

## GUIDE FOR OICs AND TEAM CAPTAINS

The role of OIC and/or Team Captain for the RAF Ski and Snowboard Championships can be challenging. In this guide, the organisers provide a few pointers which should help you in your work.

### INTRODUCTION

- This guide is intended to give you a broad understanding of the RAF Winter Sports Alpine Association (RAFWSAA) organization, your role as Unit OIC or Team Captain, and the road ahead to the RAF Ski and Snowboard Championships.

### Aim

- The chief aims of the Championships are to encourage participation in alpine skiing and snowboarding from beginner to racer, to provide a wide range of racing designed to introduce and develop alpine skills and individual courage, as well as to develop the RAF squads for the combined service competition.

### Organization and Roles

- RAF Winter Sports Alpine Association. The RAFWSAA is a RAF Sports Association operated by volunteer committee members who have overall responsibility for the promotion and management of ski and snowboard development and competition in the RAF.
- Director Sports Board (RAF). DSB (RAF) is the RAFWSAA's parent organization responsible for promotion of sport throughout the RAF and the financial and organizational propriety of RAF sports associations.
- Resort. The RAFWSAA partners with a resort to assist in delivering the RAF Ski and Snowboard Championships, responsible for providing accommodation, lift pass and insurance package to participants. They also provide support to the race and training programmes. Resort details will be contained in the Admin Order.
- OICs. OICs are responsible for coordination of Unit participation, commander of detached personnel and most importantly to be the liaison between Committee and Unit personnel. Some Units may combine this function with Team Captain (see below).
- Team Captains. Team Captains are responsible for ensuring Unit participation in racing by all eligible personnel and selection of Unit Team, coordination and payment of Race entries, attendance of race briefings and dissemination of information to Racers. May also coordinate training/lessons.
- RAF Squads. Personnel are selected to manage and represent the RAF in the joint Service competitive arena. The Squads are always looking for new talent – you are encouraged to pass details to the Squad.

### Resources

- RAFWSAA internet website. ([www.RAFWSAA.org](http://www.RAFWSAA.org)). Unclassified information only.
- RAFWSAA intranet website. Accessed via the RAF Portal/Sports Associations/Wintersports. It includes access to committee email and following essential documentation:
  - Admin Orders. Issued mid-year giving authorities and responsibilities
  - OIC Guides. This document, aimed at giving big picture advice and context
  - Race and Training Bulletins. Details races rules, timetable and application process. Also includes training booking advice and application process
    - Personnel without access to the intranet should contact the Admin Chairman Directly.

- Resort Internet Website (see Admin Order). Access via a password protected link obtainable from the Admin Chairman by registering as OIC/Team Captain for your Unit. Access essential for booking accommodation, lift pass and insurance package.
- Airlines. Booking flights for personnel to local airhead.
- Unit. Budgetary support for travel allowances, CILOR and/or entitled public transport. Also Service Fund grants for junior ranks, sports grant etc.

### Contact.

- Due to work commitments the Admin Team is only available via email.
- If you have an essential matter, let us know by email and we will call you when convenient. Your patience will be much appreciated.
- Please remember, you are in charge and you need to accept maximum responsibility for your organisation, people and issues. It is all part of the military experience!

### Preparation

- Your Priorities. As OIC/Team Captain, these are some of the chief priorities that lie ahead:
  - Register with Admin Chair for password and Admin Order via Intranet website
  - Download Admin Order, Race & Training Bulletins
  - Publicise Event
  - Scope travel arrangements (air, MT, rail, ferry etc)
  - Seek finance availability and budgetary approvals
  - Book Accn and Travel
  - Register Races and Training
  - Keep tabs on payments, bookings and issues
  - Brief your team
  - Participate!
- Responsibility. You are, in effect, the commander of your station's personnel in resort
  - WARNING! The extent of your responsibilities means that you may have to forgo some skiing/boarding during the Championships
  - There is no reason why you cannot share the task. All Service people with you are on duty and cannot expect a free ride
  - However, the Committee will only deal with those personnel authorized to act as OIC, deputy or Team Captain. Individuals are to be encouraged to go through you and your management team so that you can maintain control of what is going on, especially the financial aspects
  - You therefore need to make yourself readily available, both to the Organisers and your personnel

