

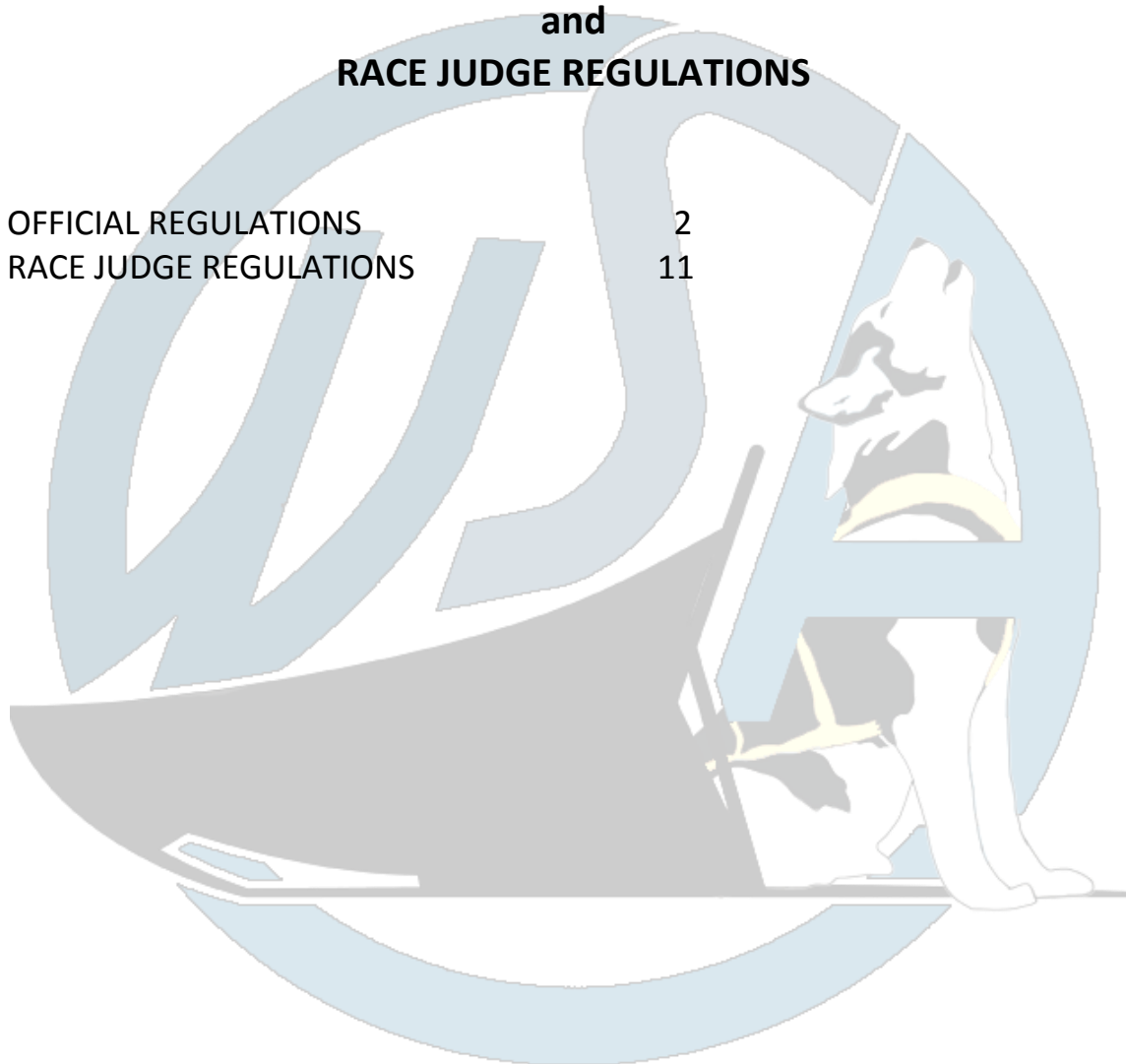


WORLD SLEDDOG ASSOCIATION
www.wsa-sleddog.com



OFFICIAL and RACE JUDGE REGULATIONS

OFFICIAL REGULATIONS	2
RACE JUDGE REGULATIONS	11



Officials Regulations

General

- 1 All officials should be clearly recognizable as such (e.g. caps, arm binds, etc.)
- 2 The assignments as listed below shall be covered in all international races run pursuant to the WSA Regulations. However, it might not be necessary to appoint all the positions mentioned, if two or more assignments may be exercised by one person. 1)
- 3 Assignments may be omitted, if deemed unnecessary by the race marshal.
- 4 The official language of international sled dog races is English. The officials should therefore have an acceptable command of this language. For those who **shall** meet this requirement, this will be listed below under qualifications. This shall apply unconditionally in championship events, but may be disregarded in ordinary sanctioned events, provided the organizer place interpreters at the disposal of the key officials concerned.
- 5 The equipment designated for specific officials as listed below, shall be at said official's disposal during the event, as long as he is on duty.
- 6 Crew leader's deputies will usually be ordinary members of the crew, but will eventually replace the crew leader (chief) if the latter for some reason is impaired.
- 7 Some crews are only listed under their officer in charge. Their job descriptions are omitted as their assignments are evident from the context.

