



RACE ADMINISTRATION - ALPINE 2018-2019

STUDY GUIDE SECTION 2: Event Administration

This portion of the Race Administration Study Guide contains 113 pages. Pages 28-113 are forms commonly used by the Race Administrator and may be duplicates of forms found in Section 1 – Race Result Software. U.S. Ski & Snowboard memberships are processed online so this presentation does not include a U.S. Ski & Snowboard Membership form. To eliminate printing of forms, set your printer to only print pages 1-27.

This Study Guide is intended as an educational and review aid for individuals interested in alpine officiating. Downloading, printing and reading the Study Guide must not be substituted for actual attendance at a U.S. Ski & Snowboard-approved Clinic or used as a replacement for actual instruction at any U.S. Ski & Snowboard-approved Clinic. The Study Guide is not intended as a replacement for taking notes for use during an open-book examination at any U.S. Ski & Snowboard-approved Clinic.

REFERENCE PUBLICATIONS:

1. U.S. Ski & Snowboard Alpine Competition Regulations (ACR)
2. ACR Precisions, if published
3. ICR of the FIS, Online Edition
4. ICR Precisions, if published
5. Rules of the FIS Points
6. U.S. Ski & Snowboard Alpine Officials' Manual

***NOTE:** ACR mirrors, when possible, ICR numbering. U.S. Ski & Snowboard exceptions have a “U” preceding the rule number; the “U” is a part of the number.

CERTIFICATION EXAMINATION:

Race Administration Certification Examination will be available at U.S. Ski & Snowboard-approved Alpine Officials’ Clinics. Allowed time limit is 1.5 hours. The examination is open book and, unless an exception is granted by the respective AO Chair, it must be administered only at scheduled Clinics. It is NOT A TAKE HOME EXAM! Allowing use of computers in order to complete calculations or “search” rule books is strongly discouraged. Completed examinations must be retained by the Clinic examiners; they are not returned to the individuals taking them. Please refer to Regional/Divisional publications for schedules.

If you have problems with this Study Guide or have suggestions for improvements, please contact the Chair of the Alpine Officials’ Education Working Group. Thank you.

Alpine Officials’ Education Working Group Chair: Lucy Schram [aoewgchair@gmail.com]

Due to requirements for preparation of accurate event documentation (these are all legal documents), it is strongly recommended that the Race Administrator not also assume the duties and event-related responsibilities of the Chief of Timing and Calculations.

U.S. SKI & SNOWBOARD

RACE ADMINISTRATION - ALPINE

2018-2019

REFERENCE DOCUMENTS:

There is much information available to us - no one can possibly know it all. What we SHOULD know is WHERE to find it. Many of the sections of this Study Guide require research by the user. This research will aid in the ability to understand the layout of the applicable rule books and publications and will reinforce their content.

With the exception of the U.S. Ski & Snowboard Membership Application which is processed online, the following reference items can be found at the end of this Study Guide and are placed in the order in which they are referenced. Document numbering is not sequential because it agrees with document numbering in the updated "Master Packet of Forms" (MPF) which can be found on the U.S. Ski & Snowboard website. It is suggested that forms be printed for easy reference while using the Study Guide.

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I. ORGANIZATION OF AN EVENT

A *discipline* is a sport and is comprised of one or several *events*. For example, Cross Country Skiing, Snowboard and Alpine Ski Racing are *disciplines*, whereas, Downhill, Super G, Giant Slalom, Slalom, Alpine Combined, Kombi and Parallel are *events*.

A. Organizing Committee (OC) consists of those members (physical or legal) who are delegated by the Organizer. It carries out the rights, duties and obligations of the Organizer. [600, AOM Chapter IV - Race Organization]

1. Appointed by race organizers

2. Its concern is limited to non-technical aspects
3. Essential members of committee for any size event
 - a. Chairman
(Chief of Race [601.3.1] The Chief of Race directs and controls the work of all officials; is Chair of OC at lower-level events, acts as Chairman of Team Captains' Meeting; acts as liaison between Organizing Committee and other event-related areas.)
 - b. Secretary (may or may not be the Race Secretary)
 - c. Chief of Race
 - d. Others, as needed
4. Upon appointment: Technical Delegate, Referee, Assistant Referee* (speed events only) and Forerunners

**Assistant Referee may be assigned for U.S. Ski & Snowboard technical events for training purposes only. They participate with the Jury but are not members of Organizing Committee and have no voice/vote in Jury meetings; their names do not appear on official documents. If required to control both courses, an Assistant Referee may be appointed for a Parallel event.*

5. Other appointments usually made by Organizing Committee:
 - a. Chief of Course [601.3.2]
 - b. Start Referee [601.3.3]
 - c. Finish Referee [601.3.4]
 - d. Chief Gate Judge [601.3.5]
 - e. Chief of Timing and Calculations [601.3.6] Supervises, documents and enforces quality control of timing operation. With the exception of lower-level non-scored events, (e.g. YSL), where staffing issues may require it, the Chief of Timing and Calculations should not also be the individual operating the electronic timing equipment or the timing/race result software.
 - f. Race Secretary [601.3.7]
 - g. Others as appropriate [601.3.8 - .3.9.4]

B. The Jury [601.4, AOM, Chapter IV]

1. Technical Delegate (TD)
2. Referee (RF)
3. Assistant Referee (speed events only) *
4. Chief of Race (CR)

NOTE: U.S. SKI & SNOWBOARD-SANCTIONED NON-FIS EVENTS: Jury members, Jury Advisors (Start & Finish Referees), Chief of Course, Course Setters, Chief of Timing & Calculation and Race Administrator must be **current** U.S. Ski & Snowboard Coach or Official members; they must have certification appropriate for their positions and must have attended a Continuing Education Clinic (Update) within the last two seasons. Forerunners must have a current U.S. Ski & Snowboard membership: e.g.: Competitor, Master, non-scored Student, U.S. Ski & Snowboard General Membership or Short Term Athlete Membership. Competitors must have an appropriate, current competitor's U.S. Ski & Snowboard Membership. ***Qualified members of foreign federations recognized by FIS must hold a valid U.S. Ski & Snowboard membership in order to take part in any capacity at a U.S. Ski & Snowboard-sanctioned non-FIS event.*** [203.2]

U.S. Ski & Snowboard Coach or Official members whose membership status is “PENDING”, have not completed membership requirements, e.g. SafeSport training, background screening and/or Fast Start Coaching Course. *U.S. Ski & Snowboard coaches must be current U.S. Ski & Snowboard Coach Members in order to serve in any capacity at any U.S. Ski & Snowboard-sanctioned event; e.g. on-hill coaching.* **Failure to comply with membership requirements will invalidate event liability insurance.**

“Jury Advisor” is a U.S. Ski & Snowboard distinction used to recognize two officials who, with the exception of high-level events such as World Championships and Olympic Winter Games, are not voting members of the Jury but who have the duty to supervise a necessary portion of the race arena. At high-level events such as World Championships and Olympic Winter Games, the Start Referee and the Finish Referee are members of the Jury and do have a vote.

The Start Referee is authorized to allow provisional starts for delayed competitors in cases of *force majeure* but defers to the Jury in cases of doubt. Both Jury Advisors notify the Jury when situations arise that may require provisional reruns and, report violations of rules that may result in sanctions.

Many events – mostly DH and SG, also have at least two Team Captains who have been designated as Connection Coaches: “Eyes of the Jury”; these “Eyes of the Jury” are not to be confused with the Start and Finish Referees.

NOTE: Online membership application and membership renewal can be processed on-site. However, new coach/official memberships as well as one-half of current/renewing coach/official memberships require background screening; *all coach/official memberships require SafeSport training.* Background screening for new members or for those whose screening requires updating, may take up to two weeks so on-site memberships for these coaches/officials cannot be processed in a timely manner, and they must not be appointed or allowed to serve in any capacity that requires current membership.

In addition to current membership requirements, appropriate Alpine Official certification is required for many key positions and cannot be completed on-site without the approval of the official’s Division Alpine Officials’ Chair.

II. MISCELLANEOUS ITEMS:

A. Events are conducted by current rules of U.S. Ski & Snowboard Alpine Competition Regulations, (ACR), for U.S. Ski & Snowboard events and the FIS ICR for FIS events. U.S. Ski & Snowboard rules are available in the current Alpine Competition Guide and at usskiandsnowboard.org. FIS rules are available at fis-ski.com or through the link on the U.S. Ski & Snowboard website.

B. Terminology you need to know:

The following terms will be referred to many times in this Study Guide and are an important part of ski racing. These terms only apply to **scored** events.

1. **Seed Points** - a numerical indicator of a competitor's individual ranking with other competitors
2. **Race Points** - a numerical indicator showing the relationship between a competitor and the winner of that specific race
3. **Penalty** - numerical indicator that equalizes same type of events; different methods of calculation for U.S. Ski & Snowboard and FIS

C. Conversions (**Refer to #65. All You Ever Wanted to Know...About Conversions**)

Race results require temperatures in Celsius and measurements in Meters. If your race result software does not automatically make these required conversions, this table will give you the required formulas. The conversion chart also contains other helpful formulas such as: points per second, racer’s speed on course, etc.

III. TIMETABLE FOR RACE ADMINISTRATORS [AOM, Chapter IV, and Chapter V – The Secretariat] **(Refer to Schedule Agreement - Sample; 5 pages)**

- A.** Schedule Agreements are filed online with U.S. Ski & Snowboard, but it is necessary to verify that one has been properly filed and includes the name of the ski area, its location and the name of the event as the information will appear on the official documentation. It is also necessary to verify that the correct fee has been submitted.

A properly executed Schedule Agreement (Sanction Agreement) is verification that the Organizing Committee has valid U.S. Ski & Snowboard insurance coverage for the event. Some events may require additional coverage; and the Technical Delegate may request a copy of the applicable Certificate of Insurance.

- B.** Verify that basic tools such as race result software, rule books and official forms have been updated for the current season. *These tools are updated every season; do not use last season's tools!*
- C.** Verify that current U.S. Ski & Snowboard National and/or FIS Points List (seed lists) will be available for your use. U.S. Ski & Snowboard National Points Lists and FIS Points Lists are only available electronically. Both U.S. Ski & Snowboard National and FIS Points Lists that have been formatted for use with race result software are available on the U.S. Ski & Snowboard website. *Start Lists are prepared using the Points List that is valid on the day of the actual event not the day of the Team Captains' Meeting.*

The U.S. Ski & Snowboard National and FIS Points Lists found on the U.S. Ski & Snowboard website can be accessed and downloaded through a function in U.S. Ski & Snowboard-approved software. *The FIS Points List located on the FIS websites, although capable of being downloaded into the software is not formatted for this purpose and may eliminate the link between a competitor's U.S. Ski & Snowboard data and FIS data. Competitors' names/data for U.S. Ski & Snowboard FIS events must be verified against and must agree with competitors' names/data on the FIS website version of the Points List.*

The FIS List is available for viewing at fis-ski.com. FIS data, as provided by the FIS websites, is the **only** “official” version.

- D.** Race Announcement and/or Fact Sheet. Informational sheets, commonly called “fact sheets” must be made available for eligible competitors well in advance of the event; 5 to 6 weeks is the suggested time frame. **(Refer to #9 Event Announcement)** The fact sheet/race announcement contains all the information a club, coach or competitor needs in order to enter an event and it should preferably be posted on an easily identifiable source: website or club emailing. Program information depends on the level of the event; this reference item is a suggested format.
- E.** The Race Administrator works closely with Chief of Race. Good communication with visiting officials is an asset and in the case of the Technical Delegate, is mandatory. **(Refer to #11. Advance Event Information)**. It is important that all officials coordinate their efforts so required materials, supplies and equipment are available.
- F.** Inasmuch as U.S. Ski & Snowboard competitor memberships may not be considered valid until processed by U.S. Ski & Snowboard, an organizer may choose to not accept/process on-site memberships. *This fact should be noted on all versions (electronic or paper), of the Race Announcement/Program.*

- G. Changes, postponements and/or cancellations of an event need to be immediately communicated to U.S. Ski & Snowboard Competition Services as well as to your Regional/Divisional office. For a FIS event, U.S. Ski & Snowboard Competition Services will, after receiving your notice, contact the FIS Office.
- H. Upper-level events (Continental Cups - Nor-Am, World Cups, etc.) have additional rules, which are available at fis-ski.com or through the link on the U.S. Ski & Snowboard website. Rules for these events may undergo changes every season.

IV. DUTIES BEFORE EVENT - [212, 213, 214, 2019 U.S. Ski & Snowboard Alpine Competition Guide]

Master copies of all necessary forms for both FIS and U.S. Ski & Snowboard events are available on the applicable U.S. Ski & Snowboard/FIS websites. (FIS forms in the MPF posted on the U.S. Ski & Snowboard website are in a user-friendly “doc” format.)

- A. It is important that you develop an event document filing system and keep it as consistent as possible. This will provide a built-in check and helps minimize errors.
- B. It is important that you fully understand the qualifications for your event. Are there:
1. Gender requirements
 2. Age requirements
 3. Minimum points requirements
 4. Quotas
- C. Competitor Membership Requirements are a major concern. **[203]** U.S. Ski & Snowboard requires that competitors have current appropriate U.S. Ski & Snowboard memberships for *all* U.S. Ski & Snowboard-sanctioned events: e.g. Competitor, Masters, non-scored Student, Short Term Athlete Membership. *It is imperative membership status for all participants – competitors, forerunners, coaches and officials – be confirmed prior to the first Team Captains’ Meeting.*

EXCEPTION: A limited number of U.S. Ski & Snowboard non-FIS events – CAN-AM’S – allow Canadian competitors to compete without obtaining a U.S. Ski & Snowboard competitor’s membership. This exception does not apply to the coaches accompanying these competitors and wanting to serve as Jury members or Course Setters; they may, however function in the capacity of their team’s coach without obtaining a U.S. Ski & Snowboard Coach membership.

The Race Administrator is responsible for verifying competitors’ U.S. Ski & Snowboard memberships. If a competitor does not have a current membership, online application is available. Process for U.S. Ski & Snowboard Membership Applications:

- Registration must be submitted only by those 18 & older; membership for those under 18 must be submitted by a parent/legal guardian
- Primary medical/accident insurance information must be submitted
- SafeSport training must be completed
- Non-certified Coaches must review and complete “Fast Start Coaching Course”
- U.S. Ski & Snowboard’s “Assumption of Risk and Release of Liability” must be reviewed and accepted
- U.S. Ski & Snowboard’s “Concussion Policy” must be reviewed and accepted
- U.S. Ski & Snowboard’s “Child Protection Safe Sport Guidelines” must be reviewed and accepted

- Upon acceptance of the application by U.S. Ski & Snowboard, individuals whose membership application requires completion of SafeSport training, background screening and/or Fast Start Coaching Course will either be directed to a link or will be sent email notification to initiate the required process
- If SafeSport training and/or background screening is not completed within the deadline, membership application will be deactivated
- U.S. Ski & Snowboard staff, new member-coaches and new member-officials are required to complete SafeSport training and background screening prior to membership acceptance by U.S. Ski & Snowboard, and at this time screening needs to be updated every second season.
- Approximate background screening approval turnaround for those residing in the U.S. for 7 years or more can take as long as 2-3 weeks; turnaround for foreign coaches and officials or for those who have lived abroad can take several months.

In order to secure members personal information, some Member Tools require login access.

“Chat Support” is available for online membership registration assistance.

NOTE: *Allowing an individual to compete without a current competitor’s membership will invalidate the event liability insurance and may result in the event not being accepted for scoring.*

D. Competitors who do not appear on current U.S. Ski & Snowboard lists are seeded with 999.99 points regardless of their points and status the previous year.

NOTE: 999.99 is a U.S. Ski & Snowboard designation for competitors who have not earned U.S. Ski & Snowboard Points; FIS Points are calculated to 999.00.

E. SAFESPORT TRAINING

U.S. Federal Law requires adults who have frequent contact with, or who are in positions of authority over athletes, must receive consistent education on prevention and reporting of all allegations of sexual misconduct, bullying, hazing and abuse of all forms. This impacts all U.S. Ski & Snowboard member clubs, coaches, officials and Club Volunteer members.

The initial training is required every two years with a refresher course in between. If you have completed SafeSport training within the past season (17-18) with another organization, you may submit your certificates to Member Services by email to membership@usskiandsnowboard.org.

U.S. Ski & Snowboard membership is required prior to initiating SafeSport training. After membership application/renewal is completed, you will receive email notification containing instructions and a time limit for completion of training. Failure to complete training prior to deadline will result in membership being inactivated.

Basic instructions for SafeSport training are:

- Follow link above your “MY ACCOUNT” page or go to safesport.org and create an account
- Affiliate account with U.S. Ski & Snowboard and enter your 7-digit membership number
- Choose the learning dashboard under your name (on left) and begin the course
- Complete each module of the course; all three modules must be completed to earn certificates

Due to length of course, you may choose to complete one module at a time. You may log in and out at your convenience.

F. U.S. SKI & SNOWBOARD NON-SCORED STUDENT MEMBERSHIPS

U.S. Ski & Snowboard has reintroduced a “non-scored Student membership”. The membership is

designed for students 14-24, prior to Dec. 31 and is primarily for interscholastic and intercollegiate racing. This membership provides access to all levels of U.S. Ski & Snowboard scored and non-scored competitions at the local, divisional, regional and national level. However, as the name implies it does not include access to the U.S. Ski & Snowboard National Points List.

- G. U.S. SKI & SNOWBOARD SHORT TERM ATHLETE MEMBERSHIPS:** Two separate Short Term Athlete Memberships per season are available with per-day pricing. This allows new members the opportunity to try individual or multiple events/disciplines without having to purchase a full competitor membership.

Alpine Short Term Athlete Memberships are available for the following: U12 & under (Youth), U14 & older and Masters U21 & over.

Short Term Athlete Memberships are not available for participation as a Coach, Official or Club Volunteer.

H. U.S. SKI & SNOWBOARD'S CONCUSSION POLICY

Any U.S. Ski & Snowboard member – including those with the U.S. Ski & Snowboard non-scored Student Membership, General Membership and Short Term Athlete Membership – suspected of having sustained a concussion must be removed immediately from participation in U.S. Ski & Snowboard sporting events (e.g. sanctioned training, practice, camps, competitions or tryouts), by the Technical Delegate or U.S. Ski & Snowboard member coach overseeing such sporting events. The athlete will be prohibited from further participation until evaluated and cleared in writing to resume participation in U.S. Ski & Snowboard sporting events by a qualified health care provider trained in the evaluation and management of concussive head injuries. The health care professional must certify to U.S. Ski & Snowboard in the clearance letter that he/she has successfully completed a continuing education course in the evaluation and management of concussive head injuries within three years of the day on which the written statement is made.

Upon removal of an athlete from participation for a suspected concussion, the U.S. Ski & Snowboard TD or member coach making the removal must inform U.S. Ski & Snowboard Competition Services. Athletes who have subsequently been medically cleared to resume participation must provide such medical clearance (as described above) to U.S. Ski & Snowboard Competition Services in order to be permitted to participate in U.S. Ski & Snowboard sporting events. A “Concussion Medical Evaluation Form”, requesting to allow competitors under the age of 18 to return to training/competition must be signed by the parent/legal guardian. (**Refer to #58. Concussion Medical Evaluation & Parent Letter**)

NOTE: *Properly executed medical clearance can be presented to and accepted by on-site Jury.*

Any athlete suspected of suffering a concussion is immediately placed on the Member Hold List posted on the U.S. Ski & Snowboard website. Once clearance has been submitted to Competition Services, the athlete is removed. Coaches need to work with an injured athlete's parents/guardians to confirm clearance process has been completed; they must cooperate with the OC in verifying athletes on the Member Hold List do not appear on a Start List.

NOTE: **A Jury may remove a foreign athlete with a suspected concussion from competition; however, foreign athletes may not be placed on the Member Hold List. (FIS and CAN-AM events)**

For all athletes competing in a FIS event, refer to current edition of the “U.S. Ski & Snowboard Concussion Policy” and the “FIS Medical Guide” which contains Medical Rules and Guidelines.

U.S. Ski & Snowboard Concussion Policy requirements must be followed. However, many states have also enacted head injury laws that may include additional requirements/restrictions. Please review the law for your state and, if required, contact U.S. Ski & Snowboard for direction. If officiating in another state, you may wish to discuss with the Head Coach or Chief of Race, how the local club usually handles head injuries. This is a developing area of responsibility and it is important to be aware that U.S. Ski & Snowboard may provide further guidance in the future.

I. Other Situations Regarding Competitors

1. Can a competitor represent more than one country/club? [203.4, 203.5 - 203.5.3] A racer shall affiliate as an athlete of the region/division in which he/she is training during the majority of the northern hemisphere competition season. The designation must be made at the start of the season and must be abided by the racer for the entire season. Any conflicts must be resolved before participation. U.S. Ski Team members and members of U.S. Ski & Snowboard National Training Groups will retain their home affiliation. Contact Regional Offices for additional information. (U.S. Ski & Snowboard ASC, May 2013.)

2. At all U.S. Ski & Snowboard events, including training, an athlete who is not “age-eligible” for the vertical drop of the actual course set on the piste may never participate in competition or training as a competitor or Forerunner.

The “U.S. Ski & Snowboard Exceptional Athlete ‘Ski Up’ Assumption of Risk, Release and Indemnity Agreement” allows exceptional athletes to compete in an age group competition with a class of competitors which are older than the age group designated by U.S. Ski & Snowboard. The intention of the authorization is to accommodate the very top athletes nationally, ***but only in the events in which they are normally eligible and only in the specific competitions authorized by the U.S. Ski & Snowboard National Development Director (September 2001 ASC, as amended).*** Some Divisions allow athletes to ‘Ski Down’; the same provisions apply.

Agreements cannot be applied for on-site and are not accepted by all U.S. Ski & Snowboard regions/divisions. Please contact Regional/Divisional Alpine Committee members or U.S. Ski & Snowboard Alpine Development Director for details regarding the application process. A copy of the approved Agreement must accompany the entry. *FIS does not recognize requests to ski up or ski down in class.*

When an entry is received that includes a copy of an approved Ski Up or Ski Down Agreement, the athlete’s class must be manually edited to reflect the class in which the athlete is actually competing; the DM/RA must manually change the class in the database to reflect the class in which the athlete is actually competing.

3. Competitors and Forerunners in a U.S. Ski & Snowboard event must be current U.S. Ski & Snowboard members; *U.S. Ski & Snowboard General Membership, non-scored Student, Masters and Short Term Athlete membership are valid membership categories for Forerunners.* Foreign athletes with current FIS inscriptions who want to compete and earn points in U.S. Ski & Snowboard non-FIS events must complete U.S. Ski & Snowboard “X” membership requirements. FIS Points for these competitors are used for seeding and Penalty calculation. ***Foreign competitors who have current U.S. Ski & Snowboard points must be seeded with U.S. Ski & Snowboard points and their U.S. Ski & Snowboard points must be used in Penalty calculation.***

4. Forerunners should have the ability to ski the course in racing fashion; downhill Forerunners should participate in all training runs [605]. When appointed, Forerunners become members of

the Organizing Committee. For U.S. Ski & Snowboard FIS events, if a sufficient number of FIS-inscribed Forerunners are not available, U.S. Ski & Snowboard members may forerun after signing FIS Athlete's Declaration. **(Refer to #18. FIS Athlete's Declaration). Forerunners are not allowed to start in the competition. [605.4]**

- J. Requirements for U.S. Ski & Snowboard-sanctioned FIS Events (Refer to FIS Registration)**
1. All athletes, foreign or U.S. Ski & Snowboard, who wish to compete in FIS-sanctioned events, **must** have a valid FIS inscription code number prior to entering an event. A competitor who does not have a valid FIS inscription code number **must not** appear on a Start List. Allowing a competitor to compete who does not have a valid FIS inscription may invalidate the event and may also invalidate the event liability insurance. If the XML transmission file does not contain a valid FIS inscription code number for each competitor, the FIS autoscoring system will reject the transmission file.
 2. Not only must U.S. Ski & Snowboard athletes have FIS inscription, they must also be *competitor* members of U.S. Ski & Snowboard; FIS inscriptions cannot be processed on-site.
 3. U.S. Ski & Snowboard website shows U.S. Ski & Snowboard-member FIS inscription code numbers. *FIS inscription code numbers that are not current are appropriately marked.*
 4. If the U.S. Ski & Snowboard website shows a date under the FIS column but no FIS code is assigned, the Race Administrator must contact the U.S. Ski & Snowboard National Office or access "Competitor Biographies" at fis-ski.com. If the FIS Office has already processed the request, an inscription code number will be assigned; the competitor will be designated as "active", and the competitor may compete. *The "ALL" section of Competitor Biographies – without an "ACTIVE" designation, must not be used to verify a member's eligibility!*

A late fee is assessed for athletes who wish to register for FIS inscription. If an athlete requests immediate confirmation of their FIS points, an **additional** fee will be charged. Contact U.S. Ski & Snowboard Competition Services for assistance and to verify fee(s).

5. U.S. Ski & Snowboard cannot process FIS inscriptions or requests for FIS Points Confirmation for members of a foreign federation.
6. With their official entry, foreign federations confirm the eligibility of the respective competitor. If the competitor is not on the current FIS Points List, it may be possible to retrieve a valid FIS code in Competitor Biographies on the FIS website. If no number is found, the competitor must not be entered.
7. Only National Ski Associations are entitled to make entries for international competitions. If a National Ski Association issues an entry authorization (travel) letter, U.S. Ski & Snowboard allows non-U.S. Ski & Snowboard athletes training with U.S. Ski & Snowboard clubs or attending USA schools/colleges/universities to be entered by their coaches.

U.S. Ski & Snowboard's policy regarding entry authorization (travel) letters is as follows:

- a. Every non-USA athlete's authorization letter must be sent to chip.knight@usskiandsnowboard.org
- b. Letters must be submitted directly by the respective National Ski Association; they will not be accepted if forwarded by the coach or the athlete.
- c. A copy of the letter must be sent to the applicable Regional Manager in the region where the athlete will be training; letter may be submitted by the athlete's coach.

- d. U.S. Ski & Snowboard will create a summary of these authorizations for posting on the U.S. Ski & Snowboard website so Race Administrators and Technical Delegates can be confident of their validity.
- e. Foreign entries not submitted by actual National Ski Association and for whom no authorization letter has been submitted to U.S. Ski & Snowboard must not be accepted.
- f. Authorization letters will only be recognized for FIS category and below. Entries for Nor-Am Cup and National Championships must be submitted directly by the respective National Ski Associations.
- g. *Several nations, e.g. Austria, Canada, Great Britain and Spain currently do not issue authorization (travel) letters; entries for competitors from these nations must originate from the respective Federation.*

*There is a possibility that small groups of foreign athletes may be training in North America and may seek entry into U.S. Ski & Snowboard FIS events. These athletes will be represented by coaches from their National Ski Associations and, because they are not members of a U.S. Ski & Snowboard club or are not attending USA schools/colleges/universities, their authorization letters will not be on file with U.S. Ski & Snowboard. ***You must contact U.S. Ski & Snowboard Competition Services prior to refusing any FIS entry.***

- K.** Event Entry - The race announcement must note acceptable event entry procedure(s).
1. U.S. Ski & Snowboard has initiated an online event registration system (option is requested when filing Schedule Agreement), and many organizers are already using independent online registration systems for their events. Online registration is an acceptable entry format; however, if online event registration is used for a FIS event, the “FIS Entry Form” must still be submitted. In addition, all data must still be verified against the appropriate source: U.S. Ski & Snowboard for USA non-FIS events and FIS for USA-sanctioned FIS events.
 2. Common method of entry for U.S. Ski & Snowboard non-FIS events is the U.S. Ski & Snowboard Entry Card which is found in the back of the current Competition Guide or on the U.S. Ski & Snowboard website.
 3. Some areas prefer that teams submit a group entry. (**Refer to #12. Non-FIS Team Entry Form**). This method simplifies the entry procedure, keeps all of a group’s competitor data in one spot and lists one main contact if additional information or clarification is required. FIS events require the use of a specific entry form (**Refer to #13. FIS Entry Form**) [215.1]; the organizers must have a final and complete list not later than 24 hours before the first Draw.]
 4. Additional entry items that should be clarified in the event information are:
 - Whether or not a signed ski area/mountain waiver will be required. *If so, include one with your Race Announcement;*
 - Whether or not entry fee is required in advance; whether or not entries without fees will be accepted;
 - Whether equipment control will be in place;
 - Whether or not lift ticket fee may be included with entry fee;
 - If advance payment is not required, when payment is due;
 - What payment methods will be accepted/preferred;
 - Whether or not phone entries will be accepted;
 - Whether or not late entry fees will be enforced;
 - Whether or not a bib deposit will be required;
 - Whether or not “on-site” U.S. Ski & Snowboard Competitor Memberships will be accepted and processed;
 - Whether coaches will be required to produce U.S. Ski & Snowboard Membership Cards.

5. Depending on entry and registration method:
 - a. Establish a system to document arrival of entry.
 - b. Establish a system to record payments. If Entry Cards are used, use the card for needed notations, e.g. money paid, balance due, refund due.
 - c. If applicable, establish a system to verify race quotas.
 - d. If applicable, establish a system to verify whether or not a competitor's entry is "comped", e.g. entry and lift fees waived by the OC
 - e. Develop a system so that you can gather missing information.
 - f. Prepare for Draw; either computer-generated or "double draw"

NOTE: For U.S. Ski & Snowboard non-FIS events, the Jury may allow a computer-generated draw; a signed (submitted) entry form is considered acceptance of a computer-generated Draw at a FIS event. *(It is important to remember that computer-generated Draws are governed by a random identifier and unless this identifier is changed prior to each Draw, results of a Draw with the same competitors, will only have minimal changes.)*

It is recommended that the Race Administrator be prepared for a "double draw" at all events.

6. Prepare a Competition Worker Registration area separate from competitors' registration. **(Refer to #20. Volunteer Competition Worker Registration)** *Completion of a current "Volunteer Competition Worker Registration" is required for any workers who are over the age of 18, are not U.S. Ski & Snowboard members, properly credentialed FIS officials, coaches and trainers, or regular employees of Organizer or of Ski Area/Landowner acting within the scope of their employment.*

V. TIMETABLE FOR EVENT ORGANIZATION

A. Before the Event

1. Software and Procedures
 - a. Verify software has been updated and has the capability of preparing Official Results/Penalty in the approved format (XML) for electronic transmission
 - b. Verify all defaults, e.g. F-values, min/max penalties, adders
 - c. Check validity date of downloaded Points Lists - U.S. Ski & Snowboard/FIS
 - d. Verify capability to electronically submit results
 - e. Verify format used to input electronic times: CD, memory stick or email
 - 1.) Transfer of race file

NOTE: Transferring the race file from the result computer to the timing system does not allow for race file editing until after the event because transfer back to result computer will overwrite all edits

- 2.) Transfer of timing file

NOTE: This is a preferable method because it involves a transfer of only competitors' bib numbers and times and allows for race file editing. It is necessary to fully understand/test this procedure prior to race day.

