



## RACE ADMINISTRATION - ALPINE SEASON 2025

### STUDY GUIDE SECTION 2: Event Administration

This portion of the Race Administration Study Guide contains [127](#) pages. Pages [50-127](#) are forms commonly used by the Race Administrator and may be duplicates of forms found in Section 1 – Race Result Software. U.S. Ski & Snowboard memberships are processed online so this presentation does not include a U.S. Ski & Snowboard Membership form. To eliminate printing of forms, set your printer to only print pages [1-49](#).

This Study Guide is intended as an educational and review aid for individuals interested in alpine officiating. Downloading, printing, and reading the Study Guide must not be substituted for actual attendance at a U.S. Ski & Snowboard approved clinic or used as a replacement for actual instruction at any U.S. Ski & Snowboard approved clinic. The Study Guide is not intended as a replacement for taking notes for use during an open-book examination at any U.S. Ski & Snowboard-approved clinic.

#### REFERENCE PUBLICATIONS:

1. U.S. Ski & Snowboard Alpine Competition Regulations (ACR)
2. ACR Precisions, if published
3. ICR of the FIS, Online Edition
4. ICR Precisions, if published
5. Rules of the FIS Points
6. U.S. Ski & Snowboard Alpine Officials' Manual

**\*NOTE:** ACR mirrors, when possible, ICR numbering. U.S. Ski & Snowboard exceptions have a “U” preceding the rule number; the “U” is a part of the number.

#### CERTIFICATION EXAMINATION:

Race Administration Certification Examination will be available at U.S. Ski & Snowboard approved Alpine Officials' Clinics. Allowed time limit is 1.5 hours. The examination is open book, and it must be administered only at scheduled clinics. It is NOT A TAKE HOME EXAM! The use of computers to “search” rule books is **NOT ALLOWED**. Completed examinations must be retained by the clinic examiners; they are not returned to the individuals taking them. Please refer to Region/Division publications for schedules.

Due to requirements for preparation of accurate event documentation (these are documents that may be required in a legal review), it is strongly recommended that the Race Administrator not also assume the duties and critical event responsibilities of the Chief of Timing and Calculations. *This becomes even more critical with the additional duties required in order to be in compliance with MAAPP and SafeSport Code.*

If you have problems with this Study Guide or have suggestions for improvements, please contact the Chair of the Alpine Officials' Education Working Group: [aoewgchair@gmail.com](mailto:aoewgchair@gmail.com). Thank you.

## U.S. SKI & SNOWBOARD

# RACE ADMINISTRATION - ALPINE

SEASON 2025

**PLEASE NOTE: Procedures which impact your event operations and programs must be relayed to all event officials, Team Captains, and competitors. The procedures must – without question – be respected and observed.**

**Alpine Officials' resource materials are prepared to be accurate and in compliance with current rules and procedures while maintaining a nationwide outlook. The content of the material is reviewed by senior Alpine Officials prior to being submitted for acceptance by appropriate U.S. Ski & Snowboard authorities. If an item included in the resource materials appears to be in conflict with current rules and procedures, please contact U.S. Ski & Snowboard Competition Services for clarification and/or interpretation.**

The information and materials presented in this portion of Race Administration certification are the basics. As you gain more experience as a Race Administrator, you will develop your own procedures for accomplishing required tasks in a timely manner; adhering to published rules and standards are the only requirements that must be met.

### REFERENCE DOCUMENTS:

There is much information available to us - no one can possibly know it all. What we SHOULD know is WHERE to find it. Many sections of this Study Guide require research by the user. Research will aid in the ability to understand the layout of the applicable rule books and publications and will reinforce their content.

With the exception of the U.S. Ski & Snowboard Membership Application which is processed online, the following reference items can be found at the end of this Study Guide and are placed in the order in which they are referenced. Document numbering is not sequential because it agrees with document numbering in the updated "Master Packet of Forms" (MPF) which can be found on the U.S. Ski & Snowboard website. It is suggested that forms be printed for easy reference while using the Study Guide.

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|--|--|
| 19. Race Arena/Venue Access  | 36. Protest Form   |
| 65. All You Ever Wanted/Conversions<br>Schedule Agreement Sample           | 37. Minutes Jury Decision (With Protest)                   |
| 9. Event Announcement  | 38. Minutes Jury Decision (Without Protest)                |
| 11. Advance Event Information  | 30. Start/Finish Referee Recording Form                    |
| 58. Concussion Medical Evaluation (2 pg.)                                  | 42. Timing Checklist                                       |
| 17. FIS Athlete's Declaration  | 43. U.S. Timing & Data Technical Report (TDTR)             |
| 12. Non-FIS Team Entry   | 60.-61. Gate Judge Instructions Card (Fault Only)          |
| 13. FIS Entry Form   | 62.-63. Gate Judge Example & Card (Fault/No Fault)         |
| 20. Volunteer Comp. Worker Reg.<br>FIS List Cover Page (U.S./FIS websites) | 5. Non-FIS Event Document Packets/Checklist                |
| 24. Checklist Team Captains' Meeting                                       | 49.-52. Head Tax: Procedures, Forms, Waived Athletes       |
| 25. Program/TC Mtg. Minutes – Non-FIS                                      | 41. U.S. Technical Delegate Report                         |
| 18. Accept. Liability by Team Captain                                      | 53.-54. U.S. First Report of Accident Instructions/Form    |
| 29. Attendance List  | 55. Additional FIS Documents – Special Circumstances       |
| 27. Program/TC Mtg. Minutes – FIS  | 56. Guidelines for Actions in Case of Serious Accident     |
| 35. Report by the Referee  | 57. TD Accident Report (4 pages: Serious Accident/Death)   |
| 31. Start/Finish Timekeeper Recording Form                                 | 2. Procedures for Sending Event Files (includes Uploading) |
| 33. Replacement Time (EET) Work Sheet                                      | 6. FIS Event Document Packets/Checklist                    |
| 32. Electronic Time/ToD Recording Form                                     | 7. Common Errors in FIS Race Documentation                 |
| 39. U.S. Penalty Calculation   | 8. Distribution of Documents – FIS Event                   |
| 40. FIS Penalty Calculation  | 45. U.S. Additional Report of Technical Delegate           |
|  | 46. FIS Additional Report of the Technical Delegate        |
|  | 47. Officials' Expense Report                              |
|  | 48. USA FIS Technical Delegate Expense Report              |

## MINOR ATHLETE ABUSE PREVENTION POLICY (MAAPP) & SAFESPORT CODE

The following information is only a brief summary of information found in many documents. These documents are updated as required, so 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](https://usskiandsnowboard.org/safesport-athlete-safety/safesport-resources)

### 1. MINOR ATHLETE ABUSE PREVENTION POLICY (MAAPP)

MAAPP applies to “In-Program Contact” within the Olympic & Paralympic movement. Its implementation is required for the U.S. Olympic & Paralympic Committee (USOPC), National Governing Bodies (NGB), Member Clubs (also known as Local Affiliated Organizations or LAO), and Paralympic Sport Organizations (PSO).

MAAPP applies to all U.S. Ski & Snowboard employees, contractors, athletes, officials, and members. It also applies to participating non-members, e.g., foreign officials, timing companies, volunteers, and any adult participants. MAAPP has three primary components: 1) Education & Training, 2) Required Prevention Policies, and 3) Recommended Prevention Policies. *MAAPP should be implemented alongside the SafeSport Code.*

### 2. SAFESPORT CODE

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, and Club Volunteer members. All members turning 18 years of age and older during the season are required to complete SafeSport training through the U.S. Center for SafeSport; substitutions are not permitted. *(SafeSport training registration process is more fully described on Page 12 of this Study Guide.)*

### 3. ADMINISTRATION PER MAAPP & SAFESPORT CODE:

The Local Organizing Committee (LOC), as well as other individuals and entities as set out in the MAAPP and the SafeSport Code, are responsible for monitoring and enforcing all requirements. These requirements include, but are not limited to:

- Memberships: Using the U.S. Ski & Snowboard website, the Race Administrator must verify that all individuals who are granted competition arena access: Jury members, Jury Advisors (Start and Finish Referees), Chief of Course, Course Setters, Coaches, Competitors, Forerunners, Chief of Timing & Calculations, Race Administrator, technicians, and medical staff, etc., have current and applicable U.S. Ski & Snowboard memberships. *Individuals whose memberships are “pending,” or whose names appear either on the Centralized Disciplinary Database or the Pending Membership List must not be issued any access that would allow competition arena access.*
- Alpine Official Certification Status: Using the U.S. Ski & Snowboard website, the Race Administrator must verify that all Jury members, Jury Advisors, Chief of Course, Course Setters, Chief of Timing & Calculations, and Race Administrator have appropriate certification as required by their position.
- Alpine Official Continuing Education (Update) Status: Using the U.S. Ski & Snowboard website, and with the exception of Technical Delegate and the Race Administrator, the Race Administrator must verify that the Chief of Race, Referee, Assistant Referee (if required), Chief of Course, Course Setters, and Chief of Timing & Calculations, have attended the required biennial Continuing Education Clinic. (For Season 2025, the allowed minimum is Season 2024 attendance.) Unless excused, Race Administrators and Technical Delegates are required to attend a certification specific Workshop every season.
- Centralized Disciplinary Database: List of individuals subject to temporary or permanent restrictions pending investigation of violation of SafeSport Code. Names of all persons with credentials or venue access that allows access to the competition arena must be checked against the U.S. Center for

SafeSport’s Centralized Disciplinary Database. If listed, presence not allowed. *Site allows filtering to sport. However, an individual may not be listed under one sport but may be listed under another; searching by name is the best practice. If you have a name match but cannot verify whether or not it is the individual attending the event, please contact Member Services.*

- Volunteer Competition Worker Registration: Completion of a current “Volunteer Competition Worker Registration” is required for any workers/volunteers who are over the age of 18, are not U.S. Ski & Snowboard members, properly credentialed FIS officials, coaches and trainers, or regular employees of Organizer or of Ski Area/Landowner acting within the scope of their employment.
- “Blocks” of coaches’ tickets must not be provided for participating clubs. This practice does not allow the OC to make their best effort to comply with SafeSport requirements.
- In order to ensure compliance, all of the above requirements, verifications must be continually monitored and completed for same-day participants and they must be informed of the SafeSport Code and MAAPP. *This can be accomplished by posting the QR Code at registration and asking the same-day participants to scan and read the disclosure.*

**Please Note:** The responsibility for communication and enforcement of MAAPP and SafeSport policies is the responsibility of the Local Organizing Committee (LOC) as well as other individuals and entities as set out in the Competition Administration Summary, the MAAPP, and the SafeSport Code. All this information is available on the U.S. Ski & Snowboard website at [usskiandsnowboard.org/safesport-athlete-safety/safesport-resources](https://usskiandsnowboard.org/safesport-athlete-safety/safesport-resources).

The Jury is only responsible for technical matters within the closed competition areas. [601.4] The closed competition areas are defined as the “race arena” which is accepted as being those areas which the Jury inspects and accepts as being suitable for competitors’ presence; e.g., start arena, race course, finish arena.

In addition to noting that sanctions can be applied and a penalty imposed for “actions within and without the competition area,” 223.2.1 includes conduct within “any location connected with the competition.” These locations include, but are not limited to the following areas that are required for the orderly conduct of an event: Team Captains’ Meetings, Jury meeting areas, timing building, equipment control area. *Neither the “closed competition areas” (within or without the fencing) nor “any location connected with the competition” include lift lines, cafeterias, or parking lots, etc.*

## STUDY GUIDE SECTION 2: Event Administration

### I. ORGANIZATION OF AN EVENT

A *discipline* is a sport and is comprised of one or several *events*. For example, Alpine, Cross Country, Freestyle, and Snowboard are *disciplines*. Downhill, Super G, Giant Slalom, Slalom, Alpine Combined, Kombi, and Parallel are *events*.

A. Organizing Committee (OC) consists of those members (physical or legal) who are delegated by the Organizer. It carries out the rights, duties and obligations of the Organizer. [600, AOM Chapter IV - Race Organization]

1. Appointed by race organizers
2. Its concern is limited to non-technical aspects
3. Essential members of committee for any size event
  - Chairman  
Chief of Race [601.3.1; U601.3.1] The Chief of Race directs and controls the work of all officials: Serves as the Chair of the OC at lower-level events, is a member of the race Jury,

acts as Chairman of Team Captains' Meeting, and acts as the liaison between the Organizing Committee and other event-related departments.

- Secretary (may or may not be the Race Secretary)
- Others, as needed

4. Upon appointment: Technical Delegate, Referee, Assistant Referee\* (speed events only) and Forerunners

\* Technical Delegate is assigned by the appointed Region/Division U.S. Ski & Snowboard TD representative (non-FIS) or by the appointed Region/Division FIS TD representative (FIS).

