

UNITED STATES LUGE ASSOCIATION

OFFICIALS' TRAINING HANDBOOK – ARTIFICIAL TRACK



Introduction

The USLA (United States Luge Association) is an Olympic class member organization of the United States Olympic Committee, the National Governing Body for the sport of luge in the United States and the official American representative to the Federation of International Luge (FIL). USLA is a 501c3 not-for-profit organization. The headquarters of USLA is located at 57 Church Street, Lake Placid, NY 12946. USLA has a western office in Park City, UT, located at the Utah Olympic Park, and a natural track location in the Upper Peninsula, Negaunee, Michigan.

It is the responsibility of the USLA to recruit, select, train, and assist with equipment for the United States National Luge Team for International and Olympic competition as well as to promote the growth of the sport nationwide.

This Handbook was compiled by the USLA's Race Committee to assist the USLA's certified National Officials in the performance of their duties within the positions to which they are assigned during a race. FIL requirements are addressed in the FIL IRO.

Acknowledgement

Many thanks to all the USLA officials and staff who have worked on the origination and updates to this handbook.

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GENERAL INFORMATION

The following is a list of items that apply to all areas and are common sense things to keep in mind to help make your day at the track more enjoyable:

1. The International Federation of Luge (FIL) International Rules (IRO) German version is always the primary authority for all Luge events. **You must have access to the most recent IRO at all times.**
2. The USLA Luge season commences August 1st and ends July 31st of the following year. Annual dues should be submitted by September 30th and all USLA requirements should be completed by November 1st for officials to be considered for season assignments. Current USLA requirements include: active USLA membership, all required USLA paperwork, current SafeSport certification, current background screening and being within one year of required updated official training at National or FIL level. No official shall be allowed to participate in current year training or refresher course until above requirements are met. No official shall be allowed to work a race until all the above requirements have been met and training/refresher status is current. All officials are USLA Race Officials and are eligible to officiate at any race for which they are qualified, at any USA track. If chosen by an international governing nation, FIL level officials may work in any international FIL race.
3. Race Officials must review their individual activity records:
To ensure accuracy, officials must check that their activity is correctly reflected in the "Race Official – Races Worked" spreadsheet. If you find any errors or need corrections, please report them to the Official Coordinator within two weeks of receiving the document via email. After this period, the spreadsheet will be considered accurate, and no further changes can be made. Starting with the 2024-2025 season, historical records will not be updated or corrected. If you have worked international races, please notify the Official Coordinator within two weeks of working the event so that you receive proper credit.
4. USLA and the Race Committee will strive to be fair and equitable to all race officials with opportunities to officiate various positions at races throughout the USA for which they are qualified. It is the goal of USLA for all officials to obtain the highest FIL Level that they desire to achieve.
5. USLA, the FIL and many event organizers utilize a common, encrypted communications app (such as "WhatsApp") for race communications. Officials MUST have the capacity to load the event requested app on their cell phones and communicate accordingly. All temperatures during an event will be communicated via the chosen app by the appropriate Start Leaders. The chosen app may also be utilized throughout the season to relay race

information and assignments, especially day of race updates. The choice of which app to use will be established by the event organizer.

6. BE ON TIME!!!! - Officials must report at the assigned Race Office a minimum of one hour prior to a local race. Reporting requirements for international races may be determined by FIL.
7. Eat well before you get to the track. You may wish to bring a hot Thermos and snacks.
8. Every job is important. **DO YOUR ASSIGNMENT AND YOUR ASSIGNMENT ONLY.** If you believe that another official has made an error, notify your respective leader, not that official. Not following this protocol only creates confusion. If you are the leader, consult the Race Director or Technical Delegate. Never be afraid to ask a question or ask for clarification.

All officials, at all positions, must follow the appropriate chain of command at all times.

9. Introduce yourself to everyone at sign in and/or at your position. Communication with your group is vital. Be polite and courteous to all.
10. Never be afraid to ask. You will often have a question. Consult your leader. If you are the leader, consult the Race Director or Technical Delegate.
11. Unless unavoidable, officials should never handle an athlete's sled nor touch an athlete.
12. Officials reporting temperatures and weights to the recorder must call out the entire number including +/- (i.e. +1.2 would be said as "positive 1 point 2")
13. Officials, especially those with athletes in the program, must remember the following key points: Your first commitment is to the official position you are assigned. Officials cannot leave their assigned area to take photos or videos of athletes or to act in any manner that would suggest favoritism to any specific athlete or nation. **ALL** Officials are to be fair and unbiased at the track. Parent Officials should not work in a position that directly oversees or controls their athlete. For example, a parent of a male athlete should be assigned to work women's start.
14. Give the athlete a chance to collect himself/herself at the start & finish. Don't interfere with their ability to compose themselves. Consider the level of experience of the athlete i.e. national team level, senior, junior or new sliding youngster.

15. After each race, there should be a brief POST-RACE meeting that should not exceed thirty minutes and that all race assigned officials should attend.
16. Officials who are not assigned to work a race must recognize that they are at the race in an observer role and are not entitled to the same rights as an assigned Race Official. An example would be: You are attending a race and not officiating. You are not permitted to be in any SafeSport or sled-controlled area, such as the start ramp, finish dock or race/timing office where race officials are doing their work.
17. National and FIL refresher training is mandatory. USLA National and FIL Official Training may be done in person or via Zoom. When advised, National and FIL Official Refresher courses may require in person attendance.
18. Track Codes: you may hear the track crew or officials refer to track codes – for example, in Lake Placid 81 – may define a crash. Codes are used to keep information confidential. The FIL has its own codes, which are part of this manual and may not be the same as the Event Organizer's Track Codes.
19. Each official may wish to maintain a “races worked” diary to compare against the official Race Worked spreadsheet maintained by the Official Coordinator. **Page 34** provides a format.
20. Be professional and flexible in performing your duties.
21. Officials not in leadership roles must silence their phones.
22. Officials should be prepared for technology changes to improve the race process.
23. For all athletes and all other individuals working an event, safety is paramount. If an unsafe condition exists, whatever it is, officials must advise the Race Director and/or Technical Delegate immediately. The Race Director may decide to delay the competition until that situation is rectified or determine appropriate corrections to ensure safety.
24. USLA reserves the right to make variations in the rules for selected USLA national sanctioned or local club events.
25. USLA Code of Conduct/ USLA Grievance Process/ USLA MINOR ATHLETE ABUSE PREVENTION POLICIES (MAPP) are published at www.usaluge.org

USLA Criteria for National and FIL Level Officials

The FIL IRO is the primary training manual of USLA and the official language for interpretation is German. USLA shall offer in person and/or online training for NEW officials and Refresher Training, at a minimum of every two years, for existing officials.

The race official designation below lists the steps for advancing to higher designations as a Luge Official. It may take more than one season to move from one level to another depending on the number of races worked and an official's ability to volunteer. In most cases, all expenses related to officiating are at the expense of the official (travel, lodging, meals.)

For officials to get race credit and ADVANCE in FIL classifications, officials must work races and must officiate in different positions throughout the season. Race credit shall be given as follows:

- National or Local Race – Two (2) Points of Race Credit per each race day
- Race Week Training Day - Two (2) Points of Race Credit per each training day

- In-Person Official Training Day - One (1) Point of Race Credit per each day

- Zoom Official Training Day – One (1) Point of Race Credit per each day

- Weigh In - One (1) Point of Race Credit per race

- FIL International Race - Four (4) Points of Race Credit per each race Day

If a Race Official works in multiple positions during a race due to staffing shortages, all positions worked will be recorded; however, their primary position will be considered the highest position in the Leadership Chain of Command. It is important to have flexibility in official skill levels.

A race official may utilize one year of leave due to medical reasons which will not impact their status as long as they remain a member of USLA and keep their SafeSport and Background Screening active and current. A race official who is inactive (has not worked a race, has not maintained training and membership requirements) for five years, must start over. In the event of a declared pandemic or other national disaster, no official shall be penalized, and the requirements of active status shall be suspended during the declared period. Members still must keep their memberships active and maintain their SafeSport certifications and Background Screening current, if possible.

OFFICIAL TRAINING

Official Training shall progress as follows:

National Official

FIL 1

FIL 2

FIL 3

FIL 4

FIL 1-4 levels are a USLA method of determining officials' experience level.

New National Official Training may be performed utilizing the Upper Peninsula Luge Club You Tube 16 Video Series and then taking the open book test. Once the test has been completed, it will be assigned to the FIL4 Level Official to be graded.

