ALPINE OFFICIALS' MANUAL

CHAPTER V

THE SECRETARIAT
SEASON 2025

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 and people 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:

- Knowledge and respect for current rules, procedures, and mandates
- 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 available as an online course and is a prerequisite 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 before, during, and after the event. *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 and its Precisions, the FIS ICR and its Precisions, Rules of the FIS Points and other pertinent rule books, e.g., U.S. Ski & Snowboard Region/Division, Continental Cup (Nor-Am), etc., rule books, available. 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 and updated yearly; all forms are available in the "Master Packet of Forms" (MPF) on the U.S. Ski & Snowboard website.* Please use <u>current</u> 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).

It is strongly recommended the Race Administrator not assume additional duties beyond those required for the position. Accurate event documentation is imperative for all events as these documents may be required in a legal review. This becomes even more critical with the additional duties required in order to be in compliance with MAAPP and SafeSport Code.

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
- Inadequate internet connectivity
- Great distance from the event site with a poor communication plan
- Inadequate lighting
- Inadequate power supply and surge protectors for computers and duplicating equipment
- Inadequate/consistent communication lines, e.g., network or wireless connectivity
- Inadequate duplication equipment/supplies

FAILURE:
- To respect and/or focus on the requirements for the position
- 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)
  - Competitors' membership status: e.g., Membership Hold List; Pending List
  - Officials' required membership/certification/update status
- 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 (transmittal number) 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 understand and adhere to an event's special seeding requirements; e.g., Alternate Seeding System (e.g., TRS, Turton, etc.), Golden Rule, Continental Cup (Nor-Am), Championships
- To apply correct "minimum penalty," when required
- To use a competitor's U.S. Ski & Snowboard membership number and/or FIS inscription code number 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 backup race documents to an external source
- To backup race files to an external source after making major data changes, e.g., creation of 1st Run Start List, entry of 1st 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 submit accurate and complete event document packets as required by U.S. Ski & Snowboard and FIS
- To submit Injury/Accident Reports as required severity of injury

*If the Technical Delegate agrees to the use of electronic signatures on documents, verify availability of legally-acceptable document signing software, e.g., DocuSign, eSign, etc. *Copying and pasting a facsimile of a signature is not legally acceptable.*

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 and more consistent, 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!**

Regardless of the preparation method, standard documentation of an event allows easier tracking of required information for each event. In addition, the use of standardized documentation methods expedites the work of the Race Administrator and reduces 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 as official documents either by U.S. Ski & Snowboard or the FIS Office.

By rule, documentation of an event must be kept on file until the event has scored. With 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. Requests for inspection/homologation/approval must be

made well in advance of the beginning of a new season; preference is one year. 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, the 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., Women's and Men's events 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 race codes and separate documentation (Results, TD Reports, TDTR's, etc.,* **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 liability insurance coverage for the event. Some events may require additional coverage, and the Technical Delegate may request a copy of the applicable Certificate(s) of Insurance. *If a Certificate of Insurance is required, obtaining one may require several days; please contact U.S. Ski & Snowboard Competition Services for instructions.*

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, and the respective event calendars 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.** U.S. Ski & Snowboard is the only official source for U.S. Ski & Snowboard data.

NOTE: The Race Administrator must not rely solely on the data provided as part of the points list download (NLM, NLW, NLO). This list is generated every two weeks, and a membership may be moved to inactive status during that time period. This includes, but is not limited to: YOB 2007 athlete who turns 18 years of age after December 31; YOB 2006 athlete who turns 18 years of age after membership renewal; member who has been added to the Membership Hold List; member who has been sanctioned by U.S. Ski & Snowboard; member whose name has been added to the "Centralized Disciplinary Database."

The FIS List is available for viewing or downloading for review at **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.

If the OC has chosen to have in-person Team Captains' Meetings, verify that arrangements for the facilities have been made. Whether the Team Captains' Meeting is in person or online, information regarding its location, date, time, URL and sign in data (if online format) are published in the Event Announcement (Fact Sheet). Another item that should be included with the Event Announcement is the ski area or club liability releases, if required.

NOTE: ***It is suggested that Team Captains' Meetings for events with special seeding be held in person; e.g., team events, Continental Cup, Championships, etc.***

If an online Team Captains' Meeting is being held, the following are critical issues that must be addressed:
- Verify availability of internet connectivity and sufficient bandwidth
- Choose an online meeting platform and test its functions; e.g., screen sharing
- Include meeting sign-in information in all race announcement publications
- Post required documents; e.g., Medical Plan, proposed Program, lists of competitors, etc., on the online forum; e.g., WhatsApp, LiveTiming, etc.
- Follow all documentation rules; e.g., attendance and minutes

Verify 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 the Team Captains' Meeting is being held in person, verify copies of the approved Event Medical Plan are available for review and acceptance by the Team Captains at their first meeting. Other documents that must be made available are: proposed Program, lists of competitors by club/team (if a Seed Board is not being used), etc. It is recommended that trail maps indicating the location of race arena also be provided. All documentation rules; e.g., attendance and minutes, must be followed.

Homologation files are available for review on the following websites; these – not paper copies, homologation files on independent websites, or data on old results – are the only valid sources for verification of a course homologation.   *In addition, a new inspection of an existing course (FIS or National) voids the previous homologation of an existing course.*

media.usskiandsnowboard.org/CompServices/Homologation/
Login is required: **User ID = homologation; Password = Allout2022!**

fis-ski.com/DB/alpine-skiing/homologations.html
(Maps, photos, reports, etc. not accessible at this site.)

Communication between the Technical Delegate, Chief of Race, and the Race Administrator is necessary for proper event preparation. This communication must be established as soon as possible following the Technical Delegate's assignment to the event.   Previous Technical Delegate Reports (if requested and available), Event Medical Plan, proposed Program(s), and lists of competitors may be emailed to the Technical Delegate in advance of arrival or posting on event's website.