\* Assistant Referee may be assigned for U.S. Ski & Snowboard technical events for training purposes only. They participate with the Jury but are not members of Organizing Committee and have no voice/vote in Jury meetings; their names do not appear on official documents. If required to control both courses, an Assistant Referee may be appointed for a Parallel event. If so appointed, they may have voice but do not have a vote in Jury decisions.

5. Other appointments usually made by Organizing Committee:

- Chief of Course [601.3.2; U601.3.2]
- Start Referee [601.3.3; U601.3.3]
- Finish Referee [601.3.4; U601.3.4]
- Chief Gate Judge [601.3.5]
- Chief of Timing and Calculations [601.3.6; U601.3.6]
- Race Secretary [601.3.7; U601.3.7]
- Others as appropriate [601.3.8 - .3.9.4; U601.3.8; U601.3.9]

## B. The Jury [601.4, AOM, Chapter IV]

1. Technical Delegate (TD)
2. Referee (RF)
3. Assistant Referee (speed events only) \*
4. Chief of Race (CR)

**NOTE: U.S. SKI & SNOWBOARD-SANCTIONED NON-FIS EVENTS:** Jury members, Jury Advisors (Start & Finish Referees), Chief of Course, Course Setters, Chief of Timing & Calculation, and Race Administrator must be **current** U.S. Ski & Snowboard Coach or Official members; they must have certification appropriate for their positions and with the exception of the Technical Delegate and Race Administrator, must have attended a biennial Continuing Education Clinic (Update) prior to the event. *Technical Delegates and Race Administrators are required to attend a Technical Delegate Workshop every season.*

Competitors must have an appropriate, current competitor's U.S. Ski & Snowboard Membership. Forerunners must hold a current U.S. Ski & Snowboard membership: Competitor, Coach, Official, Volunteer, Master w/Requirements, Non-Scored Athlete, Short-Term Athlete, or General.

**NOTE:** Coach, Official, and Volunteer memberships may be accepted in order for an individual to serve as a forerunner. Coaches must take note, however, that forerunning may not be included in the duties outlined in their club employment contract. ***In addition, regardless of the type of membership, an event's equipment regulations apply to all forerunners.***

Qualified members of foreign federations recognized by FIS must hold a valid U.S. Ski & Snowboard membership in order to take part in any capacity at a U.S. Ski & Snowboard-sanctioned non-FIS event. [U203.2]

U.S. Ski & Snowboard Coach or Official members whose membership status is “**PENDING**,” \* have not completed membership requirements, e.g., SafeSport Training or background screening. U.S. Ski & Snowboard 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-sanctioned event; e.g., on-hill coaching. **Failure to comply with membership requirements may jeopardize event liability insurance.**

**EXCEPTION:** A limited number of U.S. Ski & Snowboard non-FIS events – CAN-AM’S – allow Canadian competitors to compete without obtaining a U.S. Ski & Snowboard competitor’s membership. This exception does not apply to the coaches accompanying these competitors and wanting to serve as Jury members or Course Setters; they may, however function in the capacity of their team’s coach without obtaining a U.S. Ski & Snowboard Coach membership.

As noted earlier, MAAPP and SafeSport state that “blocks” of coaches’ tickets must not be provided for participating clubs as the practice does not allow the OC to “make their best effort” to comply with SafeSport requirements.

An OC may choose to only allow/require that one coach pick up all of a team’s coach credentials/lift tickets. In this case, using the “Race Arena/Venue Access” form (**Refer to #19. Race Arena/Venue Access**) located in the MPF, or equivalent, the following process must be followed:

- Coach must list the names to whom each credentials/lift tickets will be issued,
- RA must verify membership status for each of the recipients
- RA must verify non-presence on Centralized Disciplinary List
- Coach must sign for receipt of the credentials/lift tickets, thereby confirming identity of recipients

If the OC chooses to have the individual coaches pick up their own credentials/lift tickets, the following process must be followed:

- Each coach will have to individually request credentials/lift tickets
- RA must verify membership status for each recipient
- RA must verify non-presence on Centralized Disciplinary List

Either of the above procedures will allow OC’s representative (RA) to make their ‘best effort’ to enforce requirements.

**NOTE: U.S. SKI & SNOWBOARD-SANCTIONED FIS EVENTS:** For U.S. Ski & Snowboard-sanctioned, FIS events, the officials may also be qualified members of a foreign federation recognized by FIS. *If a foreign FIS Federation lists a 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 the “qualified members of a foreign federation” requirements.*

“Jury Advisor” is a U.S. Ski & Snowboard distinction used to recognize two officials who, with the exception of high-level events such as World Championships and Olympic Winter Games, are not voting members of the Jury but who have the duty to supervise a necessary portion of the race arena.

At high-level events such as World Championships and Olympic Winter Games, the Start Referee and the Finish Referee are members of the Jury and do have a vote in Jury decisions.

The Start Referee is authorized to allow provisional starts for delayed competitors in cases of *force majeure* but defers to the Jury in cases of doubt. Both Jury Advisors notify the Jury when situations arise that may require provisional reruns; they report violations of rules that may result in sanctions.

Many events – mostly DH and SG, also have at least two Team Captains who have been designated as Connection Coaches: “Eyes of the Jury”; these “Eyes of the Jury” are not to be confused with the Start and Finish Referees.

**NOTE:** Online membership application and membership renewal can be processed on-site. However, membership will not be valid until processed by U.S. Ski & Snowboard. In addition, some memberships have additional requirements, e.g., SafeSport Training and background screening, so on-site processing is not an option for these memberships.

**REMINDER:** Any athlete who turns 18 years of age during the competition season must complete background screening within 45 days from their 18<sup>th</sup> birthday. If U.S. Ski & Snowboard has not received a screening determination within those 45 days, the athlete’s membership will become inactive on the 46<sup>th</sup> day, and the athlete shall not be allowed to participate in any capacity in U.S. Ski & Snowboard events until their membership is reactivated.

**NOTE:** Athletes with YOB 2007 who were only 17 years of age when they applied for U.S. Ski & Snowboard membership as well as athletes with YOB 2006 will be affected by the background screening requirement noted in the previous paragraph. The 46<sup>th</sup> day may occur between publication of points lists; presence on a points list does not override inactive membership status.

Without current membership, non-members or members whose membership is “pending” or has been inactivated must not be provided race arena/venue access or allowed to participate in any manner at any U.S. Ski & Snowboard event. This includes serving as a forerunner.

Only a national association can enter an active FIS athlete in a FIS event. Athletes with inactive status have no national association membership and must not be allowed to compete in any FIS event. Club coaches entering athletes in FIS competitions do so as agents of U.S. Ski & Snowboard.

In addition to current coach/official membership requirements, appropriate Alpine Official certification and attendance at a biennial Continuing Education Clinic (Update) are required for many key positions and cannot be completed on-site without the approval of the official’s Division Alpine Officials’ Chair. **Attendance at a Continuing Education Clinic (Update) prior to the start of each season is recommended; biennial attendance is required.**

***Technical Delegates and Race Administrators are required to attend a certification specific Workshop prior to each season.***

## II. MISCELLANEOUS ITEMS:

A. Events are conducted by current rules of U.S. Ski & Snowboard Alpine Competition Regulations, (ACR), for U.S. Ski & Snowboard events and the FIS ICR for FIS events. U.S. Ski & Snowboard rules are available in the current Alpine Competition Guide and at [usskiandsnowboard.org](http://usskiandsnowboard.org). FIS rules are available at [fis-ski.com](http://fis-ski.com) or through the link on the U.S. Ski & Snowboard website.

B. Terminology you need to know:

The following terms will be referred to many times in this Study Guide and are an important part of ski racing. These terms only apply to **scored** events.

1. **Seed Points** - a numerical indicator of a competitor's individual ranking with other competitors
2. **Race Points** - a numerical indicator showing the relationship between a competitor and the winner of that specific race
3. **Penalty** - numerical indicator that equalizes same type of events; different methods of calculation for U.S. Ski & Snowboard and FIS

**C. Conversions (Refer to MPF #64. All You Ever Wanted to Know...About Conversions)**

Race results require temperatures in Celsius and measurements in meters. If your race result software does not automatically make these required conversions, this table will give you the required formulas. The conversion chart also contains other helpful formulas such as those required to calculate points per second or a racer's speed on course.

**III. TIMETABLE FOR RACE ADMINISTRATORS [AOM, Chapter IV, and Chapter V – The Secretariat] (Refer to Schedule Agreement - Sample)**

- A.** Schedule Agreements are filed online with U.S. Ski & Snowboard. 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. *It is important to note that a Schedule Agreement may be revoked if the club is not in compliance with U.S. Ski & Snowboard's minimum standards.*

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 of Insurance. A copy of an event's U.S. Ski & Snowboard Certificate of Insurance may be obtained by contacting U.S. Ski & Snowboard Competition Services for instructions well in advance of your event

1. When a Schedule Agreement is processed, U.S. Ski & Snowboard issues transmittal numbers for each event listed on the Agreement; these numbers may be viewed on the U.S. Ski & Snowboard website using "Public Tools" or by logging in and using the "Event Lookup" on the Tools menu. *The U.S. Ski & Snowboard website is the only valid source for U.S. Ski & Snowboard event data!*
2. If U.S. Ski & Snowboard event transmittal numbers are not shown, this is an indication that the Schedule Agreement has not been processed; *liability insurance is not yet in effect.*
3. If the events are FIS level, the Calendar on the FIS website will display codex numbers for each event. *The FIS website is the only valid source for FIS event data!*
4. For FIS events, the U.S. Ski & Snowboard website will display both the U.S. Ski & Snowboard transmittal numbers (example F1234), and the FIS codex numbers (example 1234 with no alpha prefix). If there is a discrepancy between what is displayed on the FIS website and what is displayed on the U.S. Ski & Snowboard website, e.g., FIS codex number, type of event, gender, date, etc., contact Competition Services immediately so discrepancies can be resolved.

- B.** Verify basic tools such as race result software, rule books, and official forms have been updated for the current season. *These tools are reviewed and updated every season.*



- C. Verify that current U.S. Ski & Snowboard National and/or FIS Points List (seed lists) will be available for your use. Points Lists are updated every 2 weeks during the competition season. A list of closing dates and dates when new lists become valid is available in the current Alpine Competition Guide. *It is important that you verify which list(s) must be used for your events.*

U.S. Ski & Snowboard National Points Lists and FIS Points Lists are only available electronically. *Start Lists are prepared using the Points List that is valid on the day of the actual event not the day of the Team Captains' Meeting.*

The U.S. Ski & Snowboard National and FIS Points Lists found on the U.S. Ski & Snowboard website can be accessed and downloaded through a function in U.S. Ski & Snowboard approved software. The FIS Points List located on the FIS websites, although capable of being downloaded into the software, is not formatted for this purpose and will eliminate the link between a competitor's U.S. Ski & Snowboard data and FIS data. Competitors' names/data for U.S. Ski & Snowboard FIS events must be verified against and must agree with competitors' names/data on the FIS website version of the Points List.

The FIS List is available for viewing at [fis-ski.com](http://fis-ski.com). FIS data, as provided by the FIS websites, is the *only* "official" version.

- D. Race Announcement and/or Fact Sheet. Informational sheets, commonly called "fact sheets" must be made available for eligible competitors well in advance of the event; 5 to 6 weeks is the suggested time frame. **(Refer to MPF #9 Event Announcement)** The fact sheet/race announcement contains all the information a club, coach, or competitor needs in order to enter an event. It preferably should be posted on an easily identifiable source such as division or club website. Information noted in this document depends on the level of the event; this reference item is a suggested format.
- E. The Race Administrator works closely with Chief of Race. Good communication with visiting officials is an asset and in the case of the Technical Delegate, is mandatory. **(Refer to MPF #11. Advance Event Information)**. *It is important that all officials coordinate their efforts so required materials, supplies, and equipment are available.*
- F. U.S. Ski & Snowboard competitor memberships are not valid until processed by U.S. Ski & Snowboard, so an organizer may choose to not accept on-site memberships. *This fact should be noted in the Race Announcement.*
- G. Changes, postponements, and/or cancellations of an event need to be immediately communicated to U.S. Ski & Snowboard Competition Services as well as to your Region/Division office. For a FIS event, if the Technical Delegate has not arrived on site, U.S. Ski & Snowboard Competition Services will, after receiving notice from the OC, contact the FIS Office. *Once the Technical Delegate has arrived on site, communication with the FIS Office is the responsibility of the Technical Delegate; notice of any changes must still be sent to U.S. Ski & Snowboard Competition Services.*
- H. Upper-level events (Continental Cups - Nor-Am, World Cups, etc.) have additional rules, which are available at [fis-ski.com](http://fis-ski.com) or through the link on the U.S. Ski & Snowboard website. Rules for these events may undergo changes every season.