- 3.) Manual input: Does your software allow manual input/edits

2. Establish Competition Database and Input Header Information
 - a. Race title, date, gender, level, event and location of race

NOTE: XML format does not recognize some keyboard characters such as the ampersand (&). A title sponsor, such as "Ernst & Young" will have to be keyed as "Ernst and Young". If one of these characters is inserted anywhere in the data fields, a "white space" error message will be returned: "XML page cannot be displayed."

- b. U.S. Ski & Snowboard Race Code (Transmittal #)

- c. If applicable, FIS Codex
- d. Homologation Information (Technical Data) including name of course and Homologation number. Start and finish elevations, vertical drop and length of course's race line (DH & SG only) as verified by the Technical Delegate. *Course name noted on the homologation file must be used. If a ski area changes the name of a course, the new name must not be used until the homologation is updated.*

Verify the correct homologation is being used for the event. FIS course homologation information is available on the FIS website. Full U.S. Ski & Snowboard course homologation files are available on the U.S. Ski & Snowboard website and should be used to verify correct course name, homologation number and location of homologated start and finish within which a course may be set. Using the U.S. Ski & Snowboard website location requires login:

media.ussa.org/Public/Athletics/CompServices/Homologation/

User ID = homologation; Password = Allout2018!

- e. Jury memberships/certifications verified; Jury members must be current U.S. Ski & Snowboard members and *must be appropriately certified, current "update" also required.*
- f. Membership, *certification and update status* must also be verified for all support officials: Jury Advisors (Start & Finish Referees), Chief of Course and Course Setters, Chief of Timing & Calculations, Race Administrator.
- g. Certification requirements that must be verified:
 - Technical Delegate must be appropriately certified – both scored and non-scored. *Force majeure exists but should not be used as a replacement for appointment of a certified Technical Delegate*
 - Referee, Assistant Referee and Course Setter(s) must be certified Referees for all U.S. Ski & Snowboard sanctioned events – both scored and non-scored
 - Jury Advisors must be a certified Referee, Jury Advisor or Chief of Race for all U.S. Ski & Snowboard sanctioned events – both scored and non-scored
 - Chief of Race must either be a certified Chief of Race, Technical Delegate, or Referee for all U.S. Ski & Snowboard sanctioned events – both scored and non-scored
 - Chief of Course must either be a certified Chief of Course, Chief of Race, Referee or Technical Delegate
 - The Schedule Agreement states other “senior” officials must be appropriately certified. Schedule Agreement requires “appropriately certified” Chief of Timing & Calculations as well as other “senior” officials. Certification is a benefit associated with membership; “senior” officials must also be current members of U.S. Ski & Snowboard and have certification appropriate to assigned position. *“Senior” official is interpreted as being one who signs documents or whose name appears on official documents. Rules require that the above officials as well as the Race Administrator must be current members with appropriate certification for their positions.*
- h. Forerunners; verify membership, e.g. Competitor, non-scored Student, Master, Official, U.S. Ski & Snowboard General Member, Short Term Athlete
- i. Coaches; verify membership even if participation is limited to on-hill coaching
- j. If applicable, FIS Adder (Refer to FIS Points Cover Page). The Adder is race level, gender and event specific; it may be updated with every Points List.
- k. Proposed start times.

3. Online Event Registration

If online event registration is used, and the process allows for the automatic loading of competitors into your event database, it is extremely important that all data be verified for accuracy. One drawback of online event registration systems is they generally supply individual event databases which will require multiple competitor data verifications/edits.

4. Create a Competition Database as described in Section 1 – Race Result Software.

NOTE: U.S. Ski & Snowboard National Points may only be changed by U.S. Ski & Snowboard. FIS Points may only be changed by FIS and official notice of corrections is required. (Official = Letter, Fax or email from respective office.) The FIS website version of the FIS Points List may show a “C” after a competitor’s points; this is an indication that the competitor’s points for that event are “confirmed”, and a points confirmation letter is not required. *FIS Base Points must not be used for seeding purposes.*

B. During the Race

1. Verify all data input against original source.
2. For DH and SG, verify measured length of course. This is not the length of course listed on the Homologation Certificate; it is actual measurement of the racing line (gate to gate) and should be longer than the length on the Certificate. *Length of course is used to estimate a competitor’s average speed.*
3. Save your file under an easily identifiable name, e.g. event/date (LM SL 12dec) and in an easily accessible location.
4. Backup data when major changes are made; e.g. finalization of Competition Database, additions, deletions, bib assignment, time entry, etc.
5. Supply race documents as soon as possible.
6. Assist other officials, as needed

C. After the Event

1. Backup all data
2. Remain until Technical Delegate has signed all Results, reports, etc.
3. Verify data transmission successful
4. Verify copies of Technical Delegate’s Expense Report are submitted as required
5. Send requests for debugging, enhancements or changes for U.S. Ski & Snowboard Race Software (Split Second) to compservices@usskiandsnowboard.org. (**Refer to #65. Scoring Software Change Request**)
6. Debugging, enhancements, changes to other software applications must be sent to vendor.

VI. TEAM CAPTAINS' MEETING - [216] According to U.S. Ski & Snowboard and FIS rules, the draw must be conducted (or confirmed) at a Team Captains' Meeting. An actual meeting, attended in person by Team Captains, Jury, and race officials is an inseparable and mandatory part of the competition and is important for communication of Jury instructions, support of the OC, as well as conveying OC requests and information. It is also a critical element for risk management and liability-related matters. (Refer to 621.8, 604.3)

With the approval of the Jury and at a time and place announced to all Team Captains, and where a computer-assisted Draw has been approved or is not required (e.g. YSL where TRS by class and gender is used to determine the start order), an informational meeting is still required but may be held either

immediately after the completion of an event for the next day's event or on the morning prior to an event.

For all Team Captains' Meetings for all U.S. Ski & Snowboard-sanctioned events – both scored and non-scored, and regardless of where and when they occur, an Attendance List must be available and signed by everyone attending the meeting. Meeting Minutes must be generated and must be included in the submitted race result packet.

The agenda for a Team Captains' Meeting should be placed on the Head Table. (**Refer to #22. Checklist for TC Mtg. & #23. and Program/Team Captain's Mtg. Minutes – Non-FIS**) The agenda will sometimes vary, e.g. the Draw will be done near the beginning of the meeting in order to allow time for sorting and a timely distribution of bibs.

- A. Preparation and Procedures:** The degree of formality required depends on the level of the event
1. Coaches/trainer seating arrangement
 - a. School room fashion with facing head table for Jury, if possible
 - b. As a courtesy, pencil/notepaper may be provided
 - c. As a courtesy, refreshments may be provided.
 - d. For upper-level FIS events (WC), provide tables with country designation placards
 2. Head Table
 - a. Depending on level of event, seating may only be required for Technical Delegate and Chief of Race (chair of the meeting) after consultation with the Technical Delegate [601.3.1]
 - b. Special events may require that other officials also be seated at head table, e.g. Jury Advisors, area management, ski patrol representative, dignitaries
 - c. Place agenda/checklist at head table
 3. If a Seed Board is not required, furnishing a “List of Competitors by Club” for each entered team allows Team Captains to quickly review, verify or edit their entries.
 4. For events requiring a Seed Board, prepare seed cards for use on the board. These can either be computer generated or hand printed. When verifying accuracy of your information, you must refer to the original source – the valid Points List. Required information includes:
 - a. Name - LAST name (in caps) and first name; important when competitors have same last name and same first initial, e.g. SMITH, Tim and SMITH, Tom
 - b. Club/Division/Nation; (FIS requires Nation, FISU requires Nation and School). Quota can also be printed on the seed cards
 - c. Applicable Points: U.S. Ski & Snowboard, FIS, Nor-Am Cup or World Cup
 5. Position the Draw/Seed Board so it is easily visible, (usually only used for scored events). This is a basic responsibility of the Race Administrator.
 - a. Prepare Draw portion of board with 15 lowest point competitors – increase if tie exists in 15th place
 - b. Place remaining competitors on the Seed portion of the board
 - c. Check for special seeding rules, e.g. World Cup, Nor-Am, and adaptive ["Golden Rule" U621.3.1]. *Golden Rule seeding is for U.S. Ski & Snowboard events only; no Golden Rule seeding for FIS.*
 - d. Although rules state that all competitors without points will be grouped together at the end of the field, if the number without points is too great, the Jury may group them differently. [601.4.6.2, 621.2, 621.3]

- e. When two or more competitors are tied for points anywhere on the Board, the foreign competitors are placed first as a courtesy or all are alphabetized. In case of a tie with U.S. Ski & Snowboard points, place in alphabetical order. Mark ties and bring them to the attention of the TD; their starting positions are drawn.
 - f. Foreign national points, **when verified by an official source, e.g. foreign federation's official points list**, are equal to U.S. Ski & Snowboard points.
 - g. Foreign FIS members without valid U.S. Ski & Snowboard National Points are seeded with their valid FIS Points at U.S. Ski & Snowboard non-FIS competitions; these points are used in Penalty calculation, if athlete holds a Competitor Membership, and if required.
 - h. Foreign FIS members with valid U.S. Ski & Snowboard National Points are seeded with their U.S. Ski & Snowboard points at U.S. Ski & Snowboard non-FIS competition; these points are used in Penalty calculation, if required.
6. Electronic draw/seed boards must have the capability to simultaneously and legibly display the entire competition field. Simultaneous display of all competitors allows all Team Captains and officials to verify the overall accuracy as well as additions and deletions to the starting order in "real time". *Using the race result software to display portions of the competition field is not acceptable.*

DHT NOTE: Official training forms an integral part of the competition. Competitors and Forerunners are required to participate in the training; they must *participate* in at least one timed training run. All qualified competitors entered for the competition must have been entered and drawn in all official training runs. ("Drawn" is accepted as meaning "assigned a start number". It does not mean "drawn in the first group".) (704.1)

- 7. Supplies for the Board that should be conveniently placed and *verified* are:
 - a. Extra cards
 - b. Black El Marko type pens
 - c. Access to current Points List appropriate to the event
 - d. U.S. Ski & Snowboard/FIS Point Confirmations, if received
 - e. Snow seed materials for DH, SG, and GS. If Team Captains agree and if software allows for computer-generated snow seed, no materials are required.
 - f. Two sets of chips, small cards, or ping-pong balls, etc., numbered #1 to #16+. It is a good idea to also have a few blanks available.
 - g. Two containers to use for Draw; 1 for each set of chips, cards, or ping-pong balls, etc.
- 8. Roll Call usually consists of calling a roll of the teams entered in the event. In upper-level events, each competitor's name may be called.

NOTE: *Competitors who are not represented or whose entry has not been confirmed by telephone, email or telefax will not be drawn and will be removed from the board. [217.3] Team Captains representing competitors who are not members of their clubs must acknowledge this representation. (Refer to #19. Acceptance of Liability by Team Captain).*

- 9. An attendance list must be circulated and signed by all parties. This document who was present and received required race information. **(Refer to #27. Attendance List)**
- 10. Race Administrator/Race Secretary/Team Captains' Secretary records minutes of the proceedings [601.3.7]. **(Refer to #23. Program/Team Captains' Mtg. Minutes – Non-FIS, and #25. Program/Team Captains' Mtg. Minutes - FIS)**
- 11. Verify available bib numbers and setup a system for sorting and distribution.

12. Verify header information on event documents is as listed on the U.S. Ski & Snowboard website. For example, if the website states that the event is the Western Regional Championships at Ski Race Mtn., official documents **SHOULD NOT** read Western Region Finals at Ski Race Area. (For a FIS event, data must agree with FIS website.)
13. Print and distribute First Run Start Lists in a timely manner.

B. Event Medical Plan

Verify copies of medical plan are available for distribution. *Discussion and acceptance of event medical plan must be noted in Minutes of Team Captains' Meeting.*

C. The Draw.

1. Double Draw is recommended [217, 601.4.6.2, 621]. It is simultaneous drawing of competitor number (their place on seed board) and their start number by Referee(s). [601.4.10]

Two Sets of Numbers - tags, ping-pong balls, etc., numbered 1 through 19, in case of a tie for 15th position. The first set is for selecting the competitor by drawing their numbered place on the Draw Board. The second set is for selecting the competitor's start position.

Example:

#5 is drawn from 1st set:

Competitor in 5th spot on Draw Board - Olson, Matt

Matt Olson's seed strip removed from 5th spot on Draw Board and placed in 1st spot on Seed Board.

#1 is drawn from 2nd set:

Starts first

2. Start Lists for YSL, Age Class, Collegiate, Adaptive, Masters, etc., are prepared according to specific rules relating to type of competition - CHECK CURRENT RULES.
 3. Draw for National Championships – [621.3.2]
 4. Draw for Nor-Am - CHECK CURRENT RULES
 5. Draw for World Cup - CHECK CURRENT RULES
- D. Snow Seed:** Downhill, Super G and Giant Slalom also allow for a Start Order in Extraordinary Circumstances – usually bad weather. This “Snow Seed” is selected by drawing 6 competitors from among the last 20% of the field. These competitors start prior to Start #1, in the reverse order of their assigned start numbers and at the scheduled start time.
- E. Overview of Race Administrator duties at the meeting**
1. Provide copies of proposed event-day Program
 2. Provide copies of Jury-approved “Event Medical Plan”
 3. Circulate attendance sheet

NOTE: *In cases of force majeure where more than two DH or SG events or more than one GS or SL event, per gender, are conducted in one day and in one place, then the official Program showing inspection times, start times, course reset/redress times and start intervals for both events must be included with the race results packet submitted to U.S. Ski & Snowboard. [U202.2.1]*

4. Provide an updated weather report
5. Record bib numbers following the Draw
6. Sort and distribute bibs

7. Take digital photo of board
8. Prepare race day document packets
9. Prepare minutes on approved form [601.3.7]

F. Team Captains' Meeting Minutes

Minutes allow for the reconstruction from brief notes of topics discussed. They should be kept simple and to the point. It is not necessary to indicate "who" said "what", but the idea of the discussion should be clear; full sentences are not required.

The summary of discussion items on the Minutes of Team Captains' Meeting should note:

- whether a roll call of competitors and/or nations is conducted, and
- whether or not unrepresented competitors are removed from the Board. *If competitors who are not represented are left on the Board, a reason should be stated.*

The summary should also note:

- that the event Medical Plan was discussed and whether or not there were comments/questions;
- that the race day schedule (program) was discussed and whether or not there were comments/questions;
- should include rule interpretations and area regulations;
- should note (if applicable) that the Board/List of Competitors was accepted;
- should note the validity date of the applicable Points List/Rules used to set Board/List of Competitors;
- should note what procedure was used for the draw - "double draw" or computer-generated draw;
- if quotas are in effect, this should also be noted; requests for expanded quotas should be noted with date of request;

Team Captains' Meeting Minutes must not include opinions and they must be signed by the Race Administrator.

VII. PREPARATION FOR REGISTRATION

A. Packets prepared ahead of time with forms for the following race officials are a great time saver. Although timekeepers do not need some of the forms, the timing area is often where people expect to find items they need.

1. Chief of Timing & Calculations Packet of Forms
 - a. Report by the Referee - 1 per run per gender (**Refer to #34. Report by the Referee**)
 - b. Additional Start/Finish Timekeeper Recording Forms (**Refer to #29. Start/Finish Timekeeper Recording Form**)
 - c. Replacement Time (EET) Work Sheets (**Refer to #31. Replacement Time EET Work Sheet**) *Chief of T & C may prefer to use computer-generated calculation.*
 - d. Electronic Time Recording Form (**Refer to #30. Electronic Time Recording Form**)
 - e. U.S. Ski & Snowboard or FIS Penalty Point Calculation forms - 1 per race/per gender (**Refer to #38. U.S. Penalty Calculation and #39. FIS Penalty Calculation**)
 - f. Protest forms (**Refer to #35. Protest Form**)
 - g. Additional Start/Finish Referee Record Forms (**Refer to #28. Start/Finish Referee Recording Form**)
 - h. Timing Checklist (**Refer to #42. Timing Checklist**)
 - i. Timing & Data Technical Report Form - 1 per run per *race/per gender*, if required (**Refer to #43. U.S. Timing & Data Technical Report and FIS TDTR sample. FIS TDTR**)

software preparation is required for FIS events; for non-FIS events, the Chief of T & C may choose to use TDTR software to prepare this report; verify preference.

- j. Additional Gate Judge Cards
2. The supplies in the timing building
 - a. Envelope(s) or large plastic bag(s) for sending documents to Race Administration
 - b. Pencils
 - c. Paper clips
 - d. El Marko type pens, permanent ink (scoreboard)
 - e. Tacks/staples for scoreboard
 - f. Scotch tape, Duct tape
 - g. Clipboards
 - h. Manual timekeeping devices with fresh batteries/extra batteries
 - i. Hand warmers for manual timekeeping devices (helpful in extreme cold)
 - j. Rubber bands
 - k. Additional paper or tape for the timing equipment
 - l. Additional ink supply for printers/copiers
3. Assistant Timekeepers - Start/Finish Manual/Hand Timing - can be given to Chief of Timing & Calculations
 - a. Pencils
 - b. Start/Finish Timekeeping Recording Forms
 - c. Clipboards and protective cover sheets
4. Start/Finish Referees
 - a. Pencils
 - b. Start/Finish Referee Recording Forms
 - c. Clipboards and protective cover sheets
 - d. For Start Referee: Reserve (spare) bibs that are blank or that have numbers outside of those assigned for the event. Responsibility for the availability of these bibs has been added to the duties of the Start Referee. [601.3.3]
5. Chief Gate Judge (**Refer to #61 - #64. Gate Judge Cards and Instructions**) depending on type of event.

NOTE: The “Fault/No Fault” Gate Judge Card is recommended for technical events – GS and SL – where, especially in second runs, bib numbers are not sequential. The “Fault Only” Gate Judge Card is recommended for use at speed events – DH and SG.

- a. Pencils; any type, mechanical, golf, #2, is acceptable [601.3.5]
 - b. Gate Judge Cards, enough for 2 runs GS or SL
 - c. Extra clipboards and protective cover sheets [661.2]
 - d. Gate Judge Training video: "Gate Judges - The Most Important People on the Hill", should be available as part of Gate Judge training and review.
- B.** Registration system will depend on the physical situation available.
1. Set up an area to handle problem entries, e.g. those that require signed ski area release forms, additional payment, etc.
 2. Set up separate areas for team registrations and individual registrations
 3. Separate worker registration as far as possible from your competitor registration.

- a. Verify U.S. Ski & Snowboard membership using either U.S. Ski & Snowboard website or actual membership cards
 - b. Have “Volunteer Worker Registration” forms available for signature by age-eligible non-members (OC has the option of requiring either 1 signed form per season or one signed form for each race series.)
4. Post information. The more information you post - the fewer questions you’ll be asked

VIII. BASIC EVENT RESPONSIBILITIES

The Race Administrator is the one official who has the most contact with all participants – officials, competitors, forerunners, parents, volunteers, media, etc. In order to successfully complete all event responsibilities, the Race Administrator must have a radio that allows monitoring of Jury and course crew channels.

- A.** Verify accuracy of all published documents against the original source.
1. Header against event data noted on website
 2. Technical data against Homologation Certificate
 - a. Course name and homologation number against Homologation Certificate
 - b. Start/finish elevations against Technical Delegate’s verification
 3. Competitor information against current Points Lists
 4. FIS Penalty data against cover of current FIS Points List
 5. Competitors’ times against timing tapes from homologated electronic timing equipment
 6. NPS, DNS, DNF, DSQ status against Report by the Referee, etc. *If the bib number for a disqualified competitor does not match the name associated with its original assignment, the Race Administrator must immediately contact the Jury for verification.*
 7. Who can start in the second run?
 - a. In U.S. Ski & Snowboard non-scored races first-run DNS, DNF and DSQ competitors usually start the second run at the end of class, gender or field
 - b. For U.S. Ski & Snowboard non-scored races where each run counts individually, first-run DNS, DNF and DSQ competitors remain in the field and start as scheduled
 - c. In U.S. Ski & Snowboard scored races, first-run DNS, NPS, DNF and DSQ competitors may start the second run at the end of the field *in bib order*
 - d. In FIS races, disqualified competitors who have not protested disqualification or whose protested disqualification has been upheld, do not start in the second run
- B.** On race day morning, provide Start Lists to Start and Finish officials. If any corrections to competitors’ start order have been made, a CORRECTED START LIST must be generated, and Jury, timing, start and finish officials must receive copies. It is not necessary to provide Start Lists to Assistant Timekeepers (Manual/Hand Timekeepers) and Gate Judges. (It is often better that these officials watch for bib numbers instead of watching a “List”.)

NOTE: If an insertion in the field is required, assign an out-of-sequence bib number and, if your software requires, assign the actual start number and then adjust remaining start numbers; this will result in an offset of bib number to start number for the remaining competitors. Using an alpha designation for an insertion (e. g. 15A for an insertion between competitors 15 & 16 is not recommended because your software may use the start number for sorting. A start number containing an alpha character may not be recognized as a “number”, but instead may be recognized as zero and can result in unexpected errors.

SUGGESTION: *If your software does not allow insertion of graphics (logos), pre-print a supply of “logo first pages”. These “logo first pages” can be inserted in the printer and used for printing the first page of a document to provide sponsor recognition.*

C. If required by the level of the event, provide Start Lists, Minutes, etc., for delivery to the various coaches/trainers/teams or prepare them for delivery the morning of the event.

D. Complete and sign Minutes of Team Captains' Meeting

E. Verify accuracy of Second Run Start List. [617.3.3, 621.11.2]

NOTE: Reverse 30 is standard bibbo; Jury may reverse 15; announced 1 hour prior to start of first run.

1. Rank all first run competitors in time order.
2. Remove DSQ competitors from the field unless they are being given a provisional second run or the type of event allows a second run for DSQ competitors (AC where SL is first run).
3. Break all ties, regardless of where they occur, by ranking the tied competitor(s) with the higher bib number(s) before the tied competitor(s) with the lower bib number(s).
4. Verify the number of competitors that are to be reversed (bibbo).
5. Check for a tie at the reversal position.
6. If a tie has occurred at the reversal position – 30 or 15, include those ties in the reversal number. This will result in the lower bib number starting first and the racer with the fastest first run time starting 31/16 (with a 3-way tie at the reversal position, the racer with the fastest first run time would start 32/17, etc.)
7. Reverse correct number of competitors including ties, if applicable.
8. When ties occur elsewhere in the field other than in the reversed group, the tied racer(s) with the higher bib number(s) will start prior to the tied racer(s) with the lower bib number(s).
9. Items to remember:
 - a. If “bibbo” is 30, check for tie at the 30th position
 - b. If “bibbo” is 15, check for tie at the 15th position
 - c. Verify start position for other ties
 - d. If applicable to level of event, check for tie at second run cutoff position

NOTE: Due to space constraints, reverse 15 is illustrated.

<u>1st RUN TIMES</u>		<u>1st RUN RESULTS</u>			<u>2ND RUN START LIST</u>		
BIB	TIME	PL	BIB	TIME	ST	BIB	1 st RUN TIME
1	52.11	***1	7	49.63	1	12	52.56 \
2	51.56	2	4	49.71	2	17	52.56 / 15TH POSITION TIE
3	52.52	3	8	50.30	3	3	52.52
4	49.71	4	9	50.51	4	10	52.20
5	51.48	5	11	51.15	5	1	52.11
6	51.46	6	15	51.20	6	2	51.56
7	49.63	7	16	51.45	7	13	51.51
8	50.30	8	6	51.46	8	5	51.48
9	50.51	9	5	51.48	9	6	51.46
10	52.20	10	13	51.51	10	16	51.45
11	51.15	11	2	51.56	11	15	51.20
12	52.56	12	1	52.11	12	11	51.15
13	51.51	13	10	52.20	13	9	50.51
14	51.31DSQ	14	3	52.52	14	8	50.30
15	51.20	15T 17	17	52.56	15	4	49.71
16	51.45	15T 12	12	52.56	16	7	49.63 - FASTEST 1ST RUN TIME
17	52.56	17	19	52.57	17	19	52.57
18	53.47	18T 20	20	53.47	18	20	53.47 \
19	52.57	18T 18	18	53.47	19	18	53.47 / TIE OUTSIDE OF BIBBO

*** **NOTE:** This is the racer's place not his bib number!

- F. If race is a Downhill, you publish Training Times and Analyses of the interval times. Coaches, as well as media, need these reports. On race day, you'll need to publish Official Results and possibly Analyses. (Online posting is acceptable; however, some coaches may request paper copies.)
- G. If race is a Super G, you will need to publish Official Results and possibly Analyses.
- H. If the race is a technical - Slalom or Giant Slalom or the hybrid speed/technical Alpine Combined, you will have to publish 2nd Run Start Lists as well as Official Results.

If there is a problem with the computer generated 2nd Run Start List, notify the Jury that the Start List has to be prepared manually. If a 2nd Run Start List has to be prepared manually, the run can start on time if only the Assistant Starter and timing building personnel have copies.

NOTE: Jury Meetings [601.3.7, 601.4.5.5] Race Administrator (or assistant) records minutes of ALL Jury meetings. At the end of the event, the Race Administrator should have Jury Minutes ready for the Technical Delegate's review/approval and Jury members' signatures. **Refer to #36. Minutes of Jury Decision (Protest) and #37. Minutes of Jury Decision (Without Protest).**

For liability reasons, Minutes of Jury Decisions – With or Without Protest, have restricted distribution. It is important to remember these as well as all other event-related documents are legal documents!

- I. Minutes of Jury Decisions - Without Protest (Items may be documented sequentially, using only one form per event.)
 1. If an event includes freeskiing on the race hill, minutes indicating the Jury has inspected and accepted the condition of the slope and the installation of on-hill competitors' security measures must be generated. (A Program must also be published and distributed/posted; however, it is not necessary to use the official Program form.) *Not all events offer a freeskiing opportunity; if offered, it must be noted on the Event Announcement.*

2. Required prior to Team Captains' Meeting to approve Event Medical Plan
 3. After course inspection(s) to approve course set and on-hill competitor security and confirm daily Program (schedule)
 4. Before and after a termination of a race
 5. Additional meetings as determined by the Jury
 6. Minutes must contain signatures of Jury members with record of their vote [601.4.5.5]
- L. Minutes of Jury Decision - Protest** (Only collective sanctions may be documented on the same form; all others require individual forms.) By rule, Minutes of Jury Decisions - Protest must contain the following:
1. Offense alleged to have been committed [224.8.1]
 2. The evidence of the offense [224.8.2]
 3. The rule(s) or Jury directives that have been violated [224.8.3]
 4. The penalty imposed [224.8.4]
 5. Minutes must contain signatures of Jury members with record of their vote [601.4.5.5]

NOTE: Jury members' votes, including dissenting votes, must be recorded and Jury members must acknowledge their vote with their signature. With the exception of Olympic Winter Games and World Championships, the Start Referee and Finish Referee are not members of the Jury. Their names should not be listed as such; they must not vote and/or sign official documents as Jury members. *Indicating "NO" does not mean the official does not have a vote, it means they did not agree with the decision.*

M. Comments Regarding Jury Minutes and Sanctions

1. Accused has the right to be heard
2. All facts must be available and presented
3. Jury should consider/discuss all options
4. Sanction should fit the "crime"
5. With the exception of verbal sanctions, the Jury decision must be documented
6. Minutes must contain signatures of Jury members with record of their vote [601.4.5.5]

N. Content of Jury Minutes:

1. If a run (training or part of race) is rescheduled for a later time slot on the same day, it is **DELAYED**.
2. If it is rescheduled for a different day within the series, it is **POSTPONED**.
3. When a run (training or part of a race) is started but cannot be finished, it is **TERMINATED**.

4. If an event (training or part of a race) cannot be rescheduled *within the same series*, it is **canceled**, the U.S. Ski & Snowboard race code/FIS codex number is vacated and the event liability insurance is no longer valid. *A new Schedule Agreement will be required.*

O. Other Comments Regarding Jury Minutes:

1. Using “**MUST**” means an action is mandatory.
2. Using “**SHOULD**” means an action is strongly recommended.
3. Using “**MAY**” means an action is optional.
4. Using “**SAFE**” means “free from danger” and **MUST NOT** be used.
5. “**ASSURE, INSURE and ENSURE**” must not be used.
6. Should you use “**will**” or “**shall**”?
 - a. “*Will*” implies volition or intention
 - b. “*Shall*” implies necessity or mandatory nature of an action and can stray into the neighborhood of **Must!**
7. Jury Minutes must only contain facts – not opinions.
8. Jury Minutes should only be written regarding actual decisions. Do not write Minutes similar to: “1st Run completed, no issues, no DSQ’s.” or “Team Captain will file an appeal.”
9. Jury Minutes regarding sanctions must be prepared on a separate form.
10. With the exception of OWG and WSC, the Start and Finish Referee are not voting members of the Jury; their names must not be included as such on the form. If their presence and testimony is required at a Jury Meeting, it must be noted under section “Others present at the meeting.”
11. Jury Minutes must be generated indicating Jury’s review and acceptance of Medical Plan.
12. Team Captains are entitled to attend the Jury’s course/on-hill competitor security inspection. Course and on-hill competitor security inspection Jury Minutes **MUST** include wording similar to following: “Course and competitor on-hill security inspected by Jury, found to meet (FIS or U.S. Ski & Snowboard) requirements and with the approval of the Connection Coach (if one is assigned) and the Team Captains, accepted as set.” (This type of Jury Minutes is required for all events, including Speed Training runs.) Following course inspection, the Jury confirms the daily Program (schedule); the Jury Minutes must also document this acceptance.
13. Jury Minutes must be generated for events that are postponed.
14. Jury Minutes must be generated for events that are terminated or that are canceled after everyone has arrived on site. (A Technical Delegate Report may also need to be filed.)

NOTE: With the exception of Jury Minutes relating to the Event Medical Plan or an Alpine Combined, Jury Minutes must be individually prepared for each assigned codex. *Editing the official form to include Jury member names for both genders and preparing only one set of Minutes is not an acceptable practice.*

IX. PREPARATION & SUBMITTAL OF U.S. SKI & SNOWBOARD EVENT RESULT FILE & DOCUMENT PACKETS – ALPINE FOR ALL NON-FIS U.S. SKI & SNOWBOARD SCORED AND NON-SCORED EVENTS [AOM Chapter V] Refer to #5. Non-FIS Event Document Packets for complete details.

A. ELECTRONIC SUBMITTAL OF RACE RESULT XML FILE:

1. Official Results/Penalty in **XML format** must be **individually** submitted to following address: alpineresults@usskiandsnowboard.org. (Note this address is for XML file not the PDF file.)
2. XML file **must** be submitted within 24 hours of event completion; *critical if points list closing*.