<https://www.youtube.com/playlist?list=PL7j-48wlelhGZ8ZRuAhpH7qJ0BkmUN05d>

National Training, all Refresher Training and FIL Training by USLA Officials should be performed by a minimum of TWO (2) FIL4 Level officials, whether on site or via zoom. FIL Direct Training, typically by Zoom, will be conducted by someone appointed by the FIL.

All tests (National, FIL and all Refreshers) should be reviewed and scored by TWO FIL4 Level officials. All completed and graded tests are to be sent to the Official Coordinator to update official documentation on Sport 80 or the most current USLA database. Status changes are not applicable until Official Coordinator updates database and the Official Status Spreadsheet.

NAT (National)

Awarded upon successful completion of National Official Training Course and passing of required exam. Training should be provided by two FIL4 instructors, no individual training will be considered valid. All training, including refreshers, requires an exam. The final exam must be forwarded to the Official Coordinator (or designee) to be graded and to update the SPORT80 database.

FIL (International)

ALL FIL level officials should annually participate in at least one FIL offered zoom training class if offered (typically in November) and must complete any and all FIL requested documents, such as DOKUME.

FIL 1. Nine (9) Points of Race Credit volunteer time and race experience in positions at Start, Finish, Control, Weigh in, Timing and Race Administration (race office).

FIL 2. Attainment of FIL 1, plus Nine (9) additional Points of Race Credit volunteer time, and race experience in positions of Start Leader, Finish Leader, Chief

of Control, Assistant Track Inspector, Assistant TD, Assistant Race Secretary and Assistant Race Director.

FIL 3. Attainment of FIL 2, plus Eight (8) additional Points of Race Credit volunteer time, and race experience in each of the following leadership positions: Race Director, Race Secretary (Race Administration), Track Inspector, Technical Delegate and Jury Chair. Must attend at least one FIL international team captain's meeting (i.e., World Cup, World Championship).

FIL 4. Attainment of FIL 3, plus Eight (8) additional Points of Credit volunteer time and must instruct or assist in the in-person instruction of a new National Officials' course, a National Refresher course, a new FIL Officials' course or FIL Refresher course at least once every three years. Must have worked in an FIL appointed position (Jury or Technical Delegate) in an FIL Level Senior World Cup or FIL World Championship within the last ten years.

During International Competitions (i.e., World Cups, World Championships, North Americans), those officials who have obtained FIL 3 rating will be eligible for Leadership Positions as outlined in the USLA handbook.

New FIL4 – Instructors: Qualified officials may apply for FIL4 Level certification to the Race Committee each season during the month of September. Approval of new FIL4 Level Officials will be determined by majority vote of the Race Committee and the applicant notified by October 15th so they may participate in the upcoming season training.

At FIL Sanctioned Competitions, the following positions may receive compensation for travel to FIL International events as determined by the FIL: Race Director, Jury Chair, Jury Member, Technical Delegate. The Event Organizer will advise of FIL reimbursement eligibility and make subsequent reimbursement based on completion of required form with receipts.

USLA'S RACE OFFICIAL TERMINOLOGY

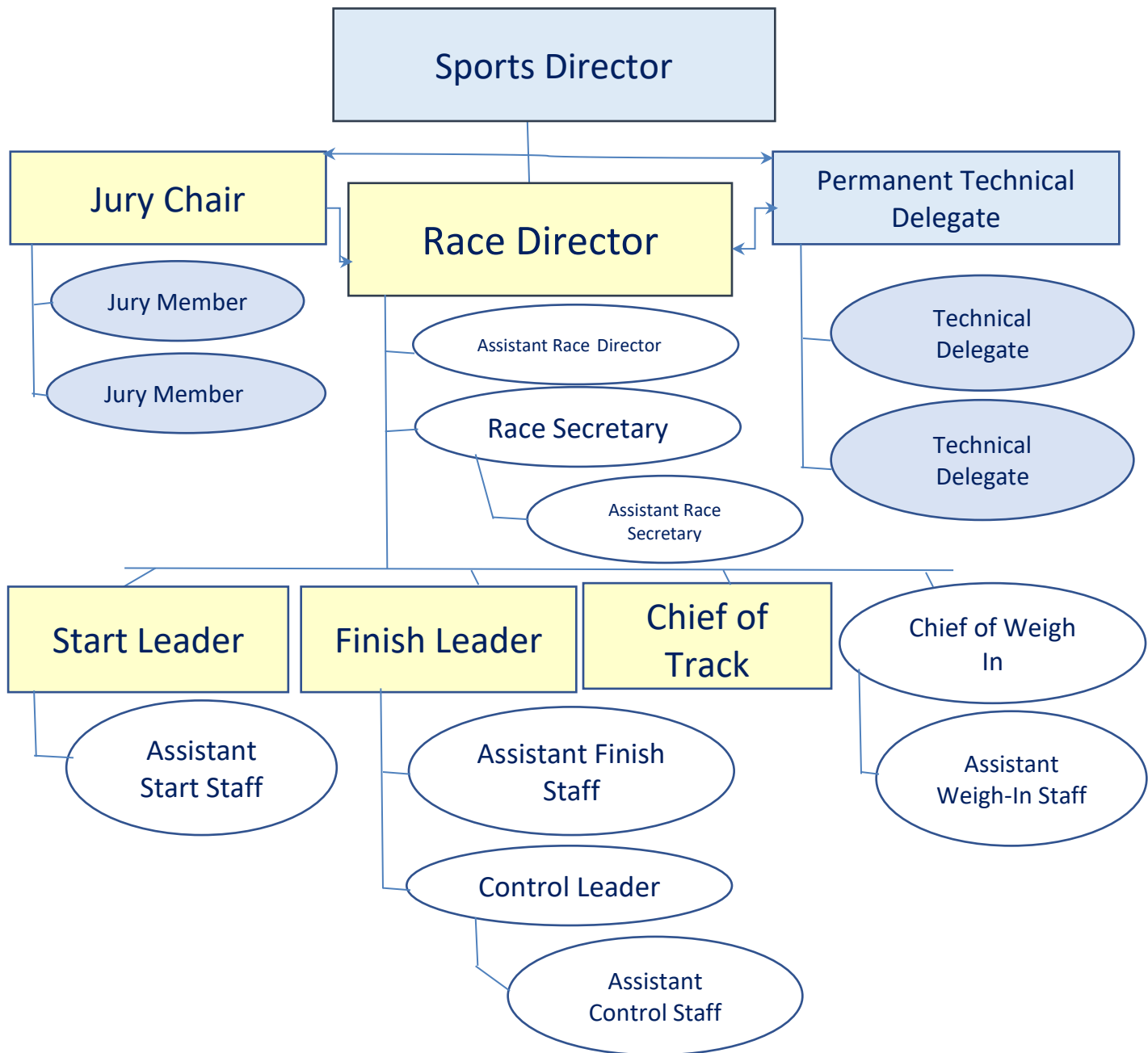
LP – Lake Placid, NY - Mount Van Hoevenberg – Artificial Track
PC – Park City, Utah Track – Artificial Track
UP – Upper Peninsula, Negaunee, MI - Natural Luge Track
NAT = National level certified luge official
FIL = FIL certified luge official
FIL# = FIL certified luge official with USLA designated Level # (as defined in prior section)
IRO = International Luge Regulations (updated every 2 years)
a = artificial track **n** = natural track
A = Active status - Note: To maintain “active” status you must be updated with a Rules Refresher once every two (2) years, take the most recent refresher exam offered and you must work TWO days every season. (For example, Friday = weigh in, Saturday – race.)
ORDA – Olympic Regional Development Authority (LP Event Organizer)
UOLF - Utah Olympic Legacy Foundation, UT - Olympic Park (PC Event Organizer)
OTC - Olympic Training center, Lake Placid, NY
DSQ – disqualified **DNS** – did not start
DNF – did not finish

Position Codes:

RD – Race Director	Ard – assistant race director
TD – Technical Delegate	
JC – Jury Chair	
j- jury member	
RS – Race Secretary	Ars – Assistant Race Secretary
COT- Chief of Track – usually an employee of the respective Track	
TI – Track Inspection	
WL – Weigh-In Leader	w- weigh in assistant
SL – Start Leader	s – start assistant
FL – Finish Leader	f – finish assistant
COC – Chief of Control	c – control assistant
OC – Official Coordinator	
TM – Timing (For national events, timing is typically done by the event organizer. During FIL level events – Timing is performed by Swiss Timing)	

Official Race Administration Chain of Command Chart

Officials shall adhere to the chain of command during an event.