8 MINIMUM STAFF REQUIREMENT

- 8.1 **JUDGES:** One race marshal (RM), assisted by at least two judges, fulfilling specified tasks like, e.g. trail judge, Nome style judge, Pulka style judge (jobs can be combined).
- 8.2 **OTHER OFFICIALS:** Race veterinarian, Trail boss, Timers, Starter, Speaker, Roving Steward, Race site crew foreman. Sled holders, Checkers, Communication crew, Inspectors/dogmarkers, Secretariat.

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- 1) Examples of combinations of assignments: RM's and RJ's may do the tasks of inspection judge and dog marking judges. Dog marking and inspection of same may also be exercised by non-licensed personnel. The assignments of checkers, stewards and observers may in many cases be combined. The assignment of roving steward may be performed by a judge. In many events, the RM runner may be omitted. The Race site crew foreman may do several of the tasks of his crew, and many of these crew tasks may be combined. Radio operators may be omitted, provided the officials themselves know how to operate a radio. Likewise, many of the tasks of the secretariat may be combined.
 - 2)

JOB DESCRIPTIONS

9 RACE MARSHAL (RM):

- 9.1 **Assignment:** To be in complete charge of the event.

9.2 **Qualifications:** Shall be a licensed race judge. Fluent in English, and preferably acceptable knowledge of other main languages.

9.3 **Instructions:** The RM shall report to the WSA and:

9.3.1 see to it that the race is run and operated pursuant to the WSA Regulations as they exist on the time of the race.

9.3.2 appoint one of the race judges as his deputy.

10 RACE JUDGE (RJ)

10.1 **Assignment:** To carry out the rules enforcement of the event.

10.2 **Qualifications:** Should be a licensed RJ. Acceptable command of English and preferably other main languages.

10.3 **Instructions:** The RJ shall report to the RM and:

10.3.1. see to it that the race is run and operated pursuant to the WSA Regulations as they exist on the time of the race,

10.3.2. on rules violations:

- issue a verbal warning to the driver in question, or
- if considering a disqualification, request the RM to summon the jury and a hearing.

11 INSPECTION JUDGE

11.1 **Assignment:** Pass on the legality and soundness of equipment and dogs.

11.2 **Qualifications:** Should be a licensed RJ. Acceptable command of English.

11.3 **Instructions:** The Inspection Judges shall report to the RM and:

11.3.1 inspect all dogs and equipment in the vehicle holding area well before the start of the race,

11.3.2 supervise the Pulka weighing (in case of no separate Pulka style judge),

11.3.3 consult a race veterinarian in case of a questionable dog,

11.3.4 if the condition of a driver makes his ability to complete the course negotiable, the RM should be advised immediately,

11.3.5 recheck all teams quickly at the start to see that no illegal additions or substitutions have been made,

- teams should be inspected well before they enter the chute,
- dogs hitched in a team should not be subjected to unnecessary handling,
- teams already in the chute should be inspected only under most unusual circumstances
- anything unusual should be reported to the RM immediately.

12 TRAIL JUDGE

12.1 **Assignment:** Rules enforcement as any RJ, with special assignment to be in charge of Trail checkers, stewards and observers.

12.2 **Qualifications:** Should be a licensed RJ. Acceptable command of English and preferably other many languages.

12.3 **Equipment:** Snowmobile; Sets of written instructions (see Enclosure C).

Extra leashes, ropes for trail personnel as necessary.

12.4 **Crew:** Trail checkers/stewards (observers).

12.5 **Instructions:** In addition to carrying out the same assignment as a RJ (see above) and reporting to the RM, the trail judge shall:

12.5.1 see to it that enough trail checkers/stewards (observers) are appointed,

12.5.2 assign each person to his individual station,

12.5.3 distribute written instructions:

- job descriptions,
- one copy of "How to assist teams on the trail" (Enclosure C),
- map of trail showing direction of travel and stations of trail personnel.
- check-list of contestants (for Trail checkers),

12.5.4 get authorization from the RM for verbal instructions to individual personnel, and submit these instructions,

12.5.5 see to it that all trail personnel have necessary supplies,

12.5.6 see to it that all trail personnel have transport to and from their stations. Require transport from the Trail boss if necessary,

12.5.7 collect check-lists and hand them in to the RM,

12.5.8 call to the attention of the RM any unusual happenings which have been noted on the check-lists or reported by the trail personnel.

VETERINARY TEAM

13 CHIEF VETERINARIAN/RACE VETERINARIAN.

13.1 **Assignment:** To perform the veterinary services and controls at the event.

13.2 **Qualifications:** Shall be a licensed veterinarian. Command of English.

13.3 **Equipment:** Equipment and supplies to treat emergencies, i.e. shock, lacerations, fractures, etc.

(13.4 **Crew:** Race Veterinarians, Veterinarian's Assistants.)

13.5 **Instructions:** The chief vet reports to the RM and shall:

13.5.1 supervise the veterinary services at the event,

13.5.2 act as a race veterinarian himself (see below),

13.5.3 appoint one of his race veterinarians his deputy.