B. EVENT DOCUMENTS

1. Event Document Packets are required for all levels of competition: Non-scored and Scored
2. U.S. Ski & Snowboard is the repository for official event documents
3. **#5. Non-FIS Event Document Packets** in the “Master Packet of Forms” (MPF), contains a complete listing of who receives what documents.
4. All originals must be placed in a secure location.
5. If a serious accident occurs as outlined in **#55. Guidelines for Serious Accidents**, immediately contact U.S. Ski & Snowboard Competition Services and follow their instructions.

NOTE: Refrain from discussing injuries/accidents via text, email or social media!

C. PREPARATION AND ELECTRONIC SUBMITTAL OF EVENT PACKETS FOR U.S. SKI & SNOWBOARD SCORED AND NON-SCORED EVENTS: Prepare documents as follows and submit electronically.

1. Scan documents
2. Save as PDF
3. Compile PDF documents (in listed order) as a PDF booklet; U.S. Ski & Snowboard race code **must** be used as booklet name. (alpha + 4 numbers)
4. Attach individual race file booklets and email as required; U.S. Ski & Snowboard race code **must** be used as email subject.

D. HEAD TAX DOCUMENTS & FEES:

1. If an OC chooses to use U.S. Ski & Snowboard’s online race registration system, Head Tax owed and registration amount collected must be verified through the Event Administration System (club login required). When amounts are verified, entry fees will be forwarded to the OC and National Head Tax will be retained; *Regional/Divisional Head Tax will be calculated/forwarded only if applicable Region/Division have provided required information.*
2. If an OC has not used U.S. Ski & Snowboard’s online race registration system, the OC will be responsible for calculation and forwarding of all required Head Tax amounts; e.g. National/Regional/Divisional.

E. MISCELLANEOUS DOCUMENT SUBMITTAL REQUIREMENTS:

Miscellaneous submittal requirements are in place and must be observed. ***Refer to #5. Non-FIS Event Document Packets for complete instructions.***

XI. PREPARATION & SUBMITTAL OF FIS RACE RESULT FILE & EVENT DOCUMENT PACKETS – ALPINE [617.3, AOM Chapter V]. After carefully proofing all documents for errors, FIS race packets must be prepared and distributed. **Refer to #6. FIS Event Document Packets, #7. Common Errors in FIS Race Documentation and #8. Distribution of Documents – FIS Events).**

A. ELECTRONIC SUBMITTAL REQUIREMENTS:

1. **Official Results/Penalty in XML format** must be **individually** submitted to the following:
alpineresults@fisski.ch (Note address is for XML file not PDF file.)
alpineresults@usskiandsnowboard.org (Note address is for XML file not PDF file.)
2. XML result/penalty file **must** be submitted within 24 hours of event completion; *critical when a points list is closing*
3. **Timing & Data Technical Report (TDTR) in XML format**; *may be filed multiple times until accuracy acknowledged but MUST be filed prior to filing online TD Report*
4. **Technical Delegate Report**; *transmission and FIS acceptance of race result and TDTR XML files is required prior to filing an online Technical Delegate Report. Acceptance of the online Technical Delegate Report locks the event file.*
5. Results without TDTR and TD Reports will not be included in the calculation of the FIS Points List.

B. EVENT DOCUMENTS

1. Event Document Packets are required for all events
2. U.S. Ski & Snowboard is the repository for official event documents
3. **#6. FIS Event Document Packets and #7. Distribution of Documents – FIS Events** in the “Master Packet of Forms” (MPF), contain a complete listing of who receives what documents.
4. All originals must be placed in a secure location.
5. If a serious accident occurs as outlined in **#55. Guidelines for Serious Accidents**, immediately contact U.S. Ski & Snowboard Competition Services and follow their instructions.

NOTE: Refrain from discussing injuries/accidents via text, email or social media!

C. PREPARATION AND ELECTRONIC SUBMITTAL OF EVENT PACKETS FOR U.S. SKI & SNOWBOARD SCORED AND NON-SCORED EVENTS: *Prepare documents as follows and submit electronically.*

1. Scan documents
2. Save as PDF
3. Compile PDF documents (in listed order) as a PDF booklet; U.S. Ski & Snowboard race code **should** be used as booklet name. (alpha + 4 numbers) for National emails.
4. Attach individual race file booklets and email as required; U.S. Ski & Snowboard race code **should** be used as email subject for U.S. Ski & Snowboard’s copy of FIS document packets.

NOTE: If additional documents must be sent to the FIS Office, FIS will only recognize the FIS-assigned codex number.

D. HEAD TAX DOCUMENTS & FEES:

1. If an OC chooses to use U.S. Ski & Snowboard's online race registration system, Head Tax owed and registration amount collected must be verified through the Event Administration System (club login required). When amounts are verified, entry fees will be forwarded to the OC and National Head Tax will be retained; *Regional/Divisional Head Tax will be calculated/forwarded only if applicable Region/Division have provided required information.*
2. If an OC has not used U.S. Ski & Snowboard's online race registration system, the OC will be responsible for calculation and forwarding of all required Head Tax amounts; e.g. National/Regional/Divisional.

E. MISCELLANEOUS DOCUMENT SUBMITTAL REQUIREMENTS:

Miscellaneous submittal requirements are in place and must be observed. *Refer to #6. FIS Event Document Packets, #7. Common Errors in FIS Race Documentation and #8. Distribution of Documents – FIS Events for complete instructions.*

XII. MORE ABOUT JURY MINUTES AND RACE PACKETS

Many Technical Delegates limit the number of Jury Minutes that are produced. Rules state minutes are to be kept of all Jury meetings; HOWEVER, not all Jury meetings require written documentation.

- Review and acceptance of Event Medical Plan must be documented with Jury Minutes
- Acceptance of racecourse(s) and on-hill competitor security must be documented with Jury Minutes
- A long delay would be documented; a short one would not.
- If a competitor who competed with an incorrect bib is sanctioned, the sanction would be documented; the issuance of a replacement bib to a competitor who misplaced his bib would not.
- Monetary fines (FIS only), disqualification, impaired start position, etc., must be documented.
- Written sanctions require Jury Minutes; verbal ones do not.

Protest and Minutes of Jury Decision (Protest) are in “might be included” because not all events have Protests and accompanying Jury Minutes. In accordance with instructions received at FIS TD Updates and implemented at the U.S. Ski & Snowboard level, the only items that require Jury Minutes are those with “definite” decisions.

XIII. TECHNICAL DELEGATES' EXPENSES

Invited or assigned key officials may be entitled to reimbursement of reasonable expenses, e.g. travel, meals, accommodations, etc. Technical Delegates are also entitled to reimbursement of reasonable out-of-pocket expenses. *In addition to reimbursement of these expenses, U.S. Ski & Snowboard Technical Delegates for all U.S. Ski & Snowboard events – both scored and non-scored, are entitled to \$75/day daily allowance for each travel/preparation/training/event day; FIS Technical Delegates are entitled to daily allowance according to a prescribed formula. This daily allowance is in addition to their out-of-pocket expenses and mileage allowance. (Refer to #47. U.S. Ski & Snowboard Officials' Expense Report and #48. FIS Technical Delegate Expense Report). Copies of U.S. Ski & Snowboard and FIS Technical Delegate's Expense Reports must be forwarded to individuals as noted on the forms.*

XIV. WORKING PAPERS - AOM Chapter VI

The accuracy of the forms included in the MPF posted on the U.S. Ski & Snowboard website is verified prior to the start of each competition season; they are updated as required. Refer to current “Master Packet of Forms” (MPF) located on the U.S. Ski & Snowboard website and only use the forms that have been revised and approved for Season 2019 without alterations and/or personalization. Remember these are legal documents.

ALL YOU EVER WANTED TO KNOW ABOUT CONVERSIONS

To Convert Temperatures:

Celsius (C°) to Fahrenheit (F°)
 $(C^{\circ} \times 1.8) + 32 = F^{\circ}$

Fahrenheit (F°) to Celsius (C°)
 $(F^{\circ} - 32) / 1.8 = C^{\circ}$

To Convert Distances:

Feet (ft) to Meters (m)
 $ft \times .3048 = m$

Meters (m) to Feet (ft)
 $m / .3048 = ft$

Miles (mi) to Kilometers (km)
 $mi \times 1.6 = km$

Kilometers (km) to Miles (mi)
 $km / 1.6 = mi$

Want to know how fast the racers are skiing in Miles Per Hour?

$\frac{\text{Course Length (in meters)} \times 2.236936}{\text{Racers Time}} = \text{mi per hour}$

Want to know how fast the racers are skiing in Kilometers per hour?

$\frac{\text{Course Length (in meters)} \times 3.6}{\text{Racers Time}} = \text{km per hour}$

How far the racer traveled in 1 second?

$\frac{\text{Course Length (in meters)}}{\text{Racers Time}} \times 3.048 = \text{feet per second}$

How many race points per second?

Calculate race points for winning time PLUS 1 second

TEMPERATURE	
F°	C°
50 -	10.5
45 -	7.2
40 -	4.4
35 -	1.7
32 -	0.0
30 -	-1.1
25 -	-3.9
20 -	-6.7
15 -	-9.4
10 -	-12.2
5 -	-15.0
0 -	-17.8
-5 -	-20.5
-10 -	-23.3
-15 -	-26.1
-20 -	-28.9
-25 -	-31.7
-30 -	-34.4
-35 -	-37.2
-40 -	-40.0

The following is an example of an online Schedule Agreement; club login is required.

U.S. Ski & Snowboard Alpine Event Administration

Far West Skiing (Club #6159909)

Email to chiers@ussa.org or fax to 435-940-2777

Calendar Fees: **\$160.00 - NOT PAID**

Event Id 29733

FW Holiday Highlight (Alpine)

Mammoth Mountain Ski Resort

Start Date:	12/07/2018	Location:	Mammoth Mountain Ski Resort
End Date:	12/08/2018	Sport:	Alpine
Event Contact:	Lucy Schram	Scoring:	Scored
Division:	Far West	Closed Event:	No
Additional Comments:		Online Register:	No

Competitions

Men's Slalom (SL)

Date: 12/07/2018
Classes: U16,
Number of Competitors: 0
Entry Fee: \$42.00
Lift Fee: \$0.00

Women's Slalom (SL)

Date: 12/07/2018
Classes: U16,
Number of Competitors: 0
Entry Fee: \$42.00
Lift Fee: \$0.00

Men's Slalom (SL)

Date: 12/08/2018
Classes: U16,
Number of Competitors: 0
Entry Fee: \$42.00
Lift Fee: \$0.00

Women's Slalom (SL)

Date: 12/08/2018
Classes: U16,
Number of Competitors: 0
Entry Fee: \$42.00
Lift Fee: \$0.00

Event Organizer Authorization

Organizer hereby acknowledges, accepts and agrees to the terms of the Schedule Agreement for U.S. Ski & Snowboard or FIS Sanctioned Event as follows in this document. Please review those terms carefully before signing.

Organizer Name (PRINT)

Title or Position

By (SIGNATURE)

Date

Ski Area/Landowner Authorization

Ski Area/Landowner hereby confirms that it has an agreement with the Organizer for the conduct of the Event in accordance with the terms of the Schedule Agreement for U.S. Ski & Snowboard or FIS Sanctioned Event as follows in this document. Please review those terms carefully before signing.

Ski Area or Landowner Name (PRINT)

Title or Position

By (SIGNATURE)

Date

U.S. Ski & Snowboard National Office Approval

U.S. Ski & Snowboard National Office executing calendaring of the proposed Event in accordance with the terms of this agreement.

By (SIGNATURE)

Date

**U.S. SKI & SNOWBOARD
SCHEDULE AGREEMENT FOR U.S. SKI & SNOWBOARD OR FIS SANCTIONED EVENT**

This Schedule Agreement (hereinafter "Agreement") is made and entered into by and between U.S. Ski & Snowboard, in behalf of itself and/or as local representative of the International Ski Federation (hereinafter "FIS"), ski area/landowner, and the Far West Skiing (hereinafter "Organizer") shown on the first page of this Agreement.

For and in consideration of the mutual covenants set forth herein, as well as other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. Organizer agrees that it shall be bound by and shall conform to all current event requirements as established by U.S. Ski & Snowboard, FIS, or USOC, including but not limited to meeting SafeSport minimum standards, as the case may be. Such regulations are incorporated herein by this reference.
2. "Event" shall mean the FW Holiday Highlight listed on the first page of this Agreement and such official training and other activities as may be specifically outlined by the rules and regulations in effect at the time of the Event. The terms of this Agreement shall apply only to the Event as described on the first page of this Agreement at the time of execution by U.S. Ski & Snowboard. A separate Agreement must be executed for any additional events or competitions.
3. Organizer shall be responsible for payment of all costs and expenses associated with the conduct of the Event listed on the first page of this Agreement, including calendar fees, head taxes, awards, as well as event official's fees and expenses as required by current U.S. Ski & Snowboard or FIS rules.
4. U.S. Ski & Snowboard agrees that the Event shall be known and listed as either an official U.S. Ski & Snowboard event or FIS event, and U.S. Ski & Snowboard agrees to place the Event on the appropriate Calendar and certify the results of such Event as official upon receipt of the specified fees from Organizer.
5. Notice of postponement, change, or cancellation, shall be made in writing by fax or email, to the U.S. Ski & Snowboard national office. Concurrent notice shall be made to the regional/divisional offices of U.S. Ski & Snowboard and to the assigned technical delegate. In the case of cancelled events or competitions, Organizer shall remain responsible for all fees due U.S. Ski & Snowboard and/or FIS.
6. A duly constituted event jury shall be named and empowered by Organizer, U.S. Ski & Snowboard or FIS (where applicable). For U.S. Ski & Snowboard sanctioned Events, all jury members and judges must have a current U.S. Ski & Snowboard Officials membership. For FIS sanctioned Events, all jury members and judges must be current Officials members of U.S. Ski & Snowboard or of a national federation recognized by FIS. As appropriate to the discipline and type of Event, all referees, course-setters, judges, and chief of timing and calculations and other senior officials must be appropriately certified. U.S. Ski & Snowboard (and FIS where applicable) reserves the right to nominate referees, judges, and course-setters for the Event, according to policies and procedures of the U.S. Ski & Snowboard Board of Directors and FIS. Unless insufficient qualified individuals are available to perform such functions, the referee, assistant referee, and one-half of the course setters and/or judges shall be individuals who are not officers, directors, regular employees or members of Organizer itself or any of its parent entities or subsidiaries.
7. The portions of the facilities (trails, slopes, jumps, half-pipes, etc.) that are to be used in the actual event must conform with applicable U.S. Ski & Snowboard or FIS rules as applied by the technical delegate and event jury. Organizer shall be responsible for working with the ski area/landowner, U.S. Ski & Snowboard or FIS, and the event jury to select these facilities and ensure that they are prepared in conformity with applicable rules, and homologation or facility approval requirements according to discipline and type of event. U.S. Ski & Snowboard and FIS shall not be responsible for any costs incurred to achieve compliance.
8. Organizer agrees that entries for the Event shall be accepted only according to the respective U.S. Ski & Snowboard or FIS rules then in effect. Organizer agrees that entry of any foreign competitors shall be through the U.S. Ski & Snowboard national office only, unless such competitors have a current U.S. Ski & Snowboard membership and conform to all requirements for entry, including local, divisional, regional, state, and national qualifications.
9. The parties hereto understand and agree that U.S. Ski & Snowboard or FIS respectively, retain all commercial sponsorship rights and media exploitation rights arising in connection with the Event.
10. For events in which U.S. Ski or Snowboard Team participation is expected, a separate event agreement may be required by U.S. Ski & Snowboard in addition to this Agreement. For such events, failure of Organizer to execute such separate agreement if requested by U.S. Ski & Snowboard shall render this Agreement null and void.

11. Organizer shall either pay or waive admissions charges, entry fees, and any lift ticket fees for members, coaches and officials of the U.S. Ski & Snowboard Team and other FIS national ski or snowboard teams, in accordance with U.S. Ski & Snowboard and/or FIS policy.

12. Organizer shall process and submit proper results, as verified by the original signature of the technical delegate, and shall remit applicable U.S. Ski & Snowboard Head Taxes or other fees, according to U.S. Ski & Snowboard and FIS rules then in effect. Results shall not be certified by U.S. Ski & Snowboard or FIS until any outstanding financial obligations of Organizer to U.S. Ski & Snowboard and/or FIS have been satisfied in full.

13. For information on applicable insurance coverages for Organizers and ski area/landowners, please visit http://www.amerspec.com/ussa_cov/pdf/summary.pdf. All coverage is contingent on the proper execution of this Agreement including all appropriate detail as to date, location, discipline, type of event, and class(es) of participants.

14. Organizer agrees:

(a) to comply with any requirement of federal, state or local law, or any safety or eligibility regulation of U.S. Ski & Snowboard, FIS, or USOC, in connection with the Event;

(b) to exclude from competing in the Event any person who lacks proof of either current U.S. Ski & Snowboard membership in good standing, current listing on the FIS points list, or has been properly entered by a recognized federation that is a member of the FIS;

(c) to exclude from the Event any person whom the Jury has not deemed qualified to fore-run or compete;

(d) to exclude from physical presence within Event areas or courses, at all such times as any facet of the Event may be underway, any workers who are not U.S. Ski & Snowboard members, properly credentialed FIS officials, coaches and trainers, or regular employees or agents of Organizer or ski area/landowner acting within the scope of their employment, unless such workers have properly executed a "Competition Worker Registration" form.

Failure to abide by the provisions of this Agreement may void any insurance coverages provided by U.S. Ski & Snowboard or FIS.

15. Once witnessed by the signatures on the first page of this Agreement, the terms set forth herein may be altered only by such supplemental agreements and other supplemental materials incorporated therein as are witnessed by these same parties or their authorized agents in writing. This Agreement shall extend to and be binding upon the successors and assignees of the parties hereto. The Agreement shall supersede all prior agreements between the parties relating in any way to the subject matter hereof (except for any event agreements as described in paragraph 10 above). This Agreement may be executed in counterparts, and shall be construed in accordance with, and governed by the substantive laws of, the State of Utah, without reference to principles governing choice or conflicts of laws. In addition, all legal proceedings relating to the subject matter of this Agreement shall be maintained in state courts sitting in Summit County, Utah or federal district courts sitting in the District of Utah, Central Division and Organizer consents and agrees that jurisdiction and venue for such proceedings shall lie exclusively with such courts.

Version Date: June 2018

**U.S. SKI & SNOWBOARD
SCHEDULE AGREEMENT FOR U.S. SKI & SNOWBOARD OR FIS SANCTIONED EVENT**

This Schedule Agreement (hereinafter "Agreement") is made and entered into by and between U.S. Ski & Snowboard, in behalf of itself and/or as local representative of the International Ski Federation (hereinafter "FIS"), ski area/landowner, and the Far West Skiing (hereinafter "Organizer") shown on the first page of this Agreement.

For and in consideration of the mutual covenants set forth herein, as well as other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. Organizer agrees that it shall be bound by and shall conform to all current event requirements as established by U.S. Ski & Snowboard, FIS, or USOC, including but not limited to meeting SafeSport minimum standards, as the case may be. Such regulations are incorporated herein by this reference.
2. "Event" shall mean the FW Holiday Highlight listed on the first page of this Agreement and such official training and other activities as may be specifically outlined by the rules and regulations in effect at the time of the Event. The terms of this Agreement shall apply only to the Event as described on the first page of this Agreement at the time of execution by U.S. Ski & Snowboard. A separate Agreement must be executed for any additional events or competitions.
3. Organizer shall be responsible for payment of all costs and expenses associated with the conduct of the Event listed on the first page of this Agreement, including calendar fees, head taxes, awards, as well as event official's fees and expenses as required by current U.S. Ski & Snowboard or FIS rules.
4. U.S. Ski & Snowboard agrees that the Event shall be known and listed as either an official U.S. Ski & Snowboard event or FIS event, and U.S. Ski & Snowboard agrees to place the Event on the appropriate Calendar and certify the results of such Event as official upon receipt of the specified fees from Organizer.
5. Notice of postponement, change, or cancellation, shall be made in writing by fax or email, to the U.S. Ski & Snowboard national office. Concurrent notice shall be made to the regional/divisional offices of U.S. Ski & Snowboard and to the assigned technical delegate. In the case of cancelled events or competitions, Organizer shall remain responsible for all fees due U.S. Ski & Snowboard and/or FIS.
6. A duly constituted event jury shall be named and empowered by Organizer, U.S. Ski & Snowboard or FIS (where applicable). For U.S. Ski & Snowboard sanctioned Events, all jury members and judges must have a current U.S. Ski & Snowboard Officials membership. For FIS sanctioned Events, all jury members and judges must be current Officials members of U.S. Ski & Snowboard or of a national federation recognized by FIS. As appropriate to the discipline and type of Event, all referees, course-setters, judges, and chief of timing and calculations and other senior officials must be appropriately certified. U.S. Ski & Snowboard (and FIS where applicable) reserves the right to nominate referees, judges, and course-setters for the Event, according to policies and procedures of the U.S. Ski & Snowboard Board of Directors and FIS. Unless insufficient qualified individuals are available to perform such functions, the referee, assistant referee, and one-half of the course setters and/or judges shall be individuals who are not officers, directors, regular employees or members of Organizer itself or any of its parent

entities or subsidiaries.

7. The portions of the facilities (trails, slopes, jumps, half-pipes, etc.) that are to be used in the actual event must conform with applicable U.S. Ski & Snowboard or FIS rules as applied by the technical delegate and event jury. Organizer shall be responsible for working with the ski area/landowner, U.S. Ski & Snowboard or FIS, and the event jury to select these facilities and ensure that they are prepared in conformity with applicable rules, and homologation or facility approval requirements according to discipline and type of event. U.S. Ski & Snowboard and FIS shall not be responsible for any costs incurred to achieve compliance.

8. Organizer agrees that entries for the Event shall be accepted only according to the respective U.S. Ski & Snowboard or FIS rules then in effect. Organizer agrees that entry of any foreign competitors shall be through the U.S. Ski & Snowboard national office only, unless such competitors have a current U.S. Ski & Snowboard membership and conform to all requirements for entry, including local, divisional, regional, state, and national qualifications.

9. The parties hereto understand and agree that U.S. Ski & Snowboard or FIS respectively, retain all commercial sponsorship rights and media exploitation rights arising in connection with the Event.

10. For events in which U.S. Ski or Snowboard Team participation is expected, a separate event agreement may be required by U.S. Ski & Snowboard in addition to this Agreement. For such events, failure of Organizer to execute such separate agreement if requested by U.S. Ski & Snowboard shall render this Agreement null and void.

11. Organizer shall either pay or waive admissions charges, entry fees, and any lift ticket fees for members, coaches and officials of the U.S. Ski or Snowboard Team and other FIS national ski or snowboard teams, in accordance with U.S. Ski & Snowboard and/or FIS policy.

12. Organizer shall process and submit proper results, as verified by the original signature of the technical delegate, and shall remit applicable U.S. Ski & Snowboard Head Taxes or other fees, according to U.S. Ski & Snowboard and FIS rules then in effect. Results shall not be certified by U.S. Ski & Snowboard or FIS until any outstanding financial obligations of Organizer to U.S. Ski & Snowboard and/or FIS have been satisfied in full.

13. For information on applicable insurance coverages for Organizers and ski area/landowners, please visit http://www.amerspec.com/ussa_cov/pdf/summary.pdf. All coverage is contingent on the proper execution of this Agreement including all appropriate detail as to date, location, discipline, type of event, and class(es) of participants.

14. Organizer agrees:

(a) to comply with any requirement of federal, state or local law, or any safety or eligibility regulation of U.S. Ski & Snowboard, FIS, or USOC, in connection with the Event;

(b) to exclude from competing in the Event any person who lacks proof of either current U.S. Ski & Snowboard membership in good standing, current listing on the FIS points list, or has been properly entered by a recognized federation that is a member



EVENT ANNOUNCEMENT FORM

(SUGGESTED FORMAT)

At least six weeks prior to an event, the following information should be posted on appropriate websites and/or sent to U.S. Ski & Snowboard Competition Services and National Ski Associations, as applicable to the level of the event.

Event Name: _____ Events Included
 Men: DH/SG/GS/SL/AC/K/SQ/P
 Competition Level: Non-Scored / Scored / FIS Ladies: DH/SG/GS/SL/AC/K/SQ/P
 Ski Area: _____ Other: _____
 Membership Requirements: _____ Ski Area Waiver Required: Yes: No:
 Dates: _____ Classes: _____
 Entry Fee: _____ Lift Fee: _____
 Entry Deadline: _____ Entry Procedure: _____
 Chief of Race: _____ email: _____
 Race Administrator: _____ email: _____
 Headquarters (address/location): _____
 Hours Open: _____ Phone: _____
 Technical Delegate: _____
 Housing Chair (if applicable): _____ email: _____

Schedule of Events:

	Date	Time	Location
Team Captains' Meetings	_____	_____	_____
Downhill Training – Men	_____	_____	_____
Downhill Training – Ladies	_____	_____	_____
Downhill – Men	_____	_____	_____
Downhill – Ladies	_____	_____	_____
Super G – Men	_____	_____	_____
Super G – Ladies	_____	_____	_____
Giant Slalom – Men	_____	_____	_____
Giant Slalom – Ladies	_____	_____	_____
Slalom – Men	_____	_____	_____
Slalom – Ladies	_____	_____	_____
AC/K – Ladies	_____	_____	_____
AC/K – Ladies	_____	_____	_____
Skills Quest – Men	_____	_____	_____
Skills Quest – Ladies	_____	_____	_____
Duals/Parallel – Men	_____	_____	_____
Duals/Parallel – Ladies	_____	_____	_____
Start List Preparation: Computer-Generated Draw: _____ Double Draw _____ N/A _____			
Equipment Rules	_____	_____	_____
Waxing Facilities	_____	_____	_____
Awards	_____	_____	_____
Miscellaneous	_____	_____	_____



ADVANCE EVENT INFORMATION FOR OFFICIALS

Event Organizers: Please complete and forward to assigned TD and guest officials at least TWO weeks in advance of event(s).

Name of Competition: _____

Event(s): DH SG GS SL AC/K SQ PARALLEL Gender: M F

Site of Event: _____ Run(s) _____

Day(s) and Dates(s): _____

Category: SR U21 U19 U16 U14 U12 U10 U8 MASTER SCORED OTHER

The Team Captains' Meeting is scheduled for: _____

Location: _____

Seeding of the event will take place: _____

Computer-Generated Draw _____ Double Draw _____ N/A _____

Chief of Race: _____ Phone: (H) _____

email: _____ Phone: (W) _____

Race Administrator: _____ Phone: (H) _____

email: _____ Phone: (W) _____

Housing is reserved as follows:

Dates(s): _____ Phone: _____

Motel/Hotel/Private Housing: _____

Address: _____

Meal Arrangements:

1. Please secure meals and submit receipts Yes No

2. Your meals will be provided at: _____

3. Meal tickets will be issued for meals at: _____

Please contact _____ to confirm information and to provide approximate time of arrival.

NOTE: The event organizers will, upon presentation of invoices and receipts by the TD, pay the Technical Delegate's daily allowance and reimburse actual/out-of-pocket expenses incurred for housing, meals, mileage, etc., according to current guidelines.



CONCUSSION MEDICAL EVALUATION FORM

To be completed by a licensed health care provider who is trained in the evaluation and management of a concussion and who has, within three years before the day on which the written statement is made, successfully completed a continuing education course in the evaluation and management of a concussion.

This athlete is being referred for evaluation after sustaining a suspected concussion. This athlete is prohibited from participating in skiing and/or snowboarding training, competition, camps and practice until evaluated by a qualified health care provider who is trained in the evaluation and management of a concussion. Please evaluate the athlete's readiness to return to sport based on the description of their sport listed below. The athlete is required to return this completed form before resuming training, competitions, camps, and practice. Submit the completed form to Jeff Weinman - email jeff.weinman@usskiandsnowboard.org or fax 435.940.2770.

Athlete's name: _____ National ID _____
 Date of suspected concussion _____ Date of evaluation _____

As a qualified health care provider trained in the evaluation and management of a concussion, I certify that _____ (athlete) is cleared to resume participation in U.S. Ski & Snowboard training, competition, camps and practice. I have, within three years before the day on which this statement is made, successfully completed a continuing education course in the evaluation and management of a concussion.

 Signature of Provider Phone Date

 Name Printed Email

Clinic or Practice name and address

 Signature of Parent/Guardian Name Printed Date

- I understand that the athlete I am clearing may be involved in the following activities:
- o Alpine Speed Skiing (DH/SG): Athlete skiing at speeds of over 60 mph for up to 2-3 minutes.
 - o Alpine Technical Skiing (SL/GS): Athlete skiing up to 45-55 turns on course in 40-75 seconds.
 - o Freestyle Aerial: Jumping 40-50 feet in the air with multiple flips and twists.
 - o Freestyle Moguls: Skiing through mogul field with two turns per second and inverted and/or upright multiple jumps 12-15 feet in the air.
 - o Snowboard and Skiing Halfpipe: Riding in a U-shaped ditch with walls 18-22 feet high performing a series of 4-8 tricks 12-15 feet above the lip of the pipe, landing on a steep incline.
 - o Snowboard Alpine: Multiple turns in a 40-80 second course at speeds of 20-40 mph
 - o Snowboardcross and Skicross: Multiple jumps, turns and terrain changes with multiple competitors on course at the same time traveling at speeds upwards of 25 mph
 - o Snowboard and Skiing Slopestyle: A series of jumps that are anywhere from 40-120 feet, a series of rails and other terrain park features.
 - o Nordic Ski Jumping: Jumping for 90-130 meters off Nordic ski jumps.
 - o Nordic Cross Country: Skiing with multiple competitors on course with the possibility of collision between athletes or with other objects.

Updated Aug. 2018



Dear Parent or Guardian,

Your athlete is suspected of having suffered a concussion either in training or in competition.

Because of that suspicion, your athlete has been removed from training and competition and will be placed on medical hold with U.S. Ski & Snowboard. This hold will prevent your athlete from training or compete in U.S. Ski & Snowboard sports.

What now?

On the reverse of this letter is a form that must be completed by a licensed health care provider who is trained in the evaluation and management of a concussion and who has, within three years before the day on which the written statement is made, successfully completed a continuing education course in the evaluation and management of a concussion. The form needs to be returned to me before your athlete can be removed from medical hold.

Once the form is submitted, your athlete will be removed from medical hold as soon as possible, however, please know that depending upon timing this may take up to 48 hours.

A listing of some trained medical professionals can be found here impacttest.com While this list is not exhaustive, it is a starting point. You can also check with your primary care physician for a referral.

We understand that you are anxious to get your athlete back to training and competition and we will work to facilitate that return as soon as possible. However, we cannot allow that return to training and competition until the athlete is cleared.

For more information on concussions, please see the resources at the U.S. government's Centers for Disease Control and Prevention cdc.gov/headsup.

If you have any questions, please let me know.