Blue – FIL Designated for International Races as well as Jury Chair
At National and Local Races, the Sports Director is from USLA

FIL, NATIONAL AND LOCAL LEVEL POSITION RESPONSIBILITIES

DUTIES AND RESPONSIBILITIES OF THE RACE DIRECTOR

Minimum Qualifications:

- (FIL races) Should be FIL Level 3.
- (National and local races) Should be FIL Level 2 Race Official or higher
- Should have served as a Race Secretary and a Technical Delegate for at least two local/national/international races
- Should have experience with using the USA race spreadsheet
- Should have experience accurately completing all required FIL forms

The Race Director is responsible for the staging of the competition, including its organization, and the performance of all officials at the race. The Race Director acts as the primary liaison between the Event Organizer and USLA during a race.

(FIL races) The Race Director is required to be at the track for all official training days, Team Captains Meeting(s), Event Organizer requested meetings, weigh-in and all Race Dates. You must be available for all these activities to be considered for the Race Director position.

(FIL races) Prepare and/or provide guidance for official Race Announcement. The Race Announcement establishes the type of event, days of official training, technical check date/times, weigh-in date/times, Nations Cup Race date/time, Race days and disciplines.

Two Weeks Prior To Race or Training

1. The race director, in coordination with the Race Official Selection Subcommittee (ROSS), will determine assignments of non-leadership Race Officials. The Race Director will have sole responsibility for assignment of Race Officials on race day if changes are necessary to meet race requirements.
2. A minimum of two weeks prior to the first day of official training, provide the Official Coordinator with the Working Official Form listing all officials who are scheduled to work at all positions during the Race.
3. (FIL Races) Arrange schedules for officials to assist during training days at start and finish.
4. (FIL Races) Check with the event organizer if security is needed to be provided in order to keep spectators and unwanted press out of control areas.
5. (FIL Races) Check with the Event organizer and FIL that required medical personnel will be at the track as required by the IRO. Ensure that there is a plan to have an ambulance on site at all required times per the IRO and even when one other ambulance is transporting a patient.

6. (FIL Races) Provide Event organizers with the number of officials working each training and race days. Include FIL officials in the count. This will ensure that the proper amount of food is provided.
7. (FIL Races) Coordinate with FIL regarding media productions for the event.

First Day of Training or Day Prior To Race

1. (FIL Race) On the first day of official training, prior to start of training:
 - A. Perform a site visit at the track and assure that all start and finish locations have required equipment, such as white boards, scales, control steels, 5 - 20kg control weights and at least one sled stand per location.
 - B. Verify Race Announcement and confirm event schedule with Event Organizer.
 - C. Advise the Race Secretary of which spreadsheets and/or forms will be the official versions for the Weigh-In and the Race.
 - D. Check with the FIL press coordinator for names and ID information of press personnel permitted in control areas.
 - E. Ensure required officials are present -TDs, Jury, race secretary and start and finish assistance.
2. (National Race) Verify Race Announcement, Race Event Date and Time, Eligibility of athletes and age class, Official Training Date and Time, Preparation of Race Announcement, Weigh-In Date and Time, Athletes competing and Forerunners with USLA Administration one day prior to Official Training.
3. Verify with the Event Organizer that required Safesport posters have been posted as required and remain posted throughout the event, as necessary.
4. (FIL Race) Each day, prior to Official Training, the track must be inspected by the Technical Delegate and must be cleared by the Technical Delegate for use and transfer to the Race Director.
5. The Race Director shall oversee the activities of the Race Secretary.
6. Weigh In: The Race Director shall verify eligibility of all athletes prior to weigh in. The Race Director shall oversee the activities of Weigh In.
7. The Race Director can modify any IRO or USLA race protocol as necessary to complete a local club race. This could be due to last minute changes in official staffing, track equipment and additional athletes. Any changes to standard race protocol for a USLA National Championship race must be coordinated with USLA coaching staff. Any changes to standard race protocol for FIL sanctioned race must be coordinated with the FIL Sports Director and Technical Delegate.
8. The Race Director must provide all leadership positions with contact information and locations of leaders, as well as a schedule of the race, including the number of forerunners and time breaks between start locations and heats.
9. (FIL Races) All training schedules and training groups will be arranged by the FIL Sports Director and overseen by the Race Director. This is normally presented at the final team captains meeting.
10. Draw: THE RACE DIRECTOR OVERSEES AND DIRECTS ALL ELEMENTS OF THE DRAW
 - A. The draw takes place after the close of official training and follows the weigh-in (that serves as the registration).

- B. (FIL Race) The draw is handled by the FIL Sports director and supervised by the Race Director.
- C. Record the start/draw number results and update the race spreadsheet accordingly.
- D. After the draw, check all starting numbers against prepared start lists.
- E. Distribute all starting numbers or bibs in addition to prepared start lists to eligible athletes if on site, or their coaches.
- F. After weigh-in and draw, the Race Secretary prepares documents and verifies that said start lists for each discipline, including forerunners, has been immediately emailed to Event Organizer and timing office.

Lake Placid: timing@orda.org

Park City: controlltower@uolf.org

Upper Peninsula: uplugeclub@upluge.org

11. Race Day: **RACE DIRECTOR IS ULTIMATELY RESPONSIBLE FOR THE FOLLOWING PROCEDURES THAT MAY BE DELEGATED TO LEADERS AND OFFICIALS**

- A. Officials arrive a minimum of 1 hour before the announced start time, early enough that you can be at your assigned position a minimum of 1 hour before the start of the race.
- B. Check preparation and distribution of Athlete start list, Weigh-In, Start, Finish and Control documents prior to beginning of race.
- C. Check all communications systems. Send out test message via chosen secured messaging app and verify all assigned race officials respond.
- D. Verify communications with event organizer, medical and transport via Event Organizer Radios.
- E. Check with Timing to assure that the timing system is up and ready to go.
- F. Make sure all officials are in place forty-five (45) minutes before the race is scheduled to start. Establish communication with Leaders, i.e. SL, FL, COC, TD, Jury, Race Secretary. Leaders are responsible for making sure all the areas are covered with officials, and to provide the list with sign-in signatures.
- G. Leaders must check with the Technical Delegate to confirm the condition of the track and the proper operation of scales and all other equipment. The track must be inspected by the Chief of Track or the Technical Delegate, and must be cleared by Chief of Track or Technical Delegate prior to the official race or in the event of any race interruptions. Once the track has been cleared, no other individuals (coaches, athletes, officials...) may enter the track until race time.
- H. Leaders make sure initial control temperatures are taken as required beginning 30 minutes prior to the official start of the race and every 15 minutes throughout the race and communicated accordingly via chosen secured messaging.
- I. Leaders make sure start order is provided at all start locations prior to the start of the race.

- J. Race Director ascertains the number of forerunners for the competition and notifies the Start Leader of name(s), number(s), and order of forerunners. The Race Director also provides the TD, Start and Finish Leaders with the break time intervals between heats and disciplines.
- K. Race does not start until:
 - 1. Minimum thirty (30) minutes after initial control temperature was taken.
 - 2. The track has been inspected by the Chief of Track and Technical Delegate, and has been cleared for use.
 - 3. All timing and technical equipment has been deemed to be working properly.
 - 4. Proper start procedures have been followed:
 - a) Fifteen (15) minute warning.
 - b) Ten (10) minute warning.
 - c) Five (5) minute warning.
 - e) Two (2) minute warning.
 - f) One (1) minute to the first competitor.
 - 5. Forerunners have slid.

NOTE: Forerunners must start before the scheduled start time of the first competitor. Time for the first forerunner to start is to be determined by the number of forerunners and approximate time of two minutes per run.
- L. In the event of snow, wind or other conditions the Technical Delegate determines the sweeping intervals during the time the forerunners are sliding. The Race Director should notify the Chief of Track, track workers, Start and Finish Leaders and the Team Captains or athletes of the sweeping intervals if necessary.
- M. During the last run the sweeping intervals start with the fastest (last to go) competitor.
- N. The Race Director, working with the TD, is responsible for the execution of and communication about sweeping. The TD determines the intervals of the sweeping.
- O. If a hold is necessary, a minimum two (2) minute warning must be given and the sliding athlete must give a “thumbs up” all clear sign to start leader before the race can continue.
- P. In the event of a timing error, the effected athlete is to be sent to the start and will start within thirty (30) minutes at the discretion of the Race Director.
- Q. In case of technical break, at the approval of the start leader & Jury, (ONE) 1 minute is allowed for an equipment exchange (zipper of race shoe, visor/face shield, helmet, neck strap or doubles strap). The athlete’s coach or designee will be allowed in the control area to assist the athlete with technical malfunctions.
- R. Record the time of day when the last competitor of each discipline finishes. Use this time as the start time for the protest window (verbal 5 (5) minutes, written ten (10) minutes). After the last run, leaders may not release officials

until the protest period has expired. Protests are only valid with timely written submission and payment of 50 Euros or US equivalent.