IV. **DUTIES BEFORE EVENT** - [212, 213, 214, 2025 U.S. Ski & Snowboard Alpine Competition Guide]  
Master copies of all necessary forms for both FIS and U.S. Ski & Snowboard events are available on

the applicable U.S. Ski & Snowboard/FIS websites. (FIS forms in the MPF posted on the U.S. Ski & Snowboard website are in a user-friendly format.) All forms are reviewed annually and edited as required; *only use current forms.*

- A. It is important that you develop event filing systems for both electronic and paper documents and keep it as consistent as possible. This will provide a built-in check and helps minimize errors. Develop a system that is easy to refer to and which fits your needs. *Store your electronic files in an easily accessible location and back them up on a regular basis.*
- B. It is important that you fully understand the qualifications for your event. Are there:
1. Gender requirements
  2. Age requirements
  3. Minimum points requirements
  4. Quotas
  5. Participation issues: Pending Membership, Inactive Membership, Membership Hold, etc.
- C. Competitor Membership Requirements are a major concern. [203] U.S. Ski & Snowboard requires competitors have current appropriate U.S. Ski & Snowboard memberships for *all* U.S. Ski & Snowboard-sanctioned events, e.g., Competitor, Masters, Non-Scored Athlete, Short-Term Alpine membership. It is imperative membership status for all participants – competitors, forerunners, coaches, and officials – be confirmed prior to the first Team Captains’ Meeting; e.g., not listed either as “Pending,” “Inactive,” or on the “Membership Hold” list.

**NOTE:** It is important to remember that competitors who turn 18 years of age during the competition season will be notified of additional membership requirements. Failure to complete the requirements within the prescribed timeframe will result in the competitor’s membership be moved to “inactive status” and noted as “**PENDING;**” athletes who are “PENDING” must not be allowed to participate (compete or forerun) in any U.S. Ski & Snowboard-sanctioned event until “ACTIVE” status is renewed. *A competitor may be “active” one week but “inactive” (pending) the next, but because of the generation date of the Points List, they may still be listed in the current Points List. By rule, however, they are not allowed to participate.*

The Race Administrator is responsible for verifying competitors’ U.S. Ski & Snowboard memberships. If a competitor does not have a current membership, and the OC has opted to accept on-site membership application, online application is available as long as the competitor is not 18 years of age or older.

**D. Online U.S. Ski & Snowboard Membership**

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](http://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. Junior 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 (after initial training, yearly refresher 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.

**E. Points Lists**

1. The U.S. Ski & Snowboard Points List is a membership list with event specific rankings for U14 and older competitors. It consists of current member lists for men, women, and Alpine Officials.
2. Current list is used for U.S. Ski & Snowboard sanctioned event; non-scored and scored.
3. Competitors with valid membership but who do not appear on a current Points List are seeded with 999.99 points regardless of their point profile the previous year and even the previous list. *U.S. Ski & Snowboard will issue a Points Confirmation upon request and payment of required fee. Confirmation must originate from U.S. Ski & Snowboard; previous lists and/or results are not acceptable.*
4. Competitors with “Short Term” memberships do not appear on Points Lists. Validity of membership – including date – must be verified on the U.S. Ski & Snowboard website

**NOTE:** 999.99 is a U.S. Ski & Snowboard designation for competitors who have not earned U.S. Ski & Snowboard Points; FIS Points are calculated to 999.00.

## **F. 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 membership is not required 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 an out at their convenience.

## **G. U.S. Ski & Snowboard Non-Scored Athlete Memberships**

“Non-Scored Athlete membership” is designed for athletes 14-24, prior to December 31 of the current competition season. The 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 U.S. Ski & Snowboard National Points.

## **H. U.S. Ski & Snowboard Short-Term Memberships**

One (1) Short-Term Membership per season (which may include 5 consecutive days), is available with per-day pricing. This allows new members the opportunity to try individual or multiple events/disciplines without having to purchase a full competitor membership. Short-Term membership is available for the following:

- **Short-Term Alpine** is restricted to athletes 17 and younger prior to December 31 of the current competition season

- **Short-Term Foreign** is restricted to foreign-affiliated athletes 18 and older prior to December 31 of the current competition season
- **Short-Term Masters** is available for athletes 18 years of age or older competing in Masters events

*Short-Term Memberships are not available for participation as a Coach, Official, or Club Volunteer.*

#### **I. U.S. Ski & Snowboard’s Concussion Policy**

Any U.S. Ski & Snowboard member – including those with the U.S. Ski & Snowboard Non-Scored Athlete Membership, General Membership, and Short-Term Alpine Membership – suspected of having sustained a concussion must be removed immediately from participation in all 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. The health care professional must certify to U.S. Ski & Snowboard in the clearance letter 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 evaluation and written statement are made.

Upon removal of an athlete from participation for a suspected concussion, the U.S. Ski & Snowboard Technical Delegate or member coach making the removal, must notify 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. A “Concussion Medical Evaluation Form,” requesting to allow competitors under the age of 18 to return to training/competition must be signed by the parent/legal guardian. **(Refer to MPF #58. Concussion Medical Evaluation & Parent Letter)**

**NOTE:** 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.

Any athlete suspected of suffering a concussion is immediately placed on the Member Hold List posted on the U.S. Ski & Snowboard website. Once clearance has been submitted to Competition Services, the athlete is removed from the Member Hold List. Coaches need to work with an injured athlete’s parents/guardians to confirm clearance process has been completed; they must cooperate with the OC in verifying athletes on the Member Hold List do not appear on a Start List. ***It is highly recommended that you bookmark the “Member Hold List” for easy access and required verification.***

**NOTE:** A Jury may remove a foreign athlete with a suspected concussion from competition; however, *foreign athletes may not be placed on the Member Hold List unless they also have a U.S. Ski & Snowboard membership.*

For all athletes competing in a FIS event, refer to current edition of the “U.S. Ski & Snowboard Concussion Policy” and the “FIS Medical Guide” which contains Medical Rules and Guidelines.

U.S. Ski & Snowboard Concussion Policy requirements must be followed. However, many states have enacted head injury laws that may include additional requirements/restrictions. Please review the law for your state and, if required, contact U.S. Ski & Snowboard for direction. If officiating in another state, you may wish to discuss with the Head Coach or Chief of Race, how the local club handles head injuries.

## **J. Other Situations Regarding Competitors and Forerunners**

1. Can a competitor represent more than one country/club? [203.4, 203.5 - 203.5.3] A racer shall affiliate as an athlete of the region/division in which the athlete is training during the majority of the northern hemisphere competition season. U.S. Ski Team members and members of U.S. Ski & Snowboard National Training Groups will retain their home affiliation. **Contact Regional Offices for additional information.**
2. 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 may not participate in competition or training as a competitor or forerunner.

The “U.S. Ski & Snowboard Exceptional Athlete ‘Ski Up’ Assumption of Risk, Release and Indemnity Agreement” allows exceptional athletes to participate in an age group competition with a class of competitors which are older than the age group designated by U.S. Ski & Snowboard. The intention of the authorization is to accommodate the very top athletes nationally, ***but only in the events in which they are normally eligible and only in the specific competitions authorized by the U.S. Ski & Snowboard National Development Director.*** **Some Divisions allow athletes to ‘Ski Down’; the same provisions apply.**

Agreements cannot be applied for on-site and are not accepted by all U.S. Ski & Snowboard regions/divisions. Please contact Region/Division Alpine Committee members or U.S. Ski & Snowboard Alpine Development Director for details regarding the application process. A copy of the approved Agreement must accompany the entry. ***FIS does not recognize requests to ski up or ski down in class.*** (“U.S. Ski & Snowboard Exceptional Athlete ‘Ski Up’ Assumption of Risk, Release and Indemnity Agreement” is only available through U.S. Ski & Snowboard national, regional and divisional offices; it is not included in the MPF.)

When an entry is received that includes a copy of an approved Ski Up or Ski Down Agreement, the Race Administrator must manually change the class 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”.

Please note that there are currently 2 types of “Ski Up Agreements” available: one is event specific while the other encompasses the entire season. Contact Chip Knight, U.S. Ski & Snowboard Alpine Development Director, for details.

3. Competitors and forerunners in a U.S. Ski & Snowboard event must be current U.S. Ski & Snowboard members: ***U.S. Ski & Snowboard Competitor, Coach, Official, Volunteer, General, Non-Scored Athlete, Masters (with requirements), Short-Term Alpine and General are valid membership categories for Forerunners.***
4. Foreign athletes with current FIS inscriptions who want to compete and earn points in U.S. Ski & Snowboard non-FIS events must complete U.S. Ski & Snowboard “X” membership requirements. FIS Points for these competitors are used for seeding and Penalty calculation.

*Competition Services must be notified when FIS Points are used in the calculation of a non-FIS event penalty.*

5. Foreign competitors who do have current U.S. Ski & Snowboard points must be seeded with U.S. Ski & Snowboard points. Their U.S. Ski & Snowboard points must be used in Penalty calculation. ***This applies even if their FIS Points are lower (better) than their U.S. Ski & Snowboard Points.***
6. Forerunners should have the ability to ski the course in racing fashion; Downhill event Forerunners should participate in all training runs [605]; they must participate in at least one. When appointed, forerunners become members of the Organizing Committee. For U.S. Ski & Snowboard FIS events, if a sufficient number of FIS-inscribed forerunners are not available, U.S. Ski & Snowboard members may forerun after signing FIS Athlete's Declaration. **(Refer to MPF #17. FIS Athlete's Declaration). Forerunners are not allowed to start in the competition.** [605.4]

*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.*

#### **K. Requirements for U.S. Ski & Snowboard FIS Events**

1. All athletes, foreign or U.S. Ski & Snowboard, who wish to compete in FIS-sanctioned events, ***must*** have a valid FIS inscription code number prior to entering an event. A competitor who does not have a valid FIS inscription number ***must not*** appear on a Start List. Allowing a competitor to compete who does not have a valid FIS inscription may invalidate the event and may also invalidate the event liability insurance. If the XML transmission file does not contain a valid FIS inscription number for each competitor, the FIS autoscoring system will reject the transmission file.
2. Not only must U.S. Ski & Snowboard athletes have FIS inscription, they must also be *competitor* members of U.S. Ski & Snowboard; FIS inscriptions cannot be processed on-site. FIS inscriptions will not be processed until all membership requirements are met; e.g., SafeSport Training and background screening. Athletes who will turn 18 during the competition season must complete these requirements upon registration for their U.S. Ski & Snowboard competitor membership.
3. U.S. Ski & Snowboard website shows U.S. Ski & Snowboard-member FIS inscription numbers. ***FIS inscription numbers that are not current are appropriately marked.***
4. If the U.S. Ski & Snowboard website shows a date under the FIS column but no FIS inscription number, the Race Administrator must contact the U.S. Ski & Snowboard National Office or access "Competitor Biographies" at [fis-ski.com](http://fis-ski.com). If the FIS Office has already processed the request, an inscription number will be assigned; the competitor will be designated as "ACTIVE," and the competitor may compete. ***The "ALL" section of Competitor Biographies – without an "ACTIVE" designation, must not be used to verify a member's eligibility!***

A late fee is assessed for athletes who wish to register for FIS inscription. If an athlete requests immediate confirmation of their FIS points, an **additional** fee will be charged. Contact U.S. Ski & Snowboard Competition Services for assistance with this process and to verify fee(s).

5. U.S. Ski & Snowboard cannot process FIS inscriptions or requests for FIS Points Confirmation for members of a foreign federation.
6. With their official entry, foreign federations confirm the eligibility of the respective competitor. If the competitor is not on the current FIS Points List, it may be possible to retrieve a valid FIS inscription number in Competitor Biographies on the FIS website. *If a FIS inscription number is not found, the competitor must not be entered.*

#### L. Foreign Entry Authorizations – 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 only manage authorization letters for foreign athletes who are also competitor members of U.S. Ski & Snowboard**
- Authorization letter must be sent to [chip.knight@usskiandsnowboard.org](mailto: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 athlete members (X membership) for whom authorization letters have been received is available at [usskiandsnowboard.org/competition/points/alpine-points](http://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 foreign athletes who **are not** competitor members of U.S. Ski & Snowboard 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 World Cup, 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.*

- M.** Online Event Entry - The race announcement must note acceptable event entry procedure(s). Online event registration is an acceptable entry format. Private vendors are available, and event organizers may choose the platform they wish to use. *If online event registration is used for a FIS event, the “FIS Entry Form” must still be submitted.* Regardless of event registration used, all data must be verified against the appropriate source: U.S. Ski & Snowboard for USA non-FIS events and FIS for USA-sanctioned FIS events.