Jeff Weinman
Director, Competition Services
U.S. Ski & Snowboard

Tel: 435.647.2030
Fax: 435.940.2770
Email: jeff.weinman@usskiandsnowboard.org

Updated Aug. 2018



Alpine Competition Exceptional Athlete "Ski Up"

Assumption of Risk, Release and Indemnity Agreement

THIS ALPINE COMPETITION "SKI UP" ASSUMPTION OF RISK, RELEASE AND INDEMNITY AGREEMENT (the "Agreement") is provided by the ATHLETE/COMPETITOR signing the Agreement (the "Athlete") and his/her parent(s) and legal guardian(s) (the "Parent(s)") to U.S. SKI & SNOWBOARD; the REGIONS and DIVISIONS of the U.S. SKI & SNOWBOARD; and the ORGANIZERS AND OFFICIALS of alpine ski racing competitions entered by the Competitor (sometimes hereinafter referred to collectively as the "U.S. Ski & Snowboard").

"Ski Up" Definition: On October 30, 1998, the U.S. Ski & Snowboard Alpine Sport Executive Committee stated that circumstances may exist for certain athletes in alpine ski competition to be authorized to compete in an age group competition with a class of competitors which are older than the age group designated by U.S. Ski & Snowboard. For example a U12 competitor (age 11 years or younger) who is technically and/or physically more advanced than other competitors in his or her age group may request to compete as a U14, or compete on courses set for U14's, (that is, with competitors who are 12 and 13 years of age). The intention of the authorization is to accommodate the very top athletes nationally. *This release authorizes the athlete to compete in the next older age group, but only in the events (DH, SL, GS, SG, AC) in which they are normally eligible and only in the specific competitions authorized by U.S. Ski & Snowboard National Development Director (September 2001 ASC executive).* A competitor who advances to an age category with older competitors will be referred to in this Agreement as "Skiing Up." The opportunity to Ski Up is not automatic, however, and competitors may do so only after they have received authorization through the procedure set forth below and have met additional local requirements that may be competition specific.

Ski Up Procedure:

1. The procedure for Skiing Up is a request made by a competitor, his/her parents and the competitor's coach to the Regional or Divisional Alpine Committee where the competitor resides and the U.S. Ski & Snowboard alpine staff person responsible for the respective Region or Division and the National Development Director.
2. Authorization to Ski Up is granted and only valid for, the Region or Division from which the authorization is provided, based upon a determination by U.S. Ski & Snowboard alpine staff and the applicable Regional or Divisional Alpine Committee that the competitor has demonstrated the technical athletic ability to train and compete with an older age category.
3. The parents and competitor acknowledge the additional risks and dangers associated with Skiing Up by signing this Agreement.

General Assumption of Risk – Skiing Has Risks and Dangers: The Competitor and his/her Parents acknowledge that participation in alpine ski competition and training in connection with such ski competitions is hazardous and involves great risk of physical injury or death. The Competitor and his/her Parents expressly assume any and all risk associated with competing or training for or otherwise participating in such competitions, including without limitation, the risks and inherent dangers of ski racing course conditions and those associated with skiing and riding the lifts generally. This assumption of risk also includes changing weather conditions; existing and changing snow conditions; bare spots; rocks; stumps; trees, collisions with natural objects, man-made objects, or other skiers; variations in terrain; and the failure of skiers to ski within their own abilities.

Specific Assumption of Risk – Skiing Up Involves Greater Risks and Dangers: The Competitor and his/her Parents acknowledge that permission to Ski Up is granted by the U.S. Ski & Snowboard and the Regional or Divisional Alpine Committees, only at the request and recommendation of the Competitor's coach and Parents, and the request of the Competitor. The request and recommendation has been made by them to provide the Competitor with enhanced opportunities to compete on alpine training and competition courses that will be of greater vertical drop on more challenging terrain in a more intense competitive environment than provided for in U.S. Ski & Snowboard rules developed for the standard assigned U.S. Ski & Snowboard age class.

By signing this Agreement, the Competitor and his/her parents fully accept the more hazardous, demanding and difficult competition and training situations, and that Skiing Up involves greater risk of physical injury or death with the greater vertical drop on more challenging terrain in a more intense competitive environment.

Release of Claims: In exchange for receiving permission for the Competitor to Ski Up, the Competitor and his/her Parents release and forever discharge the U.S. Ski & Snowboard and its trustees, directors, officers, employees, contractors, volunteers, insurers, and all other persons from any and all claims which might arise from accidents, injuries or fatalities that may occur as a result of Skiing Up. This release of claims includes, but is not limited to, those based on negligence, contract and/or breach of warranty.

Covenant Not To Sue: The Competitor and his/her Parents agree not to sue or file any lawsuit, action, arbitration or claim against the U.S. Ski & Snowboard if the Competitor or any third-party is physically injured or property is damaged as the result of or connection with the Competitor Skiing Up.

Defense and Indemnity: The Parents of the Competitor agree to defend, indemnify, and hold the U.S. Ski & Snowboard harmless from any and all claims or lawsuits brought against the U.S. Ski & Snowboard arising out of or in connection with the Competitor Skiing Up.

Competitor's Name _____ U.S. Ski & Snowboard
 Number _____
 U.S. Ski & Snowboard Division/Region _____ Birth date _____
 Competitor's Signature _____ Date _____
 Competitor's Father's Name _____
 Competitor's Father's Signature _____ Date _____
 Competitor's Mother's Name _____
 Competitor's Mother's Signature _____ Date _____
 Coach's Name _____
 Coach's Signature _____ Date _____
 Divisional/Region Alpine Committee Name _____
 Divisional/Region Alpine Committee Signature _____ Date _____

U.S. Ski & Snowboard National Development Director Approval	
I, _____, grant permission for the above Competitor to Ski Up only during the following competitions or time frame: _____	
Signature _____	Date _____

U.S. SKI & SNOWBOARD
 PO Box 100 - 1 Victory Ln - Park City, UT 84060

ATHELETES DECLARATION FOR REGISTRATION WITH THE INTERNATIONAL SKI FEDERATION (FIS)

I, the undersigned, understanding that my signature to this declaration does not limit the obligation of the organizer to prepare and maintain competitions courses in accordance with FIS rules and FIS safety standards then in effect,

Family Name	First Name	DoB (dd/mm/yyyy)	Nation
Ski/Snowboard Club:			
Discipline:		Gender:	
Alpine <input type="checkbox"/>	Nordic <input type="checkbox"/>	Other <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>

make the following declaration:

1. FIS RULES; REGULATIONS AND PROCEDURES

I understand and accept that my participation at any event which is part of the FIS calendar is subject to my acceptance of all FIS rules applicable in connection with such event. I therefore agree to be submitted to such rules, regulations and procedures and to the jurisdiction of the bodies which are in charge of applying them, including but not limited to the exclusive jurisdiction of the Court of Arbitration for Sport CAS in Lausanne, Switzerland, where such is provided by FIS rules.

2. ACKNOWLEDGEMENT OF RISKS

I am fully aware and conscious of the potential risks involved in competition skiing activities and of the risk caused by speed and gravitational forces, be it during training or during the actual competition. I recognize that there are risks linked with the attempt to achieve competitive results which requires me to stretch my physical abilities. I also know and accept that the risks factors include environmental conditions, technical equipment, and atmospheric influences as well as natural or manmade obstacles. I am further aware that certain movements or actions cannot always be anticipated or controlled and therefore cannot be avoided or prevented through safety measures.

Consequently, I know and accept that when I engage in such competitive activities, my physical integrity and, in extreme cases, even my life may be at risk.

Furthermore, I know and accept that the above mentioned dangers linked with my participation may threaten third parties within the competition and training area.

I will conduct my own inspection of training and competition courses. I will immediately notify the jury of any safety concerns I may have. I understand that I am responsible for the choice of the appropriate equipment and of its condition, for the speed at which I race and for the selection of my line through the course.

3. PERSONAL LIABILITY

I understand that I may be found personally liable to third parties for damages arising from bodily injury or property damage they may suffer as a result of an occurrence linked with my participation in training or competition. I agree that it is not the responsibility of the organizer to inspect or supervise my equipment.

4. RELEASE

To the extent permitted by the applicable law, I release FIS, my National Association, and the organizers and their respective members, directors, officers, employees, volunteers, contractors and agents from any liability for any loss, injury, or damage suffered in relation to my participation in FIS sanctioned competition or training.

5. DISPUTE RESOLUTION

Without limitation to the jurisdiction of any body of competent jurisdiction in connection with the application of the FIS Rules, regulations and procedures to which I submit as a consequence of my participation at events that are published in the FIS calendar (see point 1 above), I agree that any dispute which is not to be adjudicated in application of procedures provided for by the FIS Rules, regulations and procedures, but which arises between myself and the FIS and/or the organizer of an event in the FIS calendar, including but not limited to claims for damages of either party against the other arising out of occurrences (acts or omissions) linked with my participation to such an event shall be governed by Swiss law and exclusively settled by arbitration before the Court of Arbitration for Sport ("CAS") in Lausanne in accordance with the CAS rules then in effect.

This Declaration be governed and construed according to Swiss law and to the extent permitted by applicable law shall also be binding on my heirs, successors, beneficiaries, next of kin or assigns who might pursue any legal action in connection with the same.

I have read and understood the above Athlete's Declaration.

Location	Date	Signature of athlete

For Athletes of minority age (according to national laws):

This is to certify that, as parent/guardian of this participant, I do consent to his/her agreement to be bound by each of the terms and conditions identified above.

Name (Printed) - Parent/Guardian	Date	Relationship	Signature of Parent/Guardian

ENTRY FORM
FORMULAIRE D'INSCRIPTION
ANMELDUNGSFORMULAR

OFFICIALS / Officiels / Offizielle			
Surname, First Name <i>Nom de famille, Prénom</i> <i>Familiennamen, Vorname</i>	Arrival <i>Arrivée</i> <i>Anreise</i>	Departure <i>Départ</i> <i>Abreise</i>	
			Team Captain / Chef d'équipe / Mannschaftsführer
			Trainer / Entraîneur / Trainer
			Doctor / Médecin / Arzt
			Physiotherapist / Masseur / Masseur
			Technicians / Techniciens / Techniker Service personnel / Personnel de service / Servicepersonal
Place, Date / Lieu, Date / Ort, Datum		Signature / Signature / Unterschrift (please print and sign)	



Volunteer Competition Worker Registration Form

Name (Please Print): _____

Address: _____

Read the following warnings carefully before signing this form. This is a waiver of certain legal rights:

Ski and snowboard competitions involve **many inherent risks, dangers and hazards**. These risks, dangers and hazards may exist at any time and at any place in and around the competition course or facility. They may threaten not only the competitors themselves, but may also threaten me as a competition worker.

Due to high speeds, slick surfaces and icy conditions, you will be at risk of being struck by competitors and/or runaway equipment. While you **must pay close attention to the intervals between competitors**, you must also be aware that such intervals are sometimes irregular. You must **pay special attention to competitor fall zones and likely trajectories of competitors** who may lose control and/or fall. If you have any questions or concerns about fall zones and/or trajectories, you should inquire with a member of the Competition Jury.

The Competition Jury is responsible for controlling the competition. You must comply with all instructions of the Jury regarding opening and closing of courses, and regarding your positioning and conduct on the course. However, given the unpredictability of ski and snowboard competition and the winter mountain environment, following the advice of Competition Jury members or any other person **does not and cannot guarantee your safety**. If you believe that complying with a Competition Jury instruction would expose you to risk of injury, you should clearly state your concern to a Jury member and state your intention not to follow the instruction.

Competition equipment may be cumbersome and heavy. Exercise caution in carrying and handling such equipment to avoid injury from strain or exertion, particularly when working on steep and uneven terrain. Also, pay attention to climatic conditions and protect yourself from exposure and dehydration.

Side-slipping of competition courses involves many of the risks and dangers inherent in the sport of skiing. These risks may be exacerbated by short time periods between competitors in which side-slipping must be completed. If you lack advanced skiing skills or are otherwise unwilling to assume the risks inherent in this activity, do not participate in side-slipping of courses.

Consumption of alcohol or illegal drugs by competition workers in U.S. Ski & Snowboard competitions is strictly prohibited.

By affixing my signature below, I represent that I am over the age of eighteen (18) years of age, have read the foregoing warnings and in spite of the risks, dangers and hazards involved in such activities, I nevertheless choose to volunteer my services as a U.S. Ski & Snowboard Competition Worker. By so doing, I agree to release, indemnify, defend, and hold harmless the U.S. Ski & Snowboard, its employees, affiliates, insurers, officials and sponsors from any and all claims arising from my participation as a competition worker regardless of negligence. I also understand and agree that as a volunteer I am not entitled to workers compensation coverage for injuries arising from my participation in these activities and agree not to seek coverage under U.S. Ski & Snowboard's workers compensation insurance.

Signature

Date

17-18



Alpine Skiing

2018/2019

1st FIS points list 2018/2019

Valid from 01-07-2018 to 15-08-2018

Category/Catégorie/Kategorie	Race level	Minimum penalty for 2018/2019	Minimum penalty for calculation BL 2020	Maximum penalty
OWG,WC,WSC	0	0.00	0.00	0.00
COM	0	0.00	0.00	4.00
ANC,EC,ECOM,FEC,NAC,SAC,UVS,WJC	1	6.00	15.00	999.00
NC	2	8.00	20.00	999.00
AWG,CISM,CIT,CITWC,CORP,EQUA,EYOF,FIS,FQUA,JUN,NJC,NJR,UNI,YOG	3	9.00	23.00	999.00
ENL	4	40.00	60.00	999.00

MEN						GENERAL			LADIES						
ADDER					Z-Value	Men/Ladies		ADDER					Z-Value		
Disc.	Level 0	Level 1	Level 2	Level 3	Level 4		F Value	Max points	Disc.	Level 0	Level 1	Level 2	Level 3	Level 4	
DH	0	0	2	3	13	0.00	1250.00	310.00	DH	0	0	2	3	13	0.00
SL	0	0	2	3	13	0.00	730.00	145.00	SL	0	0	2	3	13	0.00
GS	0	0	2	3	13	0.00	1010.00	200.00	GS	0	0	2	3	13	0.00
SG	0	0	2	3	13	0.00	1190.00	250.00	SG	0	0	2	3	13	0.00
AC	0	0	2	3	13	0.00	1360.00	250.00	AC	0	0	2	3	13	0.00

FÉDÉRATION INTERNATIONALE DE SKI
INTERNATIONAL SKI FEDERATION
INTERNATIONALER SKI VERBAND



PROGRAMMING CHANGE REQUEST

(Please fill out this form as completely as possible and email to compservices@uskiandsnowboard.org)

SPLIT SECOND

VOLA

Category: _____
(BUG, CHANGE, ENHANCEMENT)

Requested By: _____

Date: _____

Description of Problem/Change:

Details:

Priority: _____ 1 = Extremely High, 2 = High, 3 = Medium, 4 = Low

FOR U.S. SKI & SNOWBOARD COMPETITION SERVICES OFFICE USE ONLY

Vendor: _____

Date Resolved: _____

Notes:

CHECKLIST FOR TEAM CAPTAINS' MEETING

ICR ART.	AGENDA	CONTROL			NOTES
		1	2	3	
213/216	1. Welcome / Introduction / Roll Call / Attendance List / Agenda				FIS form
601.4 603.4 605	2. Technical Part • Appointment of jury • Appointment of course setters • Ratification of forerunners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	WC and COC list
	• Classification WC and COC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
215/607 704 217/621 606.1/614.3.2 617.2.2/640-643 621.11	• Updating of entries • 1st training list and others • Drawing of lots • Wearing of start numbers • Rules for protests (15') • Start list of 2nd run	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
222	• Report of the day by the O.C. • Report by the Technical Delegate • Report by the other members of the Jury	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
213/704/804/904	• Review of the intended Programme - Weather forecast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
614.3.2	- Orientation of the courses in the area - Inspection of the course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- Course preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
613.1.3	- Medical services - Training course • Proposal of team captains • Final programme - First run on lift - Jury meeting at start or at finish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
219/619	- Time and place of prizegiving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	• Distribution of radio equipment (Jury)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
216/220	3. Administrative Part • Accrediting of teams, officials, press, radio, TV, etc. • Lodging, meals, refreshments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Règlement WC & COC
	• Issuing and returning of start numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	• Official statements/notice board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	• Reimbursements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	• Mailbox at the race office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
702.4	• Clothing check • Parking/lift facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	• Opening hours of the race office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	• Check on radio sets (PTT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	• Next meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
614.2.2 614.2.3	4. Miscellaneous • Interdiction to continue after a Gate Fault • Interdiction to continue after stopping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



PROGRAM

Date:	Site:	State:	Event:
		1. RUN	2. RUN
Radios:			
Jury Inspection:			
Referee/Assistant Referee:			
Connection Coach(es):			
Course Setters (Names / Teams):			
Lift Open:			
Warmup and Training Area:			
Inspection(one):			
Entry for Racers Closed:			
Photographers In Place:			
Entry for all Closed:			
Coaches in Place:			
No. of Forerunners: ()	Start Time:	Interval:	
Start Times:			
Start Interval(s):			
Preparation Breaks:		As needed	
Yellow Zones/Flags:	Places	Back to Start	
	1st		
	2nd		
Slip Crews:			
Intermediate Times:			
Awards Ceremony:			
Public Draw:			
		Name(s) / Team(s):	
Course Setter(s) Next Race:			
Next Team Captains' Meeting:			
Miscellaneous:			

18-19

If required, a different form is available in the MPF for Parallel events.



TEAM CAPTAINS' MEETING

Team Captains' Meeting of		Race Code(s)	
Support Officials	NAT		NAT
Finish Referee (Jury Advisor)		Chief of Timing & Calculations	
Start Referee (Jury Advisor)		Race Administrator	
Forerunners			
A.		E.	
B.		F.	
C.		G.	
D.		H.	
Meeting Minutes			
Signature of Race Secretary			



ACCEPTANCE OF LIABILITY BY A TEAM CAPTAIN
REPRESENTING AN ATHLETE NOT IN HIS/HER PROGRAM/CLUB

I agree that I am responsible for the imparting of information regarding training and competition for the athlete named below:

NAME OF ATHLETE: _____

DATE(S) OF COMPETITION: _____

I HAVE READ THIS ACCEPTANCE OF LIABILITY CAREFULLY, AND
HAVING DONE SO, I AM SIGNING IT VOLUNTARILY.

PRINTED NAME: _____

SIGNATURE: _____

DATE: _____



PROGRAM / PROGRAMME / PROGRAMM

L M

Date / Date / Datum	Site / Lieu / Ort	Country / Pays / Land	Event (SL/GS/SG/DH/AC)
Category / Catégorie / Kategorie <input type="checkbox"/> COC <input type="checkbox"/> FIS <input type="checkbox"/> CIT <input type="checkbox"/> NJR <input type="checkbox"/> MAS <input type="checkbox"/>			
		Place	Time
Radios / Radios / Funkgeräte			
Lift Open / Ouverture des remontées mécaniques / Lift öffnet			
Warmup and Training Area / Piste d'échauffement et d'entraînement / Aufwärm- und Trainingspiste			
Jury Inspection / Lieu d'inspection du jury / Ort der Besichtigung Jury			
Jury / Jury / Jury		FIS TD: Chief of Race: Referee: Ass't Referee:	
Connection Coach(es)			
Run / Manche / Lauf		1st / 1ère / 1.	2nd / 2ème / 2.
Course Setter / Traceur / Kurssetzer			
Inspection (one) / Reconnaissance (une) / Besichtigung (eine)			
Entry for Racers Closed / Entrée fermée pour coureurs / Zutritt für Wettkämpfer geschlossen			
Entry for All Closed / Entrée fermée pour tous / Zutritt für alle geschlossen			
Coaches in Place / Entraîneurs en position / Trainer am Platz			
Number of Forerunners + (Start Time) / Number + (Heure de départ oureur 1) / Anzahl + (Startzeit Vorkläufer 1)			
Start Time Racer No. 1 / Heure de départ no 1 / Startzeit Nr. 1			
Start Interval / Intervalle de départ / Startintervall			
Yellow Zones/Flage Zones jaunes/drapeaux Gelbe Zonen/Flaggen			
Slip Crews / Lisseurs / Rutschkommandos			
Intermediate Times / Temps intermédiaires / Zwischenzeiten			
		Place	Time
Prize Giving Ceremony / Remise des prix / Siegerehrung			
Run / Manche / Lauf		1st / 1ère / 1.	2nd / 2ème / 2.
Course Setter Next Race / Traceur prochaine course / Kurssetzer nächste Rennen			
Next Team Captains' Meeting / Prochaine séance des chefs d'équipes / Nächste Mannschaftsführersitzung			
Public Draw / Tirage au sort / Öffentliche Auslosung			
Racers must appear			
Miscellaneous / Divers / Verschiedenes			

FÉDÉRATION INTERNATIONALE DE SKI
 INTERNATIONAL SKI FEDERATION
 INTERNATIONALER SKI VERBAND

If required, a different form is available in the MPF for Parallel events.

TEAM CAPTAINS' MEETING

Team Captains' Meeting of		Codex	
Support Officials		NAT	NAT
Finish Referee (Jury Advisor)		Chief of Timing & Calculations	
Start Referee (Jury Advisor)		Race Administrator	
Forerunners			
A.		E.	
B.		F.	
C.		G.	
D.		H.	
Meeting Minutes			
Signature of Race Secretary			

REPORT BY THE REFEREE
PROCES VERBAL DU JUGE ARBITRE
PROTOKOLL DES SCHIEDSRICHTERS

Place / Lieu / Ort		Country / Pays / Land		Codex	
Name of event <i>Nom de l'événement</i> Name der Veranstaltung			Date <i>Date</i> Datum		
Category		Gender		Event	
The following competitors have been disqualified according to ICR / Les coureurs suivants ont été disqualifiés selon le RIS / Die folgenden Wettkämpfer wurden im Sinne der IWO disqualifiziert:					
No. <i>No.</i> Nr.	Surname, First Name <i>Nom de famille, Prénom</i> Familienname, Vorname	Nat	Gate No. <i>No. porte</i> Tor Nr.	Gate judge <i>Juge de porte</i> Torrichter	Notes <i>Notes</i> Bemerkung
Not Permitted to Start (No) / Pas autorisé à démarrer (No.) Nicht zum Starten zugelassen (Nr.)					
No. <i>No.</i> Nr.	Surname, First Name <i>Nom de famille, Prénom</i> Familienname, Vorname	Nat	Notes / Notes / Bemerkung		
Did not start (No.)/Pas au départ (No.)Nicht am Start (Nr.)					
Time published <i>Heure d'affichage</i> Anschlagzeit		Deadline <i>Délai</i> Ablauf		Date <i>Date</i> Datum	
The Referee <i>Le juge arbitre</i> Der Schiedsrichter					

This is a new form; older forms do not have a separate section for listing of NPS competitors. When using older form, Referee must be aware of the need to designate between NPS and DNS.

MANUAL TIME / TIME-of-DAY (ToD) REPLACEMENT TIME (E.E.T.) WORKSHEET

DATE: _____ EVENT: _____ MEN _____ WOMEN _____ RUN _____ CHIEF CALCULATIONS: _____

TIME of DAY (ToD) MISSING: _____ START or _____ FINISH

	START/FINISH		START/FINISH		COLUMN A	COLUMN B
RACER	ToD		ELECTRONIC		MANUAL TIME	MANUAL TIME
BIB #	MANUAL TIME		TIME		SHORTER	LONGER
					(+)	(-)
_____	_____ : _____ - _____		_____ : _____ - _____		_____ - _____	_____ - _____
_____	_____ : _____ - _____		_____ : _____ - _____		_____ - _____	_____ - _____
_____	_____ : _____ - _____		_____ : _____ - _____		_____ - _____	_____ - _____
_____	_____ : _____ - _____		_____ : _____ - _____		_____ - _____	_____ - _____
_____	_____ : _____ - _____		_____ : _____ - _____		_____ - _____	_____ - _____
_____	_____ : _____ - _____		_____ : _____ - _____		_____ - _____	_____ - _____
_____	_____ : _____ - _____		_____ : _____ - _____		_____ - _____	_____ - _____
_____	_____ : _____ - _____		_____ : _____ - _____		_____ - _____	_____ - _____
_____	_____ : _____ - _____		_____ : _____ - _____		_____ - _____	_____ - _____

COLUMN A TOTAL + _____ - _____

COLUMN B TOTAL - _____ - _____

DIFFERENCE = (+) or (-) _____ - _____

DIVIDED BY 10 = (+) or (-) _____ - _____ = CORRECTION _____

BIB #	TIME OF DAY	(+) or (-)	REPLACEMENT TIME OF DAY
_____	_____ : _____ - _____		_____ : _____ - _____
_____	_____ : _____ - _____		_____ : _____ - _____



PENALTY CALCULATION

Name of Competition		
Date	Event	Name of the TD

The best 10 at finish

Result	Number	Name	Nat	U.S. Ski & Snowboard-Points	Best 5	Race points
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

The best 5 at start

TOTALS

(B) U.S. Ski & Snowboard Points of best 5 at start

(A) U.S. Ski & Snowboard Points of best 5 to finish in top 10

(C) Race Points of corresponding competitors

Calculated penalty

A + B - C = : 10 =

Penalty applied

Signature TD	Nr

PENALTY CALCULATION
CALCUL DE LA PENALITE
PUNKTEZUSCHLAGSBERECHNUNG

Name of Event <i>Nom l'événement</i> Name der Veranstaltung		
Date <i>Date</i> Datum	Event <i>Événement</i> Veranstaltung	Name of the TD <i>Nom du DT</i> Name des TDs

The best 10 at finish / 10 meilleurs à l'arrivée / Die besten 10 im Ziel

Result <i>Résultat</i> Resultat	Number <i>Dossard</i> Nummer	Name <i>Nom</i> Name	Time <i>Temps</i> Zeit	Nat <i>Nat</i> Nat	FIS-Points <i>Points FIS</i> FIS-Punkte	Best 5 <i>5 meilleurs</i> 5 besten	Race points <i>Pts de course</i> Rennpunkte

The best 5 at start / 5 meilleurs points FIS au départ / Die 5 besten FIS-Punkte am Start

TOTALS / TOTALS / SUMMEN

- (B) **FIS Points of best 5 at start**
Points FIS des 5 meilleurs au départ
 Die 5 besten FIS-Punkte am Start
- (A) **FIS Points of best 5 to finish in top 10**
Points FIS des 5 meilleurs dans les premiers 10
 Die 5 besten FIS-Punkte aus den ersten 10
- (C) **Race Points of corresponding competitors**
Points compétition de ces concurrents
 Rennpunkte der entsprechenden Wettkämpfer

Calculated penalty / Pénalité calculée / Berechneter Zuschlag
A + **B** - **C** = : 10 =

Category Adder / Additif de catégorie / Kategorie-Adder

Penalty applied / Pénalité appliquée / Angewandter Punktezuschlag

Signature TD / Signature du DT / Unterschrift des TDs	Nr/No/Nr
--	-----------------

PROTESTS
RECLAMATIONS
PROTESTE

Place / Lieu / Ort		Country / Pays / land		Code x	
Name of event <i>Nom de l'événement</i> Name der Veranstaltung				Date <i>Date</i> Datum	
Category		Gender		Event	
Reasons for protest / Motifs de la réclamation / Gründe des Protestes				ICR References / Références RIS Bezugsquellen IWO	
				Name of protester / Auteur de la réclamation / Verfasser des Protestes	
Function <i>Fonction</i> Funktion	Surname, First Name <i>Nom de famille, Prénom</i> Familienname, Vorname	Team <i>Equipe</i> Mannschaft	Date and time of submission <i>Date et heure du dépôt</i> Datum und Zeit der Zustellung	Payment of deposit <i>Versement de la caution</i> Einzahlung des Betrages	
Protest and deposit received by / Réclamation et caution reçues par / Protest und Betrag hinterlegt bei					
Function <i>Fonction</i> Funktion	Surname, First Name <i>Nom de famille, Prénom</i> Familienname, Vorname	Signature <i>Signature</i> Unterschrift (please print and sign)			
Date / Date / Datum	Signature of protester <i>Signature de l'auteur de la réclamation</i> Unterschrift des Protestverfassers (please print and sign)				

MINUTES OF JURY DECISIONS (WITH PROTESTS)
PROCES-VERBAL DES DECISIONS DU JURY (AVEC RECLAMATIONS)
PROTOKOLL DER JURYENTSCHEIDE (MIT PROTESTE)

Place / Lieu / Ort		Country / Pays / Land		Codex	
Name of event <i>Nom de l'événement</i> Name der Veranstaltung				Date <i>Date</i> Datum	
Category		Gender		Event	
Jury members present / Membres du jury presents / Anwesende Mitglieder der Jury					
Function <i>Fonction</i> Funktion	Surname, First Name <i>Nom de famille, Prénom</i> Familiennamen, Vorname	NAT	With voting right <i>Avec droit de vote</i> Mit Stimmrecht	Signatures <i>Signatures</i> Unterschriften	
Technical Delegate <i>Délégué Technique</i> Technischer Delegierter			yes <input type="checkbox"/> no <input type="checkbox"/>		
Referee <i>Arbitre</i> Schiedsrichter			yes <input type="checkbox"/> no <input type="checkbox"/>		
Assistant Referee <i>Arbitre-assistant</i> SR-Assistant*			yes <input type="checkbox"/> no <input type="checkbox"/>		
Chief of Race <i>Directeur d'épreuve</i> Rennleiter			yes <input type="checkbox"/> no <input type="checkbox"/>		
Start Referee <i>Juge au départ</i> Startrichter**			yes <input type="checkbox"/> no <input type="checkbox"/>		
Finish Referee <i>Juge à l'arrivée</i> Zielrichter**			yes <input type="checkbox"/> no <input type="checkbox"/>		
Others present at the meeting / Autres personnes convoquées / Andere eingeladene Personen					
Summary of reasons for protest / <i>Rappel succinct du motif de la réclamation / Kurze Beschreibung des Protestgrundes</i>				ICR References / <i>Références RIS /</i> Bezugsquellen IWO	
Decision / Décision / Entscheid					
Time published / Heure d'affichage / Anschlagzeit	Date / Date / Datum	Signature of TD <i>Signature de DT</i> Unterschrift des TD (please print and sign)			

* DH/SG

**OWG/WSC/WC GS & SL

MINUTES OF JURY DECISIONS (WITHOUT PROTESTS)
PROCES-VERBAL DES DECISIONS DU JURY (SANS RECLAMATIONS)
PROTOKOLL DER JURYENTSCHEIDE (OHNE PROTESTE)

Place / Lieu / Ort		Country / Pays / Land		Codex	
Name of event <i>Nom de l'événement</i> Name der Veranstaltung				Date <i>Date</i> Datum	
Category		Gender		Event	
Jury members present / Membres du jury presents / Anwesende Mitglieder der Jury					
Function <i>Fonction</i> Funktion	Surname, First Name <i>Nom de famille, Prénom</i> Familiennamen, Vorname	NAT	With voting right <i>Avec droit de vote</i> Mit Stimmrecht	Signatures <i>Signatures</i> Unterschriften	
Technical Delegate <i>Délégué Technique</i> Technischer Delegierter			yes <input type="checkbox"/> no <input type="checkbox"/>		
Referee <i>Arbitre</i> Schiedsrichter			yes <input type="checkbox"/> no <input type="checkbox"/>		
Assistant Referee <i>Arbitre-assistant</i> SR-Assistant*			yes <input type="checkbox"/> no <input type="checkbox"/>		
Chief of Race <i>Directeur d'épreuve</i> Rennleiter			yes <input type="checkbox"/> no <input type="checkbox"/>		
Start Referee <i>Juge au départ</i> Startrichter**			yes <input type="checkbox"/> no <input type="checkbox"/>		
Finish Referee <i>Juge à l'arrivée</i> Zielrichter**			yes <input type="checkbox"/> no <input type="checkbox"/>		
Others present at the meeting / Autres personnes convoquées / Andere eingeladene Personen					
Summary of decisions taken / Rappel succinct du motif / Kurze Beschreibung der getroffenen Entscheidungen					
Time published / Heure d'affichage / Anschlagzeit	Date / Date / Datum	Signature of TD <i>Signature de DT</i> Unterschrift des TD (please print and sign)			

* DH/SG

**OWG/WSC/WC GS & SL

TIMING CHECKLIST

- Interconnects 1. Is there wire? Does it work? Are you sure?
- Equipment 2. Is the equipment on the current list of timing equipment homologated by the FIS Timing Working Group?
(data.fis-ski.com/services/timing-and-data/homologated-timing-equipment.html)
- Setup 3. Do the timer tapes each report times to the maximum precision of the timing device according to the requirements for homologation?
- Software 4. If timing software is used to calculate times, is it calculating net times using the precision of ToD as used in the timing device?
- Hand Timing 5. Is hand timing that records to 1/100th (.01) precision available?
- Quality 6. Is the timing crew aware that hand times, even if not used, should be within acceptable limits?
- Start Gate 7. Does the Start Gate meet the following requirements?
a. Separate contacts?
b. One wand?
c. Installed at proper height?
d. Are identical Start Gate mechanism & Wand available for replacement?
e. Is the placement marked on the Start Posts?
f. Are the Start Posts solidly installed?
- Finish Eyes 8. Do the Finish Photocells meet the following requirements?
a. Are 2 sets available?
b. Are 4 posts available for mounting photocells?
(2 are acceptable; replacements must be available)
c. Is the vertical separation between the beams no greater than 20cm?
- Synchronization 9. Have system A and System B been synchronized as close as possible to the scheduled start time for the first run of the day within 60 minutes of the start of the first scheduled run??
10. Has the synchronization been performed from one single contact switch for all timing devices?
- Systems 11. If System A fails, is the timing crew aware of the requirement to use System B times to calculate a replacement time (EET)?
12. Is the timing crew aware that manual timekeeping is not used to calculate a replacement time (EET) unless both System A and System B fail?