- S. Should an Official perceive a problem at the start, he/she must ask the Technical Delegate or Jury member present to reconfirm the discrepancy by checking proper operation of equipment and/or other indicators. Generally, if it is safe, the athlete is allowed to take the run without comment to the athlete, The Start Leader must advise the Race Director and Technical Delegate to run controls at Finish.
- T. Only the RD can put a hold on the track. If there is to be a hold for any reason, timing must be notified immediately.
- U. If disqualification is necessary, the RD informs the appropriate person (Either Athlete or Team Coach) in person as soon as possible. The RD can delegate this responsibility to the Technical Delegate at the finish.
- V. After completion of the first heat, check all recorded times, verify start order for second heat and post 2nd heat start order in all start locations.
- W. Start the second heat only after start, finish and other lists have been distributed.
- X. Record all incidents along with the time for future reference. (protest).
- Y. Verify all times recorded and all total times before final results are announced.
- Z. Announcement of final results must wait until the ten (10) minute protest window has expired. Sign and place all original documents in an envelope for recording and record keeping (including the signed-in list of officials, race announcement, etc.) The Race Director is responsible, in coordination with the Race Secretary, for compiling all the paperwork for the race and getting it to the USLA Official Coordinator. Race Documents include: the officials "signed in" assignment sheet, start lists, race announcement, original weigh in sheets, each discipline for each heat timed results, must be given immediately to the USLA Official Coordinator (or scanned and submitted via email within one week of the conclusion of the event.)
- AA. In the event of a question, **STOP** and consult your **IRO**; do not make a rapid judgment that you may regret.
- BB. Stay available by radio, chosen secured messaging app or in person at all times.
- CC. The Race Director is in charge, do not let others make decisions that you should make.
- DD. Stay calm and enjoy yourself. Don't forget to use your TD, Jury and Track Inspector's expertise.
- EE. If there is an infraction of a rule, you must DSQ (disqualify) the athlete. The athlete can choose to protest. The Jury hears all the evidence and makes the final decision of the disqualification. It is the Race Director who notifies the athlete or designated representative if he/she has been DSQ'ed.

12 End of Race

- A. At the end of the Race, the Race Director is responsible for collecting all official bags, official weights and returning all to the USLA office or to the designated location from where they were originally distributed.
- B. Check with SL and FL to see if there are any issues or protests. Release the officials from their positions after 10 minutes if there are no issues or protests.
- C. Prior to leaving the track, the Race Director is responsible for managing the post-race meeting, if necessary, not to exceed 30 minutes. Any suggestions, incidents or comments should be noted and reported back to the Official Coordinator to forward to the Race Committee.

DUTIES AND RESPONSIBILITIES OF THE RACE SECRETARY

Minimum qualifications:

- Should be at least FIL Level 1
- Should have experience with Excel spreadsheets
- Should be able to manually calculate discipline weights
- Should have served as an Assistant Race Secretary
- Should have experience with using the USLA race spreadsheet
- Should have experience accurately completing all required FIL forms
- The Race Secretary is responsible for the accurate completion and distribution of all required forms and documentation prior to and during the race; for collection of all documents after the race; and submission of final race documents back to the Official Coordinator.

FOR AN INTERNATIONAL FIL RACE, I.E., CONTINENTAL CUP, WORLD CUP, WORLD CHAMPIONSHIP, OLYMPICS, ETC:

- 1) A couple of months before the event, the organizers would solicit an official invitation to the FIL and all the Federations eligible to compete. You would need to work with the organizers, Race Director, and FIL Sports Co-coordinator to produce a training list of athletes for official training.
- 2) Assist Organizers with preparing Invoices and if asked, distribution of payments and signatures verifying payment received.
- 3) Attend & take the minutes of all Team Captain's Meetings. Assist organizers with setting up the meeting room if required.
- 4) Prepare items for Draw. Be ready to type signs, schedules, lists, etc.
- 5) Follow steps for National Races and follow the guidelines in the FIL *"Book of Requirements"*.
- 6) Take direction from the Race Director and FIL Sport Coordinator. Ask questions and be available.
- 7) Distribute start lists and bibs.

A Few Days Before Race Day:

- 1) Verify with the Race Director which excel spreadsheet will be the official record keeper for the race. Run a test of weight and discipline to make sure the spreadsheet is calculating correctly.
- 2) Verify with USLA Administration the athletes that are eligible to participate in the race based on registration cutoff date.
- 3) Prepare the Start Lists from the weigh-in and draw on authorized excel spreadsheet. Send start lists immediately to the event organizer timing office ASAP to make sure that event organizer has plenty of time to set up the race in the computer. Make copies for each required position prior to Race Day. Prepare the Start, Finish, and Control Recording Forms utilizing FIL format. Organize and put all paperwork together for the Race Director's bag and the Official Start, Finish, and Control bags
- 4) Provide all race paperwork to RD, SL, FL, TD and Jury.

Day of Race:

- 1) Post official race start list in each start house, finish and race office location being used.
- 2) Update the officials sign in sheet, if necessary, prior to race. Post the officials' assignment sheet with RD and help make sure all officials sign in. Only officials who have personally signed in will receive race credit.
- 3) Prepare the Start and Finish Recording Forms for the 2nd Heats, etc.
- 4) At the end of the Race, with assistance from RD, put together the final packet that includes all paperwork, forms, results, etc. from the race. This is to be given to a USLA Official Coordinator, so that the event records can be stored in the USLA's office files.
- 5) Race Secretary should scan and email all event records to the Official Coordinator within one week of the end of the event.
- 6) Documents to be collected after each event and submitted to the Official Coordinator:
 - Race Announcement
 - Race Official Sign in with original signatures for each day of the event
 - Control Forms for Weigh In, Start, Finish and Control
 - Heat One and Heat Two Results for all Disciplines
 - Written Protests Filed and paid for. Protest Result
 - Event Timing Tapes – may not be able to be scanned and may have to be hand delivered or mailed to the Official Coordinator
- 7) Serve as a runner if necessary.
- 8) Assist the Race Director with any paperwork required.

HELPFUL HINTS

Work closely with the Race Director to produce the required paperwork and materials needed for training, weigh-ins, draws, and race day. Guide and assist the

organizers in the proper procedures for the requirements that need to be met for conducting the Race.

Should have experience with computer word processing, databases, and – spreadsheets.

DUTIES AND RESPONSIBILITIES OF THE CHIEF OF WEIGH-IN

Minimum qualifications:

- Should be at least FIL Level 1
- Should be able to manually calculate discipline weights
- Should have served as an Assistant Weigh-In
- Should have experience with using the USA race spreadsheet
- Should have experience accurately completing all required FIL forms

Weigh In:

- 1) Post time and place of weigh-in before official training begins or include with the Race Announcement.
- 2) RD and a jury member or Technical Delegate must also be present.
- 3) Verify all measuring gauges needed are at weigh in and scales are calibrated.
- 4) Make sure the Race Announcement is posted at weigh-in, with the start times and order of classes for the race in addition to the time of the official draw for starting numbers.
- 5) Have a minimum of one (1) man and one (1) woman to weigh the athletes, one of which is the Chief of Weigh-in.
- 6) Men and women are to be weighed in one layer, top and bottom long underwear and socks below the knee (ski socks).
- 7) Calculate weights to double check weight charts against excel spreadsheets being utilized. Double check all recorded and calculated weights before distributing athlete weights in slips.
- 8) After each single athlete has weighed-in and after both doubles' member (notate who will carry sled) have weighed-in, provide each athlete with an unofficial weigh-in slip of paper indicating:
 - a) Athlete weight
 - b) Additional weight allowed
 - c) Race clothing (4.0kg)
 - d) Sled Weight
 - e) Total Weight
- 9) Keep the weigh-in area orderly and clean. Only assigned officials should be at weigh in.
- 10) Keep all original weigh-in sheets as part of the race record.

