 HEAD TAX PROCEDURES & RESULT PACKET SUBMITTAL

as of September 2024

***Applicable head taxes must be submitted in a timely manner. Organizers who fail to submit head taxes risk loss of Club Certification and the ability to host other competitions until coming into compliance.***

The following procedures for payment of National Head Tax contain instructions for Organizing Committees (OC) that either do or do not use an online event registration platform that calculates and submits required Head Tax in accordance with National/Regional/Divisional requirements prior to disbursement of entry fees to the OC.

Required Head Tax not calculated, verified, and submitted by an online event registration system remains the responsibility of the OC.

**ALL REGIONS - PLEASE NOTE: If you are unable to successfully upload the “Event Document Packet,” to** race-results.usskiandsnowboard.org**/,** **please submit it as an email attachment to resultpackets@ussa.org, and use the U.S. Ski & Snowboard transmittal number as the subject of the email.**

1. **Eastern Region:**
* Race Organizers will upload required Event Document Packets electronically at:

**race-results.usskiandsnowboard.org/**

* If the event registration platform of choice has been authorized to calculate and submit National, Regional, & Divisional Head Tax, once reconciliation has been accepted, the required amounts will be disbursed, and the balance will be forwarded to the Organizing Committee.
* If the Organizing Committee does not wish the platform of choice to calculate and disburse required Head Tax, or if the event registration of choice does not calculate and disburse required Head Tax, the Organizing Committee will be responsible for calculation, verification, and disbursement of all required Head Tax.

**National Head Tax:** The Head Tax Accounting Sheet and a list of any waived athletes along with the National Head Tax payments must be mailed to:

U.S. Ski & Snowboard

Attn: Competition Services

PO Box 100

Park City, UT 84060

**Regional Head Tax** payment, along with copies of the Head Tax Accounting Sheet and a list of any waived athletes must be submitted as required by the Eastern Amateur Ski Education Foundation (EASEF).

**Divisional Head Tax** payment, along with copies of the Head Tax Accounting Sheet and a list of any waived athletes must be mailed to respective offices noted in Division Handbooks.

1. **Rocky/Central Region:**
* Race Organizers will upload required Event Document Packets electronically at:

**race-results.usskiandsnowboard.org/**

* If the event registration platform of choice has been authorized to calculate and submit National, Regional, & Divisional Head Tax, once reconciliation has been accepted, the required Head Taxes will be disbursed, and the balance will be forwarded to the Organizing Committee.
* If the Organizing Committee does not wish the platform of choice to calculate and disburse Head Tax, or if the event registration of choice does not calculate and disburse required Head Tax, the Organizing Committee will be responsible for calculation, verification, and disbursement of all required Head Tax.

**R/C National and Regional Head Tax**: The Head Tax Accounting Sheet and a list of any waived athletes along with the National and Regional Head Tax payments due from the Rocky Mountain Division and the National Head Tax due from the Central Division must be mailed to:

U.S. Ski & Snowboard

Attn: Competition Services

PO Box 100

Park City, UT 84060

**Rocky Mountain Divisional Head Tax:** Divisional Head Tax payment, along with copies of the Head Tax Accounting Sheet and a list of any waived athletes must be mailed to:

Rocky Mountain Division Alpine Office

Attn: Darlene Nolting

210 Caribou Lane

Steamboat Springs, CO 80487

**Central Divisional & Regional Head Tax:** If an event is held in the Central Division and is not a Central Division sanctioned event, required Head Tax payments, along with copies of the Head Tax Accounting Sheet and a list of any waived athletes must be mailed to:

Tom Barnes

U.S. Ski & Snowboard Central Division

7593 Debbie Lane

Eden Prairie, MN 55346

**3. Western Region:**

* Race Organizers will upload required Event Document Packets electronically at:

**race-results.usskiandsnowboard.org/**

* Please also forward race results electronically to the respective divisional manager.
* If AdminSkiRacing platform is used for event registration and the company has been authorized to calculate and submit National, Regional, & Divisional Head Tax, once reconciliation has been accepted, the required Head Taxes will be disbursed, and the balance will be forwarded to the Organizing Committee.
* If AdminSkiRacing is used and the Organizing Committee does not wish the platform to calculate and disburse Head Tax, or if the event registration of choice does not calculate and disburse required Head Tax, the Organizing Committee will be responsible for calculation, verification, and disbursement of all required Head Tax.

