



## ALPINE OFFICIALS' MANUAL

### CHAPTER V

#### THE SECRETARIAT

2018-2019

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## OVERVIEW

The Race Administrator is the race official who has more contact with the competitors, Team Captains, Jury, other race officials, public and media than other race personnel. Basic requirements for the position include organizational skills as well as a desire to contribute to the success of an event by helping to provide a racing experience that is fun and fair for all competitors.

The Race Administrator (RA) should be appointed in advance of the event and possess the following:

- Organization skills
- People skills
- Note-taking skills
- Computer and duplication equipment skills

The individual appointed, if not already a certified Race Administrator, must be given the opportunity to attend an Alpine Officials' Race Administration (RA) Clinic; Competition Official (CO) certification is a pre-requisite for all U.S. Ski & Snowboard Alpine Officials' certifications.

The Race Administrator must be provided with necessary materials and equipment and an adequate working space. It is imperative that the Race Administrator be willing to devote the necessary time before, during and after the event to prepare and complete all required documentation.

The Race Administrator needs to prepare necessary supplies and forms for other officials in advance of the event and is also responsible for preparing all event-related technical documents. Orderly and timely preparation of accurate documentation is a key component.

The Race Administrator is the event communication center, and as such, requires an adequate staff. In order to assist the Chief of Race and the Technical Delegate, the Race Administrator should be willing to delegate tasks.

Depending on the level of the event, the Race Administrator needs to have current copies of the U.S. Ski & Snowboard ACR, the FIS ICR and its Precisions, Rules of the FIS Points and other pertinent rule books, e.g. U.S. Ski & Snowboard Regional/Divisional, Continental Cup (Nor-Am) or World Cup rule books, available at all times. These publications contain rules that a Race Administrator must know, understand and follow.

Uniform specifications for U.S. Ski & Snowboard and FIS documents have led to more consistent and accurate documentation. A list of all forms is found in Chapter VI - Working Papers. *The content of these forms is verified yearly and all forms are available in the "Master Packet of Forms" (MPF) on the U.S. Ski & Snowboard website.* Please use current forms without alterations and/or personalization. Chapter VI also includes a listing of the location of additional forms contained in this Alpine Officials' Manual (AOM).

*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 critical event-responsibilities of the Chief of Timing and Calculations.*

## **RULES AND THE SECRETARIAT**

Rules refer only to the Race Administrator's duties and documentation requirements. This Chapter offers suggestions to help develop a Race Administrator who can complete required tasks in a uniform, accurate and timely manner.

## **HAZARDS IN THE SECRETARIAT**

The following problems may be avoided or alleviated if a Race Administrator is aware of them and plans accordingly:

### **LOCATION:**

- Public area where staff is easily distracted
- Limited work space
- Great distance from the event site with poor communication plan
- Inadequate lighting
- Inadequate power supply for computers and duplicating equipment
- Lack of access to duplicating equipment

### **FAILURE:**

- To utilize current guidelines provided by U.S. Ski & Snowboard/FIS in regards to:
  - Team Captains' Meetings
  - Seed Board procedures
  - Official document headers (Technical Data)
  - Competitor information on event documents
- To use current versions of race result software, Points Lists, rules
- To download points lists (U.S. Ski & Snowboard and FIS) that have been formatted for use by the software
- To use correct U.S. Ski & Snowboard race code and, if required, FIS codex number
- To use race name and race location as they appear on the appropriate website (U.S. Ski & Snowboard or FIS)
- To use current race level adders for a FIS Penalty
- To apply correct "minimum penalty", when required
- To use competitors' code #'s (U.S. Ski & Snowboard/FIS) as they appear on the appropriate points list
- To spell competitors' names as they are spelled on the appropriate points list (for FIS events, spell names as they appear on FIS Points List even if spelled differently on U.S. Ski & Snowboard National Points List)
- To use correct technical data (course name & homologation number) as shown in the homologation file
- To verify all of the above against the original source, e.g. Points List, homologation file
- To indicate on the Start List competitors selected for the Snow Seed in accordance with rules
- To only include necessary items in minutes of meetings
- To record votes and obtain required signatures of Jury on all Jury meeting minutes
- To have sufficient supplies, materials and adequate equipment
- To use surge protectors
- To backup race documents

- To backup race files to an external source after making major data changes, e.g. creation of 1<sup>st</sup> Run Start List, entry of 1<sup>st</sup> Run Times, etc.
- To complete documents; e.g. Program/Team Captains' Meeting Minutes
- To have staff who will remain until required documentation is complete
- To have adequate communication lines, e.g.: network or wireless connectivity
- To have adequate duplication equipment/supplies available
- To submit accurate and complete event document packets as required by U.S. Ski & Snowboard and FIS
- To submit Injury/Accident Reports as required by event (National or FIS) and severity of injury

### **DOCUMENTATION STANDARDS**

The "documentation" of an event refers in part to required items such as Start Lists, Official Results and Penalty, minutes of meetings and the Technical Delegate's Report(s).

The introduction of computers has made documentation easier, but the requirement for uniform race documentation has remained the same. Race Administrators develop their own methods for producing documentation, but it is important to remember that input errors may cause many problems - **ACCURACY IS IMPORTANT; VERIFICATION IS MANDATORY!**

The standard documentation of an event allows easier tracking of required information for each event, regardless of the preparation method. In addition, the use of standardized documentation methods will expedite the work of the Race Administrator and will reduce errors. Various forms that facilitate Gate Judging, Timing and Calculation, and the Secretariat, etc., as noted in this Alpine Officials' Manual, are offered as recommendations based on experience; others have been published either by U.S. Ski & Snowboard or the FIS Office as official documents.

All documentation of an event must be kept on file until the event has been scored. With recent changes in document submittal requirements for both non-FIS and FIS events, the Organizing Committee (OC) retains possession of all original documents, so it is strongly suggested that they be kept on file for one year. *In the event of a serious accident as defined by the "Guidelines for Serious Accidents" (MPF), all documentation should be stored in a secure area and should not be discarded until notified to do so by U.S. Ski & Snowboard Competition Services.*

### **PRE-EVENT ACTIVITIES**

Prior to the beginning of the season, it is important that the status of the homologation/approval of the course(s) where the event(s) will be staged is verified. Although this is not the Race Administrator's immediate area of concern, current homologation/approval is required for all U.S. Ski & Snowboard and FIS events, and requests for inspection/homologation/approval must be made well in advance of the beginning of a new season. Information contained on the homologation certificate is a required part of event documentation and the inspection report portion contains the minimum on-hill security/protection measures required in order to stage an event on that course.

After approval has been obtained from ski area management to host an event, and after the Divisional/Regional/National Offices have accepted a bid, a Schedule Agreement (Sanction

Agreement) must be completed. The contact person named on the Schedule Agreement should be the person who will be responsible for receiving event-related correspondence from U.S. Ski & Snowboard.

Schedule Agreements are now filed online with U.S. Ski & Snowboard, so 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.

Multi-category events sanctioned and administered as an event for each involved category, e.g. Ladies' and Men's U10, U12, U14, U16 must have separate results and race codes for each gender and each category: Scored and Non-Scored. **Youth events that consist of two one-run races must have separate results and separate race codes for each of the one-run races.**

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.

A plan for accessing the current U.S. Ski & Snowboard National and/or FIS Points Lists (Seed Lists) must be in place. U.S. Ski & Snowboard National Points Lists, FIS Points Lists as well as the FIS Calendar are only available electronically. U.S. Ski & Snowboard National and FIS Points Lists formatted for downloading into race result software and simplifying competitors' data entry are available as a function of U.S. Ski & Snowboard-approved race result software. The U.S. Ski & Snowboard National Points List is also available for viewing at [usskiandsnowboard.org](http://usskiandsnowboard.org). U.S. Ski & Snowboard is the only official source for U.S. Ski & Snowboard data.

The FIS List is available for viewing or downloading at [fis-ski.com](http://fis-ski.com). The FIS website is the only official sources for FIS data. *List on the FIS website is not formatted for downloading into software; downloading it into the software will eliminate the link between a competitor's U.S. Ski & Snowboard data and FIS data.*

Verify that arrangements for the facilities for the Team Captains' Meetings have been made and that information regarding their location and time are ready to be published in the Event Announcement. Another item that should be included with the Event Announcement is the ski area or club liability releases, if required.

Verify that awards have been ordered - medals, ribbons, etc., as availability of suppliers and prices vary considerably. If the awards are to be engraved, additional time is needed for this process.

If possible, obtain a copy of the Report by the Technical Delegate\* for the last competition of the same type of event, staged on the same course and include it in the Technical Delegate's file.

Verify that a proposed Event Medical Plan\* has been generated; include a copy in the Technical Delegate's file. Copies of the Event Medical Plan must be available for Jury review and approval.

Copies of the plan must be made available for review and acceptance by the Team Captains at their first meeting.

If possible, print a copy of the “complete” homologation file\* and include it in the Technical Delegate’s file. In addition to other documents, a complete file contains the inspection report; this report lists the minimum on-hill competitor security requirements and is a necessary document.

\*Previous Technical Delegate Reports, Event Medical Plan and lists of competitors may be emailed to the Technical Delegate in advance of arrival. This eliminates the need for a “Technical Delegate’s File.”

Homologation reports are currently available on the FIS and U.S. Ski & Snowboard websites; U.S. Ski & Snowboard website contains all sections of the reports; login is required.

[media.ussa.org/Public/Athletics/CompServices/Homologation/](http://media.ussa.org/Public/Athletics/CompServices/Homologation/)  
**User ID = homologation; Password = Allout2018!**

Communication between the Technical Delegate, Chief of Race and the Race Administrator is necessary for proper preparation. This communication must be established as soon as possible following the Technical Delegate's assignment to the event.