Timing & Data Technical Report - Alpine

TDTR SOFTWARE CAN BE FOUND AT data.fis-ski.com/services/timing-and-data/timing-and-data.html

Location	Category	Season
Event Name	Competition Type	Race Code
Race Date	Gender	

	Brand	Model	Serial No	Homologation No.
System A Timer (at finish)				
System B Timer (at finish)				
Timer A Start (if used)				
Timer B Start (if used)				
Start Gate				
Finish Cell A				
Finish Cell B				

Result software	Software company	Software version

Connection to start	System A	System B	Voice connection

Power On Time	At least 30 minutes before Synchronization.					
Time of day expressed in precision used for net time calculations, minimum 1 /1,000's	1st Run			2nd Run		
	System A (TOD)	System B (TOD)	Hand	System A (TOD)	System B (TOD)	
Synchronization time						
Sync confirm at +1 minute						
Start TOD First Competitor			Net Time			Net Time
Finish TOD First						
Hand Time First Competitor	BIB First			BIB First		
Start TOD Last Competitor			Net Time			Net Time
Finish TOD Last						
Hand Time Last Competitor	BIB Last			BIB Last		
Best Run System A		BIB			BIB	

Were all results from system A? Yes No

Comments run 1	Comments run 2
----------------	----------------

We certify that the timing and calculations of this event adhered to current ACR rules.				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Technical Delegate		Chief of Timing		Timekeeper / Timing Company	
Name	Member No.	Name		Name	
		Telephone		Telephone	
Telephone		Email		Email	
Signature		Signature			

TDTR SOFTWARE CAN BE FOUND AT data.fis-ski.com/services/timing-and-data/timing-and-data.html

1) PLEASE SEND ALL TDTR'S TO YOUR ASSIGNED REVIEWER.
 2) IF "ALL TIMES FROM SYSTEM A" IS ANSWERED "NO", PLEASE INCLUDE REPLACEMENT TIME (EET) CALCULATION SHEETS.
 3) PLEASE SEND ALL TDTR'S AND EET CALCULATION SHEETS TO YOUR ASSIGNED REVIEWER.



Timing & Data Technical Report Alpine

To accompany the TD report please transmit immediately only as XML and NOT as PDF or NOT in paper format to FIS.
One timing report required for each codex.

Location	Sun Valley Resort	Report Category	NJC - National Junior Championships			Season	2019
Nation	USA	Competition	SL - Slalom			Race Codex	6365
Event name	US Alpine Championships	Gender	Ladies				
Race Date	1.12.2019						
	Brand	Model	Serial No	Homologation No			
System A Timer (at finish)	TAG HEUER	CP 545	4163	TAG.092.14			
System B Timer (at finish)	TAG HEUER	CP 540	2298	TAG.070T.08			
Timer A Start (if used)							
Timer B Start (if used)	-						
Start Device	TAG HEUER	HL7-1P	2514	TAG.S77T.09			
Finish Cell A	TAG HEUER	HL 2-32	193	TAG.L49T.10			
Finish Cell B	TAG HEUER	HL 2-32	194	TAG.L49T.10			
Photo Finish A	-						
Photo Finish B	-						
Result software	Software company		Software name/version				
	SPLIT SECOND		v. 6.81 rev. 5				
Connection to start	System A		System B		Voice connection		
	Cable		Cable		Cable		
Power On Time	07:15		At least 30 minutes before Synchronization.				
	1st Run			2nd Run			
	System A	System B	Hand	System A	System B	Hand	
Time of day (TOD) expressed in precision used for net time calculations, minimum 1/1000s.							
Synchronization time	10:11:00		08:05:00				
Sync confirm at +1 minute	10:12:00.1744	10:12:00.1740					
Start TOD First Competitor	10:31:15.6318	10:31:15.6334	Net Time	13:15:45.4193	13:15:45.7230	Net Time	
Finish TOD First	10:32:09.3137	10:32:09.3041	0:53.68	13:16:47.5447	13:16:47.5483	1:02.12	
Hand Time First Competitor	BIB First	2	0:53.94	BIB First	63	1:02.01	
Start TOD Last Competitor	11:21:45.8779	11:21:45.8837	Net Time	13:51:10.7050	13:51:10.7105	Net Time	
Finish TOD Last	11:22:45.7918	11:22:45.7960	0:59.91	13:52:10.1208	13:52:10.1273	0:51.19	
Hand Time Last Competitor	BIB Last	63	0:59.38	BIB Last	42	0:51.01	
Best Run System A		BIB	4	0:50.05	BIB	6	
0:50.05							
Were all results from system A?	Yes	X	No				
Comments run 1	Comments run 2						
We certify that the timing and calculations of this event adhered to the FIS rules.	Yes	X	No				
Technical Delegate	Chief of Timing		Timing Company				
Name/Nation	Carl Guenzel (USA)		Name/Nation		Howard Matt (USA)		
TD No	1075		Telephone		603-387-9689		
			Email		matt.p1timing@gmail.com		
Signature			Company		Pyramid Sports Timing		
			Name/Nation		Rebhan Todd (USA)		
			Telephone		802-236-0887		
			Email		todd@pyramidtiming.com		
Signature							

INSTRUCTIONS FOR GATE JUDGES

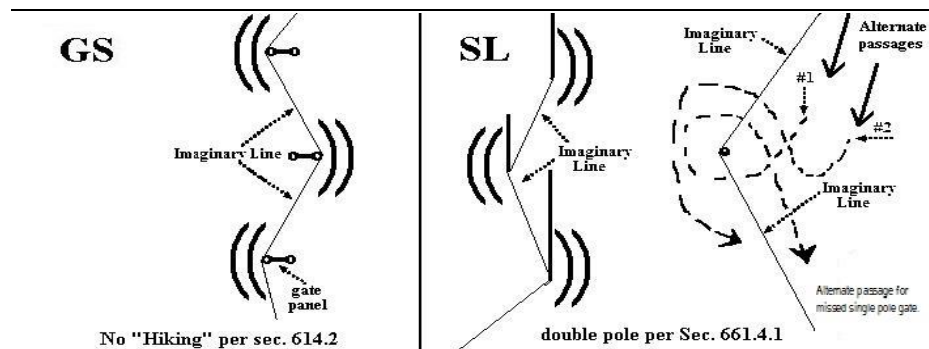
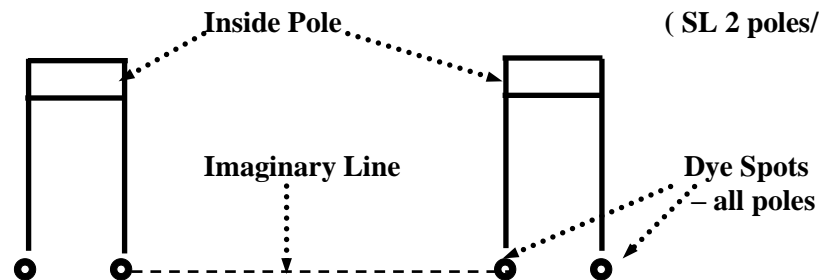
Wear clothing appropriate for varying and unknown weather conditions.

- Stand where you can see all your gates and can take prompt action to repair the course.
- Record all faults (F):
 - Mark all faults (F) and OKs immediately. If F, draw a diagram and indicate which gate was the source of the fault and mark the athlete's bib # next to the diagram
 - Be prepared to explain all faults.
 - Do not discuss the fault with anyone except the Chief Gate Judge or Jury members.
 - If you have reported an F, it is sometimes necessary to attend a jury meeting. Check with the Chief Gate Judge after the race.
 - Do not report an F if you are in doubt. Give the racer the benefit of the doubt.
- Record on card the circumstance of any interference to a racer's run.
- If a racer questions a Gate Judge or commits an error that might lead to disqualification, the Gate Judge **MUST** communicate with the racer by saying "GO" or "BACK".
- Avoid conversations and other distractions. Concentrate on your job.
- Avoid interference of any kind with a racer.
- Maintain the course in equal condition for all racers, if possible.
 - Replace broken poles in exact position and keep vertical.
 - Put flags back in place.
 - Maintain and repair course.
 - Keep spectators, photographers and other competitors clear of course.
- Remain in place until notified that race is over.

REASONS TO DECLARE A FAULT

- Racer fails to pass on the proper side, or fails to cross a gate line with both ski tips and both feet.
- Racer continues on course after coming to a complete stop. (exception: SL)
- Racer fails to give way to an overtaking competitor at the first call.
- Racer behaves in an unsportsmanlike manner.
- Racer trains and/or inspects contrary to Jury instructions.
- Racer trains on a course closed to competitors.
- Racer accepts outside help in any form.

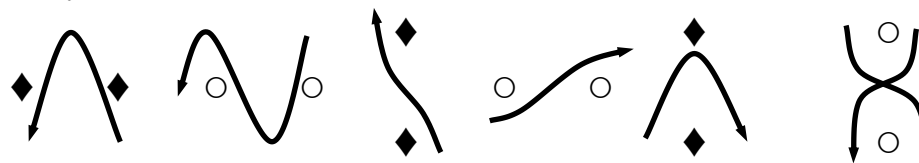
DH, GS, SG
(SL 2 poles/gate)



GATE PASSAGE LINES IN SINGLE POLE EVENTS

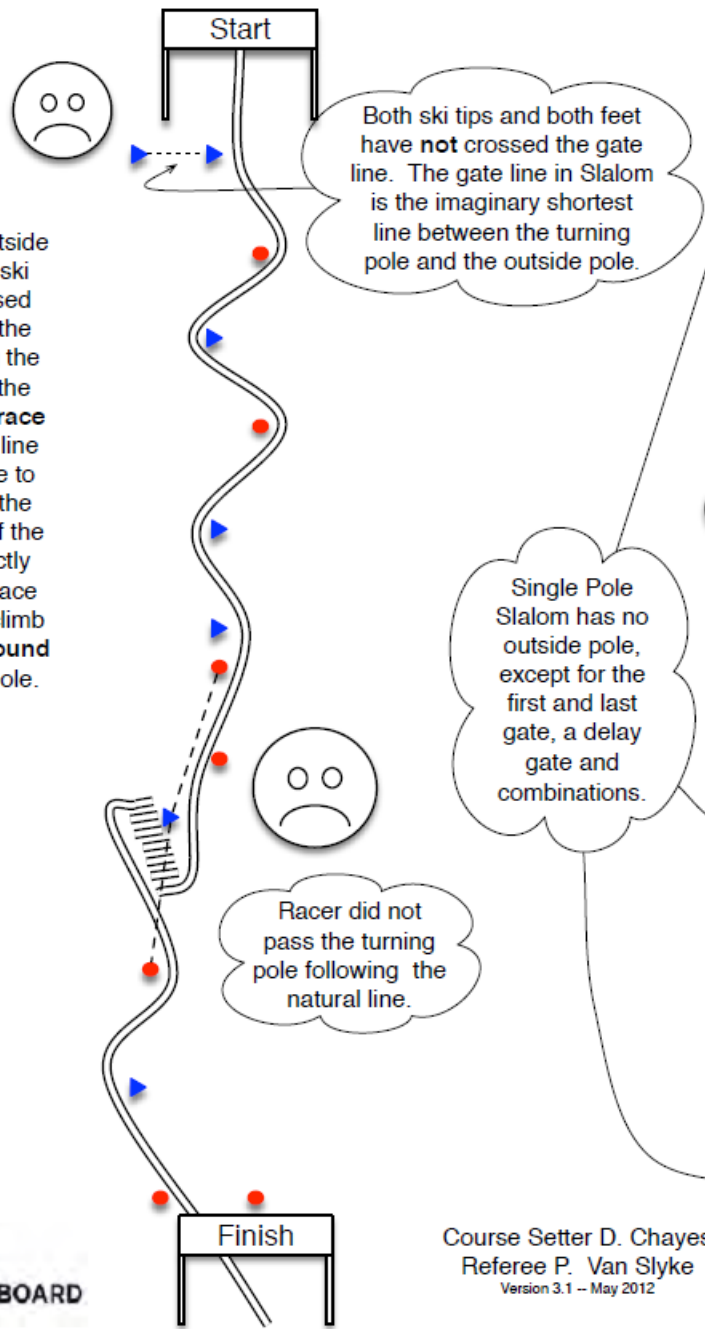
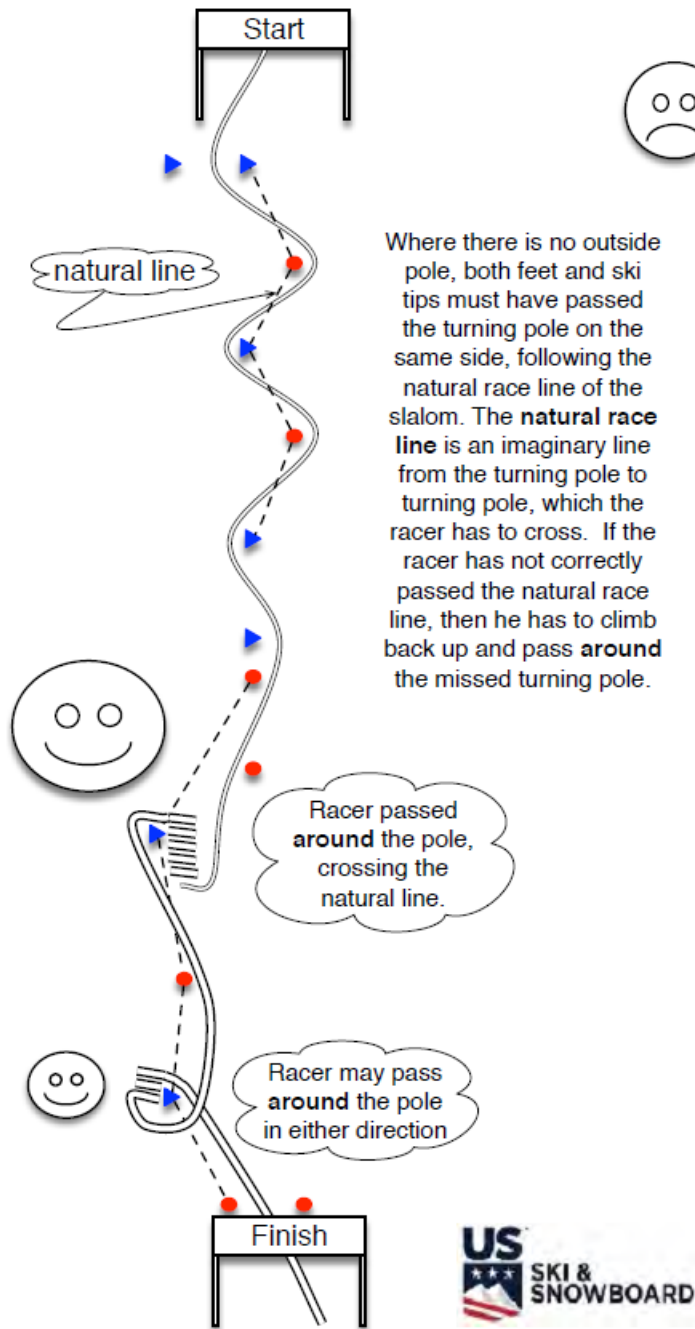
WATCH THE SKI TIPS AND THE FEET

At each gate **BOTH SKI TIPS AND BOTH FEET** must cross the imaginary line joining the bases of the inside poles. They may cross from any direction to any direction (forward, backward, left, right, in and out the same side, etc.) and at any distance above the snow.

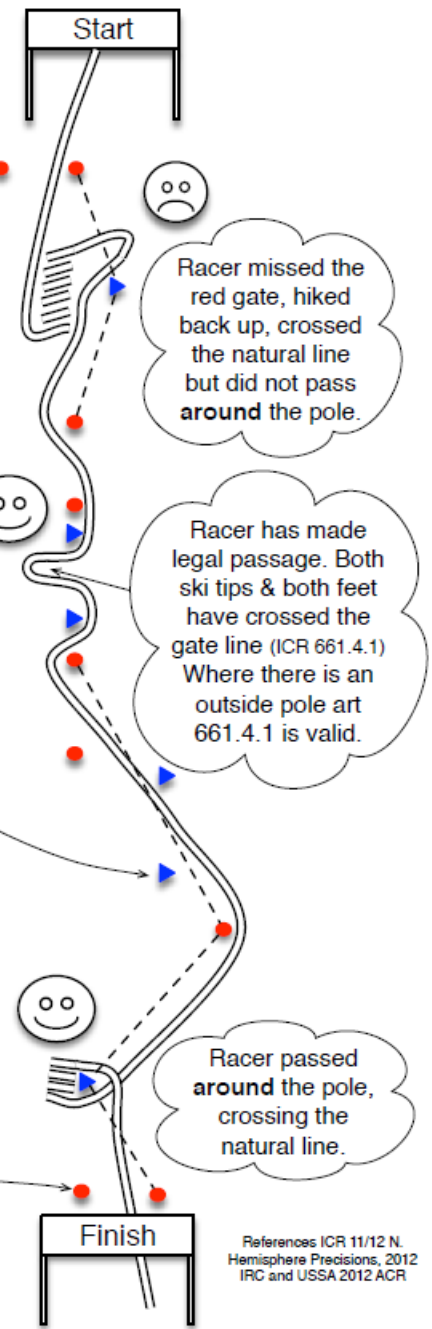


As long as **BOTH SKI TIPS AND BOTH FEET** cross the imaginary line, the racer is OK, even though:

- He knocks down one or all poles of a gate,
- He slides through the gate on some part of his body other than his feet,
- He enters and exits from the same side,
- He enters gates from a direction that differs from other racers,
- He passes through the gates out of their numerical order.
- In SL, he hikes back up through a gate, or loops around a missed turning pole.*



Course Setter D. Chayes
 Referee P. Van Slyke
 Version 3.1 – May 2012



References ICR 11/12 N.
 Hemisphere Precisions, 2012
 IRC and USSA 2012 ACR

INSTRUCTIONS FOR THE GATE JUDGES

1. Upon arriving at your assigned gate(s) remove your skis and place them in a designated area.
2. Stand where you can best see all your gates while maintaining a position of maximum security. Most often you will be assisted in task 1 & 2 by your Section Chief, the Chief Gate Judge or the Technical Delegate.
3. Fill out the front of the card and then immediately draw a picture of your assigned gates. Draw the @ symbol to indicate your position. Mark all blue gates with a diamond ◊ symbol and all red gates with a circle ○ symbol.
4. Mark only faults (F) and note the racer's bib number – not start number – in the corresponding box.
 - a. Draw a detailed diagram of the fault on the pre-drawn gate picture.
 - b. Be prepared to explain all faults.
 - c. Do not discuss the fault with anyone except the Chief Gate Judge or Jury Members.
 - d. If you are a witness to a fault be prepared to attend a jury meeting and do not leave the finish area until dismissed by the Chief Gate Judge. This rule applies even if the fault occurs at a gate that you are not assigned (i.e. witness).
 - e. Do not record a fault if in doubt. Give the athlete the benefit of the doubt.
5. Record on the card the circumstances of any interference with a racer's run.
6. If a racer questions a Gate Judge or commits an error that might lead to disqualification the Gate Judge must communicate with the racer by saying, "go" or "back."
7. If necessary replace any gate poles and/or retie any gate flags until assistance from the Race Crew arrives.
8. Remain in place until your card is picked up by your Section Chief or the Chief Gate Judge.

• • • • • **REMEMBER** • • • • •
**BOTH SKI TIPS AND BOTH BOOTS MUST CROSS THE
 IMAGINARY LINE JOINING THE BASE OF THE POLES.**

INSTRUCTIONS FOR THE GATE JUDGES

1. Upon arriving at your assigned gate(s) remove your skis and place them in a designated area.
2. Stand where you can best see all your gates while maintaining a position of maximum security. Most often you will be assisted in task 1 & 2 by your Section Chief, the Chief Gate Judge or the Technical Delegate.
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• • • • • **REMEMBER** • • • • •
**BOTH SKI TIPS AND BOTH BOOTS MUST CROSS THE
 IMAGINARY LINE JOINING THE BASE OF THE POLES.**



Gate Judges Card

Race: _____

Date: _____

Men Women Run # _____

DH GS SL SG AC/K

Faults No Faults

Gate No(s): _____

Date: _____

Name: _____

Cell: _____

Signature: _____



Gate Judges Card

Race: _____

Date: _____

Men Women Run # _____

DH GS SL SG AC/K

Faults No Faults

Gate No(s): _____

Date: _____

Name: _____

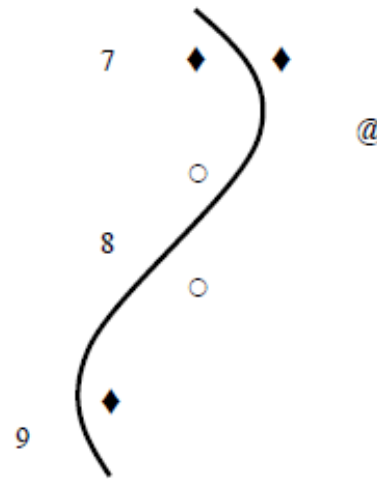
Cell: _____

Signature: _____

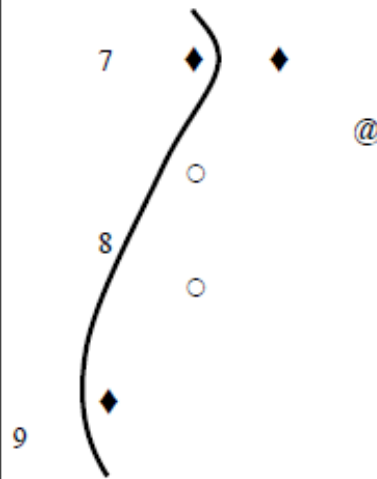
GATE JUDGE DIAGRAM CARD

◆ = Blue Flag ○ = Red Flag @ = Gatekeeper's position

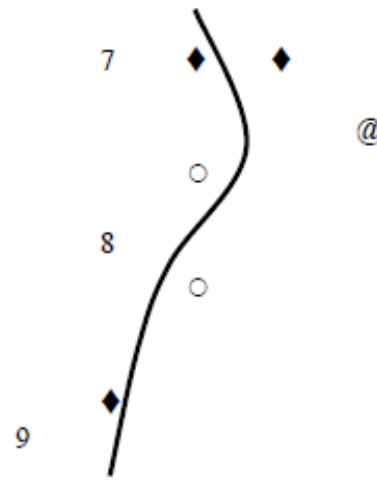
Sample drawing of your gate(s)



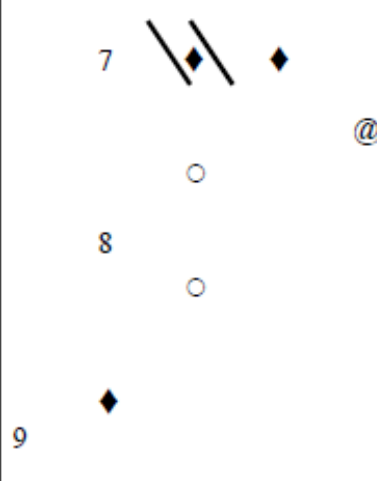
Racer(s) # 5, 11, 18
MISSED GATE # 8



Racer(s) # 23
MISSED GATE # 9



Racer(s) # 25
STRADDLED GATE # 7



FOR EVERY FAULT MAKE A DIAGRAM

U.S. SKI & SNOWBOARD

GATE JUDGES CARD

NO FAULTS

FAULTS X

Men Women X Run # 1 Gate(s) # 7,8,9

DH SL X GS SG AC/K Date 7-1-16

Gate Judge (print full name) George G. Judge

Alternate Sally Standin Cell: (987) 654-3210 / 432-867-5309

For every racer who reaches your gates note the Bib # and mark the proper column

✓ or F. FOR EVERY FAULT ALSO MAKE A DIAGRAM.

✓ = Legally passed F = Fault

BIB NO.	OK	F	BIB NO.	OK	F	BIB NO.	OK	F	BIB NO.	OK	F	BIB NO.	OK	F
1	✓		21	✓										
2	✓		22	✓										
3	✓		23		F									
4	✓		24	✓										
5		F	25		F									
6	✓		26	SS										
7	✓		27	✓										
8	✓		29	✓										
9	✓		30	✓										
10	✓													
11		F												
12	✓													
13	✓													
14	✓													
15	✓													
16	✓													
17	✓													
18		F												
19	✓													
20	✓													

17-18



SEASON 2018-2019 EVENT DOCUMENT PACKETS – ALPINE

PREPARATION & SUBMITTAL OF RACE RESULT XML FILE & EVENT DOCUMENT PACKETS FOR ALL NON-FIS EVENTS: SCORED AND NON-SCORED

A. ELECTRONIC SUBMITTAL OF RACE RESULT XML FILE:

3. Official Results/Penalty in **XML format** must be **individually** submitted to the following address: alpineresults@usskiandsnowboard.org (Note this address is for the XML file not the PDF file.)
4. XML file **must** be submitted within 24 hours of event completion; *critical when a points list is closing.*
5. Receipt will be acknowledged within minutes and will include problems, if any.
6. U.S. Ski & Snowboard WILL NOT MANUALLY INPUT RACE RESULTS. Failure to electronically transmit Official Results and Penalty in XML format will result in event not being scored/displayed on U.S. Ski & Snowboard result website.

B. EVENT DOCUMENT PACKET - BASIC REQUIREMENTS:

1. **Report of the Technical Delegate - signed by Technical Delegate.** (*1 per race code/per gender.*)
2. **Timing & Data Technical Report** (*1 per race code/per gender for ALL events*) – signed by Technical Delegate and Chief of Timing & Calculations. *If a replacement time (EET) is calculated, the calculation must be included in the submitted packet.*
3. **Program/Team Captains' Meeting Minutes - TCM Minutes signed by Race Administrator.**
4. **Minutes of Jury Decisions (Without Protest) - record of Jury-member votes and signed by Jury members.**
NOTE: Start and Finish Referee are Jury members only for World Championships and Olympic Winter Games; they do not vote in other levels of competition!

Additional forms to be included, if applicable, are:

1. **Protests and Minutes of Jury Decisions (Protests) - record of Jury-member votes and signed by Jury members**
2. **Copies of Exceptional Athlete Ski Up Agreements, if accepted for entry into event**
3. **American Specialty Insurance Report(s) (ASI)** is used to record information for all accidents involving athletes, coaches or officials and must be submitted as soon as possible. This is an insurance carrier requirement. Report(s) can be filed online (preferred method) at americanspecialty.com/usskiandsnowboard_cov/ under “**Online Incident Reporting**” or the form provided in the Master Packet of forms can be completed and sent to Competition Services compservices@usskiandsnowboard.org; **follow procedures for suspected/reported concussions.** *Copies of the report – online or printed – must be made available for required, limited distribution.*
4. **TD Accident Form(s)** as directed by U.S. Ski & Snowboard in accordance with “**Guidelines for Serious Accidents**”. If a serious accident occurs as outlined in “Guidelines for Serious Accidents”, immediately contact U.S. Ski & Snowboard Competition Services and follow their instructions. *Refrain from referring to accidents via email or social media. If required, this form is submitted in addition to American Specialty Report.*
5. **Volunteer Competition Worker Registration forms***

NOTE: All originals must be placed in a secure location.

***Competition Worker Registration** forms may either be scanned/saved in PDF format and included in electronic U.S. Ski & Snowboard Event Document Packets or mailed to U.S. Ski & Snowboard Competition Services.