### PRE-CHAMPIONSHIPS

- Register - as we completely update our database every year, please visit the website and send us your current details asap

### Publicity

- Ensure the SRO attached to the Admin Order is promulgated regularly with your details
- Use the colour poster provided with the Admin Order to advertise the Championships. You will need to print and promulgate around your Unit
- Make use of your Station's intranet site to publicise the event
- Arrange a meeting to get all the interested people together. This means that you can give them a comprehensive briefing on what they need to do

## Keep in Touch

- Keep up to speed with matters via the website
- Read and action the appropriate areas of the Admin Order when it is issued
- Keep the organisers aware of any changes in OIC or contact details so that we can reach you
- Give people details of the Resort from the information provided on our websites
- Look out for details of the Artificial Slope Championships and encourage people to attend

## Booking Administration

- Encourage all standards of skier/boarder to attend. The aim of the Championships is to expose as many as possible to the sport. It is not just intended solely for experts – in fact, the more beginners, the better
- Bookings are arranged direct via the Resort Tourist Office website. You will receive logon information once you have registered; however, you need to co-ordinate your attendees and keep 'on-top' of changes to ease arrival day mayhem
- The more you manage your team's administration, the more the Tourist Office staff can assist you and the smoother your task will be. If you leave it up to individuals to contact the Tourist Office, you lose control of your Unit's entries and will have a harder task in resort

## Allowances and Subsidies

- **Full details are in the Admin Order** but types of allowances and subsidies that are available are as follows:
  - Cross Border Travel. A maximum public allowance that is authorised under DSB(RAF) but is subject to Unit budgetary discretion.
  - Travel to point of UK departure. Additional public allowance to assist with costs of travel to UK point of departure.
  - RAF Sports Lottery. A special grant (calculated per ticket) held by members of the RAF Sports Lottery. Up to 5 tickets may be held.
  - CILOR. Public entitlement provided you meet the qualifying criteria (you race, on duty) from Catering Staff.
  - Unit Grants. Usually for junior ranks from SIF etc.
  - Unit Sports Grants. May cover race and or training costs for participants from PEoD etc
- Early contact and discussions with PEd, Catering and Finance staffs on the variety of financial assistance that can be provided to your participants is strongly recommended. Final authority for the allowances above will be contained within the Admin Order for the event.

## CHAMPIONSHIPS

### Departure

- Conduct a pre-departure brief with your personnel if possible in order to brief arrival procedures.
- IF YOU ARE NOT GOING TO BE IN RESORT, ENSURE THAT YOUR REPRESENTATIVE IS FULLY BRIEFED AND HAS ALL THE PAPERWORK

### Arrival

- In resort there will be:
  - A Resort Office (operated by the local Tourist Office)
  - A Race Office (operated by the RAFWSAA)
  - They are co-located (see Admin Order Map)
- Air travellers on transfer days with booked transfer will be met at the airhead by a resort representative. Upon arrival at resort you will usually be transferred by Taxi straight to your accommodation. Stay on your transfer coach/taxi and await instructions by resort staff

- Road/Rail travellers should make their way to resort, upon arrival proceed to Resort/Race Office
- After/on arrival, you should check your Unit Mail Slot at the Race Office
  - Independent travellers have their own mail slot
  - You should find a nominal roll for confirmation and completion of additional details
  - There will also be welcome documentation giving timings and other essential details (contact numbers, welcome party etc)