13.5.4 Race veterinarians shall:

13.5.4.1 control certificates for required vaccinations etc,

13.5.4.2 examine any dog on request by an official, advice the RJ's as of its fitness to run the race,

13.5.4.3 examine dogs brought back in the sled basket,

13.5.4.4 perform the required doping tests.

14 TRAIL BOSS

14.1 **Assignment:** Responsible for the lay-out and condition of the trail.

14.2 **Qualifications:** The trail boss shall:

14.2.1 be available before, during and after the race (local resident),

14.2.2 be familiar with the area,

14.2.3 have sled dog racing experience and trail making experience

14.2.4 be familiar with those regulations pertaining the trail,

14.2.5 have acceptable command of English.

14.3 **Equipment:** Snowmobile and means of communications.

Trail packing machines and equipment. Trail markers, safety equipment, boundaries, etc.

14.4 **Crew:** Trail packing crew.

14.5 **Instructions:** The trail boss shall report to the technical committee and Race Organization Committee before the race and to the RM during the race.

14.5.1 plan and lay out the trail subject to the approval of the Race Organizing Committee,

14.5.2 supervise the preparation of the trail,

14.5.3 execute the trail marking according to regulations, and subject to the approval of the RM,

14.5.4 determine where trail checkers/l stewards/observers and radio operators should be located, subject to the approval of the RM,

14.5.5 determine where the police is needed to direct traffic at major road crossings, subject to the approval of the RM and assign at least one trail steward at each such crossing,

14.5.6 provide transport for all trail personnel to and from stations as requested,

14.5.7 provide other transport when requested by the RM.

14.5.8 maintain the trail between heats,

14.5.9 Check entire trail before and after each heat, check trail markers.

14.5.10 Re-pack, drag, repair bad spots, replace markers as necessary.

14.5.11 Report to the RM immediately any newly developed hazards which may require extensive repairs, rerouting, adding extra stewards, delaying / cancellation of the race.

14.5.12 clear the trail after the completion of the race.

TIMING CREW.

15 Chief Timer

15.1 **Assignment:** To be in charge of the timing of the event.

15.2 **Qualifications:** Acceptable command of English.

15.3 **Equipment:** Timing and back-up timing equipment. If electronic timing is used, one set of back-up timing equipment shall be manual.

15.4 **Crew:** Starter, finish timer, timing crew as necessary.

15.5 **Instructions:** The chief timer shall report to the RM and:

15.5.1 at least one and a half hour before the scheduled time of departure of the first starting team each day, synchronize the timing equipment together with the RM, and inform his crew and all key officials of the race time, under no circumstances shall the race time be **ahead** of public official time,

15.5.2 at regular intervals control the functions and accurateness of the timing equipment,

15.5.3 calculate new starting time for "late-starting teams" reported by the starter.

16 FINISH TIMER

16.1 **Assignment:** To record the time each team crosses the finish line and calculate each team's trail time.

16.2 **Qualifications:** Preferably command of English, but at least in a language spoken by the chief timer.

16.3 **Equipment:** Timing equipment.

16.4 **Instructions:** The finish timer shall provide the secretariat with the trail times of the teams and reports to the chief timer.

17 STARTER

17.1 **Assignment:** Start each team at its scheduled time of departure.

17.2 **Qualifications:** Fluent in English.

17.3 **Equipment:** Start clock/watch; Communication means to the chief timer.

17.4 **Instructions:** The starter shall:

17.4.1 count down the minute, 30 seconds, 15 seconds, 10 seconds and the last 5 seconds of each team's start.

17.4.2 declare a team a "late-starting team" according to the race rules and/or time limit as decided by the RM, and inform the chief timer of such teams.

17.4.3 Inform the finish timer in case of an accidentally early start.

18 ANNOUNCER/SPEAKER

18.1 **Assignment:** Man the Public Address (PA) System.

18.2 **Qualifications:** Fluent in English, and preferably other main languages.

18.3 **Equipment:** PA System; Entry lists and résumé's of drivers; Binoculars; Necessary information about food concessions, special events, etc.

18.4 **Instructions:** The Announcer is not in charge of the actual start sequence and time, he shall report to the communications co-ordinator and:

18.4.1 the last hour (60 minutes) before the first start of the day, and in between at regular intervals via the loudspeaker inform on the time,

18.4.2 give priority to official announcements through the PA system,

18.4.3 refrain from using the PA system during the last 30 seconds of a count-down, unless an emergency occurs,

18.4.4 give a brief résumé of each driver as he comes to the chute,

18.4.5 announce the progress of teams along the trail, if such information is available and considered interesting,

18.4.6 announce teams as they start to come in, explain special events as they take place.

18.4.7 Announce commercial messages, like sponsors, etc.

19 ROVING STEWARD

19.1 **Assignment:** To cope with emergencies.

19.2 **Qualifications:** Acceptable command of English and the local language.

19.3 **Equipment:** Snowmobile and means of communication.

19.4 **Instructions:** Shall be available in the holding-starting area during the race. Will be sent out by the RM with instructions should any emergency situation develop and be reported.

RACE SITE CREW

20 RACE SITE CREW FOREMAN.

20.1 **Assignment:** Planning and setting up the race site, and the administration of the race site during the race.

20.2 **Qualifications:** Acceptable command of English.

20.3 **Equipment:** Snow fencing, rope, tools. Equipment for the race site required by other officials.