Other miscellaneous items of possible involvement may be preparation and issuance of credentials; publicity; press facilities; parking; lodging; food services; waxing facilities; lift ticket policy; time and location of registration; ski area regulations/rules and ski area map(s). At upper-level events, this information is compiled into a “Team Captains' Manual” which is published by the Organizing Committee with input from the Race Administrator. *“Team Captains’ Manual” may be published using either electronic or paper-copy format.*

Approximately 5-6 weeks before the event, the "Event Announcement" (Fact Sheet) is made available for participating clubs, regions/divisions or nations. U.S. Ski & Snowboard provides the Event Announcement for selected FIS events, but the Race Administrator must get the necessary information to U.S. Ski & Snowboard offices well in advance of the publication date.

Publish a policy regarding late entries as part of the Event Announcement. If the ski area or club require a separate liability release, attaching a copy to the Event Announcement will help eliminate registration issues. If late entries are allowed and a “late fee” will be charged, the amount of the "late fee" must be specified.

The Event Announcement needs to include quota information and field size as well as the date, time and place of Team Captains' Meetings. Other information that is not required but would be helpful is the name of a club parent or Housing/Hospitality Chairperson that may help visiting clubs with housing availability.

Publish a policy regarding acceptance of on-site U.S. Ski & Snowboard competitor memberships. Because a competitor’s membership may not be valid until processed by U.S. Ski & Snowboard as indicated on the U.S. Ski & Snowboard website, the Race Organizer may choose to not accept

on-site competitor memberships; if so, this policy should be published in the paper-copy and website Event Announcements.

### **U.S. SKI & SNOWBOARD MEMBERSHIP APPLICATION**

U.S. Ski & Snowboard Coach/Official membership application or renewal is filed online using the U.S. Ski & Snowboard Membership Tool. The procedure is:

1. Apply for or renew your U.S. Ski & Snowboard Coach or Official membership online at [usskiandsnowboard.org](http://usskiandsnowboard.org). Create (new members) or access your “User Account” and select all requested memberships, e.g. Coach/Official, Competitor – Alpine, U.S. Ski & Snowboard Club Volunteer, U.S. Ski & Snowboard Club Participant, Snowboard, Freestyle, Masters, etc.
2. Enter or affirm previously supplied primary medical/accident insurance information
3. Coaches who are non-certified member coaches must review and complete the Fast Start Coaching Course
4. All members must review and accept “Assumption of Risk and Release of Liability”. (Read carefully before accepting.)
5. All members must review and accept “U.S. Ski & Snowboard’s Concussion Policy”
6. All members must review and accept “U.S. Ski & Snowboard’s Child Protection Policy Safe Sport Guidelines”
7. Upon receipt and processing of your application, if either SafeSport training, background screening and/or Fast Start Coaching Course are required, U.S. Ski & Snowboard will either direct you to a link that will initiate the required process or you will be contacted via email with instructions on how to proceed. Failure to complete requirements will result in membership being inactivated.
8. Site will provide membership fee total.
9. Credit card holder must provide current credit card information.
10. If either background screening, SafeSport training and/or Fast Start Coaching Course are required, “PENDING” will be noted on the membership dashboard.
11. Until “PENDING” status is cleared and full membership status is in effect, a Coach or Official must not be allowed to participate in any capacity at any U.S. Ski & Snowboard-sanctioned event: e.g. appointed to serve as a Jury member, Jury Advisor (Start/Finish Referee), Chief of Course, Course Setter; this includes being allowed to serve as an on-hill coach.
12. If there are no “PENDING” requirements, membership will be finalized immediately and the U.S. Ski & Snowboard website will be updated.

In order to secure members personal information, some Member Tools require login access; “Chat Support” is available for online membership application assistance.

### **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@ussa.org](mailto:membership@ussa.org).

SafeSport training must be completed promptly after applying for/renewing your U.S. & Snowboard membership. Using the following instructions:

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

After completion of membership application/renewal, 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.

Due to length of this course, an applicant may choose to complete one module at a time. They may log in and out at their convenience.

### **U.S. SKI & SNOWBOARD BACKGROUND SCREENING**

Over 75% of U.S. Ski & Snowboard's membership is under the age of 18. In order to help ensure that these members are in a secure environment, U.S. Ski & Snowboard has implemented a strict policy that is in keeping with the standards of many youth sports organizations, schools and recreational programs in the US. All U.S. Ski & Snowboard employees, member coaches and officials are subject to the background screening process.

Background re-screening will be required every two (2) years for all U.S. Ski & Snowboard employees, coaches and officials. Approximately 1/2 of the membership will be re-screened during any one-year period with the remaining re-screening completed during the next one-year period.

Approximate background screening approval 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 may take several months.

### **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.

### **U.S. SKI & SNOWBOARD SHORT TERM MEMBERSHIPS**

The U.S. Ski & Snowboard Short Term Memberships have per-day pricing. This allows new members the opportunity of trying individual or multiple events/disciplines without having to purchase a full competitor membership.

Short Term memberships are limited to two (2) separate purchases per season and are available for athletes competing in U.S. Ski & Snowboard events. Alpine Short Term Memberships are available for the following: U12 & under (Youth), U14 & over (Athlete) and Masters U18 & over.

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

### **PRE-REGISTRATION ACTIVITIES**

Race Administration Assistants should be contacted for help with pre-registration activities such as computer input, verifying computer input, competitor/official registration and duplication of necessary documents.

A copy of the Event Announcement and/or the “Team Captains' Manual” should be available for the person(s) answering the telephone(s). If one is printed, the “Team Captains' Manual” should also be available for distribution at registration; online posting requires that the link be readily available.

Entry requirements must be verified - this is important for invitational events (contact your Regional/Divisional office for details).

A list of available officials should be compiled and kept up to date; U.S. Ski & Snowboard publishes a roster of Alpine Officials on the U.S. Ski & Snowboard website that may be helpful in this area. Membership data is updated daily and the roster is current as far as membership status is concerned.

Areas of certification and certification levels are updated as information is received from Regional/Divisional Alpine Officials' Chairpersons.

Necessary supplies, equipment and forms need to be assembled. Verify that current U.S. Ski & Snowboard National Points List, FIS Points List and race result software updates have been downloaded and are ready for use. Contact the Chief of Timing and Calculations and verify update status for software and Points Lists; make arrangements to furnish required supplies. If the awards have not yet been received, verify order and delivery date.

Signs should be prepared for Registration, Official Bulletin Boards, Race Office, etc. Informational signs result in fewer questions and less confusion.

Verify U.S. Ski & Snowboard-supplied event information as available on the website has been recorded. The information, e.g. race code, name of event, gender competing, date of event, location, etc., is needed for proper documentation and scoring. *Availability of this information is verification that a properly executed Schedule Agreement has been received by U.S. Ski & Snowboard and that U.S. Ski & Snowboard's liability insurance is in effect for the event.*

Verify header information and obtain sponsor data. Using the "Program /Team Captains' Meeting Minutes" (MPF) or the "Computer Input Information" (Alpine Officials' Manual, Chapter XII – Computers and Ski Racing) forms may assist in gathering required information.

In the event of postponement, cancellation or any other schedule change, it is necessary that you immediately notify U.S. Ski & Snowboard Competition Services, U.S. Ski & Snowboard Regional Office, Technical Delegate, Division Officials' Chairperson, and other invited officials.

U.S. Ski & Snowboard needs to be informed as to the exact details of all changes:

- Change of schedule of events in a multi-race format
- Change of event (from DH to SG, for example)
- Postponement within an event series' dates (even if for only one day)
- Termination (an event that has started but cannot be finished; *if even one forerunner starts, an event that cannot be finished is a terminated event*)
- Annulment (Jury declare a completed race is not valid)
- Cancellation (vacates the race code/codex and invalidates the event liability insurance). *An event that cannot be rescheduled within the original series' dates, is canceled*

In the case of FIS events, the Technical Delegate must immediately notify FIS of any changes. The FIS autoscoring system is gender/event/date specific, and without proper notice, results for a changed race will not be accepted until the autoscore system is adjusted.

**NOTE:** If changes are required prior to the Technical Delegate being on site, notifications to FIS are handled by U.S. Ski & Snowboard Competition Services. Once the Technical Delegate is on site, s/he is responsible for notifying FIS of any changes; however, U.S. Ski & Snowboard must be copied with all changes.

If a change to the FIS Calendar is required, e.g. adding a new event or changing the category, U.S. Ski & Snowboard must contact the FIS Office a minimum of 10 days prior to the first Team Captains' Meeting. *Please contact U.S. Ski & Snowboard Competition Services for assistance.*

## ENTRY PROCESSING

From U.S. Ski & Snowboard Youth Ski League to World Cup, the process for collecting entry information will be similar. The procedures used must meet your needs as well as requirements of the level of the event.

U.S. Ski & Snowboard has an online event registration system. Some organizers are 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. Additionally, 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.

If the U.S. Ski & Snowboard online event registration system is used, National Head Tax as well as Regional/Divisional Head Tax will be deducted in accordance with Regional/Divisional requests prior to disbursement of entry fees to the Organizing Committee (OC). Any required Head Tax not deducted remains the responsibility of the OC.

Users of independent online or manual entry systems are responsible for submittal/payment of all head tax documents and fees.

If you choose to not use an online event registration system for a non-FIS event, either the entry card (printed in the back of the U.S. Ski & Snowboard Alpine Competition Guide), or the Team Entry forms (supplied in the MPF), may be used to process entries.

If Entry Cards or Team Entries are being used:

- Record on the card/form or in the computer event file, the amount of money paid and any balance due.
- Verify dates/amounts/signatures on checks and file the checks in alphabetical order by competitor’s name in case they must be returned or payment amount is incorrect.
- If cash is received, indicate this in your records.
- When entries are received without entry fees, entry may be denied.
- Return ineligible entries with a note of explanation.
- File entries in alphabetical order by gender.

