

ALPINE COMMITTEE

Roles and Responsibilities 2018

<p>Joint Chairmen</p> <p>Lloyd Jenkins & Bryan Thomas</p>	<ul style="list-style-type: none"> To chair the meetings To act as the SSE link to BSS To report on the Talent Pathway and the Alpine Speed and Telemark committee To attend Board meetings as required by the Board To provide overall lead on strategy for all SSE race events to ensure the committee moves forward and delivers what is needed. Reporting to the Board All meetings to be 10 -15 days before SSE Board if possible and report added to agenda
<p>Secretary</p> <p>Mary Calvert</p>	<ul style="list-style-type: none"> To formulate and circulate an agenda prior to each meeting To ensure that all meetings are minuted To ensure that minutes are approved by the committee and sent to the SSE board within 21 days of the meeting To provide SSE Communications Lead and Operations Manager with summary of minutes once published highlighting key points
<p>Finance Designate</p> <p>David Eaves</p>	<ul style="list-style-type: none"> To assist with the preparation of the Alpine budgets for approval by the SSE board (by the end of October each year) To monitor the approval and control of income and expenditure To prepare management reports on income and expenditure for the Alpine Committee
<p>Technical</p> <p>David Manns</p>	<ul style="list-style-type: none"> To communicate and work with the TD forum To publish and ensure that the Race Manual is updated for use by those involved in race organisation, in conjunction with TD Forum To coordinate the iBarts, oBarts and BASS seeding lists
<p>Officials Training</p> <p>Andrew Hjort</p>	<ul style="list-style-type: none"> To administer the recruitment, training and registration of race officials to ensure continuity of a supply of volunteers To develop training resources accordingly
<p>Snow events</p> <p>Lloyd Jenkins</p>	<ul style="list-style-type: none"> To lead on snow events calendar structure
<p>Artificial surface events</p> <p>Nigel Vincent</p>	<ul style="list-style-type: none"> To be the lead for the organisation and running of events on artificial surfaces including Landgraaf To lead on artificial surface events calendar structure
<p>Regional Representatives</p> <p>1) Mike Frith 2) David Chapman</p>	<ul style="list-style-type: none"> To communicate with regions and clubs and include them in decision making feedback when required To act as a conduit for liaison with SSE Regions – particularly those which have less activity

These roles are not full members of the committee but attend as needed and/or to represent other bodies.

<p>Race Secretary for Alpine Championships</p> <p>Andrea Grant</p>	<ul style="list-style-type: none"> To provide a link between the Race Organising Committee for the English Alpine Championships and the Alpine Committee
<p>Alpine Squad Committee Representative</p> <p>Chris Shelley</p>	<ul style="list-style-type: none"> In attendance – link with Alpine Squad Committee
<p>Athletes' Representative</p> <p>Dry Slope Ambassadors</p>	<ul style="list-style-type: none"> To act as a conduit for liaison with athletes (both to and from the Committee)
<p>Coaching</p> <p>Paul Telling</p>	<ul style="list-style-type: none"> To liaise with the Coaching Committee (and coaches) ensuring they are included in decision making feedback when required
<p>Coordination of Summer Race Calendar</p> <p>Karen Conde</p>	<ul style="list-style-type: none"> To coordinate and publish the summer events calendar including regional events To liaise with Regions and Clubs to formulate the Events calendar
<p>Course Setting</p> <p>Simon Bannister</p>	<ul style="list-style-type: none"> To maintain the course setters' policy and training To review submissions from coaches for inclusion on the course setters list.
<p>Equipment</p> <p>Pending</p>	<ul style="list-style-type: none"> To take responsibility for race equipment purchased by Snowsport England To manage and track all race equipment To prepare and recommend a plan for replacement of race equipment as required
<p>SSE Office Representatives</p>	<ul style="list-style-type: none"> Link with SSE communications Will Watkiss

Outline Terms of Reference

- To develop and support the SSE Strategy for Alpine racing
- To provide and develop technical support for Alpine racing
- To organise and administer SSE Alpine ski racing events on snow and artificial slopes
- To support other Snowsport England alpine events such as training on snow and artificial slopes as appropriate
- To set and manage the SSE Alpine budget
- To develop participation in these events
- To develop a clear pathway for athletes to progress from grass roots to BSS
- To liaise with Regions and Clubs as needed for the running of their events
- To recruit and allocate officials and other volunteers to events
- All members must be signed up to the SSE Code of Conduct

A register of officials should be kept by the SSE office – and race secretaries should be asked to submit their list of officials after each race so that the list can be kept up to date.

An equipment inventory should be maintained by the SSE office – but the equipment officer will be responsible for ensuring that the necessary equipment is available at events.

Events such as race training days may be organised by this committee – but they will need to be delivered by coaching staff.

Support required from SSE Office

- Communications support
- It is hoped that in due course the routine management reporting of the accounts using SAGE can be transferred to the SSE office.
- Administration support for management of training records, database management and course setters list