20.4 Crew:

Communication crew: Communication controller, announcer and radio operators,

Driver's assistants: Sled holders (and handlers),

(Traffic crew: Traffic controller, traffic warden(s), gate keeper(s) and parking attendant(s), Properties custodian.)

20.5 **Instructions:** The race site crew foreman shall report to the Race Organizing Committee and the Technical Committee before the race and to the RM during the race. He shall, subject to the approval of the Committees/RM:

20.5.1 lay out starting and finishing chutes, holding area, musher and spectator parking.

20.5.2 include spaces for timing shack, time posting boards, trail map, official's table, secretariat, trophy display, media, food concessions, toilets, etc.

20.5.3 administer and supervise the tasks of his crews.

21 SLED HOLDER

21.1 **Assignment:** Holding the sled at the starting line. When the starting sequence is finished, assist other site crew to police spectators at the finish line.

21.2 **Qualifications:** Physically fit for the task. Command of a language spoken by the crew foreman.

21.3 **Instructions:** The Sled Holder shall report to the crew foreman, see also Enclosure A.

21.3.1 grab and hold each sled as it comes to the starting line. The brush bow of the sled shall be right on the line,

21.3.2 provided the driver is ready, let go at the "go" count.

22 TRAIL CHECKER/STEWARD

22.1 **Assignment:** Watch for, assist if necessary and check off on the list all teams as they pass on the trail.

22.2 **Qualifications:** Command of a language spoken by the trail judge.

22.3 **Equipment:** Suitable protective clothing.

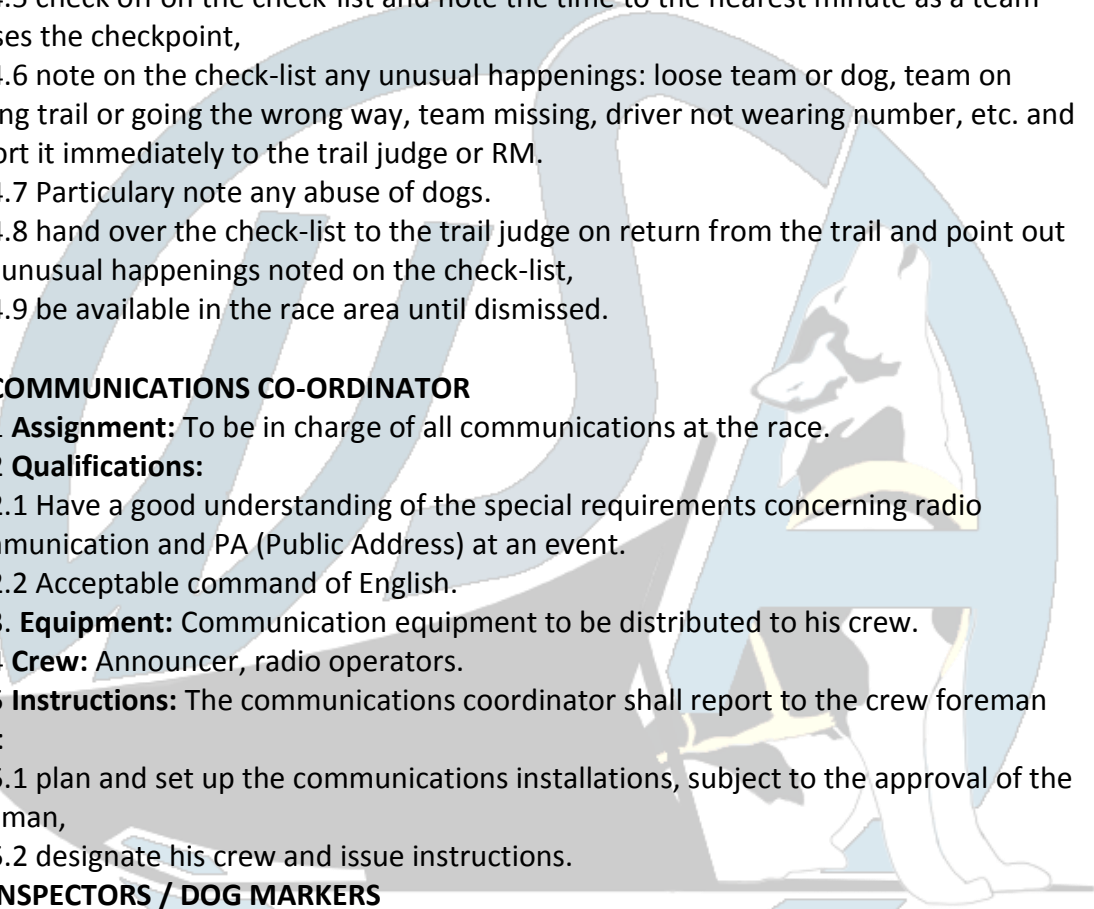
Written instructions and check-list, pen(cil)s and watch.

Long leash or length of rope suitable to tie a possible loose team or dog.

Length of rope suitable for keeping back spectators if necessary.

Means of communication.