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 is not allowed to participate in competition or training as a competitor or forerunner. The U.S. Ski & Snowboard “Exceptional” Athlete Ski Up Agreement allows exceptional athletes to ski up one class and ***authorizes the athlete to compete in the next older age group, but only in the events in which they are normally eligible and only in the specific competitions authorized by the Alpine Development Director (September 2001 ASC, as amended).*** Some Divisions may allow athletes to “ski down” in class; contact your Regional/Divisional Office for information.

Ski Up or Ski Down 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 National Development Director for details regarding the application

process. A copy of the approved agreements must accompany the entry. *FIS does not recognize ski up requests.*

**NOTE:** *If an entry for a ski-up (or ski-down) athlete is accepted; the athlete's class must be manually edited in the database to reflect the class in which the athlete is actually competing.*

Competitors whose names have been omitted from the U.S. Ski & Snowboard National Points List or whose listed points are incorrect may submit *official points confirmation letters* with their entries. These competitors are then seeded with the points noted in the letter. The FIS Office will issue points confirmations between lists - but only at the request of U.S. Ski & Snowboard.

Email verification of Points may be accepted but only if the email originates from the applicable office. e.g.: FIS Office for FIS Points, U.S. Ski & Snowboard Competition Services for U.S. Ski & Snowboard National Points. *If a competitor's points on FIS website version of the FIS Points List are different than those on the downloaded version but are followed by a "C", this is an indication that the points have been "confirmed"; a confirmation letter is not required in order to use these points.*

**NOTE:** FIS Base Points are posted prior to application of "FIS Adders" and must not be used for entry/seeding purposes.

For FIS events, the entries must be received on a FIS Entry Form. The information on these forms is important for competitor computer data input; they also contain additional registration information such as arrival/departure dates and names of accompanying officials. The original entry form is to be retained in the Organizer's event document packets. With the use of email, a Race Administrator may not receive an actual paper copy entry form, so in this case a copy of the email entry will suffice.

Only National Ski Federations are entitled to make entries for international competitions. If a National Ski Federation 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. Due to issues controlling the entry into USA FIS events of some non-USA athletes, U.S. Ski & Snowboard changed its policy regarding entry authorization (travel) letters.

- Every non-USA athlete's authorization letter must be submitted to [chip.knight@usskiandsnowboard.org](mailto:chip.knight@usskiandsnowboard.org). *It must also be sent to the Regional Manager for the Region where the athlete is training.*
- Letters must be submitted directly by the respective National Ski Federation; they will not be accepted if forwarded by the coach or the athlete.
- U.S. Ski & Snowboard will create a summary of these authorizations and will post that summary on the U.S. Ski & Snowboard website so Race Administrators and Technical Delegates may be confident of their validity.
- Foreign entries that are not submitted by the actual National Ski Federation and for whom no authorization letter has been submitted to U.S. Ski & Snowboard for verification must not be accepted. \*

- 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 Federations.*
- *Several nations, e.g. Austria, Canada, Great Britain and Spain, 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 Federations and these coaches are authorized to submit entries. Because the athletes are not members of a U.S. Ski & Snowboard club or are not attending USA schools/colleges/universities, their authorization letters may not be on file with U.S. Ski & Snowboard. Please contact Competition Services prior to denying any FIS entry.

*Verbal entries are not acceptable. In an extreme situation, proof of entry (legal entry) may be required, and the Race Administrator must have official documentation, e.g. entry form, to support the entry.*

**NOTE: ASSIGNMENT OF U.S. SKI & SNOWBOARD NUMBER FOR A FOREIGN COMPETITOR IN A FIS EVENT:** If foreign competitors in a FIS event do not have a current U.S. Ski & Snowboard “X” membership, assign an X + 6 zeroes + the number 1(X0000001) as the U.S. Ski & Snowboard number in the applicable database field for the first competitor; assign sequential numbers to subsequent foreign entries, e.g.: X0000002, X0000003, X0000004, etc.

**NOTE:** Competitors’ downloaded data includes their national affiliation which is verification of required membership. Editing the information contained in this field to indicate additional competitors’ affiliations, e.g. quota, school, university is strongly discouraged. Downloaded data may also include club affiliation and this field may be edited to note a competitor’s quota, school, university, etc. (FIS-U events require school/university designation.)

U.S. Ski & Snowboard database only capitalizes the first character of a competitor’s last name but FIS database capitalizes the entire last name. If your List of Competitors has different formats for competitors’ last names, it is usually caused by the software having to search the U.S. Ski & Snowboard List for a competitor’s name, etc. This is usually only encountered for U.S. Ski & Snowboard members with new FIS inscriptions; please edit your race database as required by the type of race.

### **CREATING A “COMPETITION DATABASE”**

For a race series, e.g.: Regional Championships, where a major portion of competitors are entered in more than one event, following procedure is recommended:

1. Create a “Competition Database”
2. Enter ALL competitors and include quota designation, when applicable. (When 2, or more competitors, have the same last name and first initial, search with a competitor’s U.S. Ski & Snowboard or FIS code to eliminate the possibility of selecting the wrong competitor.)
3. Print List of Competitors with Points in All Events

4. Proofread all information and make necessary corrections
5. Create your event, e.g.: Slalom from this “Competition Database”
6. Delete competitors not competing in the Slalom
7. For each succeeding event, repeat steps 5 and 6. In the long run, this will save time and the “Competition Database” file may be transferred from one venue to another!
8. Update “Competition Database” as needed to include new entries or to delete competitors who will not be competing in any of the events.

#### **AFTER THE EVENT ENTRY DEADLINE**

It is the Race Administrator's responsibility to verify U.S. Ski & Snowboard memberships for all competitors, forerunners, coaches and officials; required Alpine Official certifications and update status (last clinic attendance) must also be verified. Membership may be verified either with race result software that has been loaded with the current Points and Officials List or by accessing the membership section of the U.S. Ski & Snowboard website. *Alpine Official certification and update status may only be verified on a current membership card or on the U.S. Ski & Snowboard website.*

Coaches must be current U.S. Ski & Snowboard “Coach” members in order to serve in any capacity at any U.S. Ski & Snowboard event and the Officials section of the Points List does not differentiate between “Coach” members and “Alpine Officials” members; this may either be verified on the U.S. Ski & Snowboard website or by requesting that coaches present their current membership cards. *(If membership cards will be required, this should be noted in the Event Announcement.)*

If a competitor is not on the current U.S. Ski & Snowboard List and membership is not shown as being current on the U.S. Ski & Snowboard website, they are not members and, if the OC has decided to allow on-site membership registration, the competitor will have to create a U.S. Ski & Snowboard user account and access the U.S. Ski & Snowboard online membership site. The previously described membership application procedures must be followed.

**NOTE:** If on-site membership registration is being allowed, acceptance/signatures of Team Captains and/or friends cannot be accepted in place of a parent's acceptance/signature. Allowing a competitor to race who does not have a current U.S. Ski & Snowboard membership may invalidate the race and the event liability insurance.

**EXCEPTION:** A limited number of U.S. Ski & Snowboard non-FIS events – CAN-AM’S – allow Canadian competitors to compete without first 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.

For a U.S. Ski & Snowboard-scored event, if confirmation of existing U.S. Ski & Snowboard National Points is not available, the competitor must be seeded with 999.99 national points

regardless of previous status and points. If the competitor places among the top 10 finishers and is thus included in the Penalty, maximum values must be assigned. It is important to remember that even if it is possible to verify a competitor's U.S. Ski & Snowboard membership status via the website, if their names and points do not appear on the current National Points List and they do not have an official point's confirmation letter, they must be seeded with 999.99 points.

**NOTE: 999.99 is a U.S. Ski & Snowboard designation indicating a competitor has not earned any valid U.S. Ski & Snowboard National Points; FIS Points are calculated to 999.00.**

Foreign athletes who wish to compete in scored U.S. Ski & Snowboard non-FIS events and who have *current* FIS inscription and points but do not have *current* U.S. Ski & Snowboard membership and points may do so after completing all U.S. Ski & Snowboard Competitor Membership requirements. These competitors are seeded with their FIS Points; when applicable, their FIS Points are used in the Penalty calculations.

Foreign athletes registered for the U.S. Ski & Snowboard National Points List and competing in scored U.S. Ski & Snowboard events are shown with an "X". If these athletes have *no current* U.S. Ski & Snowboard National Points but do have *current* FIS Points, they are to be seeded with their FIS Points. When applicable, their FIS Points are to be used in Penalty calculations.

Foreign athletes registered in the U.S. Ski & Snowboard National Points List who *do have current* U.S. Ski & Snowboard National Points must be seeded with their U.S. Ski & Snowboard National Points regardless of whether or not FIS Points are better (lower).

All competitors in a FIS event must have a FIS inscription code and must be seeded with their current FIS Points. At present, FIS code numbers will not be assigned between lists; contact U.S. Ski & Snowboard Competition Services for information regarding this process.

U.S. Ski & Snowboard website membership data may indicate FIS inscription has been completed, but a FIS inscription code has not been assigned. If no code is present, contact Membership Office for information regarding the competitor's status. It is also possible to verify an athlete's status by checking the competitor biography/ "active" section of the FIS website. If the athlete's status is confirmed as being "active", their FIS inscription code will be displayed and they may compete. *If a competitor is not listed on the current FIS List, and current FIS inscription and inscription code cannot be verified, they may not compete; their names must not appear on the Start List.*

Competitors whose names appear on a current FIS Points List with no points, or whose points are, in the opinion of the competitor or his coach, incorrect must have a letter from the FIS Office confirming actual FIS points. If the FIS website version of the FIS Points List shows a "C" after a competitor's points, this is an indication that the points for that event are "confirmed", and a points confirmation letter is not required. Competitors with no FIS points are seeded with in a "no-points" group and their start positions are drawn. If competitors without FIS Points are included in the Penalty, maximum values must be assigned.