Some areas prefer that teams submit a group entry. (Refer to MPF #12. Non-FIS Team Entry Form). This method simplifies the entry procedure, keeps all of a group’s competitor data in one spot, and lists one main contact if additional information or clarification is required. FIS events require the use of a specific entry form (Refer to MPF #13. FIS Entry Form) [215.1]. The organizers must have a final and complete list not later than 24 hours before the first Draw.

Additional entry items that should be clarified in the event’s race announcement (Fact Sheet) are:

- Whether or not a signed ski area/mountain waiver will be required. If so, include one with your Race Announcement.
  - Fees and applicable dates: Entry fee and date of entry deadline, lift fee, late fees and date of applicability, refund policy, etc.
  - Date/location/time/format (in-person or online) for Team Captains’ Meetings.
  - Whether equipment control will be in place.
  - If advance payment is not required, when payment is due.
  - Whether or not a bib deposit will be required.
  - Whether or not “on-site” U.S. Ski & Snowboard Competitor Memberships will be accepted and processed for competitors 17 years of age or younger.
  - Current MAAPP and SafeSport Code requirements.
1. Depending on entry and registration method:
- Establish a system to document arrival of entry.
  - Establish a system to record entry/lift fee payments.
  - If applicable, establish a system to verify race quotas.
  - If applicable, establish a system to verify whether or not a competitor’s entry and lift fee is being waived by the OC.

- Develop a system so that you can gather missing information as soon as possible.
- Prepare for Draw; either computer-generated or “double draw.”

**NOTE:** 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 with the same competitors, may only have minimal changes.)*

**It is recommended that the Race Administrator be prepared for a “double draw” at all events.**

2. Prepare a Competition Worker Registration area separate from competitors’ registration. (Refer to MPF #20. Volunteer Competition Worker Registration). Completion of a current registration is required for any volunteers who are over the age of 18, are not U.S. Ski & Snowboard members, properly credentialed FIS officials, coaches and trainers, or regular employees of the Organizer of the Ski Area/Landowner and acting within the scope of their employment.

## V. TIMETABLE FOR EVENT ORGANIZATION

### A. Before the Event

1. Create Plan for Team Captains’ Meeting
  - a. For online Team Captains’ Meeting
    - Verify availability of internet connectivity with sufficient bandwidth.
    - Choose an online meeting platform and test its functions; e.g., sharing screen.
    - Establish procedure for posting required documents; e.g., Medical Plan, Program, etc.
    - Establish procedure for acquiring list of attendees (REQUIRED).
    - Accept or assign responsibility for generating Team Captains’ Meeting Minutes.
  - b. In-person Team Captains’ Meeting
    - Arrange for meeting room.
    - Establish procedure for providing required documents – online or paper; e.g., Medical Plan, Program, etc.
    - Establish procedure for listing competitors: Seed Board or List of Competitors by Club (paper).
    - Accept or assign responsibility for generating Attendance List and Team Captains’ Meeting Minutes.

**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.*

2. Software and Procedures
  - Verify software has been updated and has the capability of preparing Official Results/Penalty in the approved format (XML) for electronic transmission. Current approved software will notify you if a new version is available and will give you the option to either ignore or update to the new version.
  - Verify all defaults, e.g., F-values, min/max penalties.
  - Check validity date of downloaded Points Lists - U.S. Ski & Snowboard/FIS.
  - Verify capability to electronically submit results.

- Verify format used to input electronic times: memory stick or email.
  - a. Transfer of race file

**NOTE:** Transferring the race file from the result computer to the timing system does not allow for race file editing until after the event because transfer back to result computer will overwrite all edits.

- b. Transfer of timing file

**NOTE:** Preferable method because it involves a transfer of only competitors' bib numbers and times and allows for race file editing. It is necessary to fully understand/test procedure prior to race day.

- c. Manual input: Does your software allow manual input/edits

### 3. Create a Competition Database and Input Header Information

It is important that you establish a system to identify a Competition Database with an easily identifiable name. As an example, you could use the name of the series to identify the Competition Database (U16 Championships) and use either gender/event/date (MSL 12Jan) or a transmittal number (U1234) to identify individual events.

- Race title, date, gender, level, event, and location of race.

**NOTE:** Do not use control character or characters out of the Unicode ranges such as <, >, ,” etc. The autoscoring processor may not accept these characters, their use will result in the rejection of your XML file submittal, and you will receive a SYNTAX ERROR.

- U.S. Ski & Snowboard Race Code (Transmittal #).
- If applicable, FIS Codex.
- Homologation Information (Technical Data) including name of course and Homologation number. Start and finish elevations, vertical drop, and length of competition course (DH & SG only), as verified by the Technical Delegate. Course name noted on the homologation file must be used. If a ski area changes the name of a course, the new name must not be used until the homologation is updated.

Verify the correct homologation is being used for the event. FIS course homologation information is available on the FIS website. Full U.S. Ski & Snowboard course homologation files are available on the U.S. Ski & Snowboard website and should be used to verify correct course name, homologation number, and location of homologated start and finish within which a course may be set.

**NOTE:** Paper copies of homologations located in ski area/club files may be outdated due to natural or artificial changes, changes in regulations, and/or changes in technical requirements. The only valid sources for verification of course homologation are the U.S. Ski & Snowboard and FIS websites. A *new inspection of an existing course (FIS or National) voids the previous homologation of an existing course.*

[media.usскиandsnowboard.org/CompServices/Homologation/](http://media.usскиandsnowboard.org/CompServices/Homologation/)

(Login is required: **User ID = homologation; Password = Allout2022!**)

[fis-ski.com/DB/alpine-skiing/homologations.html](http://fis-ski.com/DB/alpine-skiing/homologations.html)

(Maps, photos, reports, etc. not accessible at this site.)

4. Jury memberships/certifications/update status verified; Jury members must be current U.S. Ski & Snowboard members and must be appropriately certified with a biennial “update”.

**NOTE:** Foreign-nation coaches must be current U.S. Ski & Snowboard coach/official members in order to serve on a Jury, set a course, or be given race arena/venue access – e.g., serve as an on-hill coach. Only exception is CAN-AM events where foreign-nation coaches are allowed to serve as an on-hill coach for their athletes.

Membership, certification, and update status must also be verified for all support officials: Jury Advisors (Start & Finish Referees), Chief of Course, Course Setters, Chief of Timing & Calculations, Race Administrator.

- a. Certification requirements that must be verified:
  - Technical Delegate must be appropriately certified. Force majeure exists but must not be used as a replacement for actual appointment of a certified Technical Delegate. In Alpine competitions, "force majeure" describes those uncontrollable/unexpected events that are not the fault of any party and that make it difficult or impossible to carry out an event.
  - Referee, Assistant Referee, and Course Setter(s) must be certified Referees for all U.S. Ski & Snowboard sanctioned events – both scored and non-scored
  - Jury Advisors must be a certified Referee, Jury Advisor, or Chief of Race for all U.S. Ski & Snowboard sanctioned events – both scored and non-scored
  - Chief of Race must either be a certified Chief of Race, Technical Delegate, or Referee for all U.S. Ski & Snowboard sanctioned events – both scored and non-scored
  - Chief of Course must either be a certified Chief of Course, Chief of Race, Referee, or Technical Delegate
  - Sanction Agreement states other “senior” officials must be appropriately certified. These “senior” officials must be current members of U.S. Ski & Snowboard and have certification appropriate to assigned position. “Senior” official is interpreted as being one who signs documents or whose name appears on official documents. Rules require that the above officials as well as the Race Administrator and Chief of Timing & Calculations be current members with appropriate certification for their positions.
- b. Competitors, 18 years of age and older; it may be necessary to verify their membership status is not “Pending”.
- c. Forerunners; verify membership, e.g., Competitor, Coach, Official, Volunteer, Non-Scored Athlete, Master w/Requirements, General, or Short-Term Alpine
- d. Coaches; verify membership even if not serving on Jury, not setting a course, and participation is limited to on-hill coaching

5. Additional Event Information; e.g., proposed start times

6. Online Event Registration

U.S. Ski & Snowboard does not provide an online event registration system, and Organizing Committees are free to utilize either private vendors’ systems or create their own system. Private vendors’ systems may or may not deliver lists of competitors that can be loaded directly into the race result software. One drawback of online event registration systems is they generally only supply individual event databases which will require multiple competitor data verifications/edits. *Regardless of what the system of choice delivers, it is mandatory that the loaded data be verified for accuracy.*

7. Create a Competition Database as described in Section 1: Race Result Software.

**NOTE:** U.S. Ski & Snowboard National Points may only be changed by U.S. Ski & Snowboard. FIS Points may only be changed by FIS and official notice of corrections is required. (Official = Letter, Fax, or email from respective office.) The FIS website version of the FIS Points List may show a “C” after a competitor’s points. This is an indication that the competitor’s points for that event are

“confirmed,” and a points confirmation letter is not required. *Season 2025 FIS Base Points must not be used for seeding or penalty calculation purposes.*

**B. During the Race**

1. Verify all data input against original source.
2. For DH and SG, verify measured length of the competition course. This is not the length of course listed on the Homologation Certificate; it is actual measurement of the racing line (gate to gate) and should be longer than the length on the Certificate. *Length of course is used to estimate a competitor's average speed on course.*
3. Save your file under an easily identifiable name, e.g., event/date (SL 12dec) and in an easily accessible location
4. Backup data when major changes are made, e.g., finalization of Competition Database, additions, deletions, bib assignment, time entry, etc.
5. Supply verified race documents in a timely manner
6. Assist other officials, as needed

**C. After the Event**

1. Backup all data
2. Remain until Technical Delegate has signed all Results, reports, etc.
3. Verify data transmission was successful
4. Verify copies of Technical Delegate's Expense Report are submitted, as required
5. Provide Technical Delegate with electronic or paper copies of all event-related documents

**VI. TEAM CAPTAINS' MEETING - [216]** According to U.S. Ski & Snowboard and FIS rules, the draw must be conducted (or confirmed) at a Team Captains' Meeting. A Team Captains' Meeting, attended in person or online 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. **(Refer to 621.8, 604.3)**

With approval of the Jury and at a time and place announced to Team Captains, and where a computer-assisted Draw was approved or is not required (e.g., YSL where TRS by class and gender is used to determine the start order), an informational meeting is still required. It may be held either the morning of the event or immediately after the completion of an event for the next day's event.

For all Team Captains' Meetings for all U.S. Ski & Snowboard-sanctioned events – both scored and non-scored, and regardless of where and when they occur, an Attendance List must be available documenting the names of everyone attending the meeting. Meeting Minutes must be generated and must be included in the submitted race result packet.

The agenda for a Team Captains' Meeting should be placed on the Head Table. **(Refer to MPF #24. Checklist for TC Mtg. & MPF #25. and Program/Team Captain's Mtg. Minutes – Non-FIS)** The

agenda will sometimes vary, e.g. the Draw will be done near the beginning of the meeting in order to allow time for sorting and a timely distribution of bibs.

**A. Preparation and Procedures:** The degree of formality required depends on level of the event

1. Online Team Captains' Meeting
  - Verify connectivity.
  - Verify posting of required documents e.g., Medical Plan, Program, etc.
  - Verify Attendance will be generated.
  - Verify Minutes will be generated.
  - Sign on to platform before the time noted on the Race Announcement.
2. In-person Team Captains' Meeting
  - a. Coaches/trainer seating arrangement
    - School room fashion with facing head table for Jury, if possible.
    - As a courtesy, pencil/notepaper may be provided.
    - As a courtesy, refreshments may be provided.
    - For upper-level FIS events (WC), provide tables with country designation placards.
  - b. Head Table
    - Depending on level of event, seating may only be required for Technical Delegate and Chief of Race (Chair of the meeting). [601.3.1]
    - Special events may require that other officials also be seated at head table, e.g., Jury Advisors, area management, ski patrol representative, dignitaries.
    - Place agenda/checklist at head table.
  - c. If a Seed Board is not required, furnishing a "List of Competitors by Club" for each entered team allows Team Captains to quickly review, verify, or edit their entries.
  - d. For events requiring a Seed Board, prepare seed cards for use on the board. These can either be computer generated or hand printed. When verifying accuracy of your information, you must refer to the original source – the valid Points List. Required information includes:
    - Name - LAST name (in caps) and first name; important when competitors have same last name and same first initial, e.g., SMITH, Tim and SMITH, Tom.
    - Club/Division/Nation; (FIS requires Nation, FISU requires Nation and School). Quota can also be printed on the seed cards.
    - Applicable Points: U.S. Ski & Snowboard, FIS, Nor-Am Cup, etc.
  - e. Position the Draw/Seed Board so it is easily visible, (usually only used for scored events). This is a basic responsibility of the Race Administrator.
    - Prepare Draw portion of board with 15 lowest point competitors – increase if tie exists in 15th place.
    - Place remaining competitors on the Seed portion of the board.
    - Check special seeding rules, e.g., Nor-Am, Adaptive ["Golden Rule" U621.3.1]. ***Golden Rule seeding is for U.S. Ski & Snowboard non-FIS events only.***

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 have

not earned U.S. national points that would provide them an earlier start position. Athletes who are granted Golden Rule Seeding are allowed to compete using equipment required by their disability.