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, ski area map(s). At upper-level events, this information may be 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. The entry deadline must be specified, and if late entries will be accepted and a "late fee" will be charged, the amount of the "late fee" must be specified. If the ski area or club require a separate liability release, attaching a copy to the Event Announcement will help eliminate registration issues.

The Event Announcement needs to include a breakdown showing lift access and event entry fees, quota information and field size, as well as the date, time, and place/format of the first 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 onsite U.S. Ski & Snowboard competitor memberships (U18 and younger only). A competitor's membership is not valid until processed by U.S. Ski & Snowboard as indicated on the U.S. Ski & Snowboard website, so the Race Organizer may choose to not accept onsite competitor memberships. If so, this policy should be published in the paper copy and website Event Announcements.

NOTE: *Competitors 18 years of age or older must complete background screening and SafeSport Training. Due to these requirements, acceptance of onsite membership for these age groups is not an option.*

Competitors whose membership requires SafeSport Training and/or background screening will be noted as "PENDING"; competitors whose membership is "PENDING" must not be allowed to participate in any capacity – either as a competitor or a forerunner.

U.S. SKI & SNOWBOARD MEMBERSHIP APPLICATION

U.S. Ski & Snowboard membership applications or renewals are filed online using the U.S. Ski & Snowboard Membership Tool. The procedure is:

1. Apply for or renew your membership online at **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.

   NOTE: Athletes who will turn 18 during the competition season must create their own membership account. Jr. Coaches must also create their own membership account.

2. All members must review and accept "Assumption of Risk and Release of Liability." (Read carefully before accepting.)

3. All members must review and accept "Athlete Safety & Legal Acknowledgements". (Read carefully before accepting.)

4. All members must review and accept "U.S. Ski & Snowboard's Concussion Policy and Action Plan".

5. All members must provide primary medical/accident insurance information.

6. Site will provide membership fee total.

7. Credit card holder must provide current credit card information.

8. Member will be directed to DocuSign site to e-sign releases and acknowledgements.

9. Upon receipt and processing of an application, if either background screening and/or SafeSport training is required, U.S. Ski & Snowboard will direct you to a link that will initiate the required process; you may also be contacted via email with instructions on how to proceed. Until all requirements are met, "PENDING" will be noted on your membership dashboard. Failure to complete requirements in a timely manner will result in membership being inactivated.

10. Until "PENDING" status is cleared and full membership status is in effect, a Coach or Official must not be granted race arena/venue access or 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, Race Administrator, Chief of Timing & Calculations. *Coaches who are shown as "PENDING" are also not allowed to serve as an on-hill coach. Competitors who are shown as "PENDING" must not be allowed to compete or forerun in an event.*

11. If there are no "PENDING" requirements, membership will be finalized immediately and the U.S. Ski & Snowboard website will be updated.

SAFESPORT TRAINING

U.S. Federal Law requires that 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, competitors 18 years of age and older, and Club Volunteer members.

U.S. Ski & Snowboard <u>membership is not required</u> prior to initiating SafeSport Training. However, individuals are encouraged to include their U.S. Ski & Snowboard membership number and affiliate with U.S. Ski & Snowboard.

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.

A comprehensive training program is required the first year, with annual refresher training required in subsequent years. SafeSport training must be completed through the U.S. Center for SafeSport (substitutions are not permitted).

After applying for/renewing your U.S. Ski & Snowboard membership, if SafeSport training was not completed in advance, use the following instructions:

1. Follow link provided during membership application/renewal or included in SafeSport email notification sent by U.S. Ski & Snowboard.

2. Affiliate account with U.S. Ski & Snowboard and enter your 7-digit membership number. *Do not include your alpha Division designation.*

3. Choose the learning dashboard under your name (on left) and begin the required course/refresher.

4. Complete each required module of the course; all required modules must be completed to earn certificates.

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

In order to help ensure that 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. Any member of U.S. Ski & Snowboard who is appointed to a position of authority over, or who has regular contact with athletes must clear background screening; e.g., employees, member coaches, officials, etc. (For more information, refer to: **usskiandsnowboard.org/safesport-athlete-safety/background-screening**.)

NOTE: With exception of Short-Term and Alpine Master (with no regular contact with minor athletes) memberships, all Alpine Competitor members who are 18 years of age and older must undergo periodic background screening.

Background rescreening will be required every two (2) years for all U.S. Ski & Snowboard employees, competitors 18 years of age or older, coaches and officials. Approximately 1/2 of the membership will be rescreened 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.

Any athlete who turns 18 years of age during the competition season will receive notice of the requirement for background screening. U.S. Ski & Snowboard must receive a screening determination within 45 days from the member's birthday, or membership will become inactive on the 46th day. Athletes shall not be allowed to participate in any capacity in U.S. Ski & Snowboard events until their membership status is reactivated.

NOTE: Members whose status is inactive will not be included in published points lists until their membership is reactivated. *However, it is possible that an athlete's membership will be moved to inactive status after a points list is published, so it is imperative that the Race Administrator verify non-presence on the membership pending list for athletes who will turn 18 during the competition season.*

U.S. SKI & SNOWBOARD NON-SCORED ATHLETE MEMBERSHIPS

This membership is designed for athletes 14-24, prior to December 31 of the competition season. 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.

All Short-Term memberships are limited to one (1) event per season which may include five (5) consecutive days; they are available for athletes competing in U.S. Ski & Snowboard events. Alpine Short-Term Memberships are available for the following categories:

- Short-Term Alpine for athletes aged 17 and under
- Short-Term Alpine Foreign for athletes aged 18 and over attending an event in the United States
- Short-Term Masters for athletes aged 18 and over competing in Masters events

*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 Region/Division Office for details).

A list of qualified/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, certification levels, and Continuing Education status (last season one was attended), are updated as information is received from Region/Division Alpine Officials' Chairpersons.