C. SPEED TRAINING REQUIREMENTS: (Super G and Downhill Training)

1. Training Result XML file must be submitted to alpineresults@usskiandsnowboard.org
2. Training Document Packet containing the following must be filed daily at resultpackets@usskiandsnowboard.org
 - a. Programs/Team Captains' Meeting Minutes (signed by Race Administrator)
 - b. All Jury Minutes - *record of Jury-member votes and signed by actual/voting Jury members*
 - c. American Specialty Insurance Reports should be filed online or sent to Competition Services at compservices@usskiandsnowboard.org daily with copies included in the document packet; *follow procedures for suspected/reported concussions*

D. SKILLSQUEST REQUIREMENTS:

1. SkillsQuest list of participants in XML format must be submitted to alpineresults@usskiandsnowboard.org
2. SkillsQuest Document Packet containing the following must be filed daily at resultpackets@usskiandsnowboard.org
 - a. Programs/Team Captains' Meeting Minutes (signed by Race Administrator)
 - b. All Jury Minutes - *record of Jury-member votes and signed by actual/voting Jury members*
 - c. American Specialty Insurance Reports should be filed online or sent to Competition Services at compservices@usskiandsnowboard.org daily with copies included in the document packet; *follow procedures for suspected/reported concussions*

E. PREPARATION AND ELECTRONIC SUBMITTAL OF EVENT PACKETS FOR U.S. Ski & Snowboard SCORED AND NON-SCORED EVENTS: *Prepare documents as follows and submit electronically.*

5. Scan documents
6. Save as PDF
7. Compile PDF documents (in listed order) as a PDF booklet; U.S. Ski & Snowboard race code **must** be used as booklet name. (alpha + 4 numbers)
8. Attach individual race file booklets and email to: resultpackets@usskiandsnowboard.org; U.S. Ski & Snowboard race code **must** be used as email subject.

NOTE: Region/Division offices may require that the above U.S. Ski & Snowboard documents also be sent to them or that you send the initial event document packet to them for their review prior to forwarding to U.S. Ski & Snowboard. Contact your Region/Division offices for specific or additional event document packet processing instructions.

F. PAPER COPY SUBMITTAL: Depending on requirements for your Region/Division or if scan/PDF/electronic submittal is not an option, submit the above paper copy documents together with Head Tax documents/fees to applicable Region/Division Office or U.S. Ski & Snowboard Competition Services. (All documents must be printed single sided on white paper with no staples.)

G. HEAD TAX DOCUMENTS & FEES: U.S. Ski & Snowboard - after automatically deducting athletes for whom Head Tax is not required (U.S. Ski Team members, etc.) from the total number of starts - will calculate the amount of Head Tax due and provide a detailed account of expected amounts. This can be found under the Schedule Agreement area of the club login. A form showing the expected Head Tax for National, Regional and Divisional (not all Divisions have supplied Head Tax information for inclusion in the calculations) can be printed, verified against your calculation and returned with required Head Tax payments. If U.S. Ski & Snowboard's calculation shows a different amount due, the "Head Tax Exemption Sheet" must be included with payment. *Refer to MPF #47 Head Tax Procedures for information regarding calculation of Head Tax. (Copies of Head Tax documents must be saved in OC's file.)*

If an OC chooses to use U.S. Ski & Snowboard's online race registration system, the OC needs to login to the Event Administration System using the club login to see their Head Tax owed and registration amount collected. Once amount due **has been verified** and agreement is reached, U.S. Ski & Snowboard will forward the entry fees to the OC.

If a Region or Division that requires additional Head Tax has not supplied Head Tax information for inclusion in the calculations, payment of these amounts will be the responsibility of the OC and should be submitted as directed by your appropriate Region/Division. *Verify procedure for your Region/Division.*

H. ELECTRONIC OR PAPER COPY: Depending on event requirements, electronic or paper copy Event Document Packets containing copies of all race-related documents must be provided for:

1. U.S. Ski & Snowboard Region and/or Division offices; verify requirements for your Region/Division.
2. Organizing Committee
3. Technical Delegate

I. MISCELLANEOUS DOCUMENT SUBMITTAL REQUIREMENTS:

1. Official Freeskiing Session

If an Organizing Committee stages an Official Freeskiing session, the following documents must be prepared and submitted as part of the first official training day's event packet for which there is a transmittal #:

- a. Freeskiing Program listing hill inspection times by both Jury and competitors, start time, competitors' start intervals, etc. (Program may be prepared on event/club letterhead.)

- b. Jury Minutes (with record of votes/required signatures of actual/voting Jury members) accepting on-hill competitor security and condition of hill
 - c. Copies of required injury reports
2. **Technical Delegate Report – Alpine and Technical Delegate’s Expense Report** for all U.S. Ski & Snowboard non-FIS events – scored and non-scored – must be submitted to U.S. Ski & Snowboard Technical Delegates’ Working Group Chair, USTDReports@gmail.com.
 3. **Timing & Data Technical Reports (TDTR)*** for all U.S. Ski & Snowboard events must be submitted by the Chief of Timing & Calculations to the following, applicable Timing Working Group representative:

Alaska:	Lucy Schram	lucy@fwskiing.org
Central:	Jon Manderfield	jmanderf@nmu.edu
East:	Matt Howard	easttdtr@gmail.com
Far West:	Lucy Schram	lucy@fwskiing.org
Intermountain:	Tami Strong	tami@sbsef.com
Northern:	Tami Strong	tami@sbsef.com
PNSA:	PNSA Office	tdtr@pnsa.org
Rocky Mtn.:	John Jett	jjett@cjtiming.com

**Copies of Replacement Time calculations (EET’s) must be attached.*
 4. **U.S. Additional Report of Technical Delegate**, if required, must be submitted to U.S. Ski & Snowboard Competition Services (compservices@usskiandsnowboard.org). *(This document is used only to request re-homologation.)*

NOTE: All document originals must be placed in a secure location. If a serious accident occurs as outlined in “Guidelines for Serious Accidents”, immediately contact U.S. Ski & Snowboard Competition Services.

Refrain from referring to details if accidents/injuries via email, text or social media.

POST-EVENT CHECKLIST: Non-Scored and Non-FIS Scored Events

- All required injury reports filed (either online or emailed to ASI, as required), and copies available for review
- All Jury Minutes available for review and required signatures (Start & Finish Referee are not Jury members.)
- All data verified; file of all event-related documents in sequential order prepared for Technical Delegate's review.

Following Technical Delegate's approval:

- Event result XML file transmitted to alpineresults@usskiandsnowboard.org
- Results as posted on U.S. Ski & Snowboard website, verified for accuracy. *If posted results are not accurate, corrections must be made and corrected XML file must be resubmitted to compservices@usskiandsnowboard.org*

In accordance with instructions on previous pages:

- Scan/PDF/compile required documents into one booklet; use assigned event transmittal # as booklet title
- Attach one booklet and email to resultpackets@usskiandsnowboard.org; use booklet title as email subject and copy Technical Delegate with transmission (copy others, e.g. OC, as required)
- Provide Technical Delegate with electronic or paper copy of all event-related documents in sequential order
- Head Tax data/amounts due verified and accepted or request for Head Tax check filed with OC
- Basic Event Document Requirements:**
Report of the Technical Delegate
Timing & Data Technical Report with copies of all required EET's
Program/Team Captains' Meeting Minutes
Minutes of Jury Decisions (Without Protest)
- Additional forms required, if applicable:**
Protests and Minutes of Jury Decisions (Protests)
Copies of Exceptional Athlete Ski Up Agreement
American Specialty Insurance Report (ASI)
TD Accident Form (as directed by Competition Services in accordance with "Guidelines for Serious Accidents")
Volunteer Competition Worker Registrations
- Requirements for Speed Training (SG & DH):** Following documents submitted for Speed Training
 1. Training Result XML file sent to alpineresults@usskiandsnowboard.org
 2. Daily Event Document packet containing:
 - a. Program/Team Captains' Meeting Minutes
 - b. All Jury Minutes
 - c. American Specialty Insurance Reports, if required
- Requirements for SkillsQuest:** Following documents submitted for SkillsQuest
 1. List of participants in XML format sent to alpineresults@usskiandsnowboard.org
 2. Daily Event Document packet sent to resultpacket@usskiandsnowboard.org containing:
 - a. Program/Team Captains' Meeting Minutes
 - b. All Jury Minutes
 - c. American Specialty Insurance Reports, if required

Additional Submittal Requirements:

- Technical Delegate's Expense Report and Report of the Technical Delegate sent to: USTDReports@gmail.com
- Timing & Data Technical Report (TDTR) sent to applicable representative of Timing Working Group as noted on Page 2 (I. 2.) of this document (required for all U.S. Ski & Snowboard events). *Copies of all required Replacement Time calculations must accompany the TDTR.*
- U.S. Additional Report of Technical Delegate, if required, sent to compservices@usskiandsnowboard.org. (*This document is used only to request rehomologation.*)

POST-EVENT CHECKLIST: Non-Scored and Non-FIS Scored Events

- All required injury reports filed (either online or emailed to ASI, as required), and copies available for review
- All Jury Minutes available for review and required signatures (Start & Finish Referee are not Jury members.)
- All data verified; file of all event-related documents in sequential order prepared for Technical Delegate's review.

Following Technical Delegate's approval:

- Event result XML file transmitted to alpineresults@usskiandsnowboard.org
- Results as posted on U.S. Ski & Snowboard website, verified for accuracy. *If posted results are not accurate, corrections must be made and corrected XML file must be resubmitted to compservices@usskiandsnowboard.org*

In accordance with instructions on previous pages:

- Scan/PDF/compile required documents into one booklet; use assigned event transmittal # as booklet title
- Attach one booklet and email to resultpackets@usskiandsnowboard.org; use booklet title as email subject and copy Technical Delegate with transmission (copy others, e.g. OC, as required)
- Provide Technical Delegate with electronic or paper copy of all event-related documents in sequential order
- Head Tax data/amounts due verified and accepted or request for Head Tax check filed with OC
- Basic Event Document Requirements:
Report of the Technical Delegate
Timing & Data Technical Report with copies of all required EET's
Program/Team Captains' Meeting Minutes
Minutes of Jury Decisions (Without Protest)
- Additional forms required, if applicable:
Protests and Minutes of Jury Decisions (Protests)
Copies of Exceptional Athlete Ski Up Agreement
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Volunteer Competition Worker Registrations
- Requirements for Speed Training (SG & DH): Following documents submitted for Speed Training
 1. Training Result XML file sent to alpineresults@usskiandsnowboard.org
 2. Daily Event Document packet containing:
 - a. Program/Team Captains' Meeting Minutes
 - b. All Jury Minutes
 - c. American Specialty Insurance Reports, if required
- Requirements for SkillsQuest: Following documents submitted for SkillsQuest
 1. List of participants in XML format sent to alpineresults@usskiandsnowboard.org
 2. Daily Event Document packet sent to resultpacket@usskiandsnowboard.org containing:
 - a. Program/Team Captains' Meeting Minutes
 - b. All Jury Minutes
 - c. American Specialty Insurance Reports, if required

Additional Submittal Requirements:

- Technical Delegate's Expense Report and Report of the Technical Delegate sent to: USTDReports@gmail.com
- Timing & Data Technical Report (TDTR) sent to applicable representative of Timing Working Group as noted on Page 2 (I. 2.) of this document (required for all U.S. Ski & Snowboard events). *Copies of all required Replacement Time calculations must accompany the TDTR.*
- U.S. Additional Report of Technical Delegate, if required, sent to compservices@usskiandsnowboard.org. *(This document is used only to request rehomologation.)*

HEAD TAX PROCEDURES as of September 2018

The following procedures for payment of National Head Tax are basically for the Organizing Committees (OC) that do not use U.S. Ski & Snowboard's online event registration system. If an OC uses the online event registration system, National Head Tax as well as required Region/Division Head Tax, will be deducted in accordance with Regional/Divisional requests prior to disbursement of entry fees to the OC. Required Head Tax not deducted remains the responsibility of the OC. The Head Tax Invoice (preferred) is available on the U.S. Ski & Snowboard website (refer to **Paying Head Tax - page 6**). It can be printed and it – or the Head Tax Accounting Sheet – and payment (either check or credit card information) can be submitted to U.S. Ski & Snowboard; if Head Tax is paid online, it can be paid with a credit card.

1. Eastern Region:

- ❖ If the OC is able to scan/PDF/submit electronic Event Document Packets to resultpackets@usskiandsnowboard.org, they should include Janet Larson janet.larson@usskiandsnowboard.org as a recipient so she can verify accuracy/content.
- ❖ If the OC is unable to scan/PDF/submit electronic Event Document Packets, they must forward paper copy result packets via USPS directly to:
 - U.S. Ski & Snowboard/East
 - Attn: Janet Larson
 - P.O. Box 1720, Station A
 - Rutland, VT 05701

The accuracy/content of the paper copy packet will be verified and the packet will be forwarded to the U.S. Ski & Snowboard National Office.

- ❖ If U.S. Ski & Snowboard's online Event Registration system was not used, either the Head Tax Invoice or the Head Tax Accounting Sheet, together with a List of Waived Athletes and Head Tax payments must be forwarded to the Eastern Office at the above address. After verification of accuracy, the Eastern Office will forward all Head Tax documents and payments (check or credit card information) to the U.S. Ski & Snowboard National Office.
- ❖ If the OC did use U.S. Ski & Snowboard's online Event Registration system, the OC needs to log into the Event Administration system and confirm the accuracy of the accounting. Once the reconciliation is accepted online, the balance will be forwarded to the OC. If there are questions, contact U.S. Ski & Snowboard at compservices@usskiandsnowboard.org.

2. Rocky/Central Region:

- ❖ **Rocky Mountain Division** race organizers all use U.S. Ski & Snowboard's Event Registration system
- ❖ All Rocky Mountain Division and National Head Tax amounts are collected by U.S. Ski & Snowboard Competition Services. Once the reconciliation is accepted online, the balance will be forwarded to the OC. If there are questions, contact U.S. Ski & Snowboard at compservices@usskiandsnowboard.org
- ❖ If additional amounts are due, remaining Head Tax can be paid online with a credit card. If payment by check is required, Head Tax Invoice and payments can be sent to:
 - U.S. Ski & Snowboard
 - Competition Services
 - P.O. Box 100
 - Park City, UT 84060
- ❖ **Central Division** race organizers: If U.S. Ski & Snowboard's online Event Registration system was not used, either the Head Tax Invoice or the Head Tax Accounting Sheet, together with a List of Waived Athletes and Head Tax payments must be forwarded to following:
 - Tom Barnes
 - U.S. Ski & Snowboard Central Division President
 - 7593 Debbie Lane
 - Eden Prairie, MN 55346
- ❖ If the OC did use U.S. Ski & Snowboard's online Event Registration system, the OC needs to log into the Event Administration system and confirm the accuracy of the accounting. Once the reconciliation is accepted online, the balance will be forwarded to the OC. If there are questions, contact U.S. Ski & Snowboard at compservices@usskiandsnowboard.org. The list of waived athletes must be sent to Tom Barnes at the above address.

3. **Western Region:**

- ❖ Race Organizers will forward required Event Document Packets electronically to resultpackets@usskiandsnowboard.org. If not paid online with a credit card, Regional and National head tax checks go directly to the U.S. Ski & Snowboard National Office.
U.S. Ski & Snowboard
Attn: JJ Ehlers
PO Box 100
Park City, UT 84060
- ❖ Please also forward race results electronically to the respective divisional manager.
- ❖ If U.S. Ski & Snowboard Online Registration is used, or credit card payment is made, National, Regional, & Divisional Head Tax will be collected and dispersed to the appropriate entities by U.S. Ski & Snowboard.
- ❖ If U.S. Ski & Snowboard Online Registration is not used, there are two ways to reconcile head tax and submit the correct amount:
 1. Log into my U.S. Ski & Snowboard—using your Club Login. Choose event administration, accept the head tax numbers and pay online with a credit card.
 2. Print out Head Tax Accounting Sheet plus the list of waived athletes and mail the form, along with the Regional and National Head Tax check to the U.S. Ski & Snowboard office-address above.
- ❖ If you choose option 2, you will need to print out the Head Tax Accounting Sheet and mail the Divisional Head Tax check to:
 - Alaska, Natalie Osborne, U.S. Ski & Snowboard AK Division, PO Box 160070, Big Sky, MT 59716
 - Far West Skiing, PO Box 2664, Truckee, Ca 96160
 - Intermountain, P.O. Box 2354, Eagle, Idaho, 83616
 - Northern, P.O. Box 217, Whitefish, MT 59937
 - PNSA, 2671 Flowery Trail Rd, Usk, WA 99180-9740

MISCELLANEOUS:

- ❖ ALL Head Tax will be tracked and accounted for at the National, Regional and Divisional level.
- ❖ It is the responsibility of the OC to calculate Head Tax (refer to #48. Head Tax Accounting Sheet in the Master Packet of Forms on the U.S. Ski & Snowboard website) and verify that their calculations agree with those of U.S. Ski & Snowboard. If the calculations do not agree, contact U.S. Ski & Snowboard at compservices@usskiandsnowboard.org and reconcile differences. DO NOT submit payment to U.S. Ski & Snowboard until an agreement is reached.
- ❖ Head Tax for non-FIS collegiate events is \$250 per race/per gender.
- ❖ If you must file a payment request, and the payment is not yet available, please attach a copy of the payment request to the required accounting document and submit as required.
- ❖ Named U.S. Ski Team (A, B, C, D), U.S. Paralympic National Alpine Skiing Team (A, B, C, D) and named members of foreign teams recognized by FIS who are ranked in the top 350 in the world in one of the events being contested are eligible for Head Tax waivers.
- ❖ Foreign athletes enrolled in US universities/colleges/schools or who are members of or training with US clubs but who are ranked 100 or better (in the world) in one of the events being contested may not be required to pay event fees; these athletes are eligible for Head Tax waivers.
- ❖ In addition, at pre-determined events (e.g. U.S. Alpine National Championships), or at the discretion of the OC for other events, athletes ranked 100 or better (in the world) in one of the events being contested - regardless of their national team affiliation or national status - may not be required to pay event fees; the athletes are eligible for Head Tax waivers.
- ❖ Head tax must be paid for all other athletes.
- ❖ ALL Waivers are the responsibility of the corresponding Region/Division. If competitors other than named team members as previously noted, are granted Head Tax waivers, please follow applicable Regional/Divisional policies for payment/reimbursement.
- ❖ If race result document packets are not submitted electronically, include them with required Head Tax documents and payments, and forward via USPS to U.S. Ski & Snowboard's National Office, ATTN: Competition Services.

NATIONAL HEAD TAX CALCULATION - ALPINE

Starts - DNS's - Waivers x Applicable \$ Amount

**Number of Competitors
on the START LIST 149**

**- # of 1st- Run Did Not Starts - 3
146**

- Approved Waivers - 4

= 142

x Applicable \$ Amount x \$ -----

= Head Tax for THIS race. \$ -----

***REGIONAL/DIVISIONAL HEAD TAX REQUIREMENTS AND
AMOUNTS DIFFER – VERIFY IN CURRENT COMP GUIDE.**


Head Tax Reconciliation

Head Tax Reconciliation


After your event results have been processed you can verify the Head Tax accounting online, accept the calculation (number of athletes included in Head Tax and amounts due), print and submit the U.S. Ski & Snowboard Head Tax Invoice and OC check or **Pay Online** with a Credit Card .

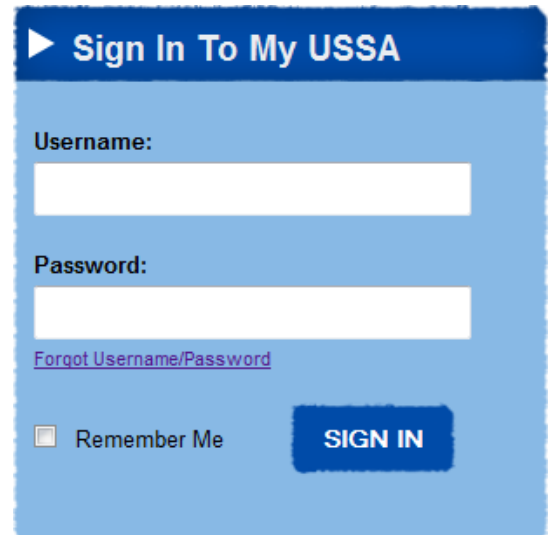
To use this process, please use the following Instructions:

Log In:

Log into My U.S. Ski & Snowboard  using your **Club Login***

Enter your club's U.S. Ski & Snowboard number in the username field, and your club's password.

Once you have logged in, you will need to choose **Event Administration**  from your dashboard..

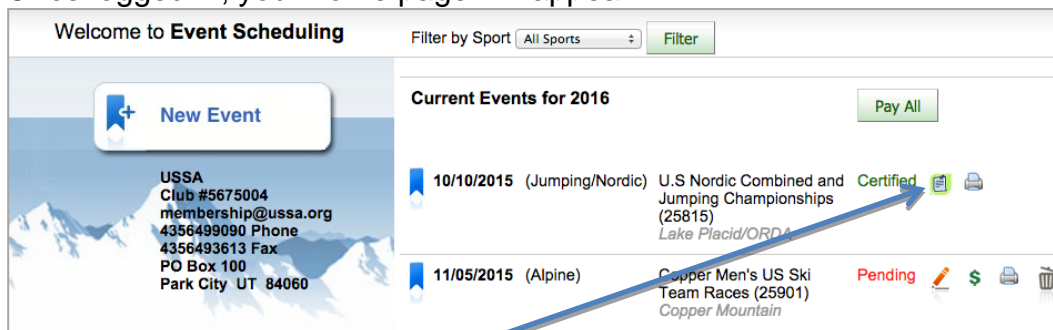



Note: If you are already logged in with your personal credentials, Club Login will not work. You will need to log out from your personal credentials and then login with your Club information. You may need to log out and close your browser.

*You should have received your login information via email. If you did not receive this email, or don't know your username or password, send an email to J.J. Ehlers at jehlers@usskiandsnowboard.org.

The Home Page

Once logged in, your home page will appear:



Select the page icon  next to the completed event. This will direct you to the Alpine Scheduling Agreement:

Alpine Event Administration

[Back](#)

Park City Ski and Snowboard (Club #6817357)

Western Region Tech Series (Alpine)

Start Date:	01/20/2018	Scoring:	FIS
End Date:	01/23/2018	Closed Event:	No
Event Contact:	Gail Barber	Online Register:	No
Division:	Intermountain		
Location:	Park City		
Sport:	Alpine		

Financial Summary of Event (28416)

Total National Head Tax Due:	\$3140.00
Total Regional Head Tax Due:	\$3768.00
Total Divisional/State Head Tax Due:	\$0.00
Balance Due to U.S. Ski & Snowboard:	\$6908.00

Reconciliation Instructions

Mail To:
 U.S. Ski & Snowboard
 Attn: Competition Services
 P.O. Box 100
 Park City, UT 84098

Contact:
competitionservices@ussa.org
 with difference in head tax amounts BEFORE paying head tax.

Eastern Region - Send National Head Tax to U.S. Ski & Snowboard. Eastern Regional and State head taxes may also be due. Check with your state administrator for amounts and payment information.

Central and Rocky Division - All Head Tax is sent to U.S. Ski & Snowboard

Western Region - Send National and Regional Head Tax to U.S. Ski & Snowboard

[Accept Head Tax](#)

[Print Invoice](#)

Events

Women's Slalom (SL) - Competition Code: F0475 (5806) [Registered Athletes \(0\)](#)

Date: 01/20/2018 Entry Fee: \$42.00
 Classes: SR,U21,U19, Lift Fee: \$38.00

Summary of Income for Race
 Income Received: \$0.00

Summary of Head Tax Due
 Number of starters: 73
 National (\$10.00/starter): (\$730.00)
 Regional (\$12.00/starter): (\$876.00)
 Divisional/State (\$0.00/starter): (\$0.00)

Financial Summary of Event will provide the total amount of head tax that is owed for all races covered by the Schedule Agreement. (You can scroll down to view the Head Tax due for each race.). The number of starters is the number of starters recorded from the XML results submitted minus any U.S. Ski and Snowboard team members. If you have other athletes that should be exempt from head tax you must contact Competition Services to have the number changed. Compare the amount here with what is figured using the Head Tax Accounting sheet to make sure the numbers match. If there is a difference, contact Competition Services. If you agree with the amounts, then click [Accept Head Tax](#). **Do not** accept or pay head tax until the amounts match. Once Head Tax is accepted you can [Pay Head Tax](#) to pay with a Credit Card or [Print Invoice](#) to send in with your check.

If you have questions about the amount, please contact Competition Services at 435.647.2037 or compservices@usskiandsnowboard.org.

Paying Head Tax

To pay Head Tax you can print a **U.S. Ski & Snowboard Head Tax Invoice** and submit it with a check to U.S. Ski & Snowboard at the following address:

U.S. Ski & Snowboard
Attention: Competition Services
P.O. Box 100
Park City, UT 84060

If payment by Credit Card is preferred, select **Pay Head Tax**. You will be directed to a screen similar to this one to complete payment. The "**Balance Due U.S. Ski & Snowboard**" will be charged to the designated credit card.

Western Region Elite Tech Series

Financial Summary of Event (24687)	
Total National Head Tax Due:	\$4890.00
Total Regional Head Tax Due:	\$5868.00
Total Divisional/State Head Tax Due:	\$0.00
Balance Due to USSA:	\$10758.00

Check Out

Billing Information

Name on Card:
Address:

City:
State:
Zip Code:

Payment Information

Card Type:
Credit Card Number:
Expiration:
CVV:

Alpine Head Tax Accounting Sheet

(Use to calculate and verify U.S. Ski & Snowboard's Head Tax Calculations)

Division _____

U.S. Ski & Snowboard Race Code Numbers _____

Race Name _____

Race Date _____ Race Location _____

Was this event changed from its original scheduling on the Alpine Schedule Agreement? _____

If so, was U.S. Ski & Snowboard notified via email, compservices@usskiandsnowboard.org of the change. _____

Race Code #	Total Actual Starts	-	Waivers	=	Paid Total
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____

*Total Paid Starts = _____

*Total Paid Starts _____ x \$ 10.00 = National Head Tax Due \$ _____
 Amount Paid \$ _____ Check # _____ (Payable to U.S. Ski & Snowboard)

Total Paid Starts _____ x \$ _____ = Regional Head Tax Due \$ _____
 Amount Paid \$ _____ Check # _____ (Payable to Region)

Total Paid Starts _____ x \$ _____ = Divisional Head Tax Due \$ _____
 Amount Paid \$ _____ Check # _____ (Payable to Division)

NOTE: Head Tax for non-FIS collegiate events is \$250 per race/per gender.

Person Completing Calculations: _____ Date: _____

email: _____ Phone: _____

NOTE: This form should also be used by those Race Administrators whose clubs have not used U.S. Ski & Snowboard's online Event Registration System and who do not have access to club login information. If used, this form, Head Tax Waiver list and required Head Tax checks should be submitted as required by Region/Division.

U.S. Ski & Snowboard National Head Tax is always due; these other categories may or may not apply to your race. Please check with your Region and Division organizations if you are unsure which additional head taxes you need to submit.

**2018-19 U.S. Ski & Snowboard List of Approved Head Tax Exempt Athletes
(Current as of July 1, 2018)**

Following athletes are members of the U.S. Ski Team (A, B, C, D), and the U.S. Paralympics Alpine National Team and are the named U.S. athletes that may be waived from U.S. Ski & Snowboard National Head Tax.

Other athletes that may be waived are named foreign national team members who are ranked in the top 350 in the world in one of the events being contested.

At pre-determined events (e.g. U.S. Alpine National Championships), or at the discretion of the OC for other events, athletes ranked 100 or better (in the world) in one of the events being contested - regardless of their national team affiliation or national status - may not be required to pay event fees and are also exempt from Head Tax. *(If confirmation is required, please contact U.S. Ski & Snowboard Competition Services.)*

Athletes named to Regional and Divisional Team are not waived from U.S. Ski & Snowboard National Head Tax. Refer to your Region/Division Handbook regarding Region/Division Head Tax waiver policies.

U.S. Ski Team

Ladies

CASHMAN, Keely
 COOK, Stacey
 DECKER, Cecily
 HENSEIN, Katie
 HURT, AJ
 JEWETT, Abi
 JOHNSON, Breezy
 MANGAN, Patricia
 MCKENNIS, Alice
 MERRYWEATHER, Alice
 O BRIEN, Nina
 PROFITT, Ainsley
 ROSS, Laurene
 ROUNTREE-WILLIAMS, Nicola
 SHIFFRIN, Mikaela
 STIEGLER, Resi
 TALBOT, Nellie Rose
 VONN, Lindsey
 WARDLE, Galena
 WILES, Jacqueline
 ZIMMERMAN, Zoe

Men

BENNETT, Bryce
 BIESEMEYER, Thomas
 COCHRAN-SIEGLE, Ryan
 CORNELIUS, Cooper
 FORD, Tommy
 GANONG, Travis
 GOLDBERG, Jared
 KRAUSE, Nicholas
 LIGETY, Ted
 MILLER, Andrew
 MORSE, Sam
 NELSON, Isaiah
 NEGOMIR, Kyle
 NYMAN, Steven
 RADAMUS, River
 RITCHIE, Ben
 SEYMOUR, Jett
 SEYMOUR, Trey
 STEFFEY, George
 WINTERS, Luke

U.S. Paralympics Alpine National Team

Ladies

BENINATTI, Anna
 SCHABER, Katrina
 STEPHENS, Laurie
 UMSTEAD, Danelle and guide UMSTEAD, Rob

Men

BURTON, Kevin and guide TBD
 CARTER, Tyler
 HARAGHEY, Andrew
 HOGAN, Connor
 KURKA, Andrew
 WALSH, Thomas
 WOOD, Spencer



TECHNICAL DELEGATE REPORT - ALPINE
(ONE FORM FOR EACH RACE CODE)

Race Code

Place Date

Name of Event

Level(s) of race: SR U21 U19 U16 U14 U12 U10 U8 Masters Gender: M F
Event: DH SL GS SG AC Kombi Parallel Scored Non-Scored

Course Name Homologation #

Start/finish elevations are within homologation Yes No (If "NO", explain in "Supplementary Report".)

Measured vertical drop – measured/verified by Altimeter GPS Topo Map (All devices have variability.)

Event meets vertical drop requirements for level of competition: Yes No

Jury Minutes completed and signed Yes No (Required for both scored & non-scored events; must show votes & be signed.)

Shall this race be counted for points? Yes No (If "NO", explain in "Supplementary Report".)

Start List NPS/DNS 1st NPS/DNS 2nd All DNF All DSQ RANKED

(Head Tax #)* Calculated Penalty Applied Penalty

(*This space for specific two-run combined-time events where 1st Run DNS are allowed a 2nd Run start and must figure in Head Tax.)

Name of TD U.S. #

Tel # Email

Name of TD Candidate U.S. #

(A separate report on the TD Candidate must be filed with the Divisional AO Chairperson.)

First Aid Service Adequate: Yes No

Accidents During Training:

Accidents During Event:

U.S. # Name

U.S. # Name

American Specialty 1st Report of Accident(s) completed online or attached: Yes

(In case of serious accidents, immediately contact U.S. Ski and Snowboard for instructions; an additional TD Accident Report must be filed.)