**NOTE: Adaptive athletes competing in events using an Alternate Seeding Systems (TRS) are seeded 16+ unless initial start list preparation/flip/butterfly affords them an earlier start position.**

- Although rules state that all competitors without points will be grouped together at the end of the field, if the number without points is too great, the Jury may group them differently. [601.4.6.2, 621.2, 621.3]
  - When two or more competitors are tied for points anywhere on the Board, the foreign competitors are placed first as a courtesy, or all are alphabetized. In case of a tie with U.S. Ski & Snowboard points, place in alphabetical order. *Mark ties and brings them to the attention of the TD; their starting positions are drawn.*
  - Foreign national points, **when verified by an official source, e.g., foreign federation's official points list**, are equal to U.S. Ski & Snowboard points.
  - Foreign FIS members without valid U.S. Ski & Snowboard National Points are seeded with their valid FIS Points at U.S. Ski & Snowboard non-FIS competitions; these points are used in Penalty calculation, if athlete holds a Competitor Membership, and if required.
  - Foreign FIS members with valid U.S. Ski & Snowboard National Points are seeded with their U.S. Ski & Snowboard points at U.S. Ski & Snowboard non-FIS competition; these points are used in Penalty calculation, if required.
- f. Electronic draw/seed boards must have the capability to simultaneously and legibly display entire competition field. Simultaneous display of all competitors allows all Team Captains and officials to verify overall accuracy as well as additions and deletions to seed order in “real time.” *Using race result software to display portions of competition field is not acceptable.*

**DHT NOTE:** Official training forms an integral part of the competition. Competitors and Forerunners are required to participate in the training; they must *participate* in at least one timed training run. All qualified competitors entered for the competition must have been entered and drawn in all official training runs. “Drawn” is accepted as meaning “assigned a start number”. It does not mean “drawn in the first group.” [704.1]

- g. Supplies for the Board that should be conveniently placed and *verified* are:
- Extra cards and black El Marko type pens.
  - Access to current Points List appropriate to the event.
  - U.S. Ski & Snowboard/FIS Point Confirmations, if received.
  - Snow seed materials for DH, SG, and GS. *If Team Captains agree and if software allows for computer-generated snow seed, no materials are required.*
  - Two sets of chips, small cards, or ping-pong balls, etc., numbered #1 to #16+. It is a good idea to also have a few blanks available.
  - Two containers to use for Draw; 1 for each set of chips, cards, ping-pong balls, etc.
- h. Roll Call (online and in-person meetings) usually consists of calling a roll of the teams entered in the event. In upper-level events, each competitor's name may be called. The roll call procedure is documented in the Team Captains' Meeting Minutes.

**NOTE:** Competitors who are not represented or whose entry has not been confirmed by telephone, email, or telefax will not be drawn and will be removed from the board. [217.3] Team Captains representing competitors who are not members of their clubs must acknowledge this representation. **(Refer to MPF #18. Acceptance of Liability by Team Captain).**

- i. If meeting is in person, an attendance list must be circulated and signed by all parties. This documents who was present and received required race information. **(Refer to MPF #29. Attendance List)**

**NOTE:** A list of attendees must be generated and retained in the OC's files for all online Team Captains' Meetings. Team Captains' Meeting Minutes are required.

- j. Race Administrator/Race Secretary/Team Captains' Secretary records minutes of the proceedings [601.3.7; U601.3.7]. **(Refer to MPF #25. Program/Team Captains' Mtg. Minutes – Non-FIS, and MPF #27. Program/Team Captains' Mtg. Minutes - FIS)**
3. Event Medical Plan: Verify copies of medical plan are available for distribution. Discussion and acceptance of event medical plan must be noted in Minutes of Team Captains' Meeting. *It is recommended that availability of "Stop the Bleed" packs at the start be noted in the Event Medical Plan.*
4. Avalanche Control Report: It is recommended that Ski Patrol at resorts where there is avalanche potential provide an Avalanche Control Report at the Team Captains' Meetings. Presentation and discussion of the report must be noted in Minutes of Team Captains' Meeting.
5. The Draw: Double Draw is recommended [217, 601.4.6.2, 621]. Simultaneous draw of competitor number (their place on seed board) and their start number by Referee(s). [601.4.10]

**Two Sets of Numbers** - tags, ping-pong balls, etc., numbered 1 through 19, in case of a tie for 15th position. The first set is for selecting the competitor by drawing their numbered place on the Draw Board. The second set is for selecting the competitor's start position.

**Example:**

#5 is drawn from 1st set:

Competitor in 5th spot on Draw Board - Olson, Matt

*Matt Olson's seed strip removed from 5th spot on Draw Board and placed in 1st spot on Seed Board.*

#1 is drawn from 2nd set:

Starts first

- Start Lists for YSL, Age Class, Collegiate, Adaptive, Masters, etc., are prepared according to specific rules relating to type of competition - CHECK CURRENT RULES.
  - Draw for National Championships – [621.3.2]
  - Draw for Nor-Am Cup and World Cup – CHECK CURRENT RULES
6. Snow Seed: Downhill, Super G, and Giant Slalom also allow for a Start Order in Extraordinary Circumstances – usually bad weather. This "Snow Seed" is selected by drawing 6 competitors from among the last 20% of the field. These competitors start prior to Start #1, in the reverse order of their assigned start numbers and at the scheduled start time. [621.10]
  7. Overview of Race Administrator duties at the meeting:
    - Provide copies of proposed event-day Program.
    - Provide copies of Jury-approved "Event Medical Plan."
    - Provide copies of any ski area management operational procedures that could affect the event.



- Circulate attendance sheet (if meeting is in person; print list of attendees for virtual meetings).

**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. [U202.2 – U202.2.2]

- Provide an updated weather report.
- Record bib numbers following the Draw.
- Sort and distribute bibs.
- Take digital photo of board.
- Prepare race day document packets.
- Prepare minutes on approved form. [601.3.7]

#### **B. After the Meeting**

- Verify available bib numbers and establish a system for sorting and distribution.
- Verify header information on event documents is as listed on the U.S. Ski & Snowboard website. For example, if the website states that the event is the Western Regional Championships at Ski Race Mtn., official documents **SHOULD NOT** read Western Region Finals at Ski Race Area. (For a FIS event, data must agree with FIS website.)
- Print and post either online or in paper (required for some officials), First Run Start Lists in a timely manner.

#### **C. Team Captains' Meeting Minutes**

Minutes allow for the reconstruction from brief notes of topics discussed. They should be kept simple and to the point. It is not always necessary to indicate "who" said "what," but the idea of the discussion should be clear; full sentences are not required.

The summary of discussion items on the Minutes of Team Captains' Meeting should note:

- Roll call of competitors and/or nations was conducted; all athletes/teams were represented.
- 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.

The summary should also note:

- The event Medical Plan was discussed, the availability of "Stop the Bleed" packs, and whether or not there were comments/questions.
- If required, operational procedures adopted by the resort/ski area which could affect the event.
- That the race day schedule (program) was discussed and whether or not there were comments/questions.
- Should include rule interpretations and area regulations.
- Should note (if applicable) that the Board/List of Competitors was accepted.
- Should note the validity date of the applicable Points List/Rules used for the competition.

- Should note what procedure was used for the draw - “double draw” or computer-generated draw.
- If quotas are in effect, this should also be noted; requests for expanded quotas should be noted with date of request.

*Team Captains’ Meeting Minutes must not include opinions and they must be signed by the Race Administrator.*

## VII. PREPARATION FOR REGISTRATION

A. Packets prepared ahead of time with forms for the following race officials are a great time saver. Although timekeepers do not need some of the forms, the timing area is often where people expect to find items they need.

1. Chief of Timing & Calculations Packet of Forms
  - Report by the Referee - 1 per run per gender. **(Refer to MPF #35. Report by the Referee)**
  - Additional Start/Finish Timekeeper Recording Forms. **(Refer to MPF #31. Start/Finish Timekeeper Recording Form)**
  - Replacement Time (EET) Work Sheets. **(Refer to MPF #33. Replacement Time of Day (ToD) EET Worksheet)** *Chief of T & C may prefer computer-generated calculations. Copies of calculations must be attached to TDTR submitted to U.S. Ski & Snowboard and FIS.*
  - Electronic Time Recording Form. **(Refer to MPF #32. Electronic Time/ToD Recording Form)**
  - U.S. Ski & Snowboard or FIS Penalty Point Calculation forms - 1 per race/per gender. **(Refer to MPF #39. U.S. Penalty Calculation and MPF #40. FIS Penalty Calculation)**
  - Protest forms. **(Refer to MPF #35. Protest Form)**
  - Additional Start/Finish Referee Record Forms. **(Refer to MPF #30. Start/Finish Referee Recording Form)**
  - Timing Checklist. **(Refer to MPF #42. Timing Checklist)**
  - Timing & Data Technical Report Form - 1 per race/per gender. **(Refer to MPF #43. U.S. Timing & Data Technical Report. Submittal of an XML file prepared by the FIS TDTR software is required for all events – non-FIS and FIS; form is used to gather data required by the software. Replacement Time Calculations must be attached.**
  - Additional Gate Judge Cards, if required.
2. Supplies for the timing building
  - Envelope(s) or large plastic bag(s) for sending documents to Race Administration
  - Pencils
  - Paper clips
  - El Marko type pens, permanent ink (scoreboard)
  - Tacks/staples for scoreboard
  - Scotch tape, Duct tape
  - Clipboards

- Manual timekeeping devices with fresh batteries/extra batteries
- Hand warmers for manual timekeeping devices (helpful in extreme cold)
- Additional paper or tape for the timing equipment
- Additional ink supply for printers/copiers

**NOTE:** The scoreboard as well as the Official Notice Board are usually located at or near the finish. However, the OC must advise participants that they choose to only use an online format for either or both of these items. In each case – actual or online – the rules are satisfied: unofficial results and other documents such as the Report by the Referee are made available for review. Rules do not specify which system – acoustic, visual, or online – is preferred.

3. Assistant Timekeepers - Start/Finish Manual/Hand Timing - can be given to Chief of Timing & Calculations
  - Pencils
  - Start/Finish Timekeeping Recording Forms
  - Clipboards and protective cover sheets
4. Start/Finish Referees
  - Pencils
  - Start/Finish Referee Recording Forms
  - Clipboards and protective cover sheets
  - For Start Referee: Reserve (spare) bibs that are blank or that have numbers outside of those assigned for the event. [601.3.3, U601.3.3] *“Stop the Bleed” packs, if available, may also be placed in the Start Referee’s pack.*
  - For Start Referee: Include a list of all individuals approved to forerun the event. This is critical if the Condensed Start List does not list them or there are more forerunners that can be displayed on the Start List.
5. Chief Gate Judge (**Refer to MPF #60 – MPF #63. Gate Judge Cards and Instructions**) depending on type of event.

**NOTE:** The “Fault/No Fault” Gate Judge Card is recommended for technical events – GS and SL – where, especially in second runs, bib numbers are not sequential. The “Fault Only” Gate Judge Card is recommended for use at speed events – DH and SG.

- Pencils; any type, mechanical, golf, #2, is acceptable [601.3.5]
- Gate Judge Cards, enough for 2 runs GS or SL
- Extra clipboards and protective cover sheets [661.2]
- Gate Judge Training video: "Gate Judges - The Most Important People on the Hill," should be available as part of Gate Judge training and review

**NOTE:** For non-FIS events, the Jury along with the support of the Organizing Committee may opt to not use Gate Judges for DH, DH Training, SG, SG Training, and GS, provided they take measures to cover the entire course with sufficient jury members, jury advisors, eyes of the jury, and connection coaches. *(FIS events require Gate Judges be in place for all events.)*

- B.** Registration system will depend on the physical situation available.
1. Set up an area to handle problem entries, e.g., those that require signed ski area release forms, additional payment, etc.
  2. Set up separate areas for team registrations and individual registrations.
  3. Separate worker registration as far as possible from your competitor registration.
    - If not completed prior to event, verify U.S. Ski & Snowboard member status using U.S. Ski & Snowboard website.
    - Have “Volunteer Worker Registration” forms available for signature by age-eligible non-members. (OC has the option of requiring either 1 signed form per season or one signed form for each race series.)
  4. Post information. The more information you post - the fewer questions you’ll be asked.