NOTE: For <u>all</u> U.S. Ski & Snowboard sanctioned, <u>non-FIS</u> events, Jury members (Technical Delegate, Chief of Race, Referee with the addition of an Assistant Referee for speed events), Jury Advisors (Start Referee and Finish Referee), Chief of Course, Course Setters, Chief of Timing & Calculations, and Race Administrator must be current, appropriately certified, members of U.S. Ski & Snowboard as either a Coach or an Alpine Official. With the exception of Technical Delegates and Race Administrators, they must also have attended a biennial (every other season) Continuing Education Clinic (Update) <u>prior</u> to the event. *Unless an exception is granted by the respective AO Division/Region Chair, Technical Delegates and Race Administrators are required to attend a certification specific workshop every season.*

NOTE: *It is each individual's responsibility to review and verify their membership status, certifications, and update status as posted on the U.S. Ski & Snowboard website and notify the appropriate Region/Division Alpine Official Chairperson if a correction is required.*

NOTE: The requirements of the "Minor Athlete Abuse Prevention Policy", must be observed. This policy works in conjunction with the "SafeSport Code." A summary contains a list of those individuals whose non-presence in the "Centralized Disciplinary Database" must be confirmed. *Individuals whose name appears in the "Centralized Disciplinary Database" must not be granted venue or race arena access.* Please refer to links posted on the U.S. Ski & Snowboard website for access to complete and current information. **usskiandsnowboard.org/safesport-athlete-safety/safesport-resources.**

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 and make arrangements to furnish required supplies. If the awards have not yet been received, verify order has been received, and the projected 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 and website posted event information 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. *Website 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 "Computer Input Information" (Alpine Officials' Manual, Chapter XII – Computers and Ski Racing) form may assist in gathering required information.

In the event of postponement, cancellation, or other schedule change, it is necessary that you immediately notify U.S. Ski & Snowboard Competition Services, U.S. Ski & Snowboard Division and/or Region Office, Technical Delegate, 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. *This also applies to an event that is started and, due to conditions, stopped and issues cannot be resolved. If the event requires a fresh start (e.g., course reset, course inspection, forerunners' start, Bib 1 start, etc.), the first attempt would be documented as a <u>termination</u>.*
- Annulment (Jury declares 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 <u>original series' dates</u>, 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, the Technical Delegate is responsible for notifying FIS of any changes; 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>U.S. Ski & Snowboard</u> must contact the FIS Office a minimum of <u>10 days prior</u> 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 the requirements for the level of the event.

Online race registration is an acceptable system, and several independent online registration systems are available. Although the National Office does not mandate the use of any particular system, your Regional/Divisional Office may. If no mandate is in place for your area, contact other Race Administrators for recommendations/advice prior to selecting an online registration system for your event(s). If an example of the file provided by the system is available, it is strongly suggested it be used to test for ease of use and whether or not the system will meet the needs of your events.

If an online event registration system 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 online race registration system of your choice does not calculate and forward required head tax amounts to U.S. Ski & Snowboard National Office as well as its Regions and Divisions, calculation and payment of all head tax amounts remains the responsibility of the OC.

If you choose to not use an online event registration system for a non-FIS event, the Team Entry form (supplied in the MPF), may be used to process entries. Check with your club and/or the OC and verify what entry procedure is preferred.

If Team Entry is being used:

- Record on the form or in the computer event file, the amount of money paid and any balance due
- If the Event Announcement specifies entries must be accompanied by entry/lift fees; establish a policy for handling entries not accompanied by entry/lift fees
- If the Event Announcement specifies area waivers are required, record names of athletes for whom waivers have not been received
- Return ineligible entries with a note of explanation
- File entries in alphabetical order by team

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. e.g., U14 and younger athletes are not "normally eligible" to participate in Downhill, so an actual U12 or younger athlete skiing up to U14 cannot compete/forerun a Downhill. U10 and younger athletes are not "normally eligible" to participate in Super G, so an actual U10 or younger athlete skiing up to U12 cannot compete/forerun a Super G. FIS does not accept ski up requests.*

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 onsite and are not accepted by all U.S. Ski & Snowboard Regions/Divisions. Please contact Region/Division Office or U.S. Ski & Snowboard National Development Director for details regarding the application process. A copy of the approved agreements must accompany the entry.

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. The autoscore system may revert to the actual class; however, all published documents will indicate the "competing class."*

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 also 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," and a confirmation letter is not required in order to use these points.*

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NOTE: FIS Points contained in a seasonal Base Points List <u>must not</u> be used for entry/seeding or penalty calculation purposes.

FIS events require submittal of 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 file. 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.

FIS Entry Authorization Letters (Travel Letters:
- Only National Ski Associations (Federations) are entitled to make entries for international competitions
- Some foreign federations may issue an entry authorization (travel) letter which allows foreign athletes training with U.S. Ski & Snowboard clubs or attending USA schools/colleges/universities to be entered by their coaches
- Several nations, e.g., Austria, Canada, Great Britain, and Spain currently do not issue authorization (travel) letters; entries for competitors from these nations must originate from the respective Federation; cover email should be retained in the Organizing Committee's event file.
- Entries submitted by the foreign Federation must list the names of all personnel accompanying the athlete(s) and for whom race arena/venue access is requested; e.g., coach, trainer, ski technician, etc.

Due to issues controlling the entry of some non-USA athletes into USA FIS events, U.S. Ski & Snowboard adopted the following policy regarding entry authorization (travel) letters.
- **U.S. Ski & Snowboard will <u>only</u> manage authorization letters for its <u>member</u> athletes**
- Authorization letter must be sent to **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 Association
  - A list of U.S. Ski & Snowboard foreign athletes (X members) for whom authorization letters have been received is available at **usskiandsnowboard.org/competition/points/alpine-points**. This site will provide a link to the google doc which is updated as information is received

U.S. Ski & Snowboard's policy regarding entry authorization (travel) letters for **<u>non-members</u>** is as follows:
- Authorization letter provided by the foreign federation allowing a club/school/university coach to enter an athlete must accompany the official FIS entry
- Official FIS entry must include the names of all personnel accompanying the athlete(s) and for whom race arena/venue access is requested; e.g., coach, trainer, ski technician, etc.
- Authorization letter must be accompanied by the cover letter from the foreign Federation
- Accuracy of the following information in the authorization letter must be verified
  - Date of letter
  - Name, gender, nation, FIS inscription code for athlete
  - Date of applicable season
- 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 Associations.*

NOTES:

- Foreign entries not submitted by actual National Ski Association and for whom no authorization letter has been submitted to U.S. Ski & Snowboard must not be accepted.
- 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 Associations and, because they are not members of U.S. Ski & Snowboard and training with USA clubs/schools/colleges/universities, authorization letters will not be on file with U.S. Ski & Snowboard. *You must contact U.S. Ski & Snowboard Competition Services prior to refusing any FIS entry.*
- *Verbal entries are not acceptable. In an extreme situation, proof of entry (legal entry) may be required, e.g., entry form, to support the entry.*

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 university designations; no data should be entered for non-university athletes.)

