



# ALPINE OFFICIALS' MANUAL

## CHAPTER VI

### WORKING PAPERS

2018-2019

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**U.S./FIS RACE DOCUMENTS: Updated documents can be found in the Master Packet of Forms (MPF) on U.S. Ski & Snowboard website. The forms are arranged in order of use.**

- Introduction to the Season
- Procedures for Sending Race Result Files
- Non-FIS Event Document Packets
- FIS Event Document Packets
- Common Errors in FIS Race Documentation
- Distribution of Documents - FIS Events
- Event Announcement Form
- Event Personnel Assignment Sheet
- Advance Event Information for Officials
- Non-FIS Team Entry Form
- FIS Entry Form
- Alpine Memberships Descriptions
- Alpine Officials' Certification Guidelines Mission Statement
- Alpine Officials' Certification Guidelines
- Guidelines Equipment Control/Protest U.S. non-FIS
- FIS Athlete Declaration
- Acceptance of Liability by a Team Captain
- Volunteer Competition Worker Registration
- Technical Delegate's Event Worksheet
- Checklist for Team Captains' Meeting
- Program/Team Captains' Meeting Minutes – Non-FIS \*
- Program/Team Captains' Meeting Minutes – FIS \*

Attendance List  
Start/Finish Referee Recording Form  
Start/Finish Timekeeper Recording Form  
Electronic Time Recording Form  
Replacement Time (Manual/Hand) ToD (EET) Worksheets  
Report by the Referee  
Protest Form  
Minutes of Jury Decision (Protest)  
Minutes of Jury Decision (Without Protest)  
U.S. Penalty Calculation  
FIS Penalty Calculation  
U.S. Technical Delegate Report  
FIS Report of Technical Delegate Notes  
Timing Checklist  
U.S. Timing & Data Technical Report (TDTR) \*\*  
Why Do We Complete a TDTR?  
U.S. Additional Report of the Technical Delegate  
FIS Additional Report of the Technical Delegate  
Officials' Expense Report  
USA FIS Technical Delegate Expense Report Form  
Head Tax Procedures  
Head Tax Accounting Sheet  
Head Tax Waived Athletes  
Head Tax List of Approved Waived Athletes (August 2018)  
American Specialty Incident Form Instructions  
American Specialty First Report of Accident Form (ASI)  
Guideline for Actions in Case of Serious Accident  
TD Accident Report Form (Major injuries according to Guideline; FIS/U.S. events.)  
FIS Notice of Injury – Online Form (ISS)  
Concussion Medical Evaluation Form & Parents' Letter  
Sport Concussion Assessment Tools (SCAT5 cards for Athletes & Children)  
Jury Appeal Form  
Gate Judge Card Instructions including Single Pole Slalom  
Gate Judge Card Fault Only  
Gate Judge Card Fault/No Fault Example  
Gate Judge Card Fault/No Fault  
All You Ever Wanted to Know...About Conversions  
Checklist for Draw for Nor-Am Cup  
Programming Change Request Form  
Non-FIS TD Nomination Form  
Non-FIS TD Evaluation Form (for Basic Level 1 & Level 3 Speed Evaluations)  
Alpine Officials' Personal Activity Record  
Alpine Officials' Recommendation Form  
Certificate of Insurance Request

\* Program/Team Captains' Meeting Minutes forms are also available for Parallel events

\*\* FIS TDTR must be electronically submitted to FIS in XML format; PDF copy must be printed for required signatures and inclusion in Event Result Document Packets. FIS software that

provides both formats is available at [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).

FIS software may be used to produce a PDF of TDTR for U.S. Ski & Snowboard non-FIS events.

**Note:** U.S. Membership Application and FIS Inscription forms are not included with “Working Papers” section. U.S. Ski & Snowboard membership application is an online process; the FIS Inscription form can be found in the Membership Tools section of the U.S. website.

Refer to the following AOM Chapters for additional miscellaneous forms and documents:

- Chapter IV - Race Organization  
- Checklist for Event Organizers
- Chapter V - Secretariat  
- Secretariat Checklist  
- Suggested List of Supplies
- Chapter XII - Computers and Ski Racing  
- Computer Input Information

## INTRODUCTION

In order to simplify procedures, standardized forms are used to document/report all U.S. Ski & Snowboard and FIS events. This standardization allows for more efficient and accurate documentation of events, regardless of the race site

Forms contained in the “Master Packet of Forms” posted on the U.S. website have all been reviewed, and where required, updated as of September 2017. Basic instructions for preparation, use and distribution of these forms are also included.

## STANDARD DOCUMENTATION OF ALPINE COMPETITIONS

**LAYOUT:** The format is basically divided into three parts, which are always present.

- Header: \* Reserved for repetitive information, such as the competition site, the name of the competition, the dates, type of event, technical data such as homologation number, start/finish elevations, gate counts, Jury member names, measured length of course for DH and SG, etc.
- Body: Reserved for the printing of all the competitor data required during the preparation and running of the competition.
- Footer: Reserved for document identification codes and event identification number – FIS codex or U.S. Ski & Snowboard transmittal/race code; timing company; date and location.

Race result software may produce different dimensions of the printed area (the body) to cope with different sized header or footer required for specific competition.

This 3-part division allows for clear and efficient presentation of the information even in the case of extremely varied graphical solutions, which are common for the header and footer of the form.

*\*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 can 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.

**ORGANIZATION OF THE INFORMATION ABOVE THE FOOTER OF THE PAGE:**

Forerunners' names and nations and Course Conditions were previously noted on the first page; "Legend" has been newly added.

- **Forerunners for each run:** Only three (3) listed - last name, first name (Nation)
- **Conditions on Course:** Weather Conditions, Snow Conditions and air temperatures at Start Area and Finish Area
- **Legend:** Currently contains explanation of "ST#" (Start Number) and "YB" (Year of Birth)

**ORGANIZATION OF THE FOOTER OF THE PAGE:** The most important innovation regards the first line of the footer which is repeated on each page and which groups together all the information required for *identification* of the *document* and the page within the document itself.

This information has been organized in two different groups, the first of which is aligned to the left-hand margin, while the second is aligned to the right.

The meaning of the symbols is as follows:

- |                                      |   |
|--------------------------------------|---|
| <u>1<sup>st</sup> Line – Left:</u>   | Date of the event followed by<br>Location of the event: Ski Area (Nation) / transmittal # or codex #.<br><i>Date &amp; Location are separated by a slash (/).</i> |
| <u>1<sup>st</sup> Line – Left:</u>   | Actual page / total number of pages in document ( <i>Example: Page 1/3</i> )  |
| <u>2<sup>nd</sup> Line - Left:</u>   | Data Processing Information<br><i>Includes name of software, Version #, Revision #</i>  |
| <u>2<sup>nd</sup> Line - Middle:</u> | Date and Time document was created: ( <i>Example: 11/18/2018 at 17:05.45.</i> )   |
| <u>2<sup>nd</sup> Line - Right:</u>  | Identification of Timing Equipment or Timing Company  |

It is obvious that this solution has the considerable advantage of identifying documents in a complete, efficient and easily legible manner, thus facilitating the preparation, checking and consultation of the whole report.

The following point should be noted with regard to the remaining information given in the body of the documents.

- Each document has been organized to allow optimal presentation of the essential information obligatory for the competition and to avoid optional data that can best be included in the informative technical documentation.
- The type of competition followed by the title of the document is always given in full on the first page. This is followed by the data concerning the Jury and the Course, (technical data), as required by the rules, and then followed by the information specific to the particular document in tabular form. Additional pages only contain column headings.