When using the U.S. Ski & Snowboard competitor information section of the FIS website to verify valid FIS inscription for USA competitors not showing on the current FIS Points List, FIS

inscription codes may be noted, but the competitor may not be designated as “active”. If competitor’s “active” status cannot be verified on the FIS website, the competitor may not be listed on the Start List. (*Contact U.S. Ski & Snowboard Membership Services to verify inscription for any competitor with questionable status.*)

A foreign federation, by its entry, confirms the eligibility of its competitors. If an entered competitor is not on the current FIS Points List, their FIS code may be retrieved in the Competitor Biography section of the FIS website; they must be seeded as a no-point racer unless points are confirmed by the FIS Office.

FIS inscriptions cannot be completed on site; these inscriptions may only be completed through the National Office. *In addition, U.S. Ski & Snowboard cannot complete FIS inscriptions for foreign competitors.*

Verify spelling of the competitor's name, U.S. Ski & Snowboard or FIS code number and year of birth (to verify class). Competitor membership/code numbers identify the competitor in the U.S. Ski & Snowboard/FIS competitor databases, so these numbers must be correct. For FIS events where U.S. Ski & Snowboard results are automatically generated, the FIS scoring software also verifies the last name so the competitor's name must be used as it appears on the FIS Points List even if it differs from the U.S. Ski & Snowboard Points List. *One major example is: O'Neill (FIS) and O'Neill (U.S. Ski & Snowboard). If the U.S. Ski & Snowboard name configuration is used, the FIS scoring software will reject the results; the same applies to hyphenated last names.*

**SUGGESTION:** If the U.S. Ski & Snowboard autoscore system rejects results due to a name difference, save your event under a different name, make the adjustment and resend the XML file to [alpineresults@usskiandsnowboard.org](mailto:alpineresults@usskiandsnowboard.org). It is strongly recommended that you never edit the names in your “official” FIS event file.

### **DETERMINE YOUR DUPLICATION NEEDS**

Copies of event information should be posted on Official Notice Board(s). Start Lists need to be available for officials and Team Captains but are optional for competitors and spectators.

In addition to Start Lists needed for Team Captains, print 3 for the Jury, 5 for the Start area, 5 for the Finish/Timing area and approximately 40 for other race officials. Envelopes and a distribution system set up in advance assure that copies are available as determined by your events’ requirements/counts. A chart at the copier with your numbers recorded on it will assure that the correct number of copies will be printed and will be available for distribution.

If electronic or paper copy delivery of documents to Team Captains and officials is required (Championships, World Cup, etc.), a distribution schedule must be arranged in advance. Team Captains and officials must be informed advised of which procedure will be used; links for online postings must be readily available.

Event document packets for U.S. Ski & Snowboard events should be submitted electronically. If electronic submittal is not an option, the packets should be printed single-sided on white paper, with no staples or binding and mailed via USPS to U.S. Ski & Snowboard Competition Services.

If the computer-generated Penalty is incorrect (insufficient number of competitors/finishers), the manually calculated Penalty is also copied on white paper. When applicable, required head tax documents and fees must be mailed to respective U.S. Ski & Snowboard offices.

*FIS mandates required event documents may only be submitted electronically.*

#### **TECHNICAL DELEGATE'S FILE (Refer to Pre-Event Activities)**

A separate file should be set up and maintained for the Technical Delegate. Many of the documents may be transmitted electronically, but if this is not an option, prepare a file containing the following:

- Copies of Homologation file(s) with certificate and inspection report(s) or access to online storage locations
- Previous Reports by the Technical Delegate
- Certificate of Insurance as evidenced by copy of signed/processed U.S. Ski & Snowboard Schedule/Sanction Agreement. *Website listing of U.S. Ski & Snowboard race codes is verification that a properly executed Schedule/Sanction Agreement has been processed. Upper-level events (e.g. National Championships, Nor-Am Cup and World Cup) may require additional insurance and a Certificate of Insurance must be available for review.*
- Proposed Event Medical Plan appropriate for the level of competition.
- List of Competitors – alpha and/or by club (Technical Delegate is responsible for controlling entries)
- Proposed "local" rules
- Contact phone numbers
- Cover page for current FIS Points Lists, as downloaded from website (FIS events only)

#### **EVENT DOCUMENT FILING SYSTEM**

A Race Administrator must devise a system for filing/controlling paper copies of event-related documents. The system must fit their administration style and personal preferences while allowing for secure document storage and control. Increased use of computers has led to use of electronic document control systems but remember the only difference between a computer and a viper is that the viper smiles before it strikes!

The use of white paper for all documents allows you to PDF an entire day's documentation in one operation. The output may be saved with an easily identifiable title and emailed as required; e.g. Technical Delegate, Chief of Race, organizing club.

The Technical Delegate will provide signed Official Results; signed Penalty calculation; signed Report of the Technical Delegate (signature not required for copies of online FIS TD Report); signed Timing & Data Technical Reports (one per race code/per gender and also signed by Chief of T&C); Expense Report and any additional reports required for the file.

**ORIGINALS OF ALL RACE DOCUMENTS MUST BE CONTROLLED!** Jury Meeting Minutes are not copied for general distribution.

## THE DRAW

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.

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 early on the morning prior to a race or immediately after the completion of a race for the next day's 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, circulated and signed by everyone attending the meeting and Meeting Minutes must be generated and must be included in the event document packet submitted to U.S. Ski & Snowboard. The Attendance List is not submitted; it is the OC's record of who was present and received event-related information contained in the Minutes.

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 involving the same competitors will only have minimal changes.)*

Electronic draw/seed boards must have the capability to simultaneously and legibly display 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.*

Regardless of the method being used, computer-generated or electronic draw/seed boards, the following materials required for a "Double Draw" should be available:

- "Seed Strips/Seed Cards" should be prepared that fit the Boards. Strips should include LAST NAME and First Name, (especially important if two competitors have the same last name and same first initial, e.g. SMITH, Tom and SMITH, Tim), nation, and Seed Points.
- If Seed Points are listed for more than one event, they may be printed, highlighted or underlined with a color of your choice.
- If this is a FIS event, and competitors without FIS Points are entered, the Jury decides how to seed these competitors.
- If displayed, U.S. Ski & Snowboard National Points or verified foreign national points should be posted in a different color. (Foreign national points, when verified with an official points list, are equal to U.S. Ski & Snowboard Points *for seeding purposes only*.)
- Current race result software allows printing of computer-generated "Seed Cards/Seed Strips". Points that are used only for seeding purposes, e. g.: verified foreign national points as

mentioned above and/or other seeding points (COC) will have to be manually added to seed cards so they do not affect the penalty calculation.

- **Display Boards: Draw Board/Seed Board** - Depending of the numbering of the Seed Board, an additional board - a Draw Board - may be required. The Draw Board holds the seed strips for the 15 competitors with the lowest Seed Points (or as many as needed if a tie occurs at the 15th position). As competitors' seed numbers are drawn, their seed strips are moved from the draw Board to the drawn Start number on the Seed Board.
- **Two Sets of Numbers** - tags, ping-pong balls or the like, numbered 1 through 19, in case of a tie for 15th position.

The first set is for selecting competitors by drawing their numbered place on the Draw Board, and 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, M.

M. Olson's seed strip is moved from position 5 on Draw Board to position 1 on Seed Board.

**#1 is drawn from 2nd set:**

**Starts first**

A system for drawing a Snow Seed should be ready according to current rules for "Start Order in Extraordinary Circumstances" for Downhill, Super G, and Giant Slalom; a computer-generated Snow Seed is allowed.

- **Extra Materials:** Blank entry cards/forms, seed strips, El Marko type pens, access to current U.S. Ski & Snowboard or FIS Points Lists and digital camera for verification of the draw.

**NOTE:** Current U.S. Ski & Snowboard/FIS Seed Points must be used. Downhill, in particular, may require one set of seed strips for training, and if a new Points List goes into effect before race day, a new set with current Points for the race-day draw. *Upper level events allow for use of "most current" points; contact Regional/National Office for guidance if a Points List is changing between Downhill Training and the race.*

### **CONSTRUCTION OF A DRAW/SEED BOARD**

Draw/Seed Boards may range from very basic to very complex and may be covered with plastic to allow them to be used outdoors. Whether basic or complex, the design used **MUST ALLOW** the ability to **EASILY** move the Draw/Seed Strips as last-minute changes are made to the Seed Board.

Basic boards may be made from 4' x 6' plywood that is ruled into two columns for each row of competitors in the racing class being considered. The first column - 2" wide - is labeled 'No.'. It may be painted with chalkboard-type paint so that the competitors' start numbers may be written with chalk. The second column - 10" wide - is labeled 'NAME' and equipped with wooden or plastic strips that have been fastened horizontally to the board to create slides/grooves to hold the strips.

The strips should measure at least 2" x 10". Be sure that the seed strips have a lower margin large enough so the wooden or plastic strip does not obscure the information you want to display.

The narrow 'No.' and 'Name' columns should be repeated across the width of the board. The seed strips are then placed on the Board for easy reviewing and, when necessary, moving.

As long as seed strips contain the required information - name, affiliation and points - there are no size requirements. The following dimensions are suggestions based upon experience and seed cards printed in "portrait" (8.5 x 11) format.

**EXAMPLE of SEED BOARD CONSTRUCTION**

6 feet wide												4 feet tall
No.	Name	No.	Name	No.	Name	No.	Name	No.	Name	No.	Name	
2"	10"	2"	10"	2"	10"	2"	10"	2"	10"	2"	10"	
12"		12"		12"		12"		12"		12"		

Sixteen 3" spaces high by six 12" columns across divided as above.

**DRAW BOARD/SEED BOARD PREPARATION**

Competitors start on the course individually. With the exception of the first seed or groups of competitors without seed points, or events with special rules for team seeding, the start sequence is related to an individual's performance as recorded in the U.S. Ski & Snowboard/FIS Points Lists. Specific rules relative to eligibility and quotas are in the current U.S. Ski & Snowboard Alpine Competition Guide and in supplementary mailings for particular events. U.S. Ski & Snowboard will supply rules for events with special seeding.

The Seed Board should be prepared as follows prior to the Team Captains' meeting. (Refer to the current rules for verification of groupings.)