22.4 **Instructions:** The trail checker/steward shall report to the trail judge and:

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- 22.4.1 man the station as assigned by the trail judge in a way so he is visible to the drivers but far enough off the trail as to not disturb the dogs,
 - 22.4.2 refrain from communicating with the contestants unless deemed necessary or to answer direct questions from the driver.
 - 22.4.3 Assist passing teams as needed according to the instructions (“How to assist teams on the trail”, Enclosure C) and eventual verbal instructions given by the trail judge, or RM,
 - 22.4.4 identify each driver by his starting number only,
 - 22.4.5 check off on the check-list and note the time to the nearest minute as a team passes the checkpoint,
 - 22.4.6 note on the check-list any unusual happenings: loose team or dog, team on wrong trail or going the wrong way, team missing, driver not wearing number, etc. and report it immediately to the trail judge or RM.
 - 22.4.7 Particularity note any abuse of dogs.
 - 22.4.8 hand over the check-list to the trail judge on return from the trail and point out any unusual happenings noted on the check-list,
 - 22.4.9 be available in the race area until dismissed.

23 COMMUNICATIONS CO-ORDINATOR

- 23.1 **Assignment:** To be in charge of all communications at the race.
- 23.2 **Qualifications:**
 - 23.2.1 Have a good understanding of the special requirements concerning radio communication and PA (Public Address) at an event.
 - 23.2.2 Acceptable command of English.
- 23.3. **Equipment:** Communication equipment to be distributed to his crew.
- 23.4 **Crew:** Announcer, radio operators.
- 23.5 **Instructions:** The communications coordinator shall report to the crew foreman and:
 - 23.5.1 plan and set up the communications installations, subject to the approval of the foreman,
 - 23.5.2 designate his crew and issue instructions.

24 INSPECTORS / DOG MARKERS

- 24.1 **Assignment:** Inspect equipment and marking of dogs for identification.
- 24.2 **Qualifications:** Acceptable command of English.
- 24.3 **Equipment:** Dog marking equipment(scanners).
- 24.4 **Instructions:** The inspectors/dog markers shall report to the RM and:
 - 24.4.1 inform entrants of time and place for marking check dogs,
 - 24.4.2 check the marking of dogs well before the race,
 - 24.4.3 record number of dogs marked and type of marking for each team,
 - 24.4.4 record actual number of dogs leaving with a team,
 - 24.4.5 check against number recorded as marked for that team,
 - 24.4.6 note any dogs dropped in the chute,
 - 24.4.7 negate marking on any dog not used,

24.4.8 when teams come in, check number, condition and markings of dogs. Record that all dogs starting on a team have returned.

24.4.9 report any discrepancies to the RM.

SECRETARY CREW

25 CHIEF OF SECRETARIAT

25.1 **Assignment:** To be in charge of the secretariat of the event.

25.2 **Qualifications:** Acceptable command of English, and preferably other main languages.

25.3 **Equipment:** Computers, printers, copiers, etc. as needed.

25.4 **Crew:** As needed. Among the crew members there shall be personnel fluent in at least English, French and German.

25.5 **Instructions:** The chief of secretariat reports to the RM and the secretariat shall:

25.5.1 before the race: provide necessary information material for the contestants, officials and other information as required.

25.5.2 after the drawing:

25.5.2.1 produce sufficient copies of the starting lists to the contestants, officials, etc.

25.5.2.2 prepare the drivers' packet for each contestant: bibs, starting list, list of officials and other information as required.

25.5.3 during the competition: prepare necessary written material as required by authorized officials,

25.5.4 after each heat, prepare result lists for each class for contestants, officials and media and update the time posting boards,

25.5.5 after the race, provide final result lists, finalized by the RM, in necessary numbers. Until finalized by the RM, all heat and final result lists shall be marked "UNOFFICIAL".

POSSIBLE OTHER ASSIGNMENTS, depending on local circumstances, availability of staff.

26 OBSERVER

26.1 **Assignment:** To be stationed at points along the trail where rules violations are possible and to make note of any unusual happenings.

26.2 **Qualifications etc:** See trail checker/steward.

27 RACE MARSHAL RUNNER

27.1 **Assignment:** Run errands for the RM.

27.2 **Qualifications:** Fluent in English and the local language.

27.3 **Instructions:** The RM runner shall:

27.3.1 be available to the RM throughout the course of the race,

27.3.2 carry out the requests of the RM,

27.3.3 act as liaison between the RM and other officials and contestants.

28 TRAFFIC CONTROLLER

28.1 **Assignment:** In charge of driver and spectator parking.

28.2 **Qualifications:** Acceptable command of English.

28.3 Equipment:

28.3.1 Signs: Road signs to race, "Spectator Parking", "Driver Parking", individual classes and/or individual team number signs. "Officials only", "No Parking", "No Entry", etc. as needed.

28.3.2 Equipment to put signs up.

28.3.3 Ropes or barriers as necessary.

28.4 **Crew:** Traffic wardens, parking attendants and gate keepers as needed.

28.5 **Instructions:** Supervise the traffic control and parking service according to the instructions from the foreman and reports to the crew foreman.

29 RADIO OPERATOR

29.1 **Assignment:** Provide communication during the race.

29.2 **Qualifications:** Fluent in English.

29.3 **Equipment:** Two way radio and clothing to provide protection from the weather.