NOTE: "Foreign," "East," "West," a "U.S. club designation," etc., are not universities.

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 FIS 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. Alpine Official certifications and update status (season of 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 membership, certification, and update status must be verified by accessing officials' data on the U.S. Ski & Snowboard website. Membership cards must not be used as a verification source because a membership may have been inactivated after the issuance of the card.* **Please note: MAAPP and SafeSport Code requirements <u>cannot be addressed</u> by viewing membership cards.**

Coaches must be current U.S. Ski & Snowboard "Coach" members in order to be granted race arena/venue access or to serve in any capacity at any U.S. Ski & Snowboard event. The Officials section of the Points List (NLO) does not differentiate between "Coach" members and "Alpine Officials" members; this should be verified on the U.S. Ski & Snowboard website.

If a <u>competitor</u> 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, <u>they are not members</u> and, if the OC has decided to allow onsite 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.

With the requirements that athletes 18 years of age or older as well as those who turn 18 during the competition season (within 45 days of birthday), must complete background screening and SafeSport Training, acceptance of onsite memberships for these athletes is not an option.

<u>*EXCEPTION*</u>*:* A limited number of U.S. Ski & Snowboard non-FIS events – CAN-AM'S – allow Canadian competitors to <u>compete</u> without first obtaining a U.S. Ski & Snowboard competitor's membership. This exception <u>does not apply</u> to the coaches accompanying these competitors. Accompanying coaches must not be allowed to serve as Jury members or Course Setters; they may, however be granted race arena/venue access and allowed to 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 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.

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Foreign athletes already 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.

NOTE: Competition Services must be notified when a foreign competitor's FIS Points are used in the calculation of a non-FIS Penalty.

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 their 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 "Athletes" (biographies) 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," a points confirmation letter is not required, and the competitor may be seeded with those points. 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 must not be entered in the event. *(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 "Athletes" (biographies) 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; they may only be completed through the National Office. *U.S. Ski & Snowboard cannot complete inscriptions for foreign competitors.*

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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 required corrections and resend the XML file as required. The autoscore system may not accept the second XML transmission, and if it is rejected, resubmit it to **competitionservices@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 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 25 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.

Regardless of whether electronic or paper copy delivery of documents to Team Captains and officials is required, a distribution schedule must be arranged in advance. Team Captains and officials must be informed advised of which procedure will be used, and 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 must 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. *FIS mandates require event documents, if any are required, may only be submitted electronically.*

When applicable, required head tax documents and fees must be forwarded to respective U.S. Ski & Snowboard offices.

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:

- Previous Reports by the Technical Delegate, if available
- Website listing of U.S. Ski & Snowboard race codes is verification that a properly executed Schedule/Sanction Agreement has been processed and event insurance is in effect. *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. It will be furnished by U.S. Ski & Snowboard Events Department staff.*

- 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

Keeping in mind that an event's documents may be required in the case of a legal review, the Race Administrator must devise a system for filing/controlling paper and/or electronic 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 the predominant 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 <u>signed</u> Official Results, <u>signed</u> Penalty calculation, <u>signed</u> Report of the Technical Delegate (signature not required for copies of online FIS TD Report), <u>signed</u> 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 <u>not</u> 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 in-person or online Team Captains' Meeting, attended 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-generated draw has been approved or is not required (e.g., events using approved Alternate Seeding Systems such as TRS to determine the start order), an informational meeting is still required but may be held either on an online platform, early on the morning prior to a race or immediately after the completion of a race for the next day's event.

For <u>all</u> Team Captains' Meetings for all U.S. Ski & Snowboard sanctioned events - both scored and non-scored, and regardless of how, where, and when they occur, an <u>Attendance List</u> must be available identifying those who attended the meeting. <u>Meeting Minutes</u> 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 may only have minimal changes. Only the software writer has the access required to change the random identifier.*

Electronic draw/seed boards should have the capability to <u>simultaneously and legibly</u> display the entire competition field. Simultaneous display of all competitors allows all Team Captains and officials to verify the overall accuracy as well as additions/deletions to the starting order in "real time." *Using race result software to display <u>portions</u> 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 at in-person Team Captains' Meetings:
- "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 this is a FIS event, and competitors without FIS Points are entered, the Jury decides how to seed these competitors; *their start positions are generally determined by "random" draw*.
- 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.
- <u>Display Boards: Draw Board/Seed Board</u> - 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.
- <u>Two Sets of Numbers</u> - tags, ping-pong balls or the like, numbered 1 through 16+, 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:

<u>#5 is drawn from 1st set:</u>	<u>#1 is drawn from 2nd set:</u>
Competitor in 5th spot on Draw Board - Olson, M.	Starts first

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

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 acceptable.

- <u>Extra Materials</u>: Blank seed strips, felt tip pens, access to current U.S. Ski & Snowboard or FIS Points Lists and digital method of verifying 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.*

If a Points List changes between race date and date of applicable Team Captains' Meeting, <u>PLEASE REMEMBER</u> the points used are those that will be valid the date of the event - not the date of the Team Captains' Meeting.

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 ruled into two columns for each row of competitors in the 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 can be noted 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 seed 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

No.	Name	No.	Name	No.	Name	No.	Name	No.	Name	No.	Name	
6 feet wide												
												4 feet tall
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

With the exception of the first seed, groups of competitors without seed points, or events with special rules for team seeding, a start order 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 number of competitors included in the second run Bibbo*.)