- Place 15 lowest-Points seed strips on the Draw Board in order from lowest to highest Points. If there is a tie for 15th place, increase the number of strips placed on the Draw Board to include the tied competitors. (The **draw may be decreased** at the discretion of the Jury. *Increasing or decreasing the first-seed draw has no effect on the second-run Bibbo.*)

- Place the remaining seed strips on the Seed Board in order from lowest to highest Points. When two competitors are tied for Points anywhere on the Board, place in alphabetical order. Starting positions for these competitors are determined by a draw. **SUGGESTION:** Use colored dots/marks to indicate competitors requiring additional attention.
- Foreign national points, *when verified*, are accepted *for seeding purposes only*.
- Competitors without points are placed in alphabetical order at the end. Starting positions for these competitors are determined by a draw; Jury instructions prevail.
- There are special seeding rules for adaptive competitors entered in U.S. Ski & Snowboard events. These are detailed in the U.S. Ski & Snowboard Alpine Competition Guide - the "Golden Rule" proposed by the late USAST-member Diana Golden. *"Golden Rule" seeding does not apply to FIS events.*
- Bib numbers/start numbers may be recorded on the seed strips prior to removing them from the Board. *If the seed strips are to be used for another race/training run using the same points, use a pencil to record the bib/start numbers*, otherwise a magic marker may be used.
- At the completion of the draw, it is strongly suggested that digital photographs be taken of all "drawn" positions on the Board in case verification of start positions is needed at a later time.

In addition, the following procedures apply for FIS events:

- When two competitors are tied for points on the Board, place them on the Board in alphabetical order. If one or more of the competitors are from a foreign federation, place the foreign competitors first as a courtesy. Starting positions for competitors with equal points are drawn.
- The Jury may determine alternate seeding methods for competitors without point profiles. One alternate seeding method for competitors without points is a "**Nation or International Seed**". A "**Nation or International Seed**" is comprised of one competitor from each nation represented in the group of competitors without points. Depending on the number of nations represented by competitors without points, the seed could also be comprised only of foreign competitors without points and then followed by another seed of U.S. Ski & Snowboard competitors without points. Competitors in this type of special seed should be placed on the Board in alphabetical order and starting positions must be randomly drawn. In any event, the instructions of the Jury prevail. Details of special seeding methods should be referenced in the Team Captains' Meeting Minutes. Once the Board is prepared for the draw, it should be strictly controlled.
- For World Cup, Nor-Am, parallel, combined, team events, collegiate, events for youth and other special classes of competition, check current rules and supplementary bulletins from U.S. Ski & Snowboard/FIS for seeding at a particular event and, where applicable, the draw.

### **PREPARATION, DUPLICATION AND DISTRIBUTION OF THE START LIST**

After the draw has taken place, it is time to prepare the Start List(s). All organizers should be using an updated race result program, which simplifies preparation. Verify that the Start List is correct prior to releasing it for electronic posting or photocopying and distribution.

Prior to the event, the Race Administrator should determine the required quantity of copies of each document. Start Lists may be reduced in size and printed side by side and on both sides of the paper for spectators and race personnel. This system saves time, money and paper, but it is NOT

ACCEPTABLE for key officials and event document packets. As mentioned previously, if delivery is required, the system should have been arranged in advance.

*\*Software may allow preparation of a “Condensed Start List” which eliminates the “Header”. A “Condensed Start List” is useful for individuals who only want to view the actual start order. It is not recommended for distribution to Team Captains and officials who need to be able to identify members of the Jury or who require knowledge of an event’s technical data. The layout of this type of Start List may also lead to confusion regarding bib number versus start number and Gate Judges must be educated accordingly. Limiting the amount of displayed data may help eliminate confusion, e.g. only display Start # / Bib # / & Name.*

### **PREPARATION OF THE SCORE BOARD**

Using the approved Start List, the posting/scoreboard person(s) should prepare score sheets for the Score Board. These sheets may be ordered from ski race suppliers, but if they are not available, plain sheets of paper may easily be utilized. The primary concern is a system that allows for rapid posting of the competitors' unofficial times.

### **TEAM CAPTAINS' MEETINGS**

The Team Captains' Meeting is where Team Captains (coaches), verify entries, observe the draw as conducted by the Referee and Assistant Referee for speed events and the Referee for technical events, review the schedule, are notified of special Jury instructions as well as any penalties that may be assessed for violations, are notified of area regulations, review the “Event Medical Plan” and the location of first aid services, are advised of future meeting schedules, hear the weather forecast, and are able to express their concerns.

Appointment of Referee and Assistant Referee is the responsibility of the Technical Delegate and should be made from among most qualified, appropriately certified (Referee) individuals present. However, inasmuch as these individuals are the competitors’ representatives on the Jury, the Technical Delegate should make these appointments from among the coaches present for the event.

Once appointed, the Referee and Assistant Referee become members of the Organizing Committee. If the Course Setters have not been appointed, they are nominated at these meetings. *(Assistant Referee may be appointed for technical events for training purposes only. Training officials participate with the Jury, but they are not members of the Organizing Committee, have neither voice nor vote in Jury meetings, and their names do not appear on official documents.)*

For U.S. Ski & Snowboard-sanctioned, non-FIS events, the Technical Delegate, Referee, Assistant Referee, Chief of Race, Jury Advisors (Start and Finish Referees), Course Setters, Chief of Timing and Calculations and Race Administrator are required to be current, appropriately certified, members of U.S. Ski & Snowboard; they must have also attended a Continuing Education Clinic (Update) within the last 2 seasons.

For all U.S. Ski & Snowboard-sanctioned events – both scored and non-scored, U.S. Ski & Snowboard-member Referee(s), Assistant Referee(s) and Course Setter(s) *must* be U.S. Ski & Snowboard-certified Referees.

Jury Advisors (Start and Finish Referees) for all U.S. Ski & Snowboard events – non-scored and scored, must be certified either as a Jury Advisor (JA), Referee (RF) or Chief of Race (CR).

Foreign coaches who wish to serve as Jury members, Jury Advisors, Chief of Course or Course Setters at U.S. Ski & Snowboard non-FIS events must be current members of U.S. Ski & Snowboard. If a foreign coach joins U.S. Ski & Snowboard and is appointed to one of these positions, you may need to edit their “nation” in the database in order to display their actual foreign federation affiliation. *This does not apply to coaches who are considered “U.S. Ski & Snowboard staff members”.*

***U.S. Ski & Snowboard members whose status is “PENDING” on the U.S. Ski & Snowboard website membership roster may not serve as Jury members, Jury Advisors, Chief of Course or Course Setters at any level of U.S. Ski & Snowboard competition. In addition, USA coaches who are not members of U.S. Ski & Snowboard or whose status is “PENDING” may not serve in any capacity, including on-hill coaching, at any U.S. Ski & Snowboard event: FIS, U.S. Ski & Snowboard non-scored or U.S. Ski & Snowboard scored.***

For U.S. Ski & Snowboard-sanctioned, FIS events, the above officials may also be qualified members of a foreign federation recognized by FIS. If a foreign FIS Federation lists a foreign coach on their entry form, the Federation is certifying that the coach has the knowledge and ability to fulfill the duties of a Team Captain: e.g. serve as a Jury member or set a course and therefore meets the requirements.

For U.S. Ski & Snowboard non-FIS events, all Forerunners must be current members of U.S. Ski & Snowboard regardless of their nationality and Federation affiliation; e.g. Youth, Competitor, non-scored Student, Master, U.S. Ski & Snowboard General Member or Short Term Athlete.

For a FIS event, USA forerunners must be current members of U.S. Ski & Snowboard or “active” members of a foreign federation; if a sufficient number of FIS-inscribed forerunners are not available, they must sign the “FIS Athlete’s Declaration.” (Parent/guardian signature may be required.) *Forerunners are members of the Organizing Committee.*

A roll call of competitors, clubs or nations must be conducted. In the absence of extenuating circumstances, competitors not represented are removed from the Board. At FIS events, competitors who are not represented *will be* removed from the Board unless the Organizer or Race Administrator has been notified by phone/email/fax competitors have been unavoidably delayed. *It is strongly suggested that voice mail for the event’s (or club’s) published communication number be checked just prior to the start of the Team Captains’ meeting. Taking the time to check voice mail may eliminate removal of a competitor who is experiencing travel delays.*

If a competitor/club/nation is not represented, and another Team Captain wishes to represent them, it is strongly suggested that the Organizers obtain a signed "Acceptance of Liability by a Coach Representing an Athlete Not in His/Her Program/Club" that may be found in the MPF. The actual Team Captain for the unrepresented competitor/club/nation should be provided a copy of Program/Team Captains’ Meeting Minutes.

**NOTE:** A competitor who is of legal age may represent himself or herself. (ICR does not allow representation by a substitute from another nation during discussions at Team Captains' meetings.) If possible, the room should be set up with chairs for the Team Captains and a head table for Jury members. The Seed Board and Draw Board should be visible at the front or side of the room. There should be space for sorting bibs for distribution and for refreshments, if provided.

### **MINUTES OF MEETINGS**

Meetings provide a means for organized communication both before and during the event. They define job descriptions and responsibilities, define plans and procedures, define rules and rule changes and make decisions regarding various event-related activities.

Some groups, e.g. Gate Judges, Course Crew, Timing Crew, etc., meet at their convenience while others, especially Jury, meet in compliance with current rules. Minutes of meetings held in compliance with rules provide documentation for future reference by the members of the group or by those giving authorization for the event such as the U.S. Ski & Snowboard and/or FIS. It is the responsibility of the Race Administrator to transcribe required Minutes, note votes and obtain required signatures. [Refer to forms: Minutes of Jury Decisions (Without Protest) and Minutes of Jury Decisions (Protests)].

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.

Minutes of Jury meetings (with and without protest) require recording of all Jury members' votes, including dissenting votes. Jury members must acknowledge their vote with their signature.

