



# ALPINE OFFICIALS' MANUAL

## CHAPTER VI

### WORKING PAPERS

SEASON 2024

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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 Event 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 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
- Venue Access
- Volunteer Competition Worker Registration
- Technical Delegate's Event Worksheets (Tech/Speed, SkillsQuest)
- Checklist for Parallel Events
- Checklist for Team Captains' Meeting
- Program/Team Captains' Meeting Minutes – Non-FIS
- Program/Team Captains' Meeting Minutes – Non-FIS Parallel Events

Program/Team Captains' Meeting Minutes – FIS  
Program/Team Captains' Meeting Minutes – FIS Parallel Events  
Attendance List  
Start/Finish Referee Recording Form  
Start/Finish Timekeeper Recording Form  
Electronic Time / (ToD) Recording Form  
Replacement Time (Manual/Hand) ToD (EET) Worksheets & Example  
Report by the Referee  
Protest Form  
Minutes of Jury Decision (With 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 (June 2023)  
U.S. First Report of Accident Instructions  
U.S. First Report of Accident Form  
FIS Notice of Injury (ISS)  
Guidelines for Actions in Case of Serious Accident  
TD Accident Report Form (Major injuries according to Guidelines; FIS/U.S. events.)  
Concussion Medical Evaluation Form & Parents' Letter  
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  
Race Arena Dismantling Recommendations  
All You Ever Wanted to Know...About Conversions  
Checklist for Draw for Nor-Am Cup  
Non-FIS TD Nomination Form  
Non-FIS TD Evaluation Form (for initial Level 1 and Level 3 Speed Evaluations)  
Alpine Officials' Personal Activity Record  
Alpine Officials' Recommendation Form  
Alternate Seeding Systems  
SkillsQuest Technical Delegate's Checklist  
USA Wireless Timing Application

TDTR for FIS events 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:

[fis-ski.com/en/inside-fis/document-library/timing-data](https://www.fis-ski.com/en/inside-fis/document-library/timing-data).

The FIS software is also used for producing a TDTR in XML format for electronic submittal to U.S. Ski & Snowboard for non-FIS events. A PDF copy must be printed for required signatures and inclusion in Event Result Document Packets submitted to U.S. Ski & Snowboard.

***\*\*The U.S. TDTR available in the MPF on the U.S. Ski & Snowboard website is only intended to assist in gathering data for entry into the FIS TDTR software.***

**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” (MPF) posted on the U.S. website have all been reviewed, and where required, updated as of September 2023. 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 competition site, name of the competition, dates, type of event, technical data such as homologation number, start/finish elevations, gate counts, Jury member names, measured length of competition 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. (Race result software may produce different dimensions of the printed area (the body) to cope with different sized header or footer as required by type of 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.

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” and” is useful for individuals who only want to view the actual start order. It is not recommended for distribution to officials who need to be able to identify members of the Jury or who require knowledge of an event’s technical data. Layout of this type of Start List can also lead to confusion regarding bib number & start number; Gate Judges must be educated accordingly. Limiting the amount of displayed data may help eliminate confusion, e.g., only display Bib # / Name.*

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

Forerunners’ names and nations, weather conditions, and course conditions are located above the footer on the last page of applicable documents.

- **Forerunners for each run:** Only three (3) may actually be listed - last name, first name, and Nation
- **Conditions on Course:** Weather conditions, Snow conditions, and air temperatures at Start area and Finish area at beginning of event
- **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. The footer groups all the information required for *identification* of the *document* as well as the page number within the document.

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: 11/18/2023 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 legible manner. This procedure facilitates the preparation, verification, 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 given in full and, depending on the software being used, is usually located on the first page. This is followed by the data concerning the Jury and the Course (technical data), as required by the rules. It is followed by the information specific to the particular document in tabular form. Additional pages only contain column headings.