### Accommodation

- It is common for accommodation to include conjoined twin beds, effectively a double with 2 mattresses and/or separate bedding.
- Some accommodation is located away from the Resort center and will involve some walking. A bus service is available most of the day.
- All accommodation must be respected and cared for. Rooms are routinely checked and damages and deficiencies will be charged. Help yourself by making a full check in first 24 hours of:
  - Inventory. Check for deficiencies/damaged items and list them in the report.
  - Damages. Check furnishings and fittings for damage. This report saved one member of personnel from a hefty cost (700+ euros) for replacing a door.
- Find out where all your people are accommodated (nominal role or Resort should be able to help) and make contact
- You need to ensure that your people tell you (and that you tell the Tourist Office representatives) if they move accommodation
- People may find that there are spare beds in their accommodation. These beds may be allocated to personnel arriving at a later time and date. They should not be occupied without first consulting the resort staff

### First 24 hrs

- You should organise a meeting of your personnel so that you know them and they know you
  - The Race Office can be made available to you on a pre-booked basis. Contact the RAFWSAA Office
- There is a briefing for Team Captains on the afternoon of the first Sunday in resort. See the Race Programme for details
- Check training times/dates as some will commence on the Sunday (day after arrival)
- Ensure damages and deficiencies reports are handed in to Resort Staff

### Daily Routine

- The Resort Office and RAFWSAA Race Office operate daily opening times to allow you to deal with issues, arrange/alter training and racing etc. Opening Times will be promulgated in resort.
- Emergency Contact details (mobile phone) will be promulgated in resort to allow you to deal with emergencies. You need to carry a charged phone at all times in case we need to contact you.
- There is a Team Captains' Meeting every evening in the Race Office. See the Race Programme for details
- YOU NEED TO ATTEND OR BE REPRESENTED AT EACH MEETING - A ROLL CALL IS TAKEN
- Check race start lists and timings

### Training

- Training is available in resort and is coordinated by the Committee via a local Ski School who provide local English-speaking instructors.
- Advice on training categories, application process are given in the Race and Training Bulletin 1.
- Applications received by the deadline (see Entry Form) will attract a **discount** per person.

## Racing

- All RAF personnel attending the Championships must race at least once at a level appropriate to their skill in order to qualify for duty status
- The Committee arrange races that suit all abilities of skier and boarder (aligned to training categories).
  - For Beginners, participation in the Ski School Proficiency Grading will be considered as fulfilling the preceding requirement
  - Personnel who do not start in a race (as defined above) will become ineligible for any public allowances and subsidies that are available
  - Records are kept of people's performance (Seeding system) and people will not be able to enter a race at a lower standard than their proven ability. We do this to prevent people from 'pot hunting' or taking the easy option
  - Personnel who are unable to enter a race because one of the appropriate standard is not held during their time in resort remain eligible for appropriate allowances and subsidies and should seek an explanatory letter from the Race Sec
- A copy of the Championships full rules can be obtained from our websites - It is recommended that OICs have a copy for their own information during the Championships.

## Injuries

- You must provide the Race Office with details of any person that sustains an injury
  - Under the 2005 Compensation Scheme, an assessment has to be made of whether the individual is considered to be on duty when the injury is sustained
  - Consequently, there has to be a detailed recording system to ensure that the individual's potential entitlements are not jeopardised
- Personnel are to carry their insurance details with them at all times.
- There will be a medical center in Resort – details available from the Resort Office.

## Final Bill Payment

- It is inevitable that race and training requirements will be changed in resort, generating revised billing. We try not to take amendments from anyone other than the Team Captain. However, if we do take an amendment in your absence, we will require the individual to pay at the time the amendment is made
- Team Captains are expected to settle Bills before leaving the resort. We accept sterling cheques and euros and sterling cash within reason. For security, you are advised not to bring large amounts of cash with you to settle bills.
- Refunds will be made before you leave resort if possible; these refunds will be payable to your SFAS if they provided the initial payment.

## QUESTIONS

- If you have any queries, refer in the first instance to the Admin Order, Resort Tourist Office website, Rules and the Race Bulletin(s)
- If this does not resolve your query, please contact any member of the Organising Committee or the Resort Tourist Office representatives