### **VIII. BASIC EVENT RESPONSIBILITIES**

The Race Administrator is the one official who has the most contact with all participants – coaches, officials, competitors, forerunners, parents, volunteers, media, etc. In order to successfully complete all event responsibilities, the Race Administrator must have a radio that allows monitoring of Jury and course crew channels.

- A.** Verify accuracy of all published documents against the original source.
1. Header against event data noted on website.
  2. Technical data against Homologation Certificate:
    - Course name and homologation number against Homologation file on website.
    - Start/finish elevations against Technical Delegate’s verification.
  3. Competitor information against current Points Lists applicable to level of event.
  4. Competitors’ times against timing tapes from homologated electronic timing equipment.
  5. NPS, DNS, DNF, DSQ status against Report by the Referee, etc. 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.
  6. Who can start in the second run?
    - For U.S. Ski & Snowboard non-scored events not using an Alternate Seeding System (e.g. TRS), first-run DNS, NPS, DNF, and DSQ competitors usually start the second run at the end of class, gender, or field.
    - For U.S. Ski & Snowboard non-scored events where each run counts individually or where an Alternate Seeding System is being used (e.g. TRS), first-run DNS, NPS, DNF, and DSQ competitors remain in the field and start as scheduled.
    - For U.S. Ski & Snowboard scored events not using an Alternate Seeding System (e.g. TRS), first-run DNS, NPS, DNF, and DSQ competitors may start the second run after the last first-run classified competitor has completed their run.
    - For U.S. Ski & Snowboard scored events using an Alternate Seeding System (e.g., TRS), first-run NPS, DNS, DNF, and DSQ competitors remain in the field and start as scheduled.

- In FIS races, disqualified competitors who have not protested disqualification or whose protested disqualification has been upheld, do not start in the second run

- B.** On race day morning, provide Start Lists to Start and Finish officials. If corrections to competitors' start order have been made, a clearly identified "CORRECTED START LIST" must be generated, and at a minimum Jury, timing, and start officials must receive copies. It is not necessary to provide Start Lists to Assistant Timekeepers (Manual/Hand Timekeepers) and Gate Judges. (It is better that these officials watch for bib numbers instead of watching a "List.")

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.

**NOTE: 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 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.)
- **IMPORTANT ITEM: If the event data is being managed with SplitSecond, but the Chief of Timing & Calculations is timing with VOLA, it is possible to transfer data between the systems. However, it is recommended that only bib #'s and times be imported from VOLA timing to SplitSecond data. If athletes' names are imported, please verify that any athletes who have double last names: e.g., "VAN HORN, Eric" transfer back from VOLA in the original format: VAN HORN, Eric and not VAN, HORN Eric. The misplaced comma will result in FIS and U.S. Ski & Snowboard autoscore systems rejecting the XML file.**

- C.** If required by the level of the event, provide Start Lists, Minutes, etc., for delivery to the various coaches/trainers/teams or prepare them for delivery the morning of the event.

- D.** Complete and sign Minutes of Team Captains' Meeting.

- E.** Verify accuracy of Second Run Start List. [617.3.3, 621.11.2, U621.11.3.2]

**NOTE:** Reverse 30 is standard; Jury may reverse 15; announced 1 hour prior to start of 1st run.

1. Rank all first run competitors in time order.
2. Remove DSQ competitors from the field unless they are being given a provisional second run or the type of event allows a second run for DSQ competitors (AC where SL is first run).
3. Break all ties, regardless of where they occur, by ranking the tied competitor(s) with the higher bib/start number(s) before the tied competitor(s) with the lower bib/start number(s).
4. Verify the number of competitors that are to be reversed (bibbo of 30 or 15).
5. Check for a tie at the reversal position.
6. Reverse correct number of competitors including ties, if applicable.
7. Items to remember:
  - If “bibbo” is 30, check for tie at the 30<sup>th</sup> position.
  - If “bibbo” is 15, check for tie at the 15<sup>th</sup> position.
  - Verify start position for other ties.
  - If applicable, check for tie at second run cutoff position; e.g., 60 for Nor-Am Cup.

**NOTE: Due to space constraints, reverse 15 is illustrated.**

<u>1st RUN TIMES</u>		<u>1st RUN RESULTS</u>			<u>2ND RUN START LIST</u>		
BIB	TIME	PL	BIB	TIME	ST	BIB	1 <sup>st</sup> RUN TIME
1	52.11	***1	7	49.63	<b>1</b>	<b>12</b>	<b>52.56 \</b>
2	51.56	2	4	49.71	<b>2</b>	<b>17</b>	<b>52.56 / 15TH POSITION TIE</b>
3	52.52	3	8	50.30	3	3	52.52
4	49.71	4	9	50.51	4	10	52.20
5	51.48	5	11	51.15	5	1	52.11
6	51.46	6	15	51.20	6	2	51.56
7	49.63	7	16	51.45	7	13	51.51
8	50.30	8	6	51.46	8	5	51.48
9	50.51	9	5	51.48	9	6	51.46
10	52.20	10	13	51.51	10	16	51.45
11	51.15	11	2	51.56	11	15	51.20
12	52.56	12	1	52.11	12	11	51.15
13	51.51	13	10	52.20	13	9	50.51
14	51.31 <b>DSQ</b>	14	3	52.52	14	8	50.30
15	51.20	<b>15T</b>	<b>17</b>	<b>52.56</b>	15	4	49.71
16	51.45	<b>15T</b>	<b>12</b>	<b>52.56</b>	16	7	49.63 - <b>FASTEST 1ST RUN TIME</b>
17	52.56	17	19	52.57	17	19	52.57
18	53.47	<b>18T</b>	<b>20</b>	<b>53.47</b>	<b>18</b>	<b>20</b>	<b>53.47 \</b>
19	52.57	<b>18T</b>	<b>18</b>	<b>53.47</b>	<b>19</b>	<b>18</b>	<b>53.47 / TIE OUTSIDE OF BIBBO</b>

\*\*\* **NOTE:** This is the racer's place not racer's bib/start number!

**F.** If race is a Downhill, you publish Training Times and Analyses of the interval times. Coaches, as well as media, need these reports. On race day, you'll need to publish Official Results and possibly Analyses. (Online posting is acceptable; some coaches may request paper copies.)

**G.** If race is a Super G, you will need to publish Official Results and possibly Analyses.

- H. If the race is a technical event - Slalom or Giant Slalom or the hybrid speed/technical Alpine Combined, you will have to publish 2nd Run Start Lists as well as Official Results.

If there is a problem with the computer-generated 2nd Run Start List, notify the Jury that the Start List has to be prepared manually. If a 2nd Run Start List has to be prepared manually, the run can start on time if only the Assistant Starter and timing building personnel have copies.

**NOTE:** Jury Meetings [601.3.7, 601.4.5.5] Race Administrator (or assistant) records minutes of ALL Jury meetings. At the end of the event, the Race Administrator should have Jury Minutes ready for the Technical Delegate's review/approval and Jury members' signatures. **Refer to MPF #37. Minutes of Jury Decision (With Protest) and MPF #38. Minutes of Jury Decision (Without Protest).** Technical Delegates sign once as a voting Jury member acknowledging their vote and again as the official approving the content of the Minutes of Jury Decision.

***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 may be required for legal review!***

- I. Minutes of Jury Decisions - Without Protest (Items may be documented sequentially, using only one form per event.)
1. If an event includes an official freeski session on the race hill, minutes 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 offered, it must be noted on the Event Announcement.
  2. Required prior to Team Captains' Meeting to approve Event Medical Plan.
  3. After course inspection(s) to approve course set and on-hill competitor security and confirm daily Program (schedule).
  4. Before and after a termination of a race.
  5. Additional meetings as determined by the Jury.
  6. Minutes must contain signatures of Jury members with record of their vote. [601.4.5.5]
- J. Minutes of Jury Decision - Protest (Only collective sanctions may be documented on the same form; all others require individual forms.) By rule, Minutes of Jury Decisions - Protest must contain the following:
1. Offense alleged to have been committed. [224.8.1]
  2. The evidence of the offense. [224.8.2]
  3. The rule(s) or Jury directives that have been violated. [224.8.3]
  4. The penalty imposed. [224.8.4]
  5. Minutes must contain signatures of Jury members with record of their vote. [601.4.5.5]

**NOTE:** Jury members' votes, including dissenting votes, must be recorded and Jury members must acknowledge their vote with their signature. With the exception of Olympic Winter Games and World

Championships, the Start Referee and Finish Referee are not 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.*

**K. Comments Regarding Jury Minutes and Sanctions**

1. Accused has the right to be heard.
2. All facts must be available and presented.
3. Jury should consider/discuss all options.
4. Sanction should fit the “crime.”
5. With the exception of verbal sanctions, the Jury decision must be documented.
6. Minutes must contain signatures of Jury members with record of their vote. [601.4.5.5]

**L. Content of Jury Minutes:**

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**.
4. If an event (training or part of a race) cannot be rescheduled within the same series, it is **CANCELED**, the U.S. Ski & Snowboard race code/FIS codex number is vacated, and the event liability insurance is no longer valid. *A new Schedule Agreement will be required.*

**M. Other Comments Regarding Jury Minutes:**

1. Using “**MUST**” means an action is mandatory.
2. Using “**SHOULD**” means an action is strongly recommended.
3. Using “**MAY**” means an action is optional.
4. Using “**SAFE**” means “free from danger” and **MUST NOT** be used.
5. “**ASSURE, INSURE, and ENSURE**” must not be used.
6. Should you use “**will**” or “**shall**”?
  - “*Will*” implies volition or intention.
  - “*Shall*” implies necessity or mandatory nature of an action.In legal documents, “shall” and “will” are commonly used to indicate that an action or obligation is mandatory
7. Jury Minutes must only contain facts – not opinions.
8. Jury Minutes should only be written regarding actual decisions. Do not write Minutes similar to: “1<sup>st</sup> Run completed, no issues, no DSQ’s.” or “Team Captain will file an appeal.”



9. Jury Minutes regarding sanctions must be prepared on a separate form.
10. With the exception of OWG and WSC, the Start and Finish Referee are not voting members of the Jury; their names must not be included as such on the form. If their presence and testimony is required at a Jury Meeting, it must be noted under section “Others present at the meeting.”
11. Jury Minutes must be generated indicating Jury’s review and acceptance of Medical Plan.
12. Team Captains are entitled to attend the Jury’s course/on-hill competitor security inspection. Course and on-hill competitor security inspection Jury Minutes **MUST** include wording similar to following: “Course and competitor on-hill security inspected by Jury, found to meet (FIS or U.S. Ski & Snowboard) requirements and with the approval of the Connection Coach (if one is assigned) and the Team Captains, accepted as set.” (This type of Jury Minutes is required for all events, including Speed Training runs.) Following course inspection, the Jury confirms the daily Program (schedule); the Jury Minutes must also document this acceptance.
13. Jury Minutes must be generated for events that are postponed.
14. Jury Minutes must be generated for events that are terminated or that are canceled after everyone has arrived on site. (A Technical Delegate Report may also need to be filed.)

**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 is not an acceptable practice.*

**NOTE:** \*If the Technical Delegate agrees to the use of electronic signatures on Jury Minutes, etc., 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.*

**IX. PREPARATION & SUBMITTAL OF U.S. SKI & SNOWBOARD EVENT RESULT FILE & DOCUMENT PACKETS – ALPINE FOR ALL NON-FIS U.S. SKI & SNOWBOARD SCORED AND NON-SCORED EVENTS [AOM Chapter V] Refer to MPF #5. Non-FIS Event Document Packets for complete details.**

**A. ELECTRONIC SUBMITTAL OF RACE RESULT XML FILE:**

1. Official Results/Penalty in **XML format** must be **individually** uploaded at: [race-results.us skiandsnowboard.org/](http://race-results.us skiandsnowboard.org/)
2. XML file **must** be submitted within 24 hours of event completion; *critical if points list closing.*
3. Using U.S. transmittal number as the subject, email TDTR XML file to [tdtr@us skiandsnowboard.org](mailto:tdtr@us skiandsnowboard.org). **All Replacement Time Calculations MUST be included.**

**B. EVENT DOCUMENTS**

1. Event Document Packets are required for all levels of competition: Non-scored and Scored; also includes required speed training and SkillsQuest.
2. U.S. Ski & Snowboard is the repository for official event documents.
3. **MPF #5. Non-FIS Event Document Packets**, contains a complete listing of requirements.

4. All originals must be placed in a secure location and should be retained for at least one (1) year. *If a serious accident has occurred, documents must be retained until notification received from U.S. Ski & Snowboard that they may be destroyed.*
5. If a serious accident occurs as outlined in **MPF #56 Guidelines for Serious Accidents**, 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 the report.