**NOTE:** 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.*

Minutes of Organizing Committee Meetings should also be recorded with an attendance list incorporated in them. *An individual other than the Race Administrator is usually appointed to take notes at these meetings.*

### **CONTENT OF MINUTES - NECESSARY ITEMS**

- Event with which the meeting is associated as listed in the Race Calendar
- FIS codex or U.S. Ski & Snowboard race code with which the meeting is associated
- Date AND time of the Meeting (There could be several meetings for one race) \*
- Site: Name of Ski Area
- List of those present with name, nation (NOT CLUB) and title. *Minutes related to protests/sanctions must show names of all witnesses, including concerned athlete!*
- Minutes for freeskiing on the competition hill 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.*

- Minutes for speed events, DH, SG and possibly GS, should contain wording similar to: “Course and on-hill competitor security measures inspected by the Jury, found to meet (FIS or U.S. Ski & Snowboard) requirements for the level of competition and, with the approval of the Connection Coaches\*\* and Team Captains, accepted as set.” If minor modifications are required, “with minor modifications” may be added.
- Minutes documenting review and approval of Event Medical Plan are mandatory. Wording similar to: “Event Medical Plan reviewed by the Jury, found to meet requirements of the level of competition, and accepted as presented for distribution to all Team Captains.”

\*It is suggested that daily Minutes of Jury Decisions (Without Protests) be documented on one form with all information, e.g. time of meeting, decision, time of posting noted in chronological order in the appropriate areas on the form.

**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.**

Unless a collective offense (one committed by several athletes), is involved, Minutes of Jury Decisions regarding sanctions/protests must be documented on individual forms.

*Technical Delegate may choose to personally compose Jury Minutes; Technical Delegate’s wishes prevail.*

\*\*Connection Coaches:

- One or two are appointed depending on type and level of event
- Serve as liaison between all Team Captains and the Jury
- Serve as on-hill “Eyes of the Jury” and may supervise yellow flag zones in DH and SG
- Have voice but no vote in Jury matters/decisions

Minutes of Jury Decisions (Protests) must contain the following information:

- The offense alleged to have been committed
- The evidence pertaining to the offense
- The rule(s) or Jury directives that have been violated
- The penalty imposed

### **PROGRAM/TEAM CAPTAINS' MEETING MINUTES**

Minutes of Team Captains' Meetings are recorded on the second page of the “Program/Team Captains Meeting Minutes” form. This form should be used along with the Attendance List. The Race Administrator must sign the Minutes.

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 race day schedule (program) and the event Medical Plan were discussed. It should also include any rule interpretations; that the Board was accepted as set; what rules were used to set the Board (World Cup or Continental Cup/Nor-Am); the validity date of the applicable Points List and the procedure used for the draw - whether “double draw” or computer-generated draw.

For events where quotas are in effect, this should also be noted. If quotas are expanded, the Minutes must note the date of the request for quota expansion (when applicable), as well as the name and title of the individual(s) who approved the request.

The Program/Minutes forms are required documents and must be included in the event document packet submitted to U.S. Ski & Snowboard. *The Attendance list should be used for all events but is not included in the event document packet submitted to U.S. Ski & Snowboard; it is filed in the Race Organizer’s event document packet.*

**NOTE:** In cases of *force majeure* where more than two DH or SG races or more than one GS or SL race, same gender, are conducted in one day and in one place, then the official Program must show inspection times, start times, course reset/redress times and start intervals for both races.

Any information noted on the Program, does not need to be repeated in the “Miscellaneous” portion of the Minutes of Team Captains’ Meeting.

### **JURY MEETING MINUTES**

The Jury may meet before/after Team Captains' Meeting, after racecourse inspections, during race (by radio permitted), at end of each run, and as needed to consider Protests. The Jury meets after the race to discuss the event; if there are outstanding Protests, they rule on them at that time.

Minutes of all Jury meetings are recorded on the FIS forms, Minutes of Jury Decisions (Without Protests) and Minutes of Jury Decisions (Protests). (Chapter VI - Working Papers.) The Minutes must record all votes and they must be signed by the members of the Jury.

Not all Jury meetings and discussions require Minutes. Meetings are generally only documented if they concern definite decisions, e.g.: lengthy delays, application of snow hardening agents, postponement, termination, cancellation, or written sanction, and any decision that may need to be defended, etc. The Technical Delegate decides which meetings require documentation.

If you have a Jury Secretary, that person is either responsible for preparing Jury Minutes or notifying the Race Administrator of all discussion items that need to be documented. If a Jury Secretary is not available and the Race Administrator does not have a Jury radio, provide the Technical Delegate with a small tape recorder and request that they record items of discussion that will require documentation. *The use of cell phones makes communication between the Technical Delegate and the Race Administrator easier and eliminates the need for a tape recorder or a Jury Secretary.*

Minutes of Jury Meetings are required documents; *they are never copied for general distribution. All event-related documents are legal documents and must be treated as such.*

### **EVENT DELAYS, POSTPONEMENTS, TERMINATIONS, CANCELLATIONS**

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. When a run (training or part of a race) cannot be rescheduled to another date *within the series*, the event is **CANCELED**. The U.S. Ski & Snowboard race code/FIS codex is vacated and the event liability insurance is no longer valid. *The U.S. Ski & Snowboard race code/FIS codex from a canceled event cannot be used unless reassigned by the applicable party. FIS codex numbers are event and gender specific and may only be reassigned by FIS.*

### **OTHER COMMENTS REGARDING JURY MINUTES:**

1. Using “**MUST**” implies an action is mandatory.
2. Using “**SHOULD**” implies an action is strongly recommended.
3. Using “**MAY**” implies an action is optional.
4. Using “**SAFE**” implies “free from danger” and **MUST NOT** be used.
5. Using “**INSURE, ENSURE or ASSURE**” is also discouraged.
6. Should you use “will” or “shall”?
  - a. “*Will*” implies volition or intention
  - b. “*Shall*” implies necessity or mandatory nature of an action and may stray into the neighborhood of **Must!**

**NOTE:** Refer to Chapter III - Rules, The Jury and The Technical Delegate, for more information.

### **RACE DAY ACTIVITIES**

Many things happen the day of the race. There may be registration for the competitors as well as for officials. If possible, these two activities should be separated to lessen confusion. At some sites, it is also necessary to collect lift ticket fees at registration. When registration is over, the Race Administrator should complete required paperwork and begin preparing for the next Team Captains' Meeting, if one is scheduled.

### **REGISTRATION**

If your registration is planned for race day, you should have sufficient staff members available to process the competitors as quickly and as pleasantly as possible. If possible, the Race Administrator should not be assigned to one place but should be available to “float” and solve any issues.

Keep all registration activities simple and well organized; legible signs may reduce the number of minor questions and alleviate confusion. Registration of race officials and distribution of their supplies should be separated from competitor registration and officials should be told where to check in after the race. Age-eligible competition workers who do not have current U.S. Ski & Snowboard memberships either as a Competitor, Master, non-scored Student, Short Term, General, Coach or Official, who are not members of a foreign federation recognized by FIS (FIS

events only), or who are not regular employees of the ski area or landowner and operating within the scope of their employment are required to sign a “U.S. Ski & Snowboard Volunteer Competition Worker Registration”.

More than one person should be available to assist at registration. It is easier to conduct registration from an alphabetical list (divided into sections) and direct competitors whose entries are not correct to a separate person; if a separate person is assigned to handle them, money and/or required documents may be kept in one place.

If bibs and/or lift tickets were not distributed at the Team Captains' Meeting, they may be distributed during registration.

**NOTE:** Several high-number or blank *reserve* bibs **must** be available at the start for competitors who do not have their assigned bibs. Rules only require that the competitor wear a bib furnished by the OC so issuance of a replacement bib is a “non-issue” and no additional action is required.

Some sites prefer to organize a team registration rather than an individual registration system. The Race Administrator, however, is still responsible for verifying competitors' memberships. As mentioned earlier, the easiest way to do this is with race result software that has been loaded with the current U.S. Ski & Snowboard Points List or by accessing the membership section of the U.S. Ski & Snowboard website.

**NOTE:** Coaches' memberships must be verified in order for an OC to furnish venue access; either U.S. Ski & Snowboard or - for a FIS event - presence on a foreign entry is required. *It is strongly suggested that “blocks” of coaches' tickets not be provided for participating clubs. This practice does not allow the OC to “make their best effort” to comply with SafeSport requirements.*

At least one person should always stay at the registration area until after the race begins in case of late arrivals.

Before scheduled race start, a corrected Start List (if needed) should be sent to the Chief of Timing and all members of the Jury. Corrections may include late entries (if allowed by the Jury) and/or seeding errors. If a competitor is inserted in the field, or if a seeding error was made, it may result in a bib number being out of sequence with other bib numbers, which makes publication and proper distribution of a corrected Start List a necessity. If a late entry or point's correction is necessary, permission must be obtained from the Technical Delegate and Jury prior to insertion or correction.

**NOTE:** If an insertion in the field is required, and software allows for manual manipulation of start numbers, assign an out-of-sequence bib number and correct start number and then adjust remaining start numbers; this will result in an offset of bib number to start number for 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 may result in unexpected and possibly erroneous outcomes.

It is important to recognize sponsors' contributions to an event. This is generally accomplished by placing sponsors' logos in the space above and below an event's header and footer data.

**SUGGESTION:** *If the software does not allow for automatic insertion of graphics (logos), pre-print a supply of “logo first pages”. The “logo page” may be inserted in the printer and used for printing the first page of a document and will simplify the process of recognizing areas/sponsors.*

### **REPORT BY THE REFEREE**

After each run, the Gate Judge Cards are gathered and inspected for "faults" (gate passage errors) documented by the Gate Judges. These faults are then listed as disqualifications on the Report by the Referee. The completed form is signed by the Referee with the date and time of posting and protest period expiration time noted. One copy is posted on the Official Notice Board and the original is delivered to the Race Administrator. If an announcer is present and is announcing competitors' *unofficial* times, announcement of DSQ data may be used to replace the actual posting of the Report by the Referee; however, *Team Captains must be notified if this procedure is going to be used.*

**NOTE:** Due to *force majeure* the Technical Delegate may need to prepare, sign and post the Report by the Referee or may assign this task to another official. A Report by the Referee signed by the Technical Delegate or his/her designee, is valid.