- Place 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 and determine their starting positions by a draw. *Colored markers may be used to indicate competitors requiring additional attention; e.g., ties in points, fees required, etc.*

- 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.*

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- 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.

More About the "Golden Rule":
The primary objective of the Golden Rule is to encourage adaptive athletes to compete in able-bodied sanctioned events. The intent of the special seeding is to provide a cleaner racing surface for athletes who have physical impairments but who have not earned U.S. national points that would provide them an earlier start position.

1st Run Seeding: Special groups 16-20, 36-40, 56-60, etc., depending on the number of athletes granted Golden Rule seeding. (Example: 5 or fewer = 1 group at 16-20, 6 or more = 2 groups at 16-20 and 36-40, 11 or more = 3 groups at 16-20, 36-40, and 56-60). If more than one athlete has been granted Golden Rule seeding and their earned National Points do not afford better seeding, seed them within their group by National Points or U.S. Paralympic Alpine Team Ranking.

2nd Run Seeding: Seeded in the same special groups or by normal Bibbo order, whichever is more favorable. *(Seed special groups by earned 1st Run time.)*

2nd Run Bibbo other than 15: In the case of "flip 30", the special group starts in the 31st position, etc., or immediately following the 1st Run leader - if a tie has occurred at the flip position - or by normal Bibbo order: whichever is more favorable. *(Seed the special groups by earned 1st Run time.)*

DNS, DNF, DSQ, OR NPS in 1st Run: Adaptive athletes who have qualified for special seeding and who are shown as DNS, DNF, DSQ, or NPS in the 1st Run may start in the 2nd Run with their original bib immediately after the last qualified competitor has competed their run. *(It is recommended the athletes be run in bib order.)*

The "Golden Rule" and TRS (Butterfly)
For events using Alternate Seeding Systems, adaptive athletes will be seeded 16+ for all runs unless original start list preparation/flip/butterfly affords them an earlier start position. *The "Golden Rule" is not valid for FIS events.*

FIS Events
The following additional 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 and, where applicable, the procedure for the draw.

TEAM CAPTAINS' MEETINGS

The Team Captains' Meeting may be held either in person or online. This meeting is where Team Captains (coaches), verify entries, observe the draw, 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.

If an event is using an approved Alternate Seeding System, Team Captains should be reminded of the need to communicate with the Start Referee if an adjustment will be needed between consecutive competitor starts for their athletes. (The Start Referee must – via event radio – notify all race officials of any changes to competitors' start intervals.)

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 and with athletes entered in 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. An Assistant Referee may also be appointed for a Parallel event if assistance is required for control of the event; if so appointed, they are members of the Organizing Committee and do have voice but do not have voting rights in Jury decisions.)*

For U.S. Ski & Snowboard sanctioned, non-FIS events, the Referee, Assistant Referee, Chief of Race, Jury Advisors (Start and Finish Referees), Course Setters, Chief of Timing and Calculations are required to be current, appropriately certified members of U.S. Ski & Snowboard. These officials must have also attended a biennial Continuing Education Clinic (Update) prior to being allowed to serve in their respective position. Technical Delegates and Race Administrators must also be current, appropriately certified members of U.S. Ski & Snowboard, but they are required to attend a certification-specific workshop every season.

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 (RF).

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

Foreign coaches who wish to serve as Jury members, Jury Advisors, Chief of Course, or Course Setters at U.S. Ski & Snowboard <u>non-FIS</u> events must be current, appropriately certified 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 be granted race arena/venue access or allowed to 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 be granted race arena/venue access or allowed to serve in <u>any</u> 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, <u>FIS</u> 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 requirements.

For U.S. Ski & Snowboard <u>non-FIS</u> events, all forerunners must be current members of U.S. Ski & Snowboard regardless of their nationality and Federation affiliation, e.g., Competitor, Coach, Official, Volunteer, Non-Scored Athlete, Master w/Requirements, General, or Short-Term member.

NOTE: If <u>no minor age athletes</u> are participating in the event either as competitors or forerunners, Alpine Masters may also serve as forerunners.

For a <u>FIS</u> 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 list of approved forerunners must be provided for the Start Referee. This is critical if a Condensed Start List is being generated or the race result software does not provide enough space to list the names of all approved forerunners.

A roll call of competitors, clubs or nations must be conducted. In the absence of extenuating circumstances, competitors not represented are removed from the event. At FIS events, competitors who are not represented *will be* removed from the event unless the Organizer or

Race Administrator has been notified by phone/email/fax the 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 has encountered an unavoidable delay.*

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 Team Captain's 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: Competitors who are of legal age may represent themselves. (ICR does not allow representation by a substitute from another nation during discussions at Team Captains' meetings.)

If an in-person Team Captains' Meeting is being held, and 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.

NOTE: *It is suggested that Team Captains' Meetings for events with special seeding be held in person; e.g., team events, Continental Cup, Championships, etc.*

PREPARATION, DUPLICATION AND DISTRIBUTION OF THE START LIST

After the draw has taken place, it is time to prepare the Start List(s). 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 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 Bib # and Name.

PREPARATION OF A PHYSICAL 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' <u>unofficial</u> times.

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 the 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 (With 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; opinions must not be documented.

<u>All</u> minutes of Jury meetings require recording of <u>all</u> 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 <u>are not</u> members of the Jury. Their names must 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 <u>AND</u> 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 a freeski session 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 freeski opportunity; if one is offered, it must be noted on the Event Announcement and made available to all participants.*
- Minutes for competitions 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. *Two-run events require acceptance for both runs.*

- 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 for multiple codex/transmittal numbers 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, SG, and GS
- 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 required, and a second page has been added to the Program form in the MPF to aid in this documentation. 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.

Summary should also note that the race day schedule (program) and the event Medical Plan were discussed. If available, the summary should include location(s) of "Stop the Bleed" packs. It is recommended, if required by conditions, presentation of an Avalanche Control Report be noted.