29.4 **Instructions:** The radio operator shall report to the communications co-ordinator and:

29.4.1 on request, relay information from the official he is designated to,

29.4.2 relay incoming information to the same,

29.4.3 assist his official at emergencies, when and if needed,

29.4.4 refrain from using his radio for other purposes.

30 HANDLER

30.1 **Assignment:** Help teams from the vehicle holding area to the starting line.

30.2 **Qualifications:** Acceptable command of English.

30.3 **Instructions:** Reports to the crew foreman, further see Enclosure B

31 PROPERTIES CUSTODIAN

31.1 **Assignment:** Responsible for the obtaining, storage, distribution and transportation of physical properties needed for the race.

31.2 **Equipment:** As needed.

31.3 **Instructions:** Reports to the Organizing Committee before the race and to the crew foreman during the race. The properties custodian shall:

31.3.1 before and during the race: keep inventory of properties on hand, report to the technical organizer to arrange for what missing/needed, produce properties as needed at the race site from source of supply.

31.3.2 after the race: request properties be returned to one central collection point, transport properties to wherever they are to be stored or next used, return properties rented or on loan to owner.

RACE JUDGE REGULATIONS

RACE JUDGE AND JURY

32 Race Judges are the Rules Enforcing Officers at an event.

33 The Organizing Body of an event shall appoint the necessary number of RJ's to secure a proper rules enforcement.

34 One of the RJ's shall be appointed RM. The RM shall have the ultimate authority, and the ultimate responsibility, at the event.

35 All RJ's are entitled to enforce the Race Regulations according to their discretion, except for a disqualification.

36 The RJ's shall constitute the Jury of the event, with the RM(Chief Judge) as its chairman.

36.1 The Jury shall be summoned by its chairman

36.1.1 when requested by one of its members,

36.1.2 for a hearing,

36.1.3 for reviewing a rules violation which might lead to a disqualification.

36.2 The opinion of the Jury is advisory. After having heard the Jury's opinion, the RM shall issue his decision on the case.

36.3 The Jury decides whether its deliberations shall be held in a closed session or not.

LICENCE

37 RJ's in WSA, and WSA-sanctioned, events should have a Race Judge License, issued by the WSA.

38

38.1 A RJ License can either be issued as a General License, covering all types of Races, or as a Special License, covering only special styles or classes.

38.2 A RJ License can, under special circumstances, be issued for a limited period of time.

38.3 In order to obtain a RJ License, the applicant shall prove to the satisfaction of the WSA that he has the necessary knowledge of race organization and the enforcement of the Race Regulations, and should prove that he has an acceptable command of the official WSA language, either by

38.3.1 attending a RJ seminar and complete the apprenticeship, or

38.3.2 upon an individual application.

The WSA will consider individual applications at its discretion.

39

39.1 The WSA can decide the conditions for maintaining a RJ License.

39.2 The WSA can, for just cause, withdraw a license, or require the holder to pass a new test, in order to maintain a license.

RACE JUDGE EDUCATION

40 WSA Race Judge Seminars should be held on a regular basis.

41 The Seminars shall educate the attendants in

41.1 technical organization of a race,
41.2 rules and rules enforcement,
41.3 equipment requirements.

42 The seminars shall be concluded with a written exam which may be held in the official WSA language.

43

43.1 After having passed the exam with a satisfactory result, and after having served as an assistant RM in two different sanctioned races, under two different RM's, and upon recommendation from said RM's, one may apply for a RJ license.

43.2 The WSA may also, at its discretion, request opinions from other instances before making a decision on granting an applicant a license.

RACE JUDGE COMMITTEE

44 An WSA Race Judge Committee shall be appointed by the Board of Directors. The Sports-Director of WSA is automatically a member of said committee, and shall serve as ist secretary. The other members of the committee should have a Race Judge License.

45 The RJ Committee shall

45.1 review applications for RJ Licenses, and give its recommendations to the Board of Directors.

45.2 review RJ reports and driver reports, and at the end of the season submit a final report to the Board of Directors.

As a result of its findings, the RJ Committee may recommend appropriate measurements such as future withdrawl of sanctioning, penal investigation, suspension of RJ License, etc.

**Enclosure A.
SLED HOLDERS**

(See Officials Regulations § 21)

Officials who hold the sled at the starting line and police spectators at the finish line.

Qualifications: Strengh and alertness.

Chain of Command: Appointed by the Race Marshal and responsible to him.

Position: Two men, one on each side of the starting chute. If the teams are big, four men, two on each side of the chute.

Duties:

Starting line:

- Grab each sled as it comes to the starting line. The Brush bow of the sled should be right on the line.
- Hold sled by its stanchions, dig heels into snow and hang on!

- At the “go” count, let go - provided the driver is ready.
- Be sure not to let go before the count - (it has happened!)

Finish Line:

- As teams start to come in, keep spectators and families back from the finish line.
- Keep spectators and handlers of teams not coming in out of a wide lane between the finish line and the trucks. If this lane becomes full of people, teams will slow down before they cross the line and someone may get knocked over. Handlers and families of teams still out are often worst offenders.
- Keep teams that have crossed the line moving on toward their trucks or inspection area.