At the end of the 15-minute protest period, if no protests have been filed, competitors listed as having faults are now officially disqualified. It is important that any Jury member who receives a protest immediately contacts the Technical Delegate and the Chief of Timing; these officials will notify the Race Administrator of the status of any protests.

Protests may also be delivered orally to any Jury member (Protest form must still be completed and submitted as soon as possible). In this case, the Jury must notify the Race Administrator that a Protest has been filed.

If the Jury is unable to meet and decide on protests of disqualification prior to the start of the second run, competitors who have protested disqualification are allowed a provisional second run start.

It is important that the Race Administrator verifies the names of competitors disqualified and the gate numbers where the disqualification occurred or the number of the rule that was violated. This information should be verified by the original Report of the Referee. It is required that disqualifications not based on gate passage, e.g. early/late start, start infringement, equipment, etc., be identified by rule reference number.

*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.*

A protest may be withdrawn by the protesting party prior to the Jury convening to address the issue; in this case, the protest fee is returned and minutes are not required.

Competitors will not be permitted to start (NPS) in any competition if they are in violation of rules in regard to the Specifications for Competition Equipment (missing ski brakes, missing ski pole baskets, etc.), who do not wear a crash helmet that conforms to the current rules or who do not

have an official start number (bib). U14 and older competitors in all U.S. Ski & Snowboard-sanctioned events – both scored and non-scored – must wear helmets in DH, SG and GS that conform to FIS specifications; (helmet must have a FIS label attached).

### **SECOND RUN START LISTS**

After all header data, e.g. gate counts and start times, has been verified, protest period has expired and status of DSQ and DNF competitors is verified: e.g. allowed a second run, not allowed a second run, protest against DSQ filed/provisional second run start allowed, or protest upheld/DSQ vacated, all competitors' times have been verified against timing tape from homologated timer, the Second Run Start List may be prepared. Technically the responsibility of the Chief of Timing and Calculations, the use of computers has made preparation of the Second Run Start List one of the duties of Race Administration.

Unless there is some special selection procedure in effect, all competitors are ranked by their first run time – fastest to slowest; if a tie occurs, the position is given to the higher bib number. The fastest 30 finishers from the first run are then placed in reverse order which results in the competitor with the fastest first run time starting 30<sup>th</sup> for the second run. (This process is called a "Bibbo".) If there is a tie for the 30<sup>th</sup> position, the first group is increased to include the tied competitor(s), and the competitor with the lowest start number among the tied competitors starts first. After the first group, the remaining competitors then start in their finish order from the first run - slowest time last.

The Jury may decide a “bibbo” of 15 instead of 30 is preferable. “Flip 15” follows the same procedure if a tie occurs at the 15<sup>th</sup> position; first group is increased to include tied competitor(s), and the competitor with the lowest start number among the tied competitors starts first. Decision to flip 15 must be announced by the Jury one hour before start of the first run and is an example of a Jury decision that must be documented.

The Second Run Start List should include the actual first run time so questions as to accuracy may be more easily resolved. For U.S. Ski & Snowboard events with adaptive competitors, seeding for second run in accordance with the "Golden Rule" must be verified. Copies of the Second Run Start List should be available for the Jury and Team Captains; copies for spectators and competitors are optional. In extreme circumstances, the second run may be started on time if only the Assistant Starter and the Chief of Timing have copies.

- In U.S. Ski & Snowboard non-scored races first-run DNS, NPS, DNF and DSQ competitors usually start the second run at the end of class, gender or field.
- For U.S. Ski & Snowboard non-scored races where each run counts individually, first-run DNS, NPS, DNF and DSQ competitors remain in the field and start as scheduled.
- 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 with their original bib number and in their original start order.
- In FIS races, competitors who did not start the first run, did not finish the first run as well as disqualified competitors who have not protested disqualification or whose disqualification has been upheld, do not start in the second run. (Exception: Alpine Combined where Slalom is staged as first run.)

*If at all possible, limit the number of event/gender specific files. e.g. First Run Ladies, First Run Men, Second Run Ladies, Second Run Men, Final Result Ladies, and Final Result Men. The creation of multiple files for one event may result in multiple issues and escalating errors.*

### **PRESENTATION OF AWARDS**

The Awards Ceremony is an important ritual for competitors and officials. Advance notice must be given to the Team Captains concerning dress/equipment/bib requirements for competitors receiving awards.

The Technical Delegate gives the authorization for the awards ceremony, and unless the results of a protest could affect the awards, the ceremony may take place before pending protests have been decided and before Official Results have been produced.

### **RACE RESULTS**

Before Official Results can be generated for the Technical Delegates' review, approval and signature, it is necessary that all competitors' times be verified against the timing tape from the homologated timing equipment. The accuracy of the header and footer data must also be verified, e.g. Jury information, technical data, gate counts, weather, snow conditions, air temperatures *at start and finish areas at beginning of the race* and actual start times for each run.

***FOR DOWNHILL AND SUPER G, MAKE SURE YOU HAVE OBTAINED A MEASURED LENGTH OF COURSE.*** This is not the same as the vertical drop or the length of course noted on the Certificate of Homologation. Measured length of course is a gate-to-gate measurement of the course (racing line) as determined with a measuring device: measuring tape, wheel or GPS and is used to determine racers' average speed on course. The length and the gate counts must be included in the header information on the Official Results.

**NOTE:** Unless the software calculates the average speed of the racers and notes it on Training Results for Downhill, the measured length of course does not need to be keyed into the database until the Jury is satisfied that minor course modifications are no longer needed; this is when the measurement is taken. If the software does calculate the average speed of the racers and notes it on DH Training Results, a course measurement is required prior to publication of the Start List. If subsequent course changes are made, the course will have to be re-measured.

For U.S. Ski & Snowboard and FIS Super G, Giant Slalom and Slalom, verify number of gates and number of direction changes. Gates counts must be included on the Official Results. ***NUMBER OF GATES FOLLOWED BY (NUMBER OF DIRECTION CHANGES).***

### **FINAL RACE DOCUMENT REQUIREMENTS**

At the conclusion of the race, although not all these documents will be submitted in the event document packet, they should all be available for the Technical Delegate's review. The following is a recommended order; they may also be ordered sequentially.

- U.S. Ski & Snowboard Report by the Technical Delegate (one per race per gender)
- Timing & Data Technical Report (one per race per gender, also signed by Chief T&C)
- All replacement time (EET) calculations
- Official Results and if required by level of event, a Penalty Calculation

- Start List that includes all DNS, DNF, DSQ competitors, names of Jury members, Course Setters and Forerunners as well as all technical information, e.g.: Name of Course, Start/Finish Elevation, Vertical Drop, Homologation #
- Report(s) by the Referee
- Program/Team Captains' Meeting Minutes
- \*Minutes of Jury Decisions (Without Protests)
- \*Minutes of Jury Decisions (Protests), with applicable Report of Referee and Protest
- American Specialty Insurance Accident Report (ASI) for all injured athletes *regardless of national federation affiliation*
- TD Accident Report to document injuries according to “Guidelines for Serious Accidents”

\*These documents also require Jury members' signatures.

The American Specialty Insurance Accident Report (ASI) is preferably filed online. The online form may be found at [americanspecialty.com/usskiandsnowboard\\_cov/](http://americanspecialty.com/usskiandsnowboard_cov/) under “Online Incident Reporting”. *A copy of the online report must be made available for required, limited distribution.*

U.S. Ski & Snowboard - after automatically deducting known head-tax-waived athletes from the total number of starts - will calculate the amount of Head Tax due and provide a detailed account of expected amounts. This may 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) may 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, contact U.S. Ski & Snowboard Competition Services for assistance.

If the OC did not choose to use U.S. Ski & Snowboard’s online event registration system, the “Alpine Head Tax Accounting Sheet” must be prepared/verified. Separate checks or itemized invoices for the correct amounts due must be submitted for National Head Tax and, where applicable, regional/divisional head tax. (Head Tax is not paid for World Cup, Nor-Am or National Championship events.)

Waivers of Head Tax are generally only allowed for U.S. Ski Team (A, B, C, D), U.S. Paralympic National Alpine Skiing Team (A, B, C, D) named athletes as provided by U.S. Ski & Snowboard and available on the website or named members of foreign National teams recognized by FIS in accordance with policy stated in current U.S. Ski & Snowboard Alpine Competition Guide.

In addition, Head Tax for athletes ranked 100 or better in one of the events being contested may also be waived regardless of their national team affiliation or national status. *A list of names of waived competitors for each event in a series must be attached to the “Head Tax Accounting Sheet”. (Copies of all Head Tax documents must be saved in OC’s event file.)*

**NOTE:** Head Tax for U.S. Ski & Snowboard non-FIS collegiate events is \$250 per race/per gender.

If the OC did 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.*

Regardless of the level of the event – U.S. Ski & Snowboard or FIS – if the “Additional Report of the Technical Delegate” is used *to request rehomologation*, it is sent to U.S. Ski & Snowboard, Competition Services.

### **AFTER RACE ACTIVITIES**

Prior to submittal of required event document packets, a result file for each event must be individually, electronically transmitted in XML format. The subject line of the transmission must include the U.S. Ski & Snowboard race code (transmittal #) for U.S. Ski & Snowboard non-FIS events or the Nation + FIS codex for FIS events.