***NOTE: Refrain from discussing any injury/accident via text, email, or social media!***

**C. PREPARATION AND ELECTRONIC SUBMITTAL OF EVENT PACKETS FOR U.S. SKI & SNOWBOARD SCORED AND NON-SCORED EVENTS:** Prepare documents as follows and submit electronically.

1. Scan documents
2. Save as PDF
3. Compile PDF documents (in listed order) as a PDF booklet; packets sent to U.S. Ski & Snowboard **must** use the U.S. transmittal number as the booklet name. (Alpha + 4 numbers assigned by U.S. Ski & Snowboard).

Following successful uploading of race result XML file, upload individual Event Document Packets at: [race-results.usskiandsnowboard.org/](http://race-results.usskiandsnowboard.org/). *The Event Document Packet must be uploaded in the same access window as the XML file. If the Packet is not ready when you upload the race result XML file, or the upload is not successful, using the U.S. transmittal number as the subject, email to: [resultpackets@ussa.org](mailto:resultpackets@ussa.org).*

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

**D. HEAD TAX DOCUMENTS & FEES: (Refer to MPF #49-52, Head Tax Procedures, Forms, Waived Athletes)**

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

1. Calculation of Head Tax
  - a. Start List *minus* 1<sup>st</sup> Run DNS *minus* approved waivers *multiplied* by the amount of applicable Head Tax for level of event *equals* the amount due
  - b. Approved Waivers
    - Named U.S. Ski Team (A, B, C, or D)
    - Named Paralympic National Alpine Ski Team (A, B, C, or D)
    - Named members of foreign teams recognized by FIS and who are ranked 200 or better (world rank) in one of the events being contested
    - At predetermined events (e.g., Nor-Am and U.S. Alpine National Championships), or at the discretion of the OC for other events, athletes ranked 100 or better (world rank) in one of the events being contested - regardless of their national team affiliation or national team status

- Foreign athletes who are enrolled in North American schools, clubs, or universities who are ranked 100 or better (world rank) in one of the events being contested
- **NAC ONLY:**
  - Named members of foreign national teams who are **ranked 350 or better** in the world in one of the events being contested are entitled to complimentary entries and lifts
  - In addition, foreign athletes enrolled in North American schools, clubs, or universities are entitled to complimentary entries and lifts if they are **ranked 100 or better** in the world in one of the events being contested, regardless of their national team status. (NAC 2.4.2)
  - Previous season's Continental Cup event winners are also entitled to complimentary entries and lifts. (NAC 2.4.2.1)

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

## 2. Entry Systems and Head Tax Collection

- a. U.S. Ski & Snowboard is no longer offering a platform for event registration and head tax collection. *However, if an event's XML result file is properly submitted, a reconciliation record will be available for review and verification of head tax amounts due.*
- b. If an Organizing Committee is using an independent event registration platform, they must verify whether or not the platform will perform necessary head tax calculations and submit required fees to U.S. Ski & Snowboard National, Regional, and Divisional Offices.
- c. If the Organizing Committee's platform of choice does not offer this service or if the Organizing Committee is maintaining its own event registration system, the Organizing Committee is responsible for calculation and payment of all required fees.

Regardless of the event registration system being used, Race Administrators need to be aware of the process involved in calculation and verification of all head tax amounts.

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

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

National Head Tax is also not collected/paid for non-scored U.S. Ski & Snowboard events. Depending on Regional/Divisional requirements, collection/payment of Regional/Divisional Head Tax may be mandated; contact respective Regional/Divisional Office for requirements.

## **E. MISCELLANEOUS DOCUMENT SUBMITTAL REQUIREMENTS:**

Miscellaneous submittal requirements are in place and must be observed. **Refer to MPF #5. Non-FIS Event Document Packets** for complete instructions.

**X. PREPARATION & SUBMITTAL OF U.S. SKI & SNOWBOARD EVENT RESULT FILE & DOCUMENT PACKETS – ALPINE: [FIS](#) U.S. SKI & SNOWBOARD EVENTS [617.3, [AOM Chapter V](#)].**

After carefully reviewing all documents for errors, FIS race packets must be prepared and distributed. **Refer to MPF #6. FIS Event Document Packets, MPF #7. Common Errors in FIS Race Documentation, MPF #8. Distribution of Documents – FIS Events, and MPF #55. Additional FIS Documents Special Circumstances).**

**NOTE:** XML result/penalty file, Timing & Data Technical Report (including all required Replacement Time Calculations – EET's), and Technical Delegate Report **must** be submitted within 24 hours of event completion; critical when a points list is closing.

**A. ELECTRONIC SUBMITTAL REQUIREMENTS:**

1. Official Results/Penalty in XML format must be **individually** submitted to: [alpineresults@fisski.ch](mailto:alpineresults@fisski.ch) (Note address is for XML file not PDF file, if required.)
2. Official Results/Penalty in XML format must be **individually** uploaded at: [race-results.us skiandsnowboard.org/](http://race-results.us skiandsnowboard.org/)
3. **Timing & Data Technical Report (TDTR) in XML format:** The Report is filed through the FIS TDTR software. It may be filed multiple times until accuracy acknowledged but **MUST** be filed prior to filing online TD Report. **Replacement Time Calculations (EET's) must be attached.**
4. **Technical Delegate Report;** transmission and FIS acceptance of race result and TDTR XML files is required prior to filing an online Technical Delegate Report. Acceptance of the online Technical Delegate Report locks the event file.
5. Results without TDTR and TD Report **will not** be included in calculation of FIS Points List.

**B. EVENT DOCUMENTS**

1. FIS has reduced their document requirement; however, Event Document Packets are required for all FIS events.
2. U.S. Ski & Snowboard is the repository for official event documents.
3. **MPF #6. FIS Event Document Packets, and MPF #7. Distribution of Documents – FIS Events,** contain a complete listing of all requirements.
4. All originals must be placed in a secure location and should be retained for at least one (1) year. *If a serious accident has occurred, documents must be retained until notification received from U.S. Ski & Snowboard that they may be destroyed.*
5. If a serious accident occurs as outlined in **MPF #56 Guidelines for Serious Accidents,** 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 the report.

***NOTE: Refrain from discussing any injury/accident via text, email, or social media!***

**C. PREPARATION AND ELECTRONIC SUBMITTAL OF EVENT PACKETS: U.S. SKI & SNOWBOARD EVENTS:** Prepare documents as follows and submit electronically.

1. Scan documents and save as a PDF.
2. Compile PDF documents (in listed order) as a PDF booklet; U.S. Ski & Snowboard race code **should** be used as booklet name. (alpha + 4 numbers) for National emails.
3. Following successful uploading of XML race result file, upload individual PDF “Event Document Packets” at: [race-results.usskiandsnowboard.org/](http://race-results.usskiandsnowboard.org/)
4. If the PDF “Event Document Packet” is not ready for upload when you upload the race result XML file, or you are unable to successfully upload the “Event Document Packet,” use the U.S. Ski & Snowboard transmittal number as the subject, and submit the packet as an email attachment to: [resultpackets@ussa.org](mailto:resultpackets@ussa.org)

**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.**

**NOTE:** FIS has minimal document submittal requirements. If additional documents must be sent to the FIS Office, FIS will only recognize the FIS-assigned codex number.

**D. 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, so paper copy filing of this document is no longer required for most FIS events.

- A paper copy of the FIS Report of the Technical Delegate will be required for:
  - FIS Masters
  - FIS PARA
  - FIS Children
  - Some canceled FIS events (as requested by FIS)
- A paper copy of FIS Injury Report (ISS) 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

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

[flere@fis-ski.com](mailto:flere@fis-ski.com)

[jeff.weinman@usskiandsnowboard.com](mailto:jeff.weinman@usskiandsnowboard.com)

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

**NOTE:** *FIS Technical Delegates, regardless of their national affiliation, are only responsible for the accuracy and submittal of FIS documents. The accuracy and submittal of any additional documentation required by the NGB, e.g., Results/Penalty based on National Points, U.S. First Report of Injury, etc., are the sole responsibility of the Race Administrator and/or the Organizing Committee.*

**E. HEAD TAX DOCUMENTS & FEES:** Refer to Head Tax verification procedures as noted above. Copies of Head Tax Calculation Worksheet and list of approved waivers, if applicable, must be submitted as required. *Head Tax is not collected/submitted for World Cup (WC), Continental Cup (NAC), National Championships (NC), and some Junior Championship events.*

**F. MISCELLANEOUS DOCUMENT SUBMITTAL REQUIREMENTS – ALL EVENTS:** Miscellaneous submittal requirements are in place and must be observed. **Refer to MPF #5. Non-FIS Event Document Packets, MPF #6. FIS Event Document Packets, MPF #7. Common Errors in FIS Race Documentation, and MPF #8. Distribution of Documents – FIS Events** for complete instructions.

## **XI. MORE ABOUT JURY MINUTES AND RACE PACKETS**

Many Technical Delegates limit the number of Jury Minutes that are produced. Rules state minutes are to be kept of all Jury meetings; HOWEVER, not all Jury meetings require written documentation.

- Review and acceptance of Event Medical Plan must be documented with Jury Minutes.
- Acceptance of racecourse(s) and on-hill competitor security must be documented with Jury Minutes.
- Confirmation of the daily program must be documented with Jury Minutes.
- A long delay would be documented; a short one would not.
- If a competitor who competed with an incorrect bib is sanctioned, the sanction would be documented; the issuance of a replacement bib to a competitor who misplaced his bib would not.
- Monetary fines (FIS only), impaired start position, etc., must be documented.
- Written sanctions require Jury Minutes; verbal ones do not.

Protest and Minutes of Jury Decision (Protest) are in “might be included” because not all events have Protests and accompanying Jury Minutes. In accordance with instructions received at FIS TD Updates and implemented at the U.S. Ski & Snowboard level, the only items that require Jury Minutes are those with “definite” decisions.

## **XII. TECHNICAL DELEGATES’ EXPENSES**

Invited or assigned key officials may be entitled to reimbursement of reasonable expenses, e.g., travel, meals, accommodations, etc. Technical Delegates are also entitled to reimbursement of reasonable out-of-pocket expenses. In addition to reimbursement of these expenses, U.S. Ski & Snowboard Technical Delegates for all U.S. Ski & Snowboard events – both scored and non-scored, are entitled to \$120.00/day daily allowance for each travel/inspection/training/event day.

FIS Technical Delegates are entitled to daily allowance according to a prescribed formula. This daily allowance is in addition to their out-of-pocket expenses and mileage allowance. **(Refer to MPF #47. U.S. Ski & Snowboard Officials’ Expense Report and MPF #48. USA FIS Technical Delegate Expense Report).**

## **XIII. WORKING PAPERS - AOM Chapter VI**

The accuracy of the forms included in the “Master Packet of Forms” (MPF) posted on the U.S. Ski & Snowboard website is verified prior to the start of each competition season; they are updated as required. Refer to current “Master Packet of Forms” located on the U.S. Ski & Snowboard website and only use the forms included within the packet. The forms must be used as provided without alterations and/or personalization.

#### XIV. ADDITIONAL UPDATE & REVIEW ITEMS RELATED TO RACE ADMINISTRATION

*The following section is useful for areas that do not require attendance at a Continuing Education Clinic (Update) prior to attending a specialty-area clinic. It includes update and review items that apply to both Timing & Calculations and Race Administration.*

**PLEASE NOTE:** *The following is current as of 01 October 2024. U.S. Ski & Snowboard and/or FIS decisions made in meetings following that date which may affect rules and event operating procedures will be published in Season 2025 Precisions. Please review applicable Precisions upon their publication.*

#### **U.S. SKI & SNOWBOARD COMPETITION CONTINUING EDUCATION (UPDATE) SEASON 2025:**

##### **1. MEMBERSHIP – UPDATE & CLARIFICATIONS**

- The Sport Education Academy (SEA) will offer modules for safety training for Alpine Officials. Access to the training is through the Bronze Tier which does not require a SEA registration fee. Training topics include Avalanche, Heads Up Concussion Training, First Aid, CPR, and DEI. This training is only a “recommendation” and is not required in order for an Alpine Official to officiate or be granted race arena/venue access as required by their official duties at any U.S. Ski & Snowboard event. Completion of the modules, however, is required for Level 100 Coaches. For additional details, contact [sporteducation@usskiandsnowboard.org](mailto:sporteducation@usskiandsnowboard.org).
- Race Administrators must verify that coaches’ membership status; e.g., SafeSport Training and background screening is valid (not pending). The Race Administrator must also verify the coaches’ non-presence on the Central Disciplinary List. These verifications are required prior to granting event credentials and race arena/venue access.
- Required certification and continuing education (last clinic: Season 2024 or Season 2025) must be current for Chief of Race, Referee, Assistant Referee, Start Referee, Finish Referee, Course Setters, Chief of Course, and Chief of Timing & Calculations.
- Required certification and continuing education (last clinic: Season 2025) must be current for Technical Delegate and Race Administrator.