Protests Yes No ACR Rule(s)

Sanctions Yes No ACR Rule(s)

Timing equipment meets current U.S. specification for level of competition (if "NO", explain) Yes No

Timing & Data Technical Report [TDTR] has been prepared/submitted (scored & non-scored) Yes No

Calculation of Replacement Time(s) (EET(s) required & submitted with TDTR) Yes No

Supplementary Report (If required, attach additional page):

Place and Date: TD's Signature:

Please forward a copy of this form to: U.S. Ski & Snowboard TDWG Chair (USTDReports@gmail.com)

FIRST REPORT OF ACCIDENT INSTRUCTIONS

Whenever significant injury occurs that you believe may lead to an insurance claim, an incident report must be completed and sent to American Specialty. Online filing is preferred (amerspec.com/ussa_cov/ - click on "Important Links" / "Online Incident Reporting"). If you use the online form you do not need to mail a physical copy, but you should print and keep a copy of the online form for your records. Alternately, a physical copy of the form can be filled out and sent to Jeff Weinman (compservices@usskiandsnowboard.org). The completed form should also be included with a result packet.

Mailed reports that are separate from a result packet and which have not been completed online, emailed or faxed should be sent to

Jeff Weinman
Competition Services
U.S. Ski & Snowboard
PO Box 100
Park City UT 84060

In the case of a suspected concussion, the form **MUST** be immediately submitted by email or by fax (435.940.2770) so that the athlete can be placed on member hold pending an evaluation by a certified medical professional.

Incident reports should be completed whether the person involved is a participant or a spectator.

Although you may not have sufficient information to answer all the questions, it is important that the form be completed as fully as possible including athlete name, national ID, injury date and injury information and competition information if applicable. Please list facts only; speculations should be avoided. Do not delay sending in the report form; an incomplete form is better than none at all.

If you have any question regarding completion of the form, please call American Specialty Insurance Services at 800.245.2744.

In case of serious injury, immediately notify Jeff Weinman (435.647.2030) or/and American Specialty (800.566.7941 - if after hours, follow the instructions for emergency claims reporting). The American Specialty number is answered 24 hours a day, 365 days a year. It is important that you contact this claim line as soon as possible after a serious injury involving a participant or spectator.



U.S. SKI & SNOWBOARD FIRST REPORT OF ACCIDENT 2018 - 2019

AMERICAN SPECIALTY INSURANCE & RISK SERVICES, INC.
7609 W. Jefferson Blvd., Suite 150
Fort Wayne, Indiana 46804
Phone: 800.566.7941 Fax: 260.969.4729



COVERAGE UNDERWRITTEN BY:
Mutual of Omaha Insurance Company
Mutual of Omaha Plaza, Omaha, NE 68175

Club Name: _____

Injured Person Information A, B, C Team National Member D Team National Member Member # _____
 Volunteer Physician General U.S. Ski & Snowboard Member
 National Team Invitees National Training Group

Last Name	First	Middle	Telephone Number ()	
Address			Social Security Number	
City	State	Zip	<input type="checkbox"/> Male <input type="checkbox"/> Female	Age
Date of Birth				

Date of Injury: Time: <input type="checkbox"/> am <input type="checkbox"/> pm	Does the injured person have other medical insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No Company: _____
Ski Area/Location:	Policy #:
Event Name: Race Code:	

Incident Location	Mechanism of Injury	Sanctioned	Discipline Ski
<input type="checkbox"/> Slope/Trail <input type="checkbox"/> Jump <input type="checkbox"/> Pool <input type="checkbox"/> Weight Room <input type="checkbox"/> Ice Rink <input type="checkbox"/> Camp <input type="checkbox"/> Dryland Training Activity Weather Conditions <input type="checkbox"/> Sunny <input type="checkbox"/> Rainy <input type="checkbox"/> Foggy <input type="checkbox"/> Cloudy <input type="checkbox"/> Windy <input type="checkbox"/> Snowing	<input type="checkbox"/> Contact with object <input type="checkbox"/> Contact with surface <input type="checkbox"/> Illness <input type="checkbox"/> No contact <input type="checkbox"/> Overexertion <input type="checkbox"/> Overuse / Chronic <input type="checkbox"/> Pivot shift	<input type="checkbox"/> Competition / Event <input type="checkbox"/> Conditioning <input type="checkbox"/> On snow training <input type="checkbox"/> Other Surface <input type="checkbox"/> Artificial <input type="checkbox"/> Injected <input type="checkbox"/> Natural	<input type="checkbox"/> Adaptive Alpine <input type="checkbox"/> Adaptive XC <input type="checkbox"/> Aerials <input type="checkbox"/> Cross Country <input type="checkbox"/> Downhill <input type="checkbox"/> Dual Moguls <input type="checkbox"/> Giant Slalom <input type="checkbox"/> Halfpipe <input type="checkbox"/> Moguls <input type="checkbox"/> Nordic Jumping <input type="checkbox"/> Skicross <input type="checkbox"/> Slalom <input type="checkbox"/> Slopestyle <input type="checkbox"/> Super-G Discipline Snowboard <input type="checkbox"/> Big Air <input type="checkbox"/> Giant Slalom <input type="checkbox"/> Halfpipe <input type="checkbox"/> Slalom <input type="checkbox"/> Slopestyle <input type="checkbox"/> Snowboardcross

Classification of Injury Minor Injury or Illness Non-Injury Serious Injury or Illness

Body Part Injured			
<input type="checkbox"/> Ankle <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> Ear <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> Foot <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> Internal <input type="checkbox"/> Neck <input type="checkbox"/> Thigh	<input type="checkbox"/> Arm <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> Elbow <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> Groin <input type="checkbox"/> Jaw <input type="checkbox"/> Nose <input type="checkbox"/> Torso	<input type="checkbox"/> Abdomen <input type="checkbox"/> Eye <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> Hand <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> Knee <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> Shoulder <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> Wrist <input type="checkbox"/> L <input type="checkbox"/> R	<input type="checkbox"/> Back <input type="checkbox"/> Upper <input type="checkbox"/> Lower <input type="checkbox"/> Face <input type="checkbox"/> Head <input type="checkbox"/> Leg <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> Toe <input type="checkbox"/> Chest <input type="checkbox"/> Finger <input type="checkbox"/> Hip <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> Mouth <input type="checkbox"/> Tooth

Primary Injury <input type="checkbox"/> Abrasion <input type="checkbox"/> Cold Injury <input type="checkbox"/> Dislocation <input type="checkbox"/> Fracture <input type="checkbox"/> Head Injury <input type="checkbox"/> Heat Illness <input type="checkbox"/> Hypertension <input type="checkbox"/> Laceration <input type="checkbox"/> Strain <input type="checkbox"/> Sprain <input type="checkbox"/> Suspected Concussion
--

Disposition <input type="checkbox"/> Air Flight <input type="checkbox"/> Continued Sport <input type="checkbox"/> EMS Transport <input type="checkbox"/> Refer to Physician <input type="checkbox"/> Refer to Hospital <input type="checkbox"/> Released to Parent <input type="checkbox"/> Released to Personal Vehicle <input type="checkbox"/> Refused Care
--

Description of Accident

Signature and printed name of Trainer or Official (with no relationship to claimant) _____

Email _____ Phone # _____ Date _____



GUIDELINES FOR ACTIONS IN CASE OF SERIOUS ACCIDENTS

A major accident should be viewed as one or more of the following:

- Accident is the result of racer exiting the trail and sustaining injury in conjunction with the competition.
- Coach, official or spectator is involved in the accident in conjunction with the competition.
- Accident has any strange or extenuating circumstances.
- Accident results in serious injury or death.

Actions to be taken are the following:

1. Immediately contact U.S. Ski & Snowboard: Director of Competition Services, Jeff Weinman
2. Compile lists of key personnel involved as follows:
 - A. List of all race organization personnel,
 - B. List of all accident eye witnesses,
 - C. List of all on-hill photographers, especially video.
3. Secure written report of eyewitnesses.
 - A. Detailed,
 - B. Objective,
 - C. Legible,
 - D. Spontaneous,
 - E. Signed and dated.
4. Secure pictures of the following:
 - A. Video tapes, if possible, of course and trail, including accident area.
 - B. Still photographs of:
 - i. Site of accident:
 - a. 100 feet from site,
 - b. Show skier's perspective,

- d. Depict site in representative condition (DO NOT ALTER).
 - ii. Trail around accident site showing: slope, terrain, snow conditions, etc.
 - iii. Existing protection around accident site.
 - iv. View of the trail above and below accident.
- 5. Prepare detailed chronological sequence of events, including accident follow-up actions.
- 6. Prepare detailed notes of extent to which ski patrol and ski area management were involved, including contact made, information released, etc.
- 7. Include the following in or with the Technical Delegate Report:
 - A. Detailed report of the accident, including the following:
 - a. Accident Report form,
 - b. Photocopy of completed ski patrol report,
 - c. Technical Delegate Report should be spontaneous, complete and objective with no reference to causation.
 - B. Detailed description of weather and course safety protection, including references to homologation report, safety expert report, previous TD Reports, competitor inspection, etc.
 - C. Jury and Team Captains' Meeting Minutes and attendance records.
 - D. List of eyewitnesses including names, addresses, telephone numbers, etc.
 - E. Location of the above-mentioned photos, video tapes, lists, etc., and names of those who have access to them.
- 8. Include diagrams and measurements, when appropriate.
- 9. Immediately submit American Specialty First Report of Accident (1 page) as well as TD Accident Report (4 pages) together with all of the above documentation to:
 - U.S. Ski & Snowboard
 - Attn: Jeff Weinman
 - PO Box 100
 - Park City, UT 84060
- 10. Refrain from referring to accident via email or social media.

GOOD DOCUMENTATION PREVENTS AND/OR WINS LAWSUITS!

TD ACCIDENT REPORT / DT RAPPORT D'ACCIDENT / TD UNFALLBERICHT

In the event of a serious accident at a competition, the Technical Delegate (TD) must complete this accident report and submit it along with the Technical Delegate Report in the results package sent to the FIS. If a copy of the official accident report of the professional patrol or rescue squad is available, that report should be submitted in addition to this TD report.

TD Name		TD No	
Competition		Codex	
Location		Date	
Organizer		Discipline	

Course/Trail Name			
Homologation Number			
Description of Location of Trail/Course, including references to slope, terrain, gradient, snow conditions, and safety protection (Please attach sketch.)			
Time of Day	Weather Conditi		
Name (of accident victim)			
Indicate racer/coach/official/other			
Address			
Tel (home) / email		Age	
Reported or suspected injuries			

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TD ACCIDENT REPORT / DT RAPPORT D'ACCIDENT / TD UNFALLBERICHT

Describe First Aid & Evacuation			
Evident Cause(s) of Accident/Injury (Note all that may apply or may have contributed [X])			
Attempted Recovery			<input type="checkbox"/>
Avoiding Obstacle in Course			<input type="checkbox"/>
Snow Conditions off Course			<input type="checkbox"/>
Avoiding Official in Course			<input type="checkbox"/>
Visibility			<input type="checkbox"/>
Collision with Official in Course			<input type="checkbox"/>
Binding Release/Equipment Failure			<input type="checkbox"/>
Collision with Spectator			<input type="checkbox"/>
Inability to handle Technical Difficulty in Course			<input type="checkbox"/>
Other Causes or Contributing Factors in your opinion			
Narrative description of incident			
First Witness			
Name		Age	
Address		Tel (home)	
		Tel (office)	
		Email	
Witness's Account of Incident - who, where, when, what happened (Attach additional sheets, if necessary)			

TD ACCIDENT REPORT / DT RAPPORT D'ACCIDENT / TD UNFALLBERICHT

Additional Witness			
Name		Age	
Address		Tel (home)	
		Tel (office)	
		Email	
Witness's Account of Incident - who, where, when, what happened (Attach additional sheets, if necessary)			
Additional Witness			
Name		Age	
Address		Tel (home)	
		Tel (office)	
		Email	
Additional Witness			
Name		Age	
Address		Tel (home)	
		Tel (office)	
		Email	
Additional Witness:			
Name:		Age	
Address:		Tel (home)	
		Tel (office)	
		Email	
Is there a video, film or photo record of the incident? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, where can the record(s) be found, who is the contact person(s), and who has access?			

TD ACCIDENT REPORT / DT RAPPORT D'ACCIDENT / TD UNFALLBERICHT

List the key race personnel involved:

Chief of Race Name/Address	Tel (home)	
	Tel (office)	
	Email	

Referee Name/Address	Tel (home)	
	Tel (office)	
	Email	

Assistant Referee Name/Address	Tel (home)	
	Tel (office)	
	Email	

Others (Please note their positions)		
	Tel.	
	Tel.	
	Tel.	

Technical Delegate's Description and Commentary:

Please use this sheet to provide any additional comments on the incident, including references to course preparation, Team Captains' and Jury meetings, inspection, training, homologation file and previous TD reports, related incidents, etc.; comments on actions after the incident including contact with ski area management, information given to the media, media contact person; and contact with the accident victim, family and representatives after the incident. Your assistance in providing a complete record is most important.

The information provided by this report is very important for FIS records. It should be treated as confidential information and should not be released to the public, media, coaches, etc. This report will be treated confidentially by FIS.

Date	Signature (please print and sign)
------	-----------------------------------

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INJURY REPORT RAPPORT DE BLESSURE VERLETZUNGSMELDUNG

All injuries that occur during official training or competition and require attention by medical personnel should be reported/ Alle Verletzungen, die während des offiziellen Trainings oder des Wettkampfes auftreten und Betreuung durch medizinisches Personal erfordern, sollten gemeldet werden/Toutes les blessures qui se produisent pendant l'entraînement officiel ou la compétition et qui nécessitent l'attention du personnel médical doivent être rapportées

Event information/ Informationen zum Bewerb/Information sur l'événement

Discipline/ Disziplin/Discipline:

Site/ Ort/Lieu: Country/ Land/Pays:

Category/ Kategorie/Catégorie: Codex:

Date (DD.MM.YYYY)/ Datum/Date:

Athlete information/ Informationen zum Athleten/Données sur l'athlète

Name/ Name/Nom:

FIS Code:

Country/ Land/Pays: Gender/ Geschlecht/ Sexe: Male/ Mann/Homme Female/ Frau/Femme

Birth date (DD.MM.YYYY)/ Geburtsdatum/ Date de naissance:

Injury information/ Information zur Verletzung/Information sur la blessure

To be completed in collaboration with event or team medical staff (if possible)/ Bitte in Zusammenarbeit mit den medizinisch Verantwortlichen der Veranstaltung oder des Teams ausfüllen (wenn möglich)/Gvp remplir en collaboration avec le personnel médical de l'événement ou de l'équipe (si possible)

Body part injured/ Verletzter Körperteil/Partie du corps blessée:

<input type="checkbox"/>	Head-face/ Kopf-Gesicht/Tête-Face
<input type="checkbox"/>	Neck-cervical spine/ Nacken-Halswirbel/Nuque-Vertèbre cervicale
<input type="checkbox"/>	Shoulder-clavicle/ Schulter-Schlüsselbein/Épaule-Clavicule
<input type="checkbox"/>	Upper arm/ Oberarm/Bras
<input type="checkbox"/>	Elbow/ Ellenbogen/Coudes
<input type="checkbox"/>	Forearm/ Unterarm/Avant-bras
<input type="checkbox"/>	Wrist/ Handgelenk/Poignet
<input type="checkbox"/>	Hand-finger-thumb/ Hand-Finger-Daumen/Main-Doigt-Pouce
<input type="checkbox"/>	Chest (sternum-ribs-upper back)/ Brustkasten (Brustbein-Rippen-Brustwirbelsäule)/Thorax (Sternum-Côtes-Haut du dos)
<input type="checkbox"/>	Abdomen/ Bauch/Abdomen
<input type="checkbox"/>	Lower back-pelvis-sacrum/ Lendenwirbelsäule-Becken-Kreuzbein/Bas du dos-Pelvis-Sacrum
<input type="checkbox"/>	Hip- groin/ Hüfte-Leiste/Hanche-Aîne
<input type="checkbox"/>	Thigh/ Oberschenkel/Cuisse
<input type="checkbox"/>	Knee/ Knie/Genoux
<input type="checkbox"/>	Lower leg-Achilles tendon/ Unterschenkel-Achillessehne/Jambe-Tendon d'Achille
<input type="checkbox"/>	Ankle/ Fußgelenk/Cheville
<input type="checkbox"/>	Foot-heel-toe/ Fuss-Ferse-Zehen/Pied-Talon-Orteils
<input type="checkbox"/>	Information not available/ Information nicht verfügbar/Information non disponible

Side/ Seite/Part: Right/ Rechts/Droite Left/ Links/Gauche Not applicable/ Nicht anwendbar/Non applicable

Specific diagnosis (if available)/ Genaue Diagnose (wenn verfügbar)/Diagnostic spécifique (si disponible):

Note: If there are multiple injuries resulting from the same accident, please describe the most serious injury above and the less serious injuries here/ Anmerkung: Wenn aus dem gleichen Unfall mehrere Verletzungen resultieren, bitte beschreiben sie die schwereren Verletzungen oben und die leichteren Verletzungen hier/Note: S'il y a des blessures multiples résultant du même accident, veuillez décrire les blessures les plus sérieuses ci-dessus et les blessures moins sérieuses ci-dessous:

Note: Injuries occurring during warm-up, free skiing/snowboarding or between runs need NOT be recorded/ Anmerkung: Verletzungen die während des Aufwärmens, bei freiem Skifahren/Snowboarden oder zwischen zwei Läufen passieren müssen NICHT gemeldet werden/Note: Des blessures se produisant pendant l'échauffement, le ski/snowboarding libre ou entre les manche/runs n'ont pas besoin d'être enregistrés

Injury type/ Art der Verletzung/Genre de la blessure:

<input type="checkbox"/>	Fractures and bone stress/ Frakturen und Ermüdungsbrüche/Fracture et fracture de fatigue
<input type="checkbox"/>	Joint (non-bone) and ligament/ Gelenke (nicht Knochen) und Bänder/Joint (articulation) et ligament
<input type="checkbox"/>	Muscle and tendon/ Muskel und Sehnen/Muscle et tendon
<input type="checkbox"/>	Contusions/ Quetschungen/Contusions
<input type="checkbox"/>	Laceration and skin lesion/ Fleischwunden und Hautverletzung/Piaie et lésion de la peau
<input type="checkbox"/>	Nervous system including concussion/ Nervensystem inkl. Gehirnerschütterung/Système nerveux y compris commotion cérébrale
<input type="checkbox"/>	Other/ Andere/Autres
<input type="checkbox"/>	Information not available/ Information nicht verfügbar/Information non disponible

Expected absence from training and competition/ Voraussichtliche Abwesenheit von Training und Wettkämpfen/Prévision d'absence à l'entraînement et en compétitions:

<input type="checkbox"/>	No absence/ Keine Absenz/Pas d'absence
<input type="checkbox"/>	1 to 3 days/ 1 bis 3 Tage/1 à 3 jours
<input type="checkbox"/>	4 to 7 days/ 4 bis 7 Tage/4 à 7 jours
<input type="checkbox"/>	8 to 28 days/ 8 bis 28 Tage/8 à 28 jours
<input type="checkbox"/>	>28 days/ >28 Tage/>28 jours
<input type="checkbox"/>	Information not available/ Information nicht verfügbar/Information non disponible

Please complete page 2/ Bitte vervollständigen Sie Seite 2/Gvp remplir page 2

Contact information to obtain further medical information/ Kontakt für weitere medizinische Informationen/Contact pour obtenir des informations médicales supplémentaires:

Name/ Name/Nom:

Mobile telephone/ Mobiltelefonnummer/ Numéro mobile:

E-mail:

Injury circumstances/

Umstände der Verletzung/Circonstances de la blessure:

- Competition/ Wettkampf/Compétition
 Official training/ Offizielles Training/Entraînement officiel

Type of snow/ Schneeart/Genre du neige:

- Natural snow/ Naturschnee/Neige naturelle
 Artificial snow/ Kunstschnee/Neige artificiel
 Plastic/ Plastik/Plastique

Course conditions (multiple choices possible)/ Streckenzustand (mehrere Antworten möglich)/Condition de la piste (choix multiples possibles):

- Ice/ Eis/Glace
 Soft/ Weich/Doux
 Compact/ Kompakt/Compact
 Injected snow/ Wasserbehandelter Schnee/Neige traitée par l'eau
 Chemicals used (salt, snow solidifier, others)/ Gebrauchte Chemikalien (Salz, Schneeverfestiger, andere)/Produit chimique utilisé (sel, solidification de neige, autres)

Weather conditions (multiple choices possible)/ Wetterbedingen (mehrere Antworten möglich)/Conditions météorologiques (choix multiples possibles):

- Sunny-clear/ Sonnig-klar/Beau temps-clair
 Cloudy/ Bewölkt/Couvert
 Raining/ Regnerisch/Pluvieux
 Snowing/ Schneefall/Chute de neige
 Foggy/ Nebel/Brouillard
 Flat light/ Diffuses Licht/Mauvaise visibilité
 Artificial light/ Künstliche Beleuchtung/Illumination artificielle

Wind conditions/ Windkonditionen/Condition de vent:

- No wind/ Kein Wind/Pas de vent
 Some wind/ Etwas Wind/Peu de vent
 High wind/ Starker Wind/Vent fort

Video/ Video/Vidéo:

Video available from accident (multiple choices possible)/ Video vom Unfall verfügbar (mehrere Antworten möglich)/Vidéo de l'accident disponible (choix multiples possibles):

- No/ Keines/No
 TV broadcast/ Fernsehansicht/Chaines TV
 Other video/ Anderes Video/Autres vidéos:

Explain/ Erklärung/Expliquez:

Contact information to obtain copy of video/ Kontakt um das Video zu erhalten/Contact pour obtenir une copie de la vidéo:

Name/ Name/Nom:

E-mail:

Mobile telephone/ Mobiltelefonnummer/ Numéro mobile:

Other comments/

Weitere Bemerkungen/Autres commentaires:



Procedures for Sending Race Result Files 2018-2019 Season

Introduction

The purpose of this document is to furnish information regarding the process for creating and sending race result files in XML format to the U.S. Ski & Snowboard auto-scoring system. This very basic “how-to” document was drafted during the initial introduction of computers for managing events and producing results. As officials have become more comfortable with the use of computers, the document has been updated, but it must still address some basic issues. Hopefully more experienced computer users will accept the need for education of these basics.

Creating a Race Result File - Input

All of the data keyed into a computer is called “input”: Telling the machine *what competitors* are going to be in the race, *what kind of race* it is, where the race is taking place (area and course) and then via data obtained from your timing system, *who has what time*.

One thing you should *NOT* input is a keyboard character such as an *ampersand* (“&”). If your event title is “FUN & GAMES”, you must input “FUN AND GAMES” because an ampersand is one of the keyboard characters that the auto-scoring processor will not accept.

Race Result Files - Output

All events require two types of output event files: The first file is the printed copy of the race results, including the official results and, if required by the level of event, the race penalty calculation. These documents are signed by the Technical Delegate; the originals are retained by the OC and copies are included in the Technical Delegate’s event file.

The second output file is the file that you will attach and email to alpineresults@usskiandsnowboard.org and, if required by the level of event, to alpineresults@fisski.ch. This file is a simple text file that is saved in a special format known as XML. This “XML” format is the only format that the U.S. Ski & Snowboard and FIS auto-scoring processors will accept.

Software Doesn’t Work

There are two common complaints that we continue to hear: The “software doesn’t work” and “the software freezes”. If the software has been properly installed, these problems should not occur. However, if it is a sudden problem, it is possible you have too many programs or windows open. Try closing all other applications; that usually solves the problem. However, you may need to restart the computer in order to reset the full system. If neither option works, contact an experienced Race Administrator or U.S. Ski & Snowboard Competition Services Coordinator at (435) 647-2037 for assistance. If you are not using one of the U.S. Ski & Snowboard-approved timing/race result software versions, you may have to contact your software vendor.

More Information About These Files

- Using the race code that you input, the software will name all race result files for “XML” output with the same method.

- U.S. Ski & Snowboard files start with the U.S. Ski & Snowboard-assigned race code (F, M, N or U followed by 4 numbers (zero-9; e.g. F2056)). Remember: Only 1 character; make sure you input the numeric character “zero” and not the alpha character “O” in the 4-number section! As a reminder, “F” designates FIS scored events, “M” designates Masters scored events, “N” designates Non-scored events, and “U” designates U.S. Ski & Snowboard Scored events.
- FIS XML files are identified with the host nation (e.g. USA) followed by the 4-digit FIS-assigned codex that you input into the database. (e.g. USA7805). Again, you must remember to input the numeric character “zero” and not the alpha character “O”.
- For both types of races, there will be one file per race, per gender. It is important that you test your software in order to verify the procedure required to generate and transmit the required XML file.
- An important item to verify is that you are actually transmitting the XML file and not the event race file. As noted earlier, XML format is the only format the FIS and U.S. Ski & Snowboard auto-scoring processors will accept.
- If your software does not allow you to verify the data prior to transmission, it is strongly suggested that you save the file to a preferred location – either to an external drive or to a specific location on your hard drive. Saving the file, re-opening it and verifying its content prior to transmission may eliminate errors.
- If your review of the XML file shows an error, it is strongly suggested you correct the error in the actual race file, re-create the transmission file and verify its accuracy prior to transmission. Although it is possible to edit the XML file using Notepad or Notepad++, actual correction of the error is always your best option. This way the XML file can be recreated at a later date if needed. *Do not use Word or Word Perfect to correct an error; using these or other word processing programs can damage an XML file.*
- When transmitting the XML file, transmission errors may occur. These are usually caused by firewall or corporate network restrictions and can be adjusted by your IT Department. If you do utilize this function, add yourself to the email list of recipients to verify that your server has accepted and sent the XML file.

If you are having problems preparing and/or transmitting your XML file, contact an experienced Race Administrator (a/k/a “Dial-A-Friend), or the U.S. Ski & Snowboard Competition Services Coordinator at (435)647-2037, or email compservices@usskiandsnowboard.org.

Finding my Race Result File

When choosing a location for your XML file, you must remember that accessing it for transmission requires that you save it in an easily found location. However, if you know you saved your file but cannot find it (and it happens to all of us), and if you are using a Windows based program try using the *SEARCH* application and search the “C” drive. (Searching with the U.S. Ski & Snowboard or FIS assigned race code will identify all storage locations for a file with that identifier.)

Submitting the Results

Below are some hints to help properly submit your XML results to U.S. Ski & Snowboard and/or FIS

1. It is important that all results get submitted as soon as possible after the race. If there were any changes to the race dates, event type, or gender, notify compservices@usskiandsnowboard.org before results are submitted. Changes have to be made manually to the database before results can be submitted. The earlier U.S. Ski & Snowboard is notified, the sooner your results can be processed – DO NOT wait until after the race to notify U.S. Ski & Snowboard of changes.
2. FIS events are also race date, event type and gender specific. Like the U.S. Ski & Snowboard auto-scoring processor, the FIS database has to be changed before results are submitted. If changes are made prior to the event, contact U.S. Ski & Snowboard Competition Services so they can notify FIS. If changes are made on-site, the event Technical Delegate is responsible for contacting FIS.
3. Prior to transmission, verify the contents of the file: header data, date, penalty, codex, etc.
4. If errors are found, close the file, return to the actual race file and make required corrections, then repeat the verification process. U.S. Ski & Snowboard will not accept the results if the U.S. Ski & Snowboard ID and the First and Last name of the athlete do not match the U.S. Ski & Snowboard Database perfectly. E.G., the computer does not know that Robert's nickname is Bob, so the computer does not know Robert Smith and Bob Smith is the same person. If you have a question, use the "Member Lookup" tool on the U.S. Ski & Snowboard website and verify the name against the assigned U.S. Ski & Snowboard ID.
5. If your file is accurate, save it in a place where you can easily find it, e.g. your desktop or an external storage device.
6. DO NOT include "HARD COPY"; neither the U.S. Ski & Snowboard nor the FIS auto-scoring processors will recognize the file.
7. With the exception of the new dual-gender non-scored events, each gender has its own race code. You must not submit results with different race codes in the same race file.
8. Use the assigned Race Code as the subject of the email:
 - a. For all U.S. Ski & Snowboard events, use USA race code (1 Alpha+4 numeric) race code (Ex. U1234)
 - b. DO NOT include anything but the race code in the Subject Line.
 - c. DO NOT include messages inside the email. The computer strips off any notes, and human eyes never see them. If you need to send a note, send it separately to compservices@usskiandsnowboard.org.
10. For a U.S. Ski & Snowboard non-FIS event, send the race result XML file to alpineresults@usskiandsnowboard.org.
11. For a FIS event, the race result XML file is sent to two recipients: alpineresults@usskiandsnowboard.org and alpineresults@fisski.ch.
12. **DO NOT UNDER ANY CIRCUMSTANCES:**
 - a. Attach and transmit the actual event file; neither the U.S. Ski & Snowboard nor the FIS auto-scoring processors will recognize or accept this type of file format.
 - b. Attach multiple race result files to one email.

Additional Notes

1. Transmit your results at the end of each day so they can be posted to the U.S. Ski & Snowboard and FIS websites; they must be submitted within 24 hours after an event's completion. This is especially important if you are on points list deadline! *Results not received in a timely manner will not be included in the next list.*
2. You should receive an acknowledgement-of-receipt email from both U.S. Ski & Snowboard and/or FIS shortly after submitting your results. If you do not receive the acknowledgement-of-receipt email, then the email may either not have been sent or not been received.

If the U.S. Ski & Snowboard and/or FIS parsers are down, results will not process until they are back up; wait approximately 30 minutes and try again. If you still don't receive an acknowledgement of receipt, send an email to compservices@usskiandsnowboard.org and advise them of the problem. DO NOT continue to send and re-send! *NOTE: If you have sent your files from a ".org" email address, and your transmission was unsuccessful, you may need to switch to a ".com" email address.*

You can verify whether or not an email was sent by adding your email as a recipient. You can verify whether or not a file was received by verifying whether or not the results have been posted on the applicable website.

3. Once the results are processed, using the "Event Lookup" tool, verify their accuracy on the U.S. Ski & Snowboard website. The FIS Technical Delegate is responsible for verifying the accuracy of FIS results posted on the FIS website prior to filing his online Technical Delegate Report.
4. Finally, and most important, you must still submit an event document packet. U.S. Ski & Snowboard accepts emailed event document packets prepared in scanned/PDF booklet format sent to resultpackets@usskiandsnowboard.org; subject line of email is the U.S. Ski & Snowboard race code. (Refer to "5. Non-FIS Event Document Packets" and/or to "6. FIS Event Document Packets" in the "Master Packet of Forms".)

Document packets may still be photocopied and mailed, but regardless of what process is used, the "originals" must be securely stored by the person submitting the document packets until they are no longer required. (This is typically 1 year.)

5. If U.S. Ski & Snowboard's Online Event Registration System was not used, the Organizing Committee (OC) must mail Head Tax Checks/Head Tax Documents as required by the level of the event. Use the "Club login" to the U.S. Ski & Snowboard Event Administration system to review and verify U.S. Ski & Snowboard's head tax amount calculations.