The summary should also include any rule interpretations; that the Board was accepted as set; what rules were used to set the Board (e.g., series standings or Continental Cup, etc.), 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 Organizer's event document file.*

NOTE: A maximum of two scored SL, GS, SG, or DH races per day, per gender, may be calendared per day by an organizer. In cases where more than one SL or GS race, per gender, is conducted in one day and in one place, then the official Program showing inspection times, start times, course reset/redress times and start intervals for both races must be included with the race results packet submitted to U.S. Ski & Snowboard.

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, and rule on any outstanding Protests 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 (With Protests). 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 <u>definite</u> decisions, e.g., lengthy delays, application of snow hardening agents, postponement, termination, cancellation, <u>non-verbal sanction</u>, and any decision that may need to be defended, etc.

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, request that the Technical Delegate provide notification of items of discussion that will require documentation. *The use of cell phones makes communication between the Technical Delegate and the Race Administrator easier and, depending on cell service, may eliminate the need for a Jury Secretary.*

For liability reasons, Minutes of Jury Decisions – With or Without Protest, have restricted distribution. It is important to remember these as well as all other event-related documents <u>may be required for legal review</u>!

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**. _This terminology is used even if only one Forerunner starts._

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
   c. _In legal documents, "shall" and "will" are commonly used to indicate that an action or obligation is mandatory._

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 (18 years of age or older) who do not have current U.S. Ski & Snowboard memberships either as a Competitor, Master, non-scored Athlete, 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. For large events, 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. *Please note that verification of <u>non-presence</u> on the "Membership Hold List," the "Pending" list, and Centralized Disciplinary List (CDL) must still be verified.*

Coaches' membership status must be verified in order for an OC to furnish race arena/venue access. *For a FIS event, names of officials accompanying foreign athletes is required on the entry form; this is verification the respective foreign federation is confirming the knowledge, ability, etc., of the named official.*

NOTE: Supplying "blocks" of coaches' tickets to a participating club does not allow the RA (as representative of the OC), to "make their best effort" to comply with SafeSport requirements and verify current membership status for each coach. However, an event's organization may require that only one coach pick up all of a team's coach credentials/lift tickets. In this case the designated coach must complete the "Race Arena/Venue Access Registration" form located in the MPF and list the names to whom the credentials/lift tickets will be issued. The Race Administrator must verify membership status for all of the recipients, and the coach must sign for receipt of the credentials/lift tickets thereby confirming identity of the recipients.

Before the scheduled race start, a corrected Start List (if needed) should be sent to the Start Referee, the Chief of Timing, and 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 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 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.

BIB versus START: If an out-of-sequence bib number is assigned; verify how your race result software sorts a tie in time. Split Second defaults to the "Start Number, but VOLA defaults to the "Bib Number."

Refer to these defaults when inserting an athlete in a start order or assigning an out-of-sequence bib:
- **SplitSecond**: inserting an athlete after the first group and assigning 15A which will affect SplitSecond's tie breaking capability because SplitSecond will not accept the start number + alpha character
- **VOLA**: assigning an out-of-sequence high value bib number to replace a missing bib; e.g., Start 6 wearing Bib 106 will affect VOLA's tie breaking capability should a tie in time occur, for example, between Start 6 Bib 106 and Start 20 Bib 20; (Bib 106 will be ranked before Bib 20 regardless of the earlier start.)

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.

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. The form is then required to be posted either on an actual board or a previously designated online platform such as LiveTiming, WhatsApp, etc.; 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 of the procedure being used to post the Report by the Referee: actual posting, an announcer, or an online platform. *Rules do not specify which system – acoustic, physical, or online – is preferred. It is strongly recommended that even if DSQ data is being announced, online posting should also be utilized.*

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 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

Protests may also be delivered orally to any Jury member. However, the Protest form and required protest fee must still be completed and submitted as soon as possible. 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 and provide all required data: e.g., Name of protesting party; grounds for protest, etc.

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

It is important that the Race Administrator verifies the names of competitors disqualified, the gate number where the disqualification occurred or the number of the rule that was violated. This information must be verified by the original Report of the Referee. It is required that disqualifications <u>not based on gate passage</u>, e.g., early/late (false) 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. 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.

A competitor will not be permitted to start (**NPS**) in any competition who
- wears obscene names and/or symbols on clothing and equipment or behaves in an unsportsmanlike manner <u>in the start area</u>
- violates FIS rules in regard to FIS Specifications for Competition Equipment
- trains on a course closed for competitors
- has not participated in at least one timed Downhill training run
- does not wear a crash helmet* that conforms to the Specifications for Competition Equipment or does not have ski brakes on their skis
- does not wear or carry an official start number according to the rules. *An "official start number" refers to any bib issued by the local event organizer; this includes replacement bibs furnished by the Start Referee.*
- **FIS EVENT ONLY:** *Was disqualified (DSQ), did not start (DNS), not permitted to start (NPS), or did not finish (DNF) in the first run. (Refer to Alpine Combined rules for specific rules pertaining to that event.)*

* Helmets designed and manufactured for the particular event of ski racing being contested are required for all competitors and forerunners in all U.S. Ski & Snowboard sanctioned events – both scored and non-scored. Athletes U14 and older must use helmets that meet FIS standards for GS, SG, and DH competitions (**helmet must have a FIS label**).

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, and 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 30th for the second run. (This process is called a "Bibbo.") If there is a tie for the 30th 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 15th 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.

A 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, Jury Advisors, Timing personnel, and Team Captains; copies for spectators and competitors are optional. In extreme circumstances, the second run may be started on time if only the Jury, Assistant Starter, and Chief of Timing have copies.