FIS will not manually enter race results. If an organizer cannot electronically transmit the result file, it becomes the responsibility of U.S. Ski & Snowboard to do so in order for the event to score. *Transmission and acceptance of a correct event and Timing & Data Technical Report (TDTR) XML files is required in order for a FIS Technical Delegate to file an online FIS TD Report.*

For specific details regarding preparation of U.S. Ski & Snowboard/FIS event document packets, see "Non-FIS Event Document Packets" and "FIS Event Document Packets" sections contained in the MPF or in the “RACE ADMINISTRATION STUDY GUIDE Section 2. Event Administration.”

FIS document requirements have been reduced. If, after online filing of the result and TDTR XML files, additional documents are required, FIS mandates that they be submitted by scanning, and saving in a PDF booklet. The 3-letter nation code + the FIS assigned codex number (e.g.: USA1234), must be used as both the name of the PDF booklet as well as the transmission subject.

Separate, more complete document requirements are in place for U.S. Ski & Snowboard as it is the repository for additional/required race-related documents. It is suggested that the Technical Delegate be included as a recipient for all electronic document transmissions.

If the Technical Delegate is from a nation other than USA, event document packets may be required for submittal to the applicable nation and nation's FIS Technical Delegate Commissioner.

Prepare additional event document packets in accordance with OC, Division and/or Region requirements. The Technical Delegate should have been included as a recipient of electronic event document packets, but he/she may still request paper copies of all official paperwork.

At higher-level races and championship events, event books may be prepared for either electronic or paper copy distribution. Each Race Organizer will determine whether or not this type of book will be prepared and what should actually be included.

File all race records and other paperwork including the entry forms/cards. **Although rules require that race files be kept only until the event is scored**, inasmuch as the originals of all race-related documents are retained by the OC, it is strongly recommended they **be kept for at least one year**. In cases of serious accidents as outlined by the “Guidelines for Serious Accidents”, all documents, statements, videos, photographs, etc., concerning such accidents must be stored in a secure location until notified otherwise by U.S. Ski & Snowboard.

#### **ONLINE FILING OF XML FIS TIMING & DATA TECHNICAL REPORT (TDTR)**

The Chief of Timing & Calculations oversees the online filing of the event’s “Timing & Data Technical Report” (TDTR) XML file. FIS provides software which allows this process and also allows for printing of a PDF copy for required signatures. The signed PDF copy must be made available for inclusion in required event document packets.

The TDTR program is available for download (Windows, MAC and Linux) on the FIS website, [data.fis-ski.com/services/timing-and-data/timing-and-data.html](http://data.fis-ski.com/services/timing-and-data/timing-and-data.html); it will be updated as required; software will alert when updates are available. Please verify that the current version is being used.

#### **ONLINE FILING OF FIS TECHNICAL DELEGATE REPORT**

FIS Technical Delegates are mandated to file their Technical Delegate Report online. PDF copy of the online report must be made available for inclusion in required event document packets as noted in “Distribution of Documents – FIS Events” located in the MPF. *The Technical Delegate may print the report prior to submittal, may add an applicable email address to the list of recipients or may forward a copy to the Race Administrator.*

If an injury is noted on the online report, the link to the online FIS Report of Injury (ISS) may be activated. If the link is not activated, the ISS Report must be completed and submitted to the FIS Office as required. If the severity or circumstances of the injury require an accident report as outlined in “Guideline for Actions in Case of Serious Accident”, **both the online FIS Report of Injury (ISS) and the TD Accident Report Form must be filed.** *It is important to verify that injury information is legible on the printed copy of the Technical Delegate’s Report.*

*Remember that the XML race result and Timing & Data Technical Report XML files must be sent and accepted by the FIS autoscoring system in order for a FIS TD access the online TD Report function. Once the online TD Report has been filed, the report system is locked. If a Technical Delegate does not file an online TDTR and TD Report, the results will not be scored to the FIS Points List.*

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

Any U.S. Ski & Snowboard athlete – including those with General, non-scored Student and Short Term Athlete memberships – 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. *If necessary, properly executed medical clearance may be presented to and accepted by the on-site Jury.*

In order to allow athletes under the age of 18 to return to training and/or competition, a properly executed “Concussion Medical Evaluation Form” must be signed by the parent/legal guardian. (*A “Concussion Medical Evaluation Form” is available in the “MPF”.*)

U.S. Ski & Snowboard’s 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. Additionally, if working 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. *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 containing Medical Rules and Guidelines”.*

***NOTE: “U.S. Ski & Snowboard’s Concussion Policy” requires that all suspected concussions be immediately reported to Jeff Weinman, U.S. Ski & Snowboard Competition Services: [jeff.weinman@usskiandsnowboard.org](mailto:jeff.weinman@usskiandsnowboard.org). Names of these athletes will be placed on a “Member Hold” list and restricted from participating in future training/competition until medical clearance is processed.***

***An on-site Jury may remove foreign athletes suspected of having suffered a concussion from current competition(s)/training. However, these foreign athletes may not be placed on a “Member Hold” list or restricted from participating in future competitions/training.***

## SECRETARIAT CHECKLIST

### PRE-SEASON ITEMS - GENERAL PLANNING AND PREPARATION:

- \_\_\_\_\_ Ski area management approval
- \_\_\_\_\_ Course homologation file (including Inspection Report, all maps, photos, etc.)
- \_\_\_\_\_ Sanction/Schedule agreement(s)
- \_\_\_\_\_ Previous Technical Delegate Reports for same type of event on same venue
- \_\_\_\_\_ Organizing Committee Meetings
- \_\_\_\_\_ Race Publicity
- \_\_\_\_\_ List of available, qualified Officials
- \_\_\_\_\_ Update race result software

### RACE INFORMATION NEEDED 4-5 WEEKS AHEAD:

- \_\_\_\_\_ Event Announcement information, area and/or club waiver distributed
- \_\_\_\_\_ Registration location and schedule
- \_\_\_\_\_ Lift tickets cost and availability
- \_\_\_\_\_ Availability of press, parking, lodging, food, waxing facilities, etc.
- \_\_\_\_\_ Event Schedule
- \_\_\_\_\_ Ski Area Map
- \_\_\_\_\_ The Draw, Team Captains' and Jury Meetings
- \_\_\_\_\_ Special regulations/ski area regulations/rules
- \_\_\_\_\_ Awards
- \_\_\_\_\_ Event officials contacted
- \_\_\_\_\_ Supplies and equipment assembled
- \_\_\_\_\_ Availability of internet connectivity confirmed
- \_\_\_\_\_ Race result software tested; required points lists loaded
- \_\_\_\_\_ Signs prepared
- \_\_\_\_\_ Proposed "Event Medical Plan" available
- \_\_\_\_\_ U.S. Ski & Snowboard Race Code and, if required, FIS Codex verified/documentated
- \_\_\_\_\_ Technical Data for document headers verified (re-verify with TD)

### CREDENTIALS: Who gets what access? Format of credentials?

- \_\_\_\_\_ Event officials
- \_\_\_\_\_ Press
- \_\_\_\_\_ Team Captains
- \_\_\_\_\_ Competitors
- \_\_\_\_\_ Service Representatives
- \_\_\_\_\_ VIP's

### TEAM CAPTAINS' MEETINGS:

- \_\_\_\_\_ Location
- \_\_\_\_\_ Event Medical Plan
- \_\_\_\_\_ Results of the Draw (Start List)
- \_\_\_\_\_ Minutes

### DURING AND AFTER THE RACE:

- \_\_\_\_\_ Corrected Start List
- \_\_\_\_\_ Report by the Referee
- \_\_\_\_\_ Protests and Minutes of Jury Decision - Protest; signed
- \_\_\_\_\_ Minutes of Jury Decisions Without Protests; signed
- \_\_\_\_\_ Procedures for Second Run Start Lists – preparation & distribution confirmed
- \_\_\_\_\_ Race Results: Technical Data verified for online posting/duplication
- \_\_\_\_\_ Technical Delegate Reports; Race and Expense; signed
- \_\_\_\_\_ Timing & Data Technical Report; signed by TD and Chief T&C; 1 per run per gender

**SUGGESTED LIST OF SUPPLIES**  
**(Includes Supplies for Timing, Gate Judges, Race Headquarters)**

- Current U.S. Ski & Snowboard Alpine Competition Regulations, (ACR)
- Current FIS rule book - ICR and current Precisions
- Current Points List for U.S. Ski & Snowboard and/or FIS (Only available electronically)
- Other rule books as required, e.g. World Cup, Continental Cup (Nor-Am), Rules of FIS Points
- Regional/Divisional rules
- U.S. Ski & Snowboard/FIS set of current forms from U.S. Ski & Snowboard website. (Refer to Chapter VI – Working Papers)
- Ski Area/Club Waivers
- U.S. Ski & Snowboard Volunteer Competition Worker Registration Forms
- Official Bulletin Board
- Calculator
- Copy machine(s) with extra toner and staples - AND available service people
- Computer(s) with appropriate updated race result software
- Modem and communication capability: wireless or network
- Surge protector
- Multi-plug extension - some types of plugs also have surge protection built into the unit
- Data storage units; Thumbdrive, external hard drives
- Printer for computer with extra ink supply
- Gate Judge Cards
- Gate Judge education material: “Gate Judges - The Most Important People on the Hill”, c2018
- White paper for all documentation
- Racing bibs - check for missing numbers
- Extra, high number bibs to send with the Start Referee
- Forerunner bibs
- Identification for Officials - armbands, bibs, etc.
- Lift tickets (if sold by organization rather than area)
- Trophies and awards
- Draw/Seed Board/Draw Materials and appropriate seed strips if using Double Draw
- Clipboards with protective plastic cover sheets
- Office Supplies:

black or blue ink pens	cash box/change	clipboards	mailing labels
correction tape	hi-liters	hole punch	manual timing devices
envelopes/Results	misc. labels/removable	paper clips	extra batteries/timing
pencils sharpener	plastic trash bags	2 gal. plastic bags/misc.	tape recorder
pencil sharpener	ruler	rubber bands	
staples	scratch pads	score sheets	
stapler remover	tape: scotch, duct	waterproof marking pens	
stapler	scissors	poster board/sign	