



WhatsApp Guidelines for NZ FIS, National Points and Junior Interfield Races

These guidelines serve to outline the best practices for the use of WhatsApp at a Snow Sports NZ calendared alpine events to support the local organising committee (LOC) to communicate with the coaches throughout a race event or series.

Before the Race

- The ROC should appoint one person to be responsible to setting up and updating the chat. This would typically be the race secretary.
- Create the group, naming the group for your specific event, add a description 'Official LOC communications during x event 2022.'
- Edit the settings so that only admins can edit group info
- All participants will be able to send messages.
- Add: Technical Delegate, Chief of race, Referee, Chief of course, Chief of gates, Volunteer coordinator, Start ref, Finish ref, Timer, Assistant timer, Media coordinator
- Once registration is closed and the race secretary has received the entries you will know which teams will be representing the athletes. Message the head coach of each team and get the names and contact details of each coach/staff member attending.
- Send a reminder of the time and location of the team captains meeting. Option to drop a pin or map.
- Have a printed QR code to opt in at team captains if they are not already on the list.
- At the TCM, double check you have everyone added.
- A .pdf of the programs on the official FIS form should be available printed at TCM but also added to the WhatsApp.
- Printed start list should be available at TCM but also added to the WhatsApp.
- Medical plan should be printed and in the WhatsApp.
- Weather forecast printed and in the WhatsApp.
- Please Note: you can only view messages after you are added to the chat, so wait until you are sure all parties are added before you send any important information.

On the day of the race.

- A mountain status update can be sent out if a weather call is made early.
- The live timing link will be shared and a brief instruction on how to use it.
- Unless there are unforeseen and necessary changes, the race will now run as programmed. All race comms should be made on radio.
- At the end of the first run, the referees report must be completed and posted on the notice board and announced on a PA. And a clear picture sent on the WhatsApp. Any protest must be made in person at the timing hut.
- Second run start lists will be distributed in paper to the gate judges and officials and on the WhatsApp to the coaches.
- At the end of run 2 the same referee report protocol will be followed.
- Unofficial results are displayed on the live timing. But if not, these should be sent out on WhatsApp and put on the notice board or display.
- The time of prizegiving should be as programmed. This can be confirmed over the PA and sent out of the WhatsApp group. The time and location of the next team captains meeting should be confirmed.