- In some <u>U.S. Ski & Snowboard scored</u> races first run NPS, DNS, DNF, and DSQ competitors may start the second run after the last classified competitor has completed their run.
- For <u>U.S. Ski & Snowboard non-scored races where each run counts individually</u>, first-run NPS, DNS, DNF, and DSQ competitors remain in the field and start as scheduled.
- U.S. Ski & Snowboard scored and non-scored races using an Alternate Seeding System, first run NPS, DNS, DNF, and DSQ competitors remain in the field and start as scheduled; e.g., TRS. (Verify procedure required by the Alternate Seeding System being used for your event.)
- In <u>FIS</u> 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 possible, limit the number of event/gender specific files. e.g., First Run Women, First Run Men, Second Run Women, Second Run Men, Final Result Women, and Final Result Men. The creation of multiple files for one event may result in multiple issues and escalate 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 THE COMPETITION COURSE. This is not the same as the vertical drop or the length of course noted on the Certificate of Homologation. The measured length of the competition course is a gate-to-gate measurement of the course (racing line) as determined with a measuring device, e.g., measuring tape, wheel, or GPS. It is used to determine racers' average speed on course. The length of the competition course 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 the competition 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 measured length of the competition course is required prior to publication of the Start List. If subsequent course changes are made, the course will have to be measured again.

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 code per gender)
- Timing & Data Technical Report (one per race code 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 competitors – regardless of final status, 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
- U.S. First Report of Accident for all injured athletes *regardless of federation affiliation*
- TD Accident Report to document injuries according to "Guidelines for Serious Accidents." *If an accident occurs which requires filing this form, the Technical Delegate must immediately contact Jeff Weinman, U.S. Ski & Snowboard Competition Services for instructions. The Technical Delegate must coordinate with the Ski Patrol and verify the information contained in this TD Accident Report.*

*These documents also require Jury members' signatures and records of their votes.

Injury reporting forms and procedures can be found at **usskiandsnowboard.org/sport-development/club-development/club-insurance**. Online reporting is preferred, but a paper copy of the First Report of Accident **is** included in the MPF. *A copy of the online report must be made available for required, limited distribution.*

If the online race registration system of your choice automatically calculates head tax amounts, after automatically deducting known head-tax-waived athletes from the total number of starts, it should provide a detailed account of expected totals. A form is available in the MPF which assists in the calculations of National/Regional/Divisional Head Tax totals and should be utilized to verify against the system's calculations. If there is a dispute, please contact the registration system's representative and resolve the issue prior to processing payment(s).

If the system does not automatically forward required head tax to these offices, the OC is responsible for completing the calculations and submitting required forms and fees.

NOTE: Even if National Head Tax is calculated and forwarded, Regional/Divisional Head Tax will be calculated/forwarded only if applicable Region/Division have provided required information. 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.*

Many times, a dispute is due to athletes either incorrectly waived from payment of Head Tax or a registration system not being able to identify an individual who should be waived; e.g., 100 or better world rank in one of the events being contested but not a member of a national team.

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 or available on the applicable 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: 350 or better world rank in one of events being contested.

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/national status. *A list of names of competitors waived from head tax must be attached to the "Head Tax Accounting Sheet" available in the MPF. (Copies of all Head Tax documents must be saved in OC's event file.)*

NOTE: Some organizers may not be able to provide waived lift tickets as they are passing along costs from the host resort.

NAC ONLY: Foreign athletes enrolled in North American schools, clubs, or universities will be entitled to complimentary lifts and entries if they are **ranked 100 or better** in the world in one of the events being contested.

NOTE: Head Tax for U.S. Ski & Snowboard non-FIS collegiate events is $350 per race/per gender.

Regardless of the level of the event – U.S. Ski & Snowboard or FIS, the "Additional Report of the Technical Delegate" is used *only to request rehomologation.* If used at either a non-FIS or FIS event, it must be sent to U.S. Ski & Snowboard Competition Services for review.

AFTER RACE ACTIVITIES

Submittal to U.S. Ski & Snowboard: Prior to submittal of required event document packets, individual race result file for each sanctioned event – non-FIS scored and non-scored as well as FIS – must be electronically transmitted in XML format.

After verification of accuracy of the results, and if the upload function cannot be used, the race result XML file must be attached to an email and submitted as required. The subject line of the transmission must be the U.S. Ski & Snowboard race code. *FIS events require a separate transmission and the software may allow for auto-send of the XML file. If submittal is by email, the FIS codex number must be used as the subject of the email.*

The Technical Data Timing Report (TDTR) in XML format should be electronically transmitted to U.S. Ski & Snowboard for all non-FIS events: scored and non-scored. The TDTR in XML format must be electronically transmitted to FIS for all 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. *Electronic 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. Once the online TD Report is filed, access to event filings is closed.*

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 they be submitted by scanning, and saving in PDF format. The 3-letter nation code + the FIS assigned codex number (e.g., USA1234), must be used as 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.

NOTE: Google Drive, Dropbox, etc., must not be used to transmit XML race result files, XML Timing & Data Report files, or required event document files.

If the Technical Delegate is from a nation other than USA, 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 must be included as a recipient of electronic event document packets but may still request paper copies of all official paperwork.

At higher-level races and championship events, event books may be prepared for electronic distribution. Each Race Organizer will determine whether or not this type of book will be prepared and to whom it should be submitted.

File all race records and other paperwork including the entry forms. **Rules only require race files be kept 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 accident as outlined by the "Guidelines for Serious Accidents," all documents, statements, videos, photographs, etc., concerning such accidents <u>must be stored in a secure location until notified otherwise by U.S. Ski & Snowboard.</u>

ONLINE FILING OF XML 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 8.1, 10 and 11; MAC OSX 10.10+) on the FIS website at **fis-ski.com/en/inside-fis/document-library/timing-data**. The software will be updated as required and will alert when updates are available. *Please verify the current version is being used.*

Use of FIS TDTR software and electronic submittal of the XML file is required for both non-FIS and FIS events; signed PDF copy produced by the software is still required.

