc.).

The NSAA’s groomers and High School Race Coordinator will review the application packet and work directly with the host school’s coach to make any course modifications, if needed, subject to the trail conditions at that time. The NSAA groomers will then use the finalized map to set the course the night before the race.

Once all the application package is submitted and reviewed, NSAA will prepare the final race map and post it along with the race details (provided on the race application) to the NSAA website. Ideally the race information will be posted at least three days before the event, subject to when the application is submitted.

Note that the race schedule (wave start times, etc.) cannot be changed from that provided on the race application form, without prior and unanimous consent of all the other school coaches and the NSAA (i.e. Racing Coordinator and timers).

## RACE START LIST

Each school participating in the event is responsible for submitting their team’s start list – NSAA will email each coach the required start list formatting (often the same as was used last season), which can vary depending upon the race style and venue. The NSAA will prepare the compiled race start list and provide all timing during the race.

Coaches must submit their team start lists directly to Pete Tryon [pete@tryonhayes.com](mailto:pete@tryonhayes.com) (cell phone: 360-927-0254) no later than 9 pm two days before the race (e.g. by Thursday at 9 pm for a Saturday race). Please include your contact information (cell phone number and best email) as Pete may need to contact you if there is a last minute problem with your list. Once compiled, the race start list will be published at [www.anchoragenordicski.com/asd-high-school-racing](http://www.anchoragenordicski.com/asd-high-school-racing) and emailed to each coach, but possibly not before the following morning.

Please keep the following guidelines in mind when preparing your race start list:

- It is understood there will be times a coach may not know early enough in the week which skiers will be available, and that last minute changes may occur. In general we cannot add skiers to the start list; the bib numbers are sequential (we don't have "ghost" bibs that would allow add-ons). However, it is also much easier to delete a skier's name from the start list on race day than to try and add one (which for some types of race will not be possible). As such, if you are not sure go ahead and put the skier's name on your submitted list.
- Race day changes can only be made to the A and B teams. Changes to the C teams and higher can be made but it is the responsibility of the coach to keep track of these changes – NSAA will not make the changes to the start list.
- All changes to the start list need to be done at least an hour in advance, and the earlier the better.
- The guidelines for Regional and State meets regarding changes are different. Be aware of the rules and check the ASAA handbook.

## **RACE BIBS**

Each team needs to have a designated coach or athlete pick up your bibs as soon as your team arrives at the race. Bib pickup will usually be indoors where the skiers are waiting for the race. After you distribute bibs to your skiers please bring your Bib bag and scratch bibs back to the Bib Grunt. If you can't find the Bib Grunt, drop your scratch bibs at the finish line.

The event host school will be responsible for washing, sorting, and returning all bibs to the NSAA office at 203 W. 15th Avenue near C Street (bibs are sorted in numeric order; relay bibs are sorted by number, and the color order for each number is red, green, yellow, and blue). This may be a task for one of the school's parent volunteers (see below).

## **RACE RESULTS**

NSAA will post race results on the [website](#) soon after the race. If you need results for an awards ceremony on race day be sure we know about it before the race and we will do our best to get you what you need.

## **PARENT VOLUNTEERS**

The NSAA Grunts always appreciate parent volunteers to help out race day. The host school is encouraged to have a designated Parent Volunteer Coordinator. A summary of potential tasks is attached (e.g. typically helping collect bibs in the finish area, and then washing the bibs before the next race).

## **QUESTIONS**

As the NSAA High School Racing Coordinator please feel free to contact me directly if you have any questions pertaining to this letter or NSAA's services. I can be reached by email at [buzzscher@gmail.com](mailto:buzzscher@gmail.com), or phone at 907-338-1183 (home) and 907-952-6871 (cell).

Here's to Great Season of Racing

Buzz Scher

Attachment – Parent Volunteer Opportunities

# PARENT VOLUNTEERS AT HIGH SCHOOL RACES

At the race hosted by your school we will need parent volunteers to help us with the race. The Grunts can do all the set up and take down. But there are several tasks where we need help.

## **BEFORE RACE DAY**

If you wish to create a display of unofficial times it is helpful to print out a large format list of racers. Some parents start with the published start list and work with that. If the race is not a Kincaid the parents will also have to find or construct a board or aisle to display results.

## **ON RACE DAY**

We will need at least 2 parents to help with sequencing racers at the finish line, several to help racers get bibs off and give aid at the finish, and several to post unofficial times. Very importantly we will need parents to take charge of the bibs after the race (see below). These volunteers should meet me in the start/finish area about ½ hour before the race.

## **ABOUT THE BIBS**

Have the parent(s) who are planning to wash the bibs check in with the Bib Grunt before the race so that they know where the crates are and where to bring them when the bibs have been washed. Wash bibs in a mild soap in warm water. Tumble dry the bibs on a low heat. A high heat makes the numbers stick together and then pull off. Don't overload the dryer as the bibs will wrinkle. Lay the bibs out flat and put them in numerical order. Relay bibs should be stacked with all four colors of the same number together. The color order for each relay number is red (top), green, yellow then blue.

After the bibs have been washed and sorted they should be brought to the NSAA office on 15th avenue near C St. (203 W. 15th Ave. #204).

## **QUESTIONS**

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Buzz Scher, NSAA High School Racing Coordinator