**National and Regional Head Tax:** The Head Tax Accounting Sheet and a list of any waived athletes along with the Regional and National Head Tax must be mailed to:

U.S. Ski & Snowboard

Attn: Competition Services

PO Box 100

Park City, UT 84060

**Divisional Head Tax:** Divisional Head Tax, along with copies of the Head Tax Accounting Sheet and a list of any waived athletes must be mailed to:

* **Alaska:** Tasha Foster, P.O. Box 230486, Anchorage, AK 99523
* **Far West Skiing:** Kayla Wieczorek, P.O. Box 2664, Truckee, CA 96160
* **Intermountain:** Carma Burnett, P.O. Box 2354, Eagle, ID 83616
* **Northern:** Erin Renna, P.O. Box 4848, Whitefish, MT 59937
* **Pacific Northwest:** Claudia Yamamoto, 1329 Section Ave., Quincy, WA 98848

**MISCELLANEOUS:**

* National Head Tax is due/payable for all scored events; it is not due/payable for non-scored events. Regional/Divisional Head Tax may be required for all sanctioned events; review your Regional/Divisional Handbook for instructions or contact the applicable office.
* National/Regional/Divisional Head Tax is not due and payable for WC, NAC, NC, and some Junior Championship events.
* It is the responsibility of the OC to calculate Head Tax **(refer to #50. Head Tax Accounting Sheet in the Master Packet of Forms on the U.S. Ski & Snowboard website).** If the event registration platform being used provides for calculation/disbursement of required Head Taxes, prior to authorizing disbursement, verify that your calculations agree with those performed by the platform. If they do not agree, contact the vendor and settle differences. (U.S. Ski & Snowboard will also provide a reconciliation that may be used for verification - club log-in required.) *DO NOT authorize disbursement of required payments until an agreement is reached.*
* If the event registration platform being used does not provide for calculation/disbursement of required Head Taxes, verify your calculations agree with the reconciliation provided by U.S. Ski & Snowboard. If they do not agree, contact **competitionservices@usskiandsnowboard.org** and settle differences prior to disbursement. *DO NOT submit required payments until an agreement is reached.*
* Head Tax for non-FIS collegiate events is $350 per race/per gender.
* Named U.S. Ski Team (A, B, C, D), U.S. Paralympic National Alpine Skiing Team (A, B, C, D) and *named* members of foreign teams recognized by FIS who are ranked 200 or better (world rank) in one of the events being contested are eligible for Head Tax waivers.
* In addition, at pre-determined events (e.g., U.S. Alpine National Championships), or at the discretion of the OC for other events, athletes ranked 100 or better (world rank) in one of the events being contested - regardless of their national team affiliation or national status - may not be required to pay event fees. If applicable to level of event, the athletes are eligible for Head Tax waivers.
* Head tax must be paid for all other athletes.

**NOTE:** National/Regional/Divisional Head Tax is not collected/paid for WC, NAC, NC, and some Junior Championship events.

* ALL Waivers are the responsibility of the corresponding Region/Division. If competitors other than named team members as previously noted, are granted Head Tax waivers, please follow applicable Regional/Divisional policies for payment/reimbursement.
* If race result document packets are not electronically submitted, include them with required Head Tax documents and payments and forward via USPS to U.S. Ski & Snowboard’s National Office, ATTN: Competition Services.

**NATIONAL HEAD TAX CALCULATION - ALPINE**

Starts - DNS's - Waivers x Applicable $ Amount

**Number of Competitors**

**on the START LIST 149**

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

 **146**

**-**  **Approved Waivers** **- 4**

 **= 142**

**x Applicable $ Amount x $ --------**

**= Head Tax for THIS race. $\_\_\_\_\_\_**

**\*REGIONAL/DIVISIONAL HEAD TAX REQUIREMENTS AND AMOUNTS DIFFER – VERIFY IN CURRENT REGIONAL/DIVISIONAL HANDBOOK OR CONTACT APPLICABLE OFFICE FOR INFORMATION.**