Conclusion

Hopefully this document has been helpful. Please feel free to contact U.S. Ski & Snowboard if you have any questions.

The staff at U.S. Ski & Snowboard greatly appreciates your efforts. We wish to thank you for your efforts and also wish you the best of luck during the 2018-2019 competition season.

U.S. Ski & Snowboard Competition Services Coordinator

Phone: (435) 647-2037

Fax: (435) 649-3613

compservices@usskiandsnowboard.org



SEASON 2018-2019 EVENT DOCUMENT PACKETS – ALPINE

PREPARATION & SUBMITTAL OF FIS RACE RESULT XML FILE & EVENT DOCUMENT PACKETS

A. ELECTRONIC SUBMITTAL OF RACE RESULT XML FILE:

1. FIS WILL NOT MANUALLY INPUT RACE RESULTS, so the Official Results/Penalty in XML format must be submitted to the following addresses:
alpineresults@fisski.ch (Note this address is for the XML file not the PDF file.)
alpineresults@usskiandsnowboard.org (Note this address is for the XML file not the PDF file.)
2. Within minutes, both auto-score systems will acknowledge receipt of XML file and will note problems, if any.

B. FIS EVENT DOCUMENTS / ONLINE TDTR & TD REPORTS

The following documents must also be submitted electronically; paper copies will not be accepted.

1. **Timing & Data Technical Report (TDTR) in XML format**; *may be filed multiple times until accuracy acknowledged but MUST be filed prior to filing online TD Report*
2. **Technical Delegate Report**; *transmission and FIS acceptance of race result and TDTR XML files is required prior to filing an online Technical Delegate Report. Acceptance of the online Technical Delegate Report locks the event file.*
3. Results without TDTR and TD Reports will no longer be included in the FIS Points List.

C. ADDITIONAL FIS EVENT DOCUMENT PACKET REQUIREMENTS:

Online filing of Timing & Data Technical Report and Technical Delegate Report has reduced additional FIS Event document packet requirements. *The National Office is the repository of all other documents, e.g. Programs, Team Captains' Meeting Minutes, Jury Minutes w/o Protest.* If the following documents are generated, they are the only additional documents that must be submitted to FIS:

1. **Supplementary Report by the Technical Delegate** (This is not the same as the "FIS Additional Report of the Technical Delegate" which is used to request rehomologation and is sent to U.S. Ski & Snowboard Competition Services compservices@usskiandsnowboard.org)
2. **FIS Notice of Injury (ISS)** – copy of online report for minor injuries
3. **TD Accident Form** for injuries that meet "**Guidelines for Serious Accidents**"; If a serious accident occurs as outlined in "Guidelines for Serious Accidents", immediately contact U.S. Ski & Snowboard Competition Services and follow their instructions. *Refrain from referring to accidents via email or social media. If required, this form is submitted in addition to American Specialty Report.*
4. **Jury Minutes** related to protests and/or sanctions, **signed with record of votes**. *Refer to "Miscellaneous Submittal Requirements" for disposition of protest fees and on-site monetary sanctions. NOTE: Start & Finish Referees are listed as Jury members only for World Championships and Olympic Winter Games; they do not vote in other levels of competition!*

D. PREPARATION FOR EVENT DOCUMENT PACKETS:

1. Scan all documents
2. Save as PDF
3. Compile PDF documents in sequential order and save as a PDF booklet using the nation + FIS-assigned codex as booklet name with indication of contents (e.g. USA1234 FULL)

E. FIS ONLINE SUBMITTAL PROCEDURES:

1. Access individual PDF files and select only the additional FIS-required documents
2. Compile PDF documents and save as a PDF booklet using the nation + FIS-assigned codex as booklet name with indication of contents (e.g. USA1234 FIS)
3. Using the nation + FIS-assigned codex as email subject (e.g. USA1234), attach individual race file booklets and send to FIS Office alpine@fisski.com. (*Tatjana Lüssy, luessy@fisski.com, is copied for all Continental Cup and World Cup events.*)
4. CC: assigned Technical Delegate
5. FIS Notice of Injury (ISS) may also be faxed to +41 33 244 61 71 or emailed to fisiss@nih.no

F. U.S. SKI & SNOWBOARD'S COPY OF FIS EVENT DOCUMENT PACKETS: (Refer to "Distribution of Documents – FIS Event" in "Master Packet of Forms".) Following document packet must be electronically submitted to U.S. Ski & Snowboard.

1. **Report(s) of the Technical Delegate** – copy of online report
2. **Timing & Data Technical Report (TDTR)** – PDF copy of online report; one per race per/gender, signed by Technical Delegate and Chief of Timing. If a replacement time (EET) is calculated, the calculation must be included in the submitted packet.
3. **Program and Team Captains' Meeting Minutes** signed by the Race Administrator. If more than one set, place in chronological order. *Retain original Attendance List in the Organizer's file.*
4. In chronological order **Minutes of Jury Decisions (Without Protest)**; with records of votes/signatures of actual Jury members.
5. In chronological order **Protests attached to Minutes of Jury Decisions (Protests)**; with records of votes/signatures of actual Jury members.
6. **TD Accident Report Form(s)** – *refrain from referring to accidents via email or social media.*
 - a. **American Specialty Insurance Report (ASI)** for all injured participants regardless of national federation affiliation. Report can be filed online (preferred method) at americanspecialty.com/usskiandsnowboard_cov/ under "**Important Links: Online Incident Reporting**" or the form provided in the Master Packet of forms can be completed and sent to Jeff Weinman (compservices@usskiandsnowboard.org). *Copies of the report – online or printed – must be made available for required, limited distribution. DO NOT SEND FIS A COPY OF ASI REPORT!*
 - b. **FIS Notice of Injury (ISS)** – copy of online report for minor injuries (Serious Accidents require filing of both FIS forms.)
 - c. **TD Accident Form** for injuries that meet "**Guidelines for Serious Accidents**"
7. **Volunteer Competition Worker Registration forms****
8. **FIS Athlete Declarations** for Forerunners who are not FIS inscribed.

***NOTE:** *If any event changes occur, the information must be sent immediately to U.S. Ski & Snowboard at compservices@usskiandsnowboard.org so the changes can be made to the calendar and the results will process. Venue changes require execution of a new schedule agreement and must be done before the race for it to be valid. Under no circumstances should Race Code numbers be changed without specific approval by U.S. Ski & Snowboard Competition Services Office.*

****Volunteer Race Worker Registration forms may either be scanned/saved in PDF format and included in electronic U.S. Ski & Snowboard Event Document Packets or mailed to Competition Services.**

G. U.S. SKI & SNOWBOARD ONLINE SUBMITTAL PROCEDURES:

1. Access individual PDF files and select only the above documents
2. Compile and save as a PDF booklet using the transmittal number assigned by U.S. Ski & Snowboard as booklet name (e.g. F1234)
3. Use the transmittal number assigned by U.S. Ski & Snowboard as email subject (e.g. F1234), attach individual race file booklets and email to: resultpackets@usskiandsnowboard.org

USA FIS TD Commissioner has access to this location; additional packet is not required.

H. PAPER COPY SUBMITTAL FOR EVENTS SCORED FOR BOTH FIS & U.S. SKI & SNOWBOARD POINTS: If scan/PDF/electronic submittal to U.S. Ski & Snowboard is not an option, submit the required paper copy documents to U.S. Ski & Snowboard's Competition Services. (All documents must be single-sided on white paper with no staples.)

I. I. HEAD TAX DOCUMENTS & FEES: U.S. Ski & Snowboard - after automatically deducting athletes for whom Head Tax is not required (U.S. Ski Team Members, etc.) from the total number of starts - will calculate the amount of Head Tax due and provide a detailed account of expected amounts. This can be found under the Schedule Agreement area of the club login. A form showing the expected Head Tax for National, Regional and Divisional (not all Divisions have supplied Head Tax information for inclusion in the calculations) can be printed from that site, verified against your calculation and returned with required Head Tax payments. If U.S. Ski & Snowboard's calculation shows a different amount due, the "Head Tax Exemption Sheet" must be included with payment.

(Copies of Head Tax documents must be saved in OC's file.) Refer to MPF #47 Head Tax Procedures for information regarding calculation of Head Tax.

If an OC chooses to use U.S. Ski & Snowboard's online race registration system, the OC needs to login to the Event Administration System using the **club login** to see Head Tax owed and registration amount collected. Once amount due has been verified and agreement is reached, U.S. Ski & Snowboard will forward the entry fees to the OC.

If a Region or Division that requires additional Head Tax has not supplied Head Tax information for inclusion in the calculations, payment of these amounts will be the responsibility of the OC and should be submitted as directed by your appropriate Region/Division. *Verify procedure for your Region/Division.*

J. OTHER TRANSMISSION REQUIREMENTS:

1. Technical Delegate's National Association for nations other than USA, per request
2. Technical Delegate's TD Commissioner for nations other than USA, per request

K. ELECTRONIC OR PAPER COPY: Depending on event requirements, electronic or paper copy Event Document Packets containing copies of required race-related documents must be provided for:

1. Organizing Committee
2. Technical Delegate
3. U.S. Ski & Snowboard Region/Division offices; verify requirements for your Region/Division.
4. Additional as required by OC and level of event

L. MISCELLANEOUS SUBMITTAL REQUIREMENTS:

1. Official Freeskiing Session

If an Organizing Committee stages an Official Freeskiing session, the following documents must be prepared and submitted as part of the first official training day's event packet for which there is a codex:

- a. Freeskiing Program listing hill inspection times by both Jury and competitors, start time, competitors' start intervals, etc. (Program may be prepared on event/club letterhead.)
 - b. Jury Minutes (with record of votes/required signatures of actual/voting Jury members) accepting on-hill competitor security and condition of hill
 - c. Copies of all required injury reports
- 2. U.S. Ski & Snowboard's Speed Training Documentation Requirements: (Downhill Training)**
- a. Training Result XML file must also be submitted to alpineresults@usskiandsnowboard.org
 - b. Contents of training document packet sent to resultpackets@usskiandsnowboard.org
 - 1) Programs/Team Captains' Meeting Minutes (signed by RA)
 - 2) All Jury Minutes (with record of votes/required signatures of actual/voting Jury members)
 - 3) American Specialty Insurance Reports (ASI) for all injuries – for all injured participants regardless of national federation affiliation, should be filed online or the form provided in the Master Packet of Forms (MPF) can be completed and sent to Jeff Weinman at Competition Services compservices@usskiandsnowboard.org. Copies of the ASI Report – online or MPF form – as well as copies of the FIS Notice of Injury (ISS) must be included in the document packet; *follow procedures for suspected/reported concussions.*

Timing & Data Technical Report (TDTR), if completed, remains with the OC. Report of the Technical Delegate is NOT required.

3. **Protest Fee(s) retained by the OC as well as monetary sanctions that are collected on-site must be submitted to U.S. Ski & Snowboard's Competition Services. Tendered amount(s) must be identified by event, date, codex and name of applicable party.**
4. **Technical Delegates' Expense Reports** for all U.S. Ski & Snowboard-sanctioned FIS events, regardless of nationality of the Technical Delegate, must be emailed to USA FIS TD Commissioner Paul Van Slyke paul@twitchellsportswear.com; he will forward them to FIS in compliance with their request.
5. **FIS Additional Report of Technical Delegate**, if required, must be submitted to U.S. Ski & Snowboard Competition Services compservices@usskiandsnowboard.org

NOTE: All document originals must be placed in a secure location. If a serious accident occurs as outlined in "Guidelines for Serious Accidents", immediately contact U.S. Ski & Snowboard Competition Services.

Refrain from referring to details if accidents/injuries via email, text or social media.

POST-EVENT CHECKLIST: FIS Events

- Event schedule change notices sent, received and posted on FIS website; e.g. type of event, date of event
- All required injury reports (e.g. ASI, ISS, TD Accident Report for serious injuries as outlined in “Guidelines”), available for review (FIS events require filing with both agencies.)
- All Jury Minutes available for review and required signatures
- All data verified; file of all event-related documents in sequential order prepared for Technical Delegate’s review.

Following Technical Delegate’s approval:

- Race result XML file transmitted to alpineresults@fisski.ch and alpineresults@usskiandsnowboard.org
- Results as posted on FIS website, verified for accuracy. *If posted results are not accurate, corrections must be made and corrected XML file may be resubmitted one additional time to alpineresults@fisski.ch; correction to U.S. Ski & Snowboard results require contacting Competition Services compservices@usskiandsnowboard.org*
- Timing & Data Technical Report XML file transmitted by Chief of Timing & Calculations to alpineresults@fisski.ch; multiple transmissions possible (paper copy not accepted by FIS); PDF copy supplied for signature by Chief of Timing & Calculations and Technical Delegate
- Online Report by the Technical Delegate filed in accordance with current requirements; PDF copy supplied for inclusion in Event Document Packet. *Filing of TD Report locks event file with FIS Office.*

In accordance with instructions on previous pages:

- Scan/PDF/compile required documents into one booklet; use assigned event codex # as booklet title; e.g. USA1234 (FULL)

FIS REQUIREMENTS

- FIS Event Packet Submittal Requirements:** If generated, select the following documents and save as PDF booklet using nation + FIS-assigned codex as booklet name and email subject: e.g. USA1234 (FIS) and email to FIS Office alpine@fisski.com. (Copy Tatjana Lüssy luessy@fisski.com for COC and WC events)
 1. Supplementary Report of the Technical Delegate (if generated)
 2. FIS Notice of Injury (ISS for minor injuries)
 3. TD Accident Form (for injuries meeting “Guidelines”)
 4. Jury Minutes related to protests and/or sanctions
- Speed Training (DH) FIS Requirement:**
 1. Training Result XML file to alpineresults@fisski.ch and alpineresults@usskiandsnowboard.org
 2. Daily Event Document packet containing:
 - a. American Specialty Insurance Report (ASI for all injuries, regardless of nationality)
 - b. FIS Notice of Injury (ISS for all injuries)
 - c. TD Accident Form (for injuries meeting “Guidelines”)
 - d. Jury Minutes related to protests and/or sanctions
- FIS Technical Delegate provided with electronic or paper copy of all event-related documents in sequential order

Additional Submittal Requirements:

- Protest fee(s) retained by the OC and on-site monetary sanctions - identified by event, date, codex and applicable party - tendered to U.S. Ski & Snowboard Competition Services
- Technical Delegate’s Expense Report submitted to OC and sent to paul@twitchellsportswear.com

FIS Additional Report of Technical Delegate, if required, sent to compservices@usskiandsnowboard.org. (This document is used only to request re-homologation.)

U.S. SKI & SNOWBOARD FIS EVENT DOCUMENT PACKET REQUIREMENTS

U.S. Ski & Snowboard’s Copy of Event Packet: Select following documents, save as PDF booklet using transmittal number assigned by U.S. Ski & Snowboard as booklet name and email subject: e.g. F1234 and email to resultpackets@usskiandsnowboard.org

1. **Report(s) of the Technical Delegate** – copy of online report
2. **Timing & Data Technical Report (TDTR)** – PDF copy of online report (include copies of all required EET’s)
3. **Program and Team Captains’ Meeting Minutes** signed by the Race Administrator
4. **Minutes of Jury Decisions (Without Protest)**; with records of votes/signatures of actual Jury members. **NOTE: Start & Finish Referees are listed as Jury members only for World Championships and Olympic Winter Games; they do not vote in other levels of competition!**
5. **Protests attached to Minutes of Jury Decisions (Protests)**; with records of votes/signatures of actual Jury members
6. **Copies of all Injury Report Forms**
7. **Volunteer Competition Worker Registration forms**
8. **FIS Athlete Declarations** for Forerunners who are not FIS inscribed.

Speed Training (SG & DH) U.S. Ski & Snowboard Event Packet Requirement:

1. **Training Result XML file** sent to alpineresults@fisski.ch and alpineresults@usskiandsnowboard.org
2. **Daily Event Document packet** sent to resultpackets@usskiandsnowboard.org containing:
 - d. **Program/Team Captains’ Meeting Minutes**
 - e. **All Jury Minutes**
 - f. **Injury Reports (ASI and ISS), if required**

Head Tax data/amounts due verified and accepted or request for Head Tax check filed with OC

COMMON ERRORS IN FIS RACE DOCUMENTATION

INCONSISTENT OR MISSING TECHNICAL DATA - Differences between:

Technical Data on Start List and Results

Missing gate counts, including actual gate count/direction changes for SG, GS and SL

Missing start elevation, finish elevation, vertical drop

Missing measured length of course for DH/SG

INCORRECT DATA

Not using 4-digit codex number supplied by FIS

Not using Technical Delegate's name as it appears on FIS TD list (even if it differs from name on U.S. Ski & Snowboard membership list or from name used by friends/associates.)

Not using correct FIS TD number

UNSIGNED DOCUMENTS - Jury, Technical Delegate, Race Administrator, Chief Timing

Minutes of Jury Decisions (With or Without Protest) – actual Jury, not Start and Finish Referees!

Official Results / Penalty - Technical Delegate

Additional Report of the Technical Delegate, if needed - Technical Delegate

Timing & Data Technical Report Form - Technical Delegate, Chief of Timing

Minutes of Team Captains' Meeting - Race Administrator

INSUFFICIENT/INCORRECT DOCUMENTATION - (as noted in "Distribution of Documents – FIS Events")

Program (p 1. Team Captains' Meeting Minutes)

Jury Meeting Minutes

Protests and Minutes of Jury Decisions

First Report of Injury but injuries are noted on Report by Technical Delegate

TD Accident Report Form(s), if needed for injuries that fit Guidelines for Serious Accidents

Using TD's Accident Report when only First Report is required

Failure to tender Protest fees and on-site monetary sanctions retained by the OC to U.S. Ski & Snowboard

HOMOLOGATION ERRORS -

Using a course that is not homologated

Using course name other than as listed in homologation documents; e.g. ski area changes name of course

Not referencing when a replacement course is used for Giant Slalom or Slalom course is not used

(Must be documented with Jury Minutes and also in TD's Report)

Using an expired homologation for a Downhill, Super G, Giant Slalom or Slalom

MISSING, INACCURATE OR INCOMPLETE REPORTS -

Missing, inaccurate or incomplete Technical Delegate Report, 1 per race/per gender

Missing, inaccurate or incomplete Timing & Data Technical Report, 1 per race/per gender

MISSING REFERENCES TO DNS COMPETITORS PROTESTS, SANCTIONS, INJURIES -

No reference in Technical Delegate Report to DNS competitors; why they were entered/drawn but did not start

No Reference in Technical Delegate Report regarding protests, sanctions or injuries

ERRORS WITH COMPETITOR CODE #'S, POINTS, NAME SPELLING, AND/OR NATION CODE -

Not verified against current FIS Points List - ALL COMPETITORS MUST HAVE A CODE NUMBER

Using "Base List" to seed competitors

ERRORS IN PENALTY CALCULATIONS -

Incorrect factors or category adders

Inconsistency between Technical Delegate Report and calculated Penalty (online TD Report immediately flags this error)

INCORRECT USE OF ADDITIONAL REPORT OF TECHNICAL DELEGATE -

Used for purposes other than requesting rehomologation

SUBMITTAL OR EMAIL TRANSMISSION OF NON-REQUIRED or U.S. SKI & SNOWBOARD DOCUMENTS -

Any FIS documents not listed in requirements

American Specialty Insurance Report

TRANSMISSION OF INCORRECT XML FILE

Submitting XML race file instead of result XML file

INCORRECT TIME, TEMPERATURE, and MEASUREMENT FORMAT -

24-hour clock (i.e., 14:29) not used

Temperatures not converted to Celsius

Measurements not converted to metric

LIST OF DOCUMENTS THAT MUST BE SUBMITTED TO FIS HAS BEEN REDUCED. U.S. SKI & SNOWBOARD IS THE REPOSITORY OF ADDITIONAL IMPORTANT RACE DOCUMENTS. ALL DOCUMENTS MUST BE ACCURATE!!

NOTE: SUBMIT DOCUMENTS TO "A" (FIS OFFICE), "B" (U.S. SKI & SNOWBOARD) ELECTRONICALLY; ONLY INCLUDE DOCUMENTS MARKED WITH "X". USE WHITE PAPER FOR ALL DOCUMENTS. Please note these are legal documents and should be prepared and controlled accordingly.

Distribution of Documents – FIS Events		A	B	C	D	E	F	G
1.	List of Competitors by Points	Required			X			
2.	Official Entry Form	Entry Only		X				
3.	Attendance List	Required		X	X			
4.	Program & Team Captains' Meeting Minutes	Required	X	X	X			
5.	DH Training Start Lists	As Needed		X	X			
6.	DH Training Results	Required		X	X			
7.	Start List - First Run	Required		X	X			
8.	Start List - Second Run	Required		X	X			
9.	Official Results - Signed by TD	Required		X	X			
10.	Official Penalty Calculation - Signed by TD (Computer generated)	Required		X	X			
11.	Hand Calculated Penalty - Signed by TD (<i>Include only if computer copy not available</i>)	Required	SOFTWARE UNABLE TO CALCULATE PENALTY					
12.	Technical Delegate's Report - Copy of online report (<i>One form required per race/per gender</i>)	Required	X	X	X			
13.	Timing & Data Technical Report - Signed by TD & Chief TC (<i>One form required per race/per gender</i>)	Required	X	X	X			
14.	Additional Report of the TD	As Needed		X	X		X	
15.	Report by the Referee - Signed by Referee	Required		X	X			
16.	Protests	As Needed	X	X	X			
17.	Minutes of Jury Decisions (Protest)**	As Needed	X*	X	X			
18.	Minutes of Jury Decisions (Without Protest) ** <i>FIS only wants Protests & Sanctions; others receive all Minutes</i>	As Needed		X	X			
19.	Protest Fees & Monetary Sanctions retained by OC (identified by event/date/codex/applicable party)	As Retained	X					
20.	USA TD Expense Form (TD's for CAN events, submit as noted on CAN Expense Report)	Required		X	X	X		
21.	TD Accident Reports (FIS Notice of Injury***)	As Needed	X	X	X			
22.	American Specialty First Report of Accident	As Needed		X	X			
23.	TD Accident Report if required according to "Guidelines for Serious Accident"	As Needed	X	X	X			

* Only Minutes of Jury Decisions that involve Protests and Sanctions are sent to FIS Office

** Minutes of Jury Decisions are NEVER copied for general distribution. All Jury Minutes require record of votes and signatures of actual/voting Jury members.

*** FIS Notice of Injury should also be faxed to +41 33 244 61 71 or e-mailed to fsiss@nih.no

REFRAIN FROM REFERRING TO ACCIDENTS VIA EMAIL OR SOCIAL MEDIA!

A. FIS OFFICE
alpine@fisski.com

B. U.S. SKI & SNOWBOARD
resultpackets@usskiandsnowboard.org

C. Organizing Committee

D. Technical Delegate

E. USA FIS TD Commissioner
Paul Van Slyke
paul@twitchellsportswear.com
(TD Expense Report only;
can access U.S. Ski & Snowboard site for additional documents.)

F. Competition Services
compservices@usskiandsnowboard.org

G. Reg/Div Alpine Offices
(Contact Reg/Div Office for specific requirements)

Copies of documents may need to be sent to TD Commissioner and Federation for Technical Delegates whose nation is other than USA in accordance with Technical Delegate's directions.



U.S. Ski & Snowboard
PO Box 100, 1 Victory Lane
Park City, UT 84060

ADDITIONAL REPORT OF THE TD

Place/Venue _____ U.S. Race Code _____

Name of event _____ Date(s) _____

Category _____ Gender _____ Event _____

Name and address of the organizer _____

Telephone _____ Email _____

Name of the Course _____

Homologation number _____

Condition of course (as per homologation - or otherwise: for example, if significant changes have occurred):

Does the TD believe - and for what reason(s) - that a rehomologation is necessary ?

Suggestions for improvements ? (not requiring rehomologation)

Other matters

Name and address of the TD _____

Telephone _____ Email _____

Place and Date _____ Signature _____

U.S. # _____

Please forward to: U.S. Ski & Snowboard Alpine Courses Chairman
c/o Competition Services, PO Box 100, Park City, UT 84060
Email: compservices@usskiandsnowboard.org

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ADDITIONAL REPORT OF THE TD
RAPPORT SUPPLÉMENTAIRE DU DT
ZUSÄTZLICHER RAPPORT DES TD



Place <i>Lieu</i> <i>Ort</i>	Country <i>Pays</i> <i>Land</i>	Codex		
Name of the event <i>Nom de l'événement</i> <i>Name der Veranstaltung</i>			Date <i>Date</i> <i>Datum</i>	
Category		Gender	Event	
Name and address of the organizer: <i>Nom et adresse de l'organisateur:</i> <i>Name und Adresse des Veranstalters</i>				
Approved by number <i>Homologué sous n°</i> <i>Homologaiert mit Nr.</i>				
Condition of course <i>Condition du parcours</i> <i>Zustand der Strecke</i>				
Suggestions for improvements <i>Propositions d'amélioration</i> <i>Allfällige</i> <i>Verbesserungsvorschläge</i>				
Does the TD believe and for what reason that a re-homologation is necessary? <i>Est-ce que le DT pense et pour quelle raison qu'une réhomologation est nécessaire?</i> <i>Glaubt der TD und aus welchem Grund dass eine Rehomologation nötig ist?</i>				
Other matters <i>Autres choses</i> <i>Sonstiges</i>				
Name and address of the TD <i>Nom et adresse du D</i> <i>Name und Adresse des TDs</i>			TD NO.	NAT
			TEL.	
Date <i>Date</i> <i>Datum</i>	Signature <i>Signature</i> <i>Unterschrift</i>			

To be sent to the chairman of the Sub-Committee for Alpine Courses (if necessary)

A envoyer au président du sous-comité pour pistes alpines (si nécessaire)

Einzusenden an den Vorsitzenden des Sub-Komitees für Alpine Rennstrecken (wenn nötig)



OFFICIAL'S DAILY ALLOWANCE REQUEST

U.S. Technical Delegates and Course Inspectors are entitled to a daily allowance of \$75 per travel/inspection/training/competition day at all U.S.-sanctioned non-FIS events – both scored and non-scored.*
Note: FIS daily allowance rate is higher and only applies to USA FIS events.)

EVENT NAME: _____ LOCATION: _____

DATE(S): _____ EVENT CHAIRPERSON: _____

TD DAILY ALLOWANCE _____ days @ \$75.00/day \$ _____ Requested

*(Area/Club may require a non-employee payee to submit IRS form W9 for daily allowance payments. Area/Club may issue IRS form 1099 if payee accumulates more than the IRS threshold of \$600. IRS form W9 is not required for actual/out-of-pocket expenses, however, a separate expense form should be filed and separate disbursement should be generated.)

NAME _____

ADDRESS _____

PHONE _____ EMAIL _____

SIGNATURE _____ Date: _____



OFFICIAL'S ACTUAL/OUT-OF-POCKET EXPENSE REPORT

In addition to the daily allowance, U.S. Technical Delegates and Course Inspectors are entitled to reimbursement of actual/out-of-pocket expenses per Divisional/Regional standards for meals, lifts, lodging, mileage/transportation/car rental, etc. Other officials may also be eligible for expense reimbursement per prior arrangements with the Race Organizer. Please complete this form and submit it to the Race Organizer to request reimbursement; receipts for all actual/out-of-pocket expenses must be attached.

TRAVEL: Own Auto _____ miles at _____ per mile @ IRS approved rate: \$ _____
Rental Car: \$ _____
Airfare (Economy Class): \$ _____

LODGING (Please indicate if private home) \$ _____

MEALS (Other than those furnished by organizer) \$ _____

OTHER EXPENSES (Itemize and attach receipts) \$ _____

TOTAL REIMBURSEMENT REQUESTED \$ _____

NAME _____ OFFICIAL CAPACITY _____

ADDRESS _____

PHONE _____ EMAIL _____

SIGNATURE _____ Date: _____

Please forward copy of Technical Delegate's expense reports to U.S. TDWG Chair: USTDReports@gmail.com



USA FIS TECHNICAL DELEGATE EXPENSE REPORT FORM

THIS FORM IS USED ONLY BY USA & CAN FIS TECHNICAL DELEGATES AT FIS EVENTS IN THE UNITED STATES; FORM SHOULD BE SUBMITTED TO THE OC.
 Note: USA & CAN FIS TECHNICAL DELEGATES AT FIS (NOT WC, COC or NC) EVENTS IN CANADA, FILE A DIFFERENT FORM - Such Form is not submitted to the OC

Event Information			
Event Name	Start Date	Event Chairperson	
Location / Resort	End Date	Phone	
Nation	Race Level	Email	
CODEX	Gender	Snowboard	
<input type="checkbox"/> SL <input type="checkbox"/> GS <input type="checkbox"/> SG <input type="checkbox"/> DH <input type="checkbox"/> AC	<input type="checkbox"/> F <input type="checkbox"/> M	<input type="checkbox"/> SL/PSL <input type="checkbox"/> HP	<input type="checkbox"/> Other
		<input type="checkbox"/> GS/PGS <input type="checkbox"/> SBX	

Daily Allowance*			
First Day	Last Day	Number of Days	Rate
		0	X 120.00 \$
			Total
			- \$
			Total Daily Allowance Requested
			- \$

*Area/Club may require a non-employee payee to submit IRS form W9 for daily allowance payments. Area/Club may issue IRS form 1099 if payee accumulates more than the IRS threshold of \$600. IRS form W9 is not required for actual/out-of-pocket expenses, however, a separate expense form should be filed and separate disbursement should be generated.

Technical Delegate Information			
Last Name	TD#	Date Requested	
First Name	Nation		
Address			
City			
State	Phone		
Country	Email		
Postal Code		Signature	



Technical Delegates are entitled to reimbursement of reasonable expenses by the Organizing Committee in accordance with ICR Art. 602.5.

Actual / Out-of-Pocket Expenses			
Transportation			
Type	Miles	Rate per Mile	Total
Personal Car	X	0.55 \$	-
			-
Description			Total
Airfare (Economy)			-
Rental Car			-
Taxi / Shuttle			-
(w/receipts)			-
		Transport	-
			-
Meals			
	Description		Total
Meals (w/receipts)			-
		Meals	-
			-
Lodging			
	Description		Total
Lodging w/receipts			-
		Lodging	-
			-
Miscellaneous Expenses			
	Description		Total
Misc. Expenses w/receipts			-
		Misc.	-
			-

Total Actual / Out-of-Pocket Expenses	
Total Reimbursement Requested	-

Technical Delegate Information			
Last Name	TD #	Date Requested	
First Name	Nation		
Address			
City			
State	Phone		
Country	Email		
Postal Code		Signature	

Please submit a copy of this form, using assigned FIS codes in subject line, to:
 Paul Van Slyke, USA FIS Technical Delegate Commissioner, paul@twitchellsportswear.com (All USA FIS events w/USA or CAN FIS TD's)

USAFISTD.17-18