

## Prior to get to your assignment location

- Early in and during the season, check on the FIS/USSA Web site if any changes have occurred about your assignment.
- Six weeks, at least, before the event, you must contact the ROC
  - Present yourself, offer your help to make the event memorable for the athletes.
  - Remind them you are the FIS/USSA representative for ensuring race quality and conduct
  - Provide them with your contact information such as phone number and email address.
  - Inform them you will be sending shortly a data sheet partially completed and they will need to fill any blank section as soon as possible.
  - Touch on the plan traveling arrangement, cost estimate and date of arrival. This information will also be forwarded shortly to them in an email.
  - Ask them if the ROC is making the logging arrangement?
  - Is the ROC has sponsors or arrangement to keep costs down on traveling, hotels and/or car rental or anything else.
  - Request any documentation that can be obtained electronically

## On site prior to the first Captain's meeting

- Verify for yourself if everything physically correspond to the data you have collected and checked the right box on each item of the checklist

## In addition

- Examine snow conditions, depth, hardness
- Ask about local weather forecasts
- Make and discuss a weather related plan for possible changes
- Look for and ask about thin spots or any trouble areas
- Look at protection and use homologation safety plan as well as your knowledge and local knowledge
- Ask about snow making, water and grooming help
- Ask about number of volunteers to assist with hill prep and maintenance
- Identify starts and finishes
- Compare to homologation topo map and specifications
- Assist with identifying protection placement location and quality of installation, work with ROC on the hill
- Re-evaluate progress at end of the day and make plans for tomorrow
- Sit with ROC and discuss either next day work or event day work
- Sit with RA and review entries taking in considerations, registration forms, quotas, points, traveling letters and expectations for pulls and adds
- Validate with RA points list and various required information for software
- Work with timing and record equipment numbers and compare with approved list
- Ask about handling of EET procedure
- Ask to see hand timing equipment
- If speed examine course set
- If tech find out when first set will occur and access to hill
- Review medical plan with referee and with CR approve with minutes
- Ask about crowd control
- Where is official notice board
- What time for event jury inspection

## TC Meeting

- Arrive early

- Assist RA with board
- Identify Referee prior to start of meeting
- Ensure board is correct before draw
- Ensure proper conduct of captains' meeting and draw
- Invite all coaches to jury inspection
- Review TC check list items are covered for event
- Discuss jury positions and yellow flag zones
- Wish all a successful race day

#### 2nd TC Meeting

- Same as above
- Discuss Congratulate winners
- any issues you observed that need correction
- Review any jury discussions that are pertinent to all for next day

#### Day of the Event

- Be attentive and prompt
- Look and act professional, you represent the FIS/USSA
- Observe and assist in course set
- Verify legality of course set
- Check in with timing
- Talk to start and finish referees
- Talk with starter
- Verify patrol on site
- Verify start and finish installations
- Take notes of approval times for jury minutes
- Observe inspection
- Identify head gate judge and protocol for collection of cards
- Talk with and thank gate judges

#### Following the race

- Helps with the compilation of the Referee's report
- Calculates the race and penalty points for the individual races. If these points are calculated by computer, it is the TD's duty to re-check the points and to confirm their accuracy with his personal signature.
- Presents properly submitted protests to the Jury for decision
- result lists provided by the race secretary and gives the authorization for the award ceremony
- Oversees the electronic transmission of the Timing Report (TDTR) xml files and completes his TD Report online immediately after the event. He must also check that the results are correct on the FIS/USSA website. For more information see Rules of the FIS/USSA Points

#### Following the event

- Complete the expenses report with appropriate documentation
- Write a summary evaluation of the event
- Take time to thank the ROC with personal comments
- Presents to the FIS/USSA proposals for changes in the competition rules on the basis of practical experience at the event in question