Enclosure B. HANDLERS

(See Officials Regulations § 30)

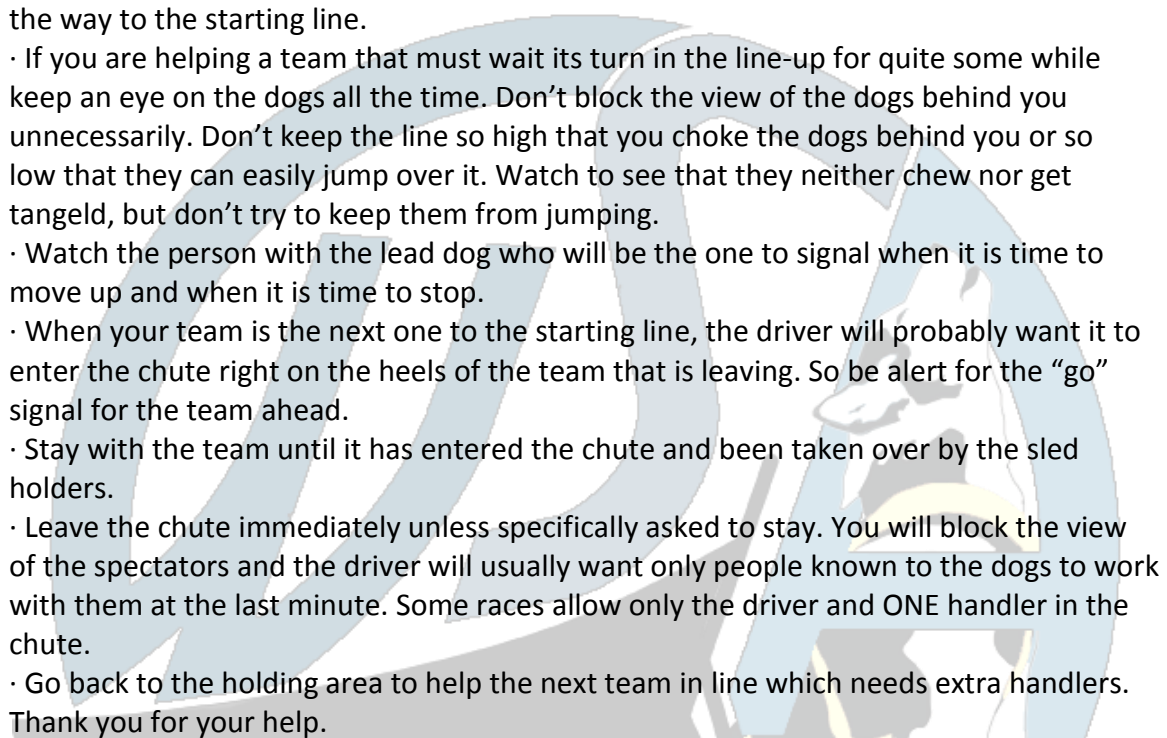
People to help teams from their trucks to the starting line.

Qualifications: Strength and familiarity with dogs.

Chain of Command: Appointed by the race marshal and responsible to him.

Duties: If enough handlers are available, work in teams of two or more.

- When starting time nears, go to the driver of the first entry and ask if he needs help getting to the starting line.
- If so, station yourselves between the pairs of dogs. The driver may tell you where he wants you. He may wish one of you on the sled. The driver or the team’s regular handler will probably prefer to be with the lead dog.
- The driver may ask you to hold the lines or harnesses at the time to keep the dogs from jumping over the topline (Centre line) and getting tangled. If so, keep the dog out horizontally from the topline, but don’t try to prevent him from jumping up and down.
- If the driver gives no instructions at this time, stand by quietly. Watch for possible fights brewing, dogs chewing lines or harnesses or trying to slip a harness. In case of chewing or slipping a harness, stop it immediately. In case of growling, inform the driver. Don’t mind a leg over a line or a dog on the wrong side of the topline.
- Be sure not to carry chains, wave arms, shout or do anything else to scare the dogs or upset the driver. Remember that both dogs and the driver are extremely keyed up at this point.
- When the driver is ready to go, grab the main topline close to the hind ends of the forward pair of dogs and as far as possible from the face of the following pair. The dogs like to see where they are going. If a dog has a foot over a line now is the time to straighten him out quietly.

- 
- Hold the dogs back as the team progresses towards the line. They don't have to walk; just be kept under control.
 - If you are on the sled, on signal from the driver release it from its tie-down. Ride the sled with the brake partially on, so as to put some drag on the line. But never put so much drag on it - particularly over rough ground - so as to tear the brake off!
 - If you come to a place where there is no snow, get off the sled and lift it over the bare spot. Runners are ruined if they drag over dirt or pavement. If the holding area is completely bare, one person on each side of the sled will be necessary to carry it all the way to the starting line.
 - If you are helping a team that must wait its turn in the line-up for quite some while keep an eye on the dogs all the time. Don't block the view of the dogs behind you unnecessarily. Don't keep the line so high that you choke the dogs behind you or so low that they can easily jump over it. Watch to see that they neither chew nor get tangled, but don't try to keep them from jumping.
 - Watch the person with the lead dog who will be the one to signal when it is time to move up and when it is time to stop.
 - When your team is the next one to the starting line, the driver will probably want it to enter the chute right on the heels of the team that is leaving. So be alert for the "go" signal for the team ahead.
 - Stay with the team until it has entered the chute and been taken over by the sled holders.
 - Leave the chute immediately unless specifically asked to stay. You will block the view of the spectators and the driver will usually want only people known to the dogs to work with them at the last minute. Some races allow only the driver and ONE handler in the chute.
 - Go back to the holding area to help the next team in line which needs extra handlers. Thank you for your help.