##### **2. FORERUNNERS – UPDATE & CLARIFICATIONS**

**U.S. Ski & Snowboard event:** Forerunners must hold a current U.S. Ski & Snowboard membership; e.g., Competitor, Coach, Official, Volunteer, Master w/Requirements, Non-Scored Athlete, Short-Term Athlete, or General.

**NOTE:** *Coach, Official, and Volunteer memberships may be accepted in order for an individual to serve as a forerunner. Coaches must take note, however, that forerunning may not be included in the duties outlined in their club employment contract. **In addition, regardless of the type of membership, an event’s equipment regulations apply to all forerunners.***

**FIS event:** Forerunners must hold current U.S. Ski & Snowboard membership and FIS inscription or membership in a foreign federation recognized by FIS. In cases of *force majeure*, where a sufficient number of FIS-inscribed forerunners are not available, an eligible U.S. Ski & Snowboard member may forerun after signing a FIS Athlete’s Declaration. [605.1]

**NOTE:** FIS Athlete Declaration requires a parent or legal guardian’s signature for an athlete who is not of legal age.

**Adult Forerunners – Minor Participants:** Adult (18+) forerunners at events that include minor participants (U18 and younger) are required to be in good standing with a membership that includes SafeSport training and background screening. *The “Alpine Master” and “Short-Term Alpine Master” memberships do not meet this requirement and are not allowed.*

**Masters Events:** U18 and younger forerunners, including those with General and Short-Term Memberships, at Masters events where competitors may have the “Master” or “Short-Term Alpine Master” memberships that do not include SafeSport Training and background screening must be accompanied by a parent or legal guardian or at least two (2) U.S. Ski & Snowboard members with a membership that includes SafeSport training and background screening (e.g., Coach w/Official, Official, Volunteer, Masters w/requirements).

As with all U18 and younger events, if U18 athletes will be forerunning a Masters event, a communication pertaining to athlete safety policies must be sent to all participants, and the QR code must be posted at the registration area.

*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.*

### 3. JURY COMPOSITION

U601.4.2.3: The Jury should, where possible, include one person of a different gender.

### 4. TIMING

- U611.2.1: For all events sanctioned by U.S. Ski & Snowboard, two synchronized electronically isolated systems operating in time-of-day must be used. (All other sections of U611.2.1 remain in effect.)
- U611.2.2: Printed records, either automatic, handwritten, or memorized electronically of recorded hand times must be immediately available at the start and at the finish.

### 5. RANDOM SEEDING – TRS (BUTTERFLY) - UPDATE & CLARIFICATION

TRS (Butterfly) seeding has been approved for scored and non-scored, multi-day races. The approved system is as follows:

- Day 1/Run 1: Randomize athletes within gender/age group to create the initial start list.
- Run 2: Reverse (flip) Run 1 start order.
- Day 2/Run 3: Divide each group by two and move bottom group to top of start order. (Example: 6, 7, 8, 9, 10, 1, 2, 3, 4, 5.)
- Run 4: Reverse (flip) Run 3 start order.

#### NOTES:

- DNS, DNF, or DSQ athletes stay in their original position for all runs. (They are not moved to the end of class/field.)
- Age Groups are typically started in order of youngest to oldest.
- If one of the events is speed (Downhill or Super G), a new randomization is typically done.
- If required from an athletic standpoint, Team Captains may request that the Start Referee increase the interval prior to an individual athlete's start. (Start Referee must announce any start interval changes over the Jury radio channel.)

#### INSERTIONS FOR SECOND DAY OF A MULTI-DAY SCORED OR NON-SCORED EVENT (Run 3)

When new athletes need to be inserted in an existing seed, the following procedure shall be followed:

- New athletes will be inserted after the racer whose position is 1/2 of the start order for Run 3.
- The list will be expanded to include all new entries to the first half of the list.
- The second half of the draw will remain the same.

**Example:** Field is 20 athletes; first group is 10 athletes; 3 new athletes will be added at positions 11, 12, and 13.

### 6. GOLDEN RULE - UPDATE & CLARIFICATION

- Events using TRS (Butterfly) Seeding:  
Athletes who have been granted Golden Rule Seeding will be seeded 16th+ in all runs or races of the same series unless original start list preparation/flip/butterfly affords them a more favorable (earlier) start position.
- Events not using TRS (Butterfly) Seeding:



- For all events, First Run U621.3.1: Adaptive athletes will be seeded in special groups with start order: 16-20, 36-40, 56-60, etc., or by seed points, whichever is more favorable. (Placement within groups is by national point ranking.)
- Second Run with Flip 30 U621.11.3.2: Adaptive athlete groups will start in the 31st position unless first-run time affords a more favorable (earlier) start position. (Placement within groups will be by the results of the first run.)
- Second Run with Flip 15: Adaptive athlete groups will start in the 16th position unless first-run time affords a more favorable (earlier) start position. (Placement within groups will be by the results of the first run.)
- Adaptive athletes who are shown as DNS, DNF, DSQ, or NPS in the first run can start in the second run with their original bib immediately after the last qualified competitor has completed their run.
- Athletes who have been granted Golden Rule seeding may compete using the equipment appropriate to their disability.
- Adaptive athletes who are visually impaired will be accompanied by a guide. The guide provides verbal instructions to the athlete and is accorded the same consideration as the athlete. Start Referee should skip a minimum of one start interval following the start of a visually impaired athlete and their guide.

## 7. TIMING & DATA TECHNICAL REPORT (TDTR) - UPDATE & CLARIFICATION

A Timing Data Technical Report (TDTR) is required for all levels of competition, and the FIS TDTR software is used for preparing and submitting the report for all events, both non-FIS and FIS. *Software is available for Windows 10, 11, and macOS 10.14+; it is updated as required.*

The Chief of Timing & Calculations – not the Race Administrator or other official – is responsible for the preparation and filing of the Timing & Data Technical Report (TDTR) for all events. (The U.S. TDTR in the MPF is only intended for gathering data for entry into the FIS TDTR software.)

*If an event requires calculation of a replacement time (EET), copies of all calculations must be included in the PDF “Event Document Packet.”*

*The calculations must also be included with the XML copy of the TDTR submitted to: [tdtr@usskiandsnowboard.org](mailto:tdtr@usskiandsnowboard.org).*

## 8. KOMBI - UPDATE & CLARIFICATION

- **U1259** and the course setting matrix will be expanded to include specifications for GS/SG Kombi. Please refer to current Alpine Competition Guide for complete details.
- Kombi events must be set using appropriately homologated/approved hills. Hills homologated/approved for Giant Slalom may be used for Slalom/Giant Slalom Kombi as well as Giant Slalom/Super G Kombi.
- With the exception of specific rules applying to course setting, rules are those that apply to the faster portion of the event: e.g., Slalom/Giant Slalom events are governed by Giant Slalom rules. Giant Slalom/Super G events are governed by Super G rules; e.g., Start commands and start intervals.

**U1259.10 clarifies** in Kombi competitions, athletes must use the helmets designed for Giant Slalom, Super G, or Downhill. Athletes U14 and older must use helmets that meet the FIS standards.

## 9. WAIVED ENTRY / LIFT FEES

**Named members of the U.S. Ski Team** (A, B, C, or D) and the **U.S. Paralympic National Alpine Skiing Team** (A, B, C, or D), are entitled to waiver of entry and lift fees at all U.S. Ski & Snowboard events. No head tax will be due for these athletes. In addition, please note the following:

- Named members of foreign national teams who are properly entered by their national federations and who are **ranked 200 or better** in the world in one of the events being contested should be provided with complimentary entries and lifts. No head tax will be due for these athletes.
- At pre-determined events (e.g., Nor-Am and U.S. Alpine National Championships), or at the discretion of the OC for other events, regardless of national affiliation or national team status, athletes who are **ranked 100 or**

**better** in the world in one of the events being contested should be provided with complimentary entries and lifts. If applicable to the level of event, head tax will not be due for these athletes.

- **NAC ONLY:** Named members of foreign national teams who are **ranked 350 or better** in the world in one of the events being contested are entitled to complimentary entries and lifts. In addition, foreign athletes enrolled in North American schools, clubs, or universities will be entitled to complimentary entries and lifts if they are **ranked 100 or better** in the world in one of the events being contested, regardless of their national team status. (NAC 2.4.2) Previous season's Continental Cup event winners are also entitled to complimentary entries and lifts. (NAC 2.4.2.1)

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

## 10. TWO EVENTS / SAME DAY

**U202.2:** A maximum of two scored SL, GS, SG, or DH races per day, per gender, may be calendared per day by an organizer.

**U202.2.1:** 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.

## 11. EVENT REGISTRATION and HEAD TAX CALCULATION/VERIFICATION/PAYMENT

U.S. Ski & Snowboard does not provide an online Event Registration platform. Race Organizers are encouraged to use systems currently being provided by private vendors; (e. g., skireg.com or adminskiracing.com). Regardless of whether or not the registration system of choice calculates and submits required Head Tax, the Organizing Committee is responsible for calculation, verification, and payment of all National, Regional, and Divisional Head Taxes.

If the registration system of choice does not calculate and submit required Head Tax, the calculation forms and required payments must be submitted to Competition Services; copies should be retained in the Organizing Committee's event file. If the system does calculate and submit the required Head tax, the calculation forms should be retained in the Organizing Committee's event file.

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

## 12. FIS EVENT 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 only manage authorization letters for foreign athletes who are also competitor members of U.S. Ski & Snowboard.**
- Authorization letter must be sent to [chip.knight@usskiandsnowboard.org](mailto: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 athlete members (X membership) for whom authorization letters have been received is available at [usskiandsnowboard.org/competition/points/alpine-points](http://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 foreign athletes who are not competitor members of U.S. Ski & Snowboard 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 World Cup, 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.*

**13. RESULT PROCESSING – XML FILE and EVENT DOCUMENT PACKETS**

- Individual event XML race result files are uploaded at: [race-results.usskiandsnowboard.org/](http://race-results.usskiandsnowboard.org/).
- Following successful uploading of the XML race result file, if the PDF “Event Document Packet” has been completed, it may be uploaded during the same access window as the corresponding XML race result file.
- If the PDF “Event Document Packet” is not completed until after the XML race result file is uploaded, or you are unable to successfully utilize the upload function, the PDF “Event Document Packet” must be emailed to: [resultpackets@ussa.org](mailto:resultpackets@ussa.org). *The U.S. Ski & Snowboard transmittal number must be used as the email’s subject.*

**NOTE:** Login for clubs hosting sanctioned events or a previously-approved login for individuals who do not have access to the club login will be required in order to access the upload platform. If an official is unable to log in, contact Competition Services for assistance.

**14. ALPINE OFFICIALS’ CERTIFICATION MATRIX CHANGES - UPDATE & CLARIFICATION**

- **Race Administrator:** In addition to other requirements, recommendations for advancement from Level 1 to Level 2 must be submitted by two (2) higher level Race Administrators, Level 3 or Level 4 Technical Delegates, or FIS Technical Delegates.

**15. START NUMBER or BIB NUMBER**

**617.3.3** If two or more competitors have the same time or the same number of points, the competitor with the higher start number must be listed first on the official list of results.

- **SplitSecond** breaks a tie in time by defaulting to an athlete’s actual “start number.”
- **VOLA** interprets the “start number” to be the “bib number” and breaks a tie in time by defaulting to an athlete’s actual “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 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.)

## **FIS COMPETITION CONTINUING EDUCATION (UPDATE) SEASON 2025:**

### **1. COMPOSITION OF THE JURY**

- **ICR 601.4.1.4:** The Jury must include at least one person of a different gender (applicable at OWG and WSC).
- **ICR 601.4.2.3:** For international races, the Jury should include one person of a different gender.

### **2. TIMING**

- ICR 611.2.2: Printed records, either automatic, handwritten, or memorized electronically of recorded hand times must be immediately available at the start and at the finish.
- If an event requires calculation of a Replacement Time (EET), copies of all calculations must be submitted as an attachment to the Timing & Data Technical Report (TDTR).

### **3. FIS REPORTS: TD REPORT and INJURY REPORT (ISS)**

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, so paper copy filing of this document is no longer required for most FIS events.

- A paper copy of the FIS Report of the Technical Delegate will be required for:
  - FIS Masters
  - FIS PARA
  - FIS Children
  - Some canceled FIS events (as requested by FIS)
- A paper copy of FIS Injury Report (