



## 2011/2012 HOSTING NOTES FOR ALL VISITING TEAMS

**Bib pick up and Team Captain's Meeting location will be located at the NORTH LODGE (located 400m west of the Base Lodge) meeting on the LOWER LEVEL –NORTH LODGE RACE HEAD QUARTERS.**

### BIB PICK-UP/RACE PACKAGE:

- Bib pick-up will be at 8:15am for morning races or 11:15am for afternoon races (NORTH LODGE RACE HEAD QUARTERS). Team managers can pick up bibs for afternoon races in the morning - Please make sure your team knows this and has a meeting place. Information boards will be posted.
- RACERS MUST USE THE CUBBIES PROVIDED ON THE LOWER LEVEL OF THE NORTH ONLY.
- Your Race Package will consist of: start lists, bibs, trail maps, race agenda and 19 lift tickets for racers & coaches.
- Visiting teams are to use the North Lodge for parking and cafeteria services
- Additional Lift tickets can be purchased at the NORTH LODGE RACE HEAD QUARTERS.

### RACE START:

- Lifts open at 8:30am. Please have all racers out promptly to allow them time to warm up and inspect the course.
- Morning races at Craigleith start at 10:00am (unless otherwise posted). Course Opens 9:10am Closes at 9:40am SHARP
- Afternoon Races start at 1:00pm (unless otherwise posted). Course Opens 12:10pm Closes at 12:40pm SHARP!
- Athletes who are late for their start time will be moved to the end of the race.

### START LISTS:

- Please forward your final start lists by **NOON –VIA EMAIL** the Wednesday prior to the race to Steve Milgram at [stevemilgram@craigleith.com](mailto:stevemilgram@craigleith.com) Please use the proper start list form.

### RACE HILL:

- For scheduled league races the hill used and other information will be sent out the Thursday before the race weekend.

### SCORING:

- We will use Measures League Scoring Program. Manual scoring and scoring sign off will be done in the North Race Office Head Quarters located on the main floor of the North Lodge after all jury members have signed off on the race immediately following the race. Copies of full race result packages will be given to the Team Managers/Coaches and emailed to each participating team's race administrator.

### AWARDS:

- Awards will be presented outside the North Lodge following Team Manager/Coach scoring signoff

### PARKING/FOOD/WASHROOMS:

- Parking for ALL visiting racers will be at the NORTH LODGE PARKING LOT.
- OVERFLOW PARKING AVAILABLE AT THE BASE LODGE WITH A SHUTTLE RUNNING EVERY ½ HOUR ON THE HOUR
- Food is available in the North Lodge on the main floor. Washrooms are on the lower level.

### SAFETY DELEGATE FORM:

- This form is to be signed in the **START AREA** after the course has been inspected by the Team Coaches. Team Managers cannot sign in the absence of the Team Coaches.

### DSQ FORM: **NEW THIS YEAR!**

- This form **MUST** be signed off by **ALL** the coaches immediately after end of race at the finish hut.

### CONTACT INFORMATION:

**Head Coach:** Dave Campbell ext. 238

**Race Administrator:** Steve Milgram ext. 261

**Race Program Coordinator:** Kylie Deacon ext. 253

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