Enclosure C.

HOW TO ASSIST TEAMS ON THE TRAIL

(Guide-lines for Trail Stewards, see Officials Regulations § 22)

These instructions are to be used by all of you stationed on the trail in an official capacity. They are to be used in addition to your regular instructions.

Blocking a trail:

If you are stationed at the junction of two or more trails, stand and place your snowmobile, if you have one, in the trail that the team is not to take. If the trail you are blocking is so wide that you cannot cover it, stand on the side that the team will be coming from. The trail that the team is to take must be kept clear.

Trail Markers:

- * The trail will be marked with red and blue markers. Blue means straight ahead. Read on the right side of the trail means turn right. Red on the left side means turn left.
- * If more than one class is using the same trail and they do not go the same way, the class number or letter should be shown on the marker. These markers should be sufficient to tell the driver where he should go. **However:**

Giving Directions:

- * If there may be any questions as to which trail a team is to take, and if you have been asked to direct teams, this how to do it. Well before a team reaches you, point out to the driver the trail that the team is to take. Hold your arm in position until the dogs have gone by. Any movement of your arm close to the dogs may scare them and cause trouble.
- * If you are to direct two or more classes, be sure you know which way each class is to go. Be alert for when one class ends and the next ones begins. If you are at the junction of two or more trails where different classes go different ways, be sure to change your position to block the unused trail for that class.
- * If there is any possibility of two classes becoming mixed up, don't identify a team by the number of dogs. Teams in two classes can be running the same number. Instead, identify the driver and his team (and thus his category) by checking the bib number. To direct a team down the wrong trail is inexcusable.

Spectators:

- * If spectators are at your station, you must keep them out of the way. They should be kept well back from the used trail. At a junction of two or more trails, they will usually be happy to help block the unused trail.
- * Be on the lookout for people with cameras. They often think they are privileged to jump in the middle of the trail to get a better shot - just as the lead dog approaches. Flashbulbs are absolutely forbidden.
- * If you are at a place with many spectators, they will crowd into the trail to get a better look at the approaching team. But when they can see a team, the lead dog of that team can also see them. To him it looks as if he must run into a solid wall of people. No matter how far away he is, he will slow down. This situation is frustrating to a driver, particularly towards the end of a race. Spectators may have to be kept away with a long rope. If you explain the reason, they will usually even hold the rope for you.
- * If a team stops at your station for minor adjustment, request that spectators, particularly children, do not touch the dogs.
- * Any time a team is in an emergency situation, spectators are encouraged to help under the driver's or your instructions.

Assistance: Emergency Situation

- * Here are some of the most common emergencies: a team comes along with the driver dragging or a dog dragging; a team can be in a terrible tangle; a team can have lost its

driver or one or more dogs did get loose; the dogs can be fighting.

* Any time a dog or the driver is in danger of being hurt, the team is considered unmanageable and the rules encourage anyone to assist the team in any way. This assistance will not penalize the driver.

* If the driver is with the team and able to give instructions, ask him if he wants help and what he wants you to do. You may hold lines, untangle dogs or anything else until the dogs and driver are out of danger. After the physical danger has passed, then you may only hold the sled while the driver straightens minor tangles or changes positions of dogs.

* If the driver is not present or not in condition to give instructions, then you must act on your own. The first thing is to stop the team. Slow it down by jumping in the middle of the trail holding your arms out. Try to grab the harness or line attached to the leader. If someone else is with you, instruct him to get the sled as quickly as possible and stand on the brake. Try to keep the team strung out so that it doesn't get in a big tangle.

* After the team is stopped, get the sled tied down as quickly as possible. Don't trust the snow hook in the snow if something strong is available to tie on to. Untangle any dogs that are down or badly tangled. Leave minor tangles for the musher to take care of when he catches up with the team. While you are doing all of this, say "whoa" or "stay" quietly to the dogs to calm them down. Shouting is to be avoided.

* In case of a single dog being loose, try to stop and catch it and then tie it. Talk quietly.

Assistance: Non-emergency Situation

* If a team comes along with neither dogs nor driver in danger but the driver wishes to undo a minor tangle or change position of a dog, he may request that you hold the sled with the brake on. He will not be penalized for this help.

* When no one is in danger, outside help is limited to holding the sled, and the driver is the only one to work with the dogs.

* If the lead dog of a team makes a wrong turn, the driver may request that you hold the sled with the brake on while he manoeuvres the team back on the proper trail. If in order to get on the proper trail the sled must move a short distance, partially release the brake so that the sled will move but the team will be strung out. Stay with the sled until the driver tells you to let go. The driver will not be penalized for this assistance.

* If a team comes along and does not need assistance, stand quietly at the side of the trail as it passes by.

Thank you for your help.