ALPINE OFFICIALS' MANUAL

CHAPTER VI

WORKING PAPERS
SEASON 2026

U.S./FIS RACE DOCUMENTS: Updated documents can be found in the Master Packet of Forms (MPF) on U.S. Ski & Snowboard website. The forms are arranged in order of use.
Introduction to the Season
Procedures for Sending Event Files (includes instructions for uploads)
Non-FIS Event Document Packets
FIS Event Document Packets
Common Errors in FIS Race Documentation
Distribution of Documents - FIS Events
Event Announcement Form
Event Personnel Assignment Sheet
Advance Event Information for Officials
Non-FIS Team Entry Form
FIS Entry Form
Alpine Officials' Certification Matrix
USA Wireless Timing Application
Guidelines Equipment Control/Protest - Non-FIS Events
FIS Athlete Declaration
Acceptance of Liability by Team Captain
Race Arena/Venue Access Registration
Volunteer Competition Worker Registration
Technical Delegate's Event Worksheet
Technical Delegate's SkillsQuest Checklist
Technical Delegate's Parallel Event Checklist
Checklist for Team Captains' Meeting
Program/Team Captains' Meeting Minutes – Non-FIS

Program/Team Captains' Meeting Minutes – Non-FIS Parallel
Program/Team Captains' Meeting Minutes – FIS
Program/Team Captains' Meeting Minutes – FIS Parallel
Attendance List
Start/Finish Referee Recording Form
Start/Finish Timekeeper Recording Form
Electronic Time / (ToD) Recording Form
Replacement Time of Day (ToD) (EET) Worksheets & Example
Report by the Referee
Protest Form
Minutes of Jury Decision (With Protest)
Minutes of Jury Decision (Without Protest)
U.S. Penalty Calculation
FIS Penalty Calculation
U.S. Technical Delegate Report
Timing Checklist
Timing & Data Technical Report (TDTR) Instructions & Worksheet **
Why Do We Complete a TDTR?
U.S. Additional Report of the Technical Delegate
FIS Additional Report of the Technical Delegate
Officials' Expense Report
USA FIS Technical Delegate Expense Report Form
Head Tax Procedures
Head Tax Accounting Sheet
Head Tax Waived Athletes
Head Tax List of Approved Waived Athletes
U.S. First Report of Accident Instructions
U.S. First Report of Accident & Fraud Statement
FIS Additional Documents - Special Circumstances
Guidelines for Actions in Case of Serious Accident
TD Accident Report Form (Major injuries according to Guidelines; FIS/U.S. events.)
Concussion Medical Evaluation Form & Parents' Letter
Jury Appeal Form
Gate Judge Card Instructions including Single Pole Slalom
Gate Judge Card Fault Only
Gate Judge Card Fault/No Fault Example
Gate Judge Card Fault/No Fault
Race Arena Dismantling Recommendations
All You Ever Wanted to Know…About Conversions
Checklist for Draw for Nor-Am Cup
Non-FIS TD Nomination Form
Non-FIS TD Evaluation Form (for Initial Level 1 and Level 3 Speed Evaluations)
Alpine Officials' Personal Activity Record
Alpine Officials' Recommendation/Shadow Evaluation Form

** 1. TDTR must be electronically submitted to FIS & USSS as required by current specifications.
    2. PDF copy must be signed and included in Event Result Document Packets.

Replacement Time Calculations (EET's) must be included with all submittals/packets.

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FIS software that provides required formats – XML and PDF – is available at:
fis-ski.com/en/inside-fis/document-library/timing-data.

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

NOTE: U.S. Membership Application and FIS Inscription forms are not included with "Working Papers" section. U.S. Ski & Snowboard membership application is an online process. The FIS Inscription form can be found in the Membership Tools section of the U.S. website and is processed by the Membership Department.

Refer to the following <u>AOM</u> Chapters for additional miscellaneous forms and documents:
- Chapter IV - Race Organization
  - Checklist for Event Organizers
- Chapter V - Secretariat
  - Secretariat Checklist
  - Suggested List of Supplies
- Chapter XII - Computers and Ski Racing
  - Computer Input Information

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

Forms contained in the "Master Packet of Forms" (MPF) posted on the U.S. website have all been reviewed, and where required, updated as of September 2025. Basic instructions for preparation, use, and distribution of these forms are also included.

STANDARD DOCUMENTATION OF ALPINE COMPETITIONS
LAYOUT: The format is basically divided into three parts, that are always present.
- Header: *Reserved for repetitive information, such as competition site, name of the competition, dates, type of event, technical data such as homologation number, start/finish elevations, gate counts, Jury member names, measured length of competition course for DH and SG, etc.
- Body: Reserved for the printing of all the competitor data required during the preparation and running of the competition. (Race result software may produce different dimensions of the printed area (the body) to cope with different sized header or footer as required by the type of competition.)
- Footer: Reserved for document identification codes and event identification number – FIS codex or U.S. Ski & Snowboard transmittal/race code, timing company, date, and location.

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

Software may allow preparation of a "Condensed Start List" that eliminates the "Header" and" Footer", and is useful for individuals who only want to view the actual start order. It is not recommended for distribution to officials who need to be able to identify members of the Jury or who

require knowledge of an event's technical data, etc. A Condensed Start List can lead to confusion regarding bib number & start number; Gate Judges must be educated accordingly. Limiting the amount of displayed data may help eliminate confusion, e.g., only display Bib # / Name.

ORGANIZATION OF THE INFORMATION ABOVE THE FOOTER OF THE PAGE:
Forerunners' names and nations, weather conditions, and course conditions are located above the footer on the last page of applicable documents.

- **Forerunners for each run:** Only three (3) may actually be listed - last name, first name, and Nation

- **Conditions on Course:** Weather conditions, Snow conditions, and air temperatures at Start area and Finish area at beginning of event

- **Legend:** Currently contains explanation of "ST#" (Start Number) and "YB" (Year of Birth)

ORGANIZATION OF THE FOOTER OF THE PAGE: The most important innovation regards the first line of the footer that is repeated on each page. The footer groups all the information required for *identification* of the *document* as well as the page number within the document.

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

1<u>st</u> Line – Left:	Date of the event followed by
	Location of the event: Ski Area (Nation) / transmittal # or codex #. *Date & Location are separated by a slash (/).*
1<u>st</u> Line – Left:	Actual page / total number of pages in document *(Example: Page 1/3)*
2<u>nd</u> Line - Left:	Data Processing Information
	Includes name of software, Version #, Revision #
2<u>nd</u> Line - Middle:	Date and Time document was created: *(Example: 11/18/2023 at 17:05.45.)*
2<u>nd</u> Line - Right:	Identification of Timing Equipment or Timing Company

It is obvious that this solution has the considerable advantage of identifying documents in a complete, efficient, and legible manner. This procedure facilitates the preparation, verification, and consultation of the whole report.

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

- Each document has been organized to allow optimal presentation of the essential information obligatory for the competition and to avoid optional data that can best be included in the informative technical documentation.

- The type of competition followed by the title of the document is given in full and, depending on the software being used, is usually located on the first page. This is followed by the data concerning the Jury and the Course (technical data), as required by the rules. It is followed by the information specific to the particular document in tabular form. Additional pages only contain column headings.