ONLINE FILING OF FIS TECHNICAL DELEGATE REPORT

FIS Technical Delegates are mandated to file their Technical Delegate Report online; *the report contains the FIS Injury Report (ISS).* 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 must forward a copy to the Race Administrator.*

If an injury occurs during training or competition for an event with special circumstances, the following procedure applies:

Additional FIS Documents – Special Circumstances:
FIS Alpine events require that the Report of the Technical Delegate be filed online. The FIS Injury Report (ISS) has been incorporated into the online report, and paper copy filing of this document is no longer required for these events.
- A <u>paper copy of the FIS Report of the Technical Delegate is required</u> for:
    - FIS Masters
    - FIS PARA
    - FIS Children
    - Some canceled FIS events (as notified by FIS)

- A <u>paper copy of FIS Injury Report (ISS)</u> is also required If an injury occurs at any of the following:
    - FIS Masters
    - FIS PARA

- FIS Children
- FIS Alpine event that is terminated or canceled (e.g., Downhill event canceled, but an injury occurred in DH Training). There is no result XML file submitted for terminated or canceled events, so an online Report of the Technical Delegate incorporating the FIS Injury Report (ISS) is not available

Additional FIS Documents – Special Circumstances, contains the following documents and is available in the MPF.
- Report of the Technical Delegate
- FIS Injury Report (ISS)

If these documents are required, using the FIS-assigned codex number as the email subject, please submit in scanned/PDF format to:

flere@fis-ski.com

jeff.weinman@usskiandsnowboard.com

NOTE: Additional documents (e.g., Jury Minutes), may also need to be submitted.

If the severity or circumstances of an injury require an accident report as outlined in "Guideline for Actions in Case of Serious Accident", **the TD Accident Report must also be filed.** *If an accident fits the guidelines for serious accidents, and the TD Accident Report must be filed, the Technical Delegate must immediately contact Jeff Weinman, U.S. Ski & Snowboard Competition Services. The Technical Delegate must also coordinate with the Ski Patrol to verify the contents of the 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 to access the online TD Report function. Once the online TD Report is filed, the report system is closed. If a Technical Delegate does not file an online TDTR and TD Report, the results will not be scored to the FIS Points List. If an error is discovered after the report system is closed and reports need to be refiled, the Technical Delegate must contact FIS and request that the reporting portal be reopened.

U.S. SKI & SNOWBOARD'S CONCUSSION POLICY
Any U.S. Ski & Snowboard athlete – including those with General, Non-Scored Athlete and Short-Term Alpine 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 within three years of the evaluation. The health care professional must certify to U.S. Ski & Snowboard in the clearance letter that the health care professional 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 onsite 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 <u>must</u> be followed. However, many states have also enacted head injury laws that may include <u>additional</u> 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 <u>all</u> 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. 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.

Properly executed medical clearance may be presented to and accepted by the on-site Jury. If so accepted, acceptance should be documented in Jury Minutes, and Competition Services must be notified. so, the "Member Hold List" can be updated.

An onsite Jury may remove foreign athletes suspected of having suffered a concussion from <u>current</u> competition(s)/training. However, unless they also have a U.S. Ski & Snowboard membership, these foreign athletes may not be placed on a "Member Hold" list or restricted from participating in <u>future</u> competitions/training.

Please Note: As you review this and other documents, you will encounter repetitions of many rules/procedures; some of them within the same document. These repetitions are intended to reinforce the requirements of the rules/procedures. Thank you for your understanding!

SECRETARIAT CHECKLIST

PRE-SEASON ITEMS - GENERAL PLANNING AND PREPARATION:

_____ Ski area management approval
_____ Course homologation file current and available for website review
_____ Sanction/Schedule agreement(s) filed and processed
_____ Previous Technical Delegate Reports for same type of event on same race arena
_____ 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
_____ Team Captains' Meeting Format: In person or online; if online verify URL and sign-in data
_____ Special regulations/ski area regulations/rules
_____ Any operational procedures adopted by the resort which could affect the event.
_____ Awards
_____ Event officials contacted
_____ Supplies and equipment assembled
_____ Availability of internet connectivity confirmed
_____ Race result software tested; required points lists loaded
_____ Proposed "Event Medical Plan" available; availability of "Stop the Bleed" packs noted
_____ U.S. Ski & Snowboard Race Code and, if required, FIS Codex verified/documented
_____ Technical Data for document headers verified (reverify with TD)

CREDENTIALS: Who gets what access? Format of credentials?

_____ Event officials *
_____ Media *
_____ Team Captains / Service Representatives *
_____ Competitors
_____ VIP's

TEAM CAPTAINS' MEETINGS – In person or Online: (if online, link provided/tested):

_____ Seeding Method, if applicable: Adjusted start interval requests
_____ Event Medical Plan
_____ Program
_____ Ski Patrol notified; Avalanche Control Report available, if required
_____ Results of the Draw (Start List)
_____ Minutes

DURING AND AFTER THE RACE:

_____ Corrected Start List
_____ Report by the Referee: Board, Announcer, or Online (if online, link provided/tested)
_____ Protests and Minutes of Jury Decision - Protest; signed
_____ Minutes of Jury Decisions Without Protests; signed
_____ Procedures for Second Run Start Lists – preparation & site of distribution confirmed
_____ Race Results: Technical Data verified for online posting/duplication (site of posting provided)
_____ Technical Delegate Reports -1 per race per gender; signed by TD
_____ Timing & Data Technical Report; signed by TD and Chief T&C; 1 per run per gender
_____ TD's Expense Report requested and submitted

*Verify individuals are not listed in "Centralized Disciplinary Database"

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

- Current <u>U.S. Ski & Snowboard Alpine Competition Regulations</u>, (ACR)
- Current FIS rule book - <u>ICR</u> 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
- Region/Division rules, if applicable
- U.S. Ski & Snowboard/FIS <u>current</u> forms from MPF on 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
- Internet connection 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, numbering errors (different front/back), etc.
- 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 ski area)
- Ski area maps
- 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	tape recorder
correction tape	highlighters	hole punch	manual timing devices
envelopes/Results	misc. labels/removable	paper clips	extra batteries/timing
pencils	plastic trash bags	2.5 gal. plastic bags/misc.	extra timing tape/timing
pencil sharpener	ruler	rubber bands	
staples	scratch pads	score sheets	
stapler remover	tape: scotch, duct	waterproof marking pens	
stapler	scissors	poster board/signs	