DUTIES AND RESPONSIBILITIES OF THE START LEADER

Minimum qualifications:

- (FIL Races) Should be FIL 3
- (National and club races) should be at least FIL Level 1
- Should have served as a start assistant previously and worked in every start position: pyrometer reading, recording, monitoring handles
- Should have experience accurately completing all required FIL forms

Day Before Race

1. Check the start bag to make sure it is complete. Verify you have the chosen secured messaging app for the respective race on your cell phone. Race Bag items should include: pencil box with pencils, extra batteries, magic markers, tape, tacks, etc. Official bag should also have required equipment, wooden ruler or 3-foot yard stick, two clip boards with plastic covers, 0.5 mil gap gauge, two pyrometers, (official & spare), sandpaper to clean control steel and one stand wiping towel. Need to have a white board to record official temps.
2. Be sure to have a fully charged cell phone with chosen secured messaging app loaded and verify all officials working under this position also have the chosen secured messaging app loaded.

Hour Before Race

1. Pick up the start official's bag and white boards ready to take to the start. Verify contents of official start bag prior to beginning race.
2. Make sure your official bag includes all necessary paperwork: including at least 3 copies of the start list, weigh in record for each discipline going off respective start, FIL recording forms for athlete/sled weight & blade temperatures.
3. Assemble your teams and instruct on their responsibilities for each start. Assign duties (starter, official pyrometer, recorders, and maybe someone to secure the control area).
4. Get to start areas at least 60 minutes ahead of race start time.
5. Check to make sure control steel is in the appropriate location and free of rust.
6. Verify with the TD that the height measurement of start handles are correct. Clean the handles of any ice buildup. Remove the handle covers before start.
7. Ensure calibration of the official scales along with the TD. Note any calibration issues reported by the TD.
8. Determine sled temperature control pattern to be used and transmit to Finish Leader via chosen secured messaging app.
9. Acclimate and test the pyrometers. Determine which is the official pyrometer and which is spare. (Normally the warmer of the two is used as official. Note the difference between the two.) Record which pyrometer is the official on the white board and paperwork. The Official and spare pyrometers may NOT be given or loaned to athletes or coaches.
10. Post start lists (2): 1 Outside of the start area. 1 Inside the athletes' start room.

11. Arrange the control area (sled holder, scale, sled and sled racks). Make sure the control area and the athletes' path from the start house to the control area is free from snow, ice, and dirt as much as possible.
12. Ensure SafeSport signage is posted in required locations. Be familiar with SafeSport race conduct.
13. Establish communications with Race Director & Finish via chosen secured messaging app.
14. Put up white board to record temperatures.
15. The Start Leader shall instruct the start team in the flow and process of inspecting the sleds
16. Promptly notify the Race director and timing if a coach notifies you that an athlete will not be starting. If an athlete informs you that another athlete will not be starting, verify with the athlete's coach. If possible cross off the athlete's name from all start lists.

30 Mins Prior to Race

1. Report and record ice, air and control steel temperature to a 1/10th of a degree 30 minutes prior to race start time & communicate via chosen secured messaging app to finish.
2. Report and record on white board and start record sheets control steel temperatures in tenth of degrees, beginning 30 minutes prior to the race and then every 15 minutes until after the final participant. No further temperature measurements are required, but officials remain in place until released by the Race Director. Transmit via chosen secured messaging app.
3. Start inspecting sleds 5 minutes prior to race start—avoid no more than 3 sleds in control areas at a time (one on the track and two inspected). Once sliding starts: one controlled athlete/pair on track, one controlled athlete/pair on start, one athlete/pair being inspected and waiting, and one athlete/pair beginning to be inspected.

Inspection:

- Verify that the proper athlete is being processed according to the start list order. Only the athlete can enter the control area. NO coaches. Record time of inspection.
- Measure temperatures of the blades according to the determined pattern and record them to a 1/10 of a degree on the forms.
- Check the gap measurement between runner and steel.
- Check attachment of bibs, if being used.
- Weigh the athlete with sled, all equipment & clothing and record it on the forms.
- Verify that the temperatures and weight are within limits. Record any issues during inspection on paperwork.

*Note: if any violations are found during control inspections of the sled and athlete, officials must be quiet and nonchalant. They must not say anything that would alert the athlete that a potential violation has been discovered. Privately inform the Start Leader about the infraction. Start Leader will first

inform the Race Director, and then the Finish Leader. If there is a jury member and/or technical delegate present at the start, they must also be informed.

Start of the Race

1. Make sure racers get 15-, 10-, 5-, 2- and 1-minute warnings for the first slider to the line.
2. At the start of the race use the appropriate control steel temperature to calculate the maximum allowed sled steel temperature.
3. Make sure the "track is clear", and the red/green light, audible signal, and the 20/35 second clock are functioning. The athlete should give a "THUMBS UP" signal prior to the clock starting. Start leader or the official monitoring the handles should stand out of the vision of the slider on the line while keeping an eye on the 20/35 second clock to make sure the slider releases the handles prior to the 20/35 second clock hitting zero. As long as they release the handles prior to zero they are ok--even though they don't pass the timing eye until after that. 20 seconds for single disciplines, 35 seconds for doubles discipline. Relay and sprint have different rules.
4. Once the race starts, officials should be as invisible as possible, doing their jobs as quietly as possible. Keep the crowd quiet and if necessary, out of control areas. Officials should stand so they don't block access areas.
5. Control the control area—only officials, the athletes and their coaches, who are responsible for the inspected sleds are allowed. If there is a technical issue (Zipper of a race shoe, visor/ face shield, helmet, neck strap or double sleds straps) the coach may enter to assist the athlete and the athlete be allowed one minute to restart. Otherwise, coaches or non-controlled athletes may NOT be in the control area
6. If an interruption occurs during the race, the starter must ensure that the athlete gets a two-minute warning/preparation time before the signal the "track is clear" or the athlete may give a sign to the start leader before the two minutes are up that they are ready to start.
7. The Start Leader is responsible for crowd/press control during the competitions. No guest nor press in the immediate start area or start rooms. Ask for assistance from the Race director if needed. Start Leader should instruct his team, coaches and athletes to control loud speaking. No cell phones or radios used in the start area (except by Start Leader, race director, TD or Jury).

Before Second Heat

1. Post 2 copies of the start list. 1 outside of the start area 1 inside the athlete's start room.
2. Make sure there is an announcement of the second heat of the race over the PA 30 minutes prior to the start of the 2nd heat; then 15, 10, 5, 2, and 1 minute warnings.

End of Second Heat

1. Make sure all assigned officials sign off on FIL control sheets by the end of the race. The Start Leader is to turn all completed forms over to the Race Secretary at the end of the race.
2. All official Start Bags and any other equipment (White Boards, yard sticks, etc.) are to be inventoried, and all verified contents turned over to Race Director at end of the race.
3. Remain at start until released by the Race Director.

Possible Problem Areas

1. Make sure you know when sliders will go off after the forerunners. Forerunners start before the official start time of the race. The first competitor should be on line immediately as the last forerunner goes off.
2. Be sure to keep track of which athlete is in the track and which athlete is on the start line. Make sure the start order is being followed.
3. Announcements are made with time remaining before start.
4. Keep unwanted people out of the control area, including anyone accidentally blocking access for athletes, coaches & other officials.
5. Don't let coaches or athletes try to intimidate you. Call the RD if there is a problem or question.
6. Advise the start team to not answer coaches' questions on whether or not a sled or athlete is legal or not.
7. Recorder should repeat the temperatures and weights back to the official doing the inspections.
8. Watch for athletes who may be holding sleds too close in an attempt to warm runners after temperatures are taken.

FORERUNNER POLICY

Forerunners are primarily for the purpose of checking that the timing system is in working order. Forerunners start prior to the race start time at approximately 2-minute intervals, e.g., if the race is scheduled to start at 9:00am and you have 2 forerunners the first forerunner should begin at 8:56 am next at 8:58 am and the first racer at 9:00 am. Forerunners' sleds must be controlled for temperature. If a forerunner's steels are too hot, he/she is not allowed to slide.

START ASSISTANT **START AREA PREPARATION**

1 Hour Prior To Race

1. The Start Leader and Start Team goal is to ensure uniform fairness to all the competitors.

2. Wear appropriate clothing for changing climatic conditions.
3. Sign in on the official sign in sheet and verify your start location.
4. All directives come from the Race Director to the Start Leader and from the Start Leader to the Assistants
5. Arrive at the start area 60 minutes prior to receive your assignment from the Start Leader.
6. Recognize that your communication line is to the Start Leader who then reports to the Race Director or Technical Delegate.
7. Assist in start area set up and snow removal.
8. No cell phone used in the start area except for RD, SL, TD, and Jury
9. Verify all materials (start bag) that will be required at the start:
 - Start Lists, push pins for posting, tape, stapler, paperclips
 - Dry Erase Markers
 - Recording forms
 - Weigh-in Sheets
 - Pyrometers (2) with spare batteries
 - Gap check Gauge
 - Chosen secured messaging app communications intact
 - Clock (synchronized with Race Directors, Finish Leader)
 - Chalk and eraser & Pencils (sharpened)
 - Ice scraper
 - White Board
 - 3 Foot Yardstick or wooden ruler
 - FIL IRO Rule Book
 - Towel to wipe down scales
 - Sandpaper
10. The Start Leader will give assignments: Recorder, pyrometer, starter to watch handles and any other necessary positions.
11. Post start lists (2): 1 outside in Start area, 1 inside in the Start room.
12. Verify that you have a copy of weigh in sheet.
13. Work with the TD to check handles for the ice build-up and clean them if there is any ice. Check that the handles are level and the height is correct, adjust handles as necessary.
14. Start Leader Assigns pyrometers: 1 official for control temperatures and sled temperatures; 1 spare.
15. The Official and spare pyrometers are NOT to be given to athletes or coaches. Officials are NOT to provide temperature checks of sleds prior to the race.

30 Minutes Prior To Race

- 1) Take control steel temperature exactly 30 minutes prior to Start and post in actual 10th of degrees.
- 2) Communicate temperature information to Finish Leader via chosen secured messaging app.
- 3) 30 minutes prior – Ice, Air, Control Steel

- 4) Thereafter, on 15-minute intervals, control steel temps reported until termination of competition and recorded on the white board.
- 5) Start Leader will assign and instruct Start Team members in the use of equipment, recording time and temperature of each sled.
- 6) A pattern of 2 freely selectable spots on each steel of should be selected for each race, indicated via pattern sheet and communicated to the Finish Leader.
- 7) Listen for the 30, 15, 10, 5, 2, 1 minute warnings to keep aware of time before the race.

5 Minutes Prior To Race

1. Start control on athletes
2. The athlete must present the sled (coaches are not allowed in the Control area) and verify his/her name(s) to be checked against the start list. Record time of inspection.
3. Take and record the 4 prescribed steel temperatures. Compare these temperatures to the maximum allowable steel temperature.
4. Check the Gap between the runner and steel. This is a visual check unless a possible problem is seen, then use the 0.5mil gauge. (for FIL races the FIL TD normally dose the gap checks)
5. Weigh and record the Athlete, sled and all equipment together. (If it is going down the track it needs to be weighed) Compare this weight to the maximum athlete total weight.
6. No more than 3 athletes/sleds in control (1 on ice waiting to start, 1 waiting to get on the ice and 1 being controlled).
7. Record any rule infraction and quietly report it to the Start Leader.

Start Of Race

1. Keep a smooth flow of inspections. Ensure the next athlete to be controlled is waiting nearby. If not, ask a coach to get the athlete.
2. The official watching the handles will watch for the athletes' hands to leave the handles before the 20/35 second clock runs out. If they don't, report it to the Start Leader.
3. Ensure the 15-minute control steel temperatures are taken and recorded on the paperwork and white boards.
4. Be prepared for problems and don't be afraid to ask the Start Leader for help.

Before 2nd Heat

1. Ensure you have received all paperwork for the 2nd heat. Post start lists.
2. Listen for 30, 15, 10, 5, 2, and 1 minute warning and start controls at the appropriate time.

End Of Race

1. Collect and inventory all race equipment.
2. Collect and sign all paperwork.
3. Remain at the start until the Race Director releases you.
4. Give all paperwork and equipment to the Race Director.

DUTIES AND RESPONSIBILITIES OF THE FINISH LEADER

Minimum qualifications:

- (FIL Races) Should be FIL 3
- (National and club races) should be at least FIL Level 1
- Should have served as a Finish assistant previously and worked in every finish position: pyrometer reading, sled checks, recording, Yanke sled checks, draw control bag or random generator
- Should have experience accurately completing all required FIL forms

Day Before Race

1. Check the finish bag to make sure it is complete. Finish bag items should include: IRO rule book, pencil box with pencils, extra batteries for pyrometer, dry erase markers; two clipboards with plastic covers, gauge bag with spike gauge and gap gauge, control bucket with cover and plastic control balls, calibration tools and gauges (pod, runners, spikes), towel to wipe down scales and covers for foam forms that hold sled with Yanke gauge.
2. Be sure to have a fully charged cell phone with chosen secured messaging app loaded and contacts entered of all officials working the race.
3. The finish area should have at least one sled stand for control.

Hour Before Race

1. Get the Finish bag ready to take to finish. Bring laundry basket for controlling equipment and clothing weight, blanket for sled size check and control bucket with colored balls (or random generator for FIL races).
2. Verify official bag has 3 copies of start list and 3 copies of the weigh-in for each discipline, as well as the FIL Finish Recording Form for control measurements & temperatures, and the FIL Control Recording Form for control weight checks.
3. Make sure the official weigh-in scale was calibrated by the TD and note any weight difference between the scale and the calibration weights.
4. Verify with the Race Director the number of controlled athletes per heat, note the number on each start list.
5. Get to the finish area at least 60 minutes ahead of race start time to set up the control area, Yanke Gauge, control bucket or random generator, etc. Assemble your team and assign member responsibilities: an official to watch finish eye, an official to escort athlete from track to do a blind draw from the bag of colored balls to determine if athlete is controlled, an official to perform sled/equipment measurements (Yanke), an official to perform pyrometer readings, an official to record sled/equipment measurements & temperatures, two officials (one male, one female) to do the control weighing & recording and several escorts to take officials to escort the controlled athletes from the finish to the control area. May need one official to go get athletes who crash or do not make it to the finish area so they may be controlled.

6. Verify communications with Race Director and Start Leader via chosen secured messaging app.
7. Acclimate and test all pyrometers as soon as possible after arrival at finish.
8. Arrange your control area for both the measuring of the sled and equipment, and the weight control area. Make sure you have a clear path from the track to the control areas and out of the finish area for those not being controlled.
9. Make sure the calibration tools are set for the current race (e.g., that pod thickness is set for singles if it is a singles race, etc.)
10. Verify Chief of Control has necessary documents, equipment and communications to perform their required tasks.
11. Ensure SafeSport signage is posted in required locations. Be familiar with SafeSport race conduct.
12. Receive from the Start Leader the sled temperature pattern.
13. Verify your Finish team has signed Race Officials sign in form.

30 Minutes Prior To Race

1. Receive and record control temperatures from all starts.
2. Listen for 30, 15, 10, 5, 2, and 1 minute warning.

5 Minutes Prior To Race

1. Inform your Finish Team at the 5-minute warning to take their positions.
2. Assign one official to receive and control incoming athletes
3. Send an official to finish the eye with a fully charged phone loaded with the chosen secured messaging app. This official needs to make sure no one passes anything in front of the eye causing a false reading at the finish, makes sure the athlete crosses line on sled legally and doesn't discard any equipment.
4. Send the assigned officials with a fully charged phone loaded with chosen secured messaging app to the control room for the control weighing. Make sure they have all the forms they need and the weight scale is working properly.
5. Record the control steel temperatures and ice temperatures as they are transmitted via the Start Leaders using chosen secured messaging app. Temps are recorded in 10th of degrees.
6. One official should be assigned to be in charge of the Control (random ball) draw and should be given a container of balls that includes the colored balls equal to the number of racers to be controlled, plus different colored balls for all other racers for that heat. Example: In a heat with 10 racers, 3 of which will be controlled, you will have 7 white balls and 3 orange balls. Note: The "Random Generator" is used for International Races.
7. Once the race starts, officials should be as invisible as possible, doing their jobs as quietly as possible.
8. As the athlete exits the finish ramp, the Control draw official will have the athlete draw out a ball from the container. If the ball drawn is a recognized control ball color identifying the athlete as controlled, the official will announce that this is a controlled athlete and an escort shall accompany the athlete through the Control process. In the event of a crash, TD or Jury will draw the control ball or hit the

random generator for the athlete if the athlete is unable to immediately make it to the control area.

9. If athletes have not drawn a controlled ball, they may leave the finish area.
10. If the athlete is to be controlled, the athlete will be escorted to the control area by an official. Record the time and begin inspecting the sled utilizing the confirmed control pattern as set by the Start Leader. Inspection includes: taking temperature reading of the blades and measuring sled length (i.e. pod cannot extend past the shoulder or knees of the athlete. Have the athlete lay on sled – doubles athletes must strap themselves in). Use the gauges to measure pod width, pod thickness, distance between inner edges of the blades, runner height, runner width, support length and thickness, suspension between runner and blade.
The official recording would put a check mark for all dimensions that are in compliance. The athlete will be escorted to the control area for weighing.
11. Make sure the athlete keeps sled, **all** clothing and equipment worn (e.g. helmet, visor, etc.) with them to be weighed (do not let the sled, athlete or any equipment that is non-compliant with the IRO out of the control area until the TD has inspected and documented it).

NOTE:

- If there is some dimension/measurement out of compliance, make sure your recorder knows to be nonchalant, and quietly inform the Finish Leader about the infraction. The Finish leader will inform the Race Director.
 - Have the athlete or the coach place the sled on the sled measurement table (if the sled is controlled) for measuring to ensure that nobody accidentally scratches a blade.
 - When using the tools to measure the sled, be very careful not to touch the blades.
12. Control the finish area. Only officials, the athlete, and the athlete's coach (to help with sled) are allowed in the finish control area. Don't let the media or spectators get in the control area. Stay out of the way of any TV cameras!!

2nd Heat

1. Keep the team in place in case a sled needs inspection.

End Of Race

1. At the completion of the race make sure all finish team officials sign the finish forms. Turn the forms into the Race Secretary/Race Director.
2. Finish Leader turns Finish and Control Forms into Race Secretary at end of event. Official race bags for finish and control should be turned over to the Race Director at the end of race.
3. Keep the team in place until released by the RD.

ASSEMBLY, MAINTENANCE AND CARE OF YANKE SLED

The Finish Leader will only assign officials who are familiar with how to assemble, disassemble, secure and transport the Yanke. Great care should be taken with this handmade piece of equipment.

DUTIES AND RESPONSIBILITIES OF THE CHIEF OF CONTROL

Minimum qualifications:

- Should be at least FIL Level 1
- Should have served as a Control assistant previously and worked in every control position: athlete weight, sled weight, spike check and recording.
- Should have experience accurately completing all required FIL forms.

One Hour Prior To Race:

1. Take direction from the Finish Leader.
2. There should be one male and one female official assigned to the control room at all times.
3. Verify contents of control bag. Make sure the bag has the weight records, FIL control forms for each discipline, pencil box, calculator, and spike gauge
4. Ensure the TD has calibrated the scale and note any deviations of the scale.
5. Ensure the Finish Leader has provided you with the laundry baskets needed to hold athlete's clothing.
6. Make sure to calibrate the laundry basket and scales and zero out the scale before use.
7. Have a towel to wipe down scales. If possible, have a rug for athletes to stand on.
8. Keep your control room private (windows are visually obstructed from view of spectators and press), neat, warm, and organized.
9. Assign Duties: One official to read the scale, one official to record the weights. When possible, one official of each gender shall be assigned to control with one official being the Chief of Control.
10. Determine how controlled athletes will be handled if multiple athletes come in at once.

During Race:

1. Verify name of controlled athlete from Finish official.
2. Zero scale out and weigh the sled. Record sled weight and note if the sled is above the IRO calculated weight (this additional sled weight will be added to the athlete's race clothing and additional weight). Also verify that the sled weight complies with maximum and minimum weight in the IRO. If there are no issues with the sled it may be removed from the control room by the coach.
3. Place a basket on the scale and zero out the scale. Have the athlete place all race clothing and additional weight (if it came down the track it goes in the

basket including tape and jewelry). Record the weight and add any additional sled weight to it. Compare this number to the athlete's max allowable weight to see if they are legal.

4. While the athlete is getting dressed, measure the spikes with the spike gauge.
5. Do not release controlled athletes or any equipment if there is a question of legality. Have the TD check the issue before releasing the athlete and equipment.

End Of Race

1. Make sure all assigned officials sign off on control forms at the end of the race. Turn in forms to Finish Leader. Turn over the official control bag to the Finish Leader.

FINISH ASSISTANT FINISH AREA PREPARATION

One Hour Prior To Race

1. Sign in on the official sign in sheet
2. Assist in the finish area set up and snow removal.
3. No cell phone use in the finish area except for RD, FL, TD, and Jury.
4. All directives come from the Race Director to the Finish Leader and from the Finish Leader to the Finish Assistants.
5. The Finish leader will give assignments:
6. Check for all required paperwork.
7. Inventory the finish bag and set up equipment as needed.
8. Determine a flow of inspection with steel temperature always being first. Practice your assignment along with the other officials to ensure that the flow works.

During The Race

1. Do not handle the sleds. Let the athlete and coach handle the sleds.
2. Assist the TD as necessary.
3. Controls/inspection of the sleds only occur during the first heat. (FIL races require sled disassembly of RED/BLUE light-controlled sleds after the race performed by the FIL TD.)
4. Keep track of which athlete is in control. It can get very crowded during Doubles and Team relays.

End Of Race

1. (FIL Race) Assist TDs with sleds disassembly
2. Sign all required paperwork.
3. Remain at finish until released by the Race Director.
4. Pack all equipment and paperwork and return to the Race Director/ Secretary.
5. Assigned officials should pack up and transport the Yanke as necessary.

RESPONSIBILITIES AND DUTIES OF JURY CHAIR AND JURY MEMBERS

Minimum qualifications:

- (FIL Races) Should be FIL 3
- (National and club races) should be at least FIL Level 1
- To be Jury Chair should have served as a Jury Member previously and should have worked as a Technical Delegate in at least 3 prior races.
- The Jury Chair must be available for all official training days, weigh-in, team captains' meetings and race days.

The Jury consists of a Jury Chair and two additional members. The primary obligation of a Jury Member is to assure a fair race run in accordance with the rules. Jury members should always carry the current FIL IRO rulebook and have access to chosen secured messaging app communications. The Jury Member's job is to fairly interpret the rules upon a request or protest as opposed to seeking out infraction. The Jury is the highest authority on the track and is empowered with decision making power for the duration of the competition. When possible, there should always be a Jury member at the Start and Finish. The Jury Chair is the party responsible for communicating to the Race Director any decisions made by the Jury as a whole, such as protests, infractions, etc.

- One Jury Member must attend weigh-in, as determined by the Jury Chair.
- Each member of the jury has access without prior notice to all technical equipment and facilities which are necessary for the staging of an event
- Members of the Jury are not permitted to assume a technical function or a Race Leadership position during an event.

During the Race

1. It is best for the Jury Chair to assign each Jury Member to a post i.e. start, finish, timing prior to the beginning of the race. Each Jury Member should remain at their post (unless otherwise instructed by the Chair or Race Director), and be available at all times via chosen secured messaging app.
2. In the event of protest, make sure the protest is timely (verbal within (5) minutes, written within ten (10) minutes) of DSQ or heat completion). The Jury member should note time received on the actual protest form. Official protests must be in writing, signed by the Team Captain and accompanied by payment of the proper protest fee prior to accepting the protest. The protest must be delivered to a Jury member.
3. The protest fee needs to be given to the Jury Chair who is responsible to give the money to USLA staff.
4. Although the Jury is allowed to meet within one hour of the submission of a protest, it is best to meet immediately if possible and deliver a decision ASAP.
5. The Jury should consult all officials/persons who may have information regarding the protest and examine any item connected with such protest.

6. Upon the decision of the Jury, the Team Coach shall be informed immediately of the decision. In the event of a decision in favor of the athlete the protest fee shall be immediately refunded. Otherwise, the protest fee shall be delivered to the event organizer (i.e. USLA).
7. The decision of the Jury in all protests is final. It may not be appealed or postponed.
8. For National Races, a Jury Member may also hold another officiating position. A Leader should not be assigned as a Jury Member. One jury member may be picked from start, one from finish. The 3rd jury member must not be the RD, or TD, or a Leader.

DUTIES AND RESPONSIBILITIES OF THE CHIEF TECHNICAL DELEGATE

Minimum qualifications:

- (FIL Races) Should be FIL 3
- (National and club races) should be at least FIL Level 1
- Should have served as a Technical Delegate at an FIL International Level Race
- Must be available for Official Training, Weigh-in, Technical checks, team captains meeting and Race Days. To be considered for the position.
- Should have experience accurately completing all required FIL forms

During Training and Weigh-In:

1. It is the responsibility of the Technical Delegate (hereafter "TD") to make sure all weight and measurement equipment is calibrated and available to the athletes during training.
2. It is the responsibility of the TD to walk the track to check the ice conditions and that the start handles are set at the proper heights and level. The TD should make note of track conditions during the final practice session to assure similar conditions during the race.
3. Technical Delegates should be present during official training, weigh-in and in assigned positions during all Race Days.
4. One hour prior to weigh-in, the TD shall check the calibration of the scales to assure their accuracy.
5. Provide times and dates for Technical Checks of all sleds requiring checks or as requested by athletes or coaches. For Technical checks all equipment necessary will be provided by the race director. (Yanke and gauges).

Two Hours Prior to a Race

1. Have the current FIL IRO Rulebook.
2. Be sure to have a fully charged cell phone with chosen secured messaging app loaded and contacts entered of all officials working the race.
3. Check the calibration of the scales making them available to the athletes at least 90 minutes prior to the start of the competition. Verify all track scales that will be

used during the race utilizing 5 20kg weights. Each 20 kg weight is placed on the scale one at a time and the weight verified, until all 5 weights have been utilized. Note and advise the RD, SL and FL on any variances.

4. Check pyrometers in all start and finish bags.
5. Check installation of control steels at the starts. Clean rust as necessary from control steel.
6. Check start handles heights and level with the assistance of the Start Leader at all starts. Ensure no ice has accumulated on handles.
7. Check all measuring devices for accurate calibration, such as Yanke, spike gauges, gap gauges, special gauges, etc.
8. 60 minutes prior to the race, the TD shall walk the track looking for any safety issues and to assure similar conditions to final training. If possible, have a track worker with tools and a radio, accompany the TD. This will allow the track worker to immediately fix minor problems or call in larger problems to the Chief of Track. TDs should not perform any work on the track.
9. The TD will transfer the track over to the Race Director after verification that the Track is Clear while verifying communications utilizing chosen secured messaging app.

During Race

1. The track must be re-inspected by the Technical Delegate if there is a lengthy interruption in the race.
2. In the event of snow or other conditions the Technical Delegate determines the sweeping intervals during the time the forerunners are sliding. During the last heat the sweeping intervals start with the fastest (last to go) competitor. The TD will advise the Race Director of the interval. The Race Director will advise the Chief of Track, track workers, officials, coaches and athletes of the sweeping interval.
3. Watch for changing track conditions such as snow, rain, ice and wind which may impact track and notify RD of the same.
4. Be available by chosen secured messaging app, cell phone and/or assigned track radio at all times to assist the Race Director, Jury, Start & Finish Leaders, etc. with any technical or rule interpretation issues which may arise.
5. Maintain assigned location and communicate to the Finish Leader any concerns which may require additional controls.

MISCELLANEOUS OTHER POSITIONS

During a National or Local Event, the following positions are usually addressed as noted:

Control Escorts – as required by the Finish Leader

Doping Escorts – as requested by assigned Drug Testing Agency

Timing Leader/Timing Assistant – performed by Event Organizer Track Timing Staff

Track Marshall – not assigned

Sweepers – performed by Event Organizer Track Crew

Diary of Positions & Races Worked

Date	Name of Race	Position	Leader

Signature _____

USA LUGE - RACE ASSIGNMENT		
Date of Race: Name of Race: Location of Race: Start Time:		WEIGH IN:
		Officials report one hour prior to start.
	OFFICIAL TRAINING DAYS	
ASSIGNMENTS		
	PRINTED NAME	SIGNATURE OF OFFICIAL
Race Director		
Assistant Race Director		
Race Secretary		
Assistant Race Secretary		
Technical Delegate(s)		
Technical Delegate 2		
Technical Delegate 3		
Jury Chair		
Jury Member 1		
Jury Member 2		
Weigh In		
Leader		
Assigned to Weigh In		
Chief of Track		
Start		
Leader (Mens) Assigned to Start		
Leader (Women/Doubles) Assigned to Start		
Leader (Double/Junior/Other) Assigned to Start		
FINISH		
Leader Assigned to Finish		
CONTROL		
Leader Assigned to Control		
CONFIRMATION SIGNATURE OF RACE DIRECTOR AFTER RACE		

FIL TRACK CODES (2024)

Number	Section	Rule	Reason
1	5	3.1	Inspection Start/Control Zone
2	5	3.1.2	Total Overweight at Finish
3	8/5	8.5.1/5.1.2	Overweight at Finish Controls
4	5	3.11	Steel Temperatures at Start
5	5	2.5	Improper fastening start number/bib
6	5	3.1.3	Gap control at Start
7	5	1.3.6	Gap control at Finish
8	10	1.3	Late start after countdown
9	10	3.1 e	Losing item during run
10	5	1.3-1.3.8	Technical inspection sled
11	5	1.2	Control sled weight
12	5	2.1	Irregular equipment/Spikes
13	5	2.2	Irregular equipment/Helmet
14	5	2.3	Irregular equipment/Luge shoes
15	5	2.4	Irregular equipment/Race Suit
16	5	2.5	Irregular equipment/Bib
17	10	3.2	Paddling to cross finish line
18	3	6.7.8	Missing touch pad (relay)
19	3	6.7.9	False start team relay
20	Protest		Protest in progress
21	Protest		Protest has been rejected
22	Protest		Protest was approved
23	Crash		Crash with injury
24	Rerun		A unfair condition B technical failure C weather condition D force majeure
25	Run Interruption		A technical failure B track damage C weather condition D transport issue
26	Delay		A technical failure B track damage C weather condition D transport issue
27	Postponement		A technical failure B track damage C weather condition D transport issue
28	Cancellation		A technical failure B track damage C weather condition D transport issue

2024 TEMPERATURE VARIANCE CHART

2024 SLED CONTROL TEMPERATURE CHART

UNITED STATES LUGE ASSOCIATION

Officials' Training Handbook – Artificial Track

Introduction

The United States Luge Association (USLA) serves as the official governing body for the sport of luge in the United States. As an Olympic-class member organization and representative to the Federation of International Luge (FIL), USLA operates as a 501(c)(3) not-for-profit. Its headquarters are located at 57 Church Street, Lake Placid, NY, and additional offices are found at the Utah Olympic Park in Park City, Utah, as well as a natural track location in Negaunee, Michigan.

USLA's primary responsibilities include recruiting, selecting, training, and equipping the United States National Luge Team for international and Olympic competitions, while promoting the sport nationwide. This handbook, compiled by USLA's Race Committee, is designed to assist certified National Officials in fulfilling their duties during races, and addresses FIL requirements as outlined in the FIL IRO.

Table of Contents

- General Information
- USLA Criteria for National and FIL Level Officials
- Official Training
- Race Official Terminology
- Race Administration Chain of Command
- Duties and Responsibilities of Key Race Positions
- Policies and Checklists
- Appendix: Most Recent Forms

General Information

- The German version of the FIL International Rules (IRO) is the primary authority for all luge events.

- USLA's luge season begins August 1st and ends July 31st of the following year. Annual dues are due by September 30th, and all requirements must be met by November 1st for officials seeking seasonal assignments.
- Current requirements include active membership, completed paperwork, SafeSport certification, background screening, and updated official training within one year at the National or FIL level.
- Officials must verify their activity in the "Race Official – Races Worked" spreadsheet and report discrepancies to the Official Coordinator within two weeks of receipt. Historical records will not be updated after the 2024-2025 season.
- All officials are eligible to officiate at any race for which they are qualified, at any USA track. FIL level officials may work international FIL races if selected.
- Communication during races often utilizes encrypted apps such as WhatsApp. Officials must be able to load and use the required app on their devices.
- Officials must arrive at the assigned race office at least one hour before local races; times may vary for international events.
- Every assigned job is important; officials should perform only their designated role and report errors through the chain of command.
- Officials must introduce themselves at sign-in, communicate with their group, and maintain professionalism.
- Officials should never handle an athlete's sled or touch an athlete unless unavoidable.
- Temperature and weight readings must be reported fully, including positive/negative signs.
- Officials must be impartial and fair, with parent officials assigned to different athlete categories than their children.
- Athletes should be given time to compose themselves at the start and finish.
- There should be a post-race meeting, limited to thirty minutes, for all assigned officials.
- Observers not assigned as race officials have restricted access to certain areas.
- National and FIL refresher training is mandatory and may occur in person or via Zoom.
- Track codes are used for confidentiality and may differ between events and organizers.

- Officials are encouraged to maintain a personal diary of races worked.
- Phones must be silenced unless in a leadership role.
- Adaptability to technological advances is expected.
- Safety is paramount; any unsafe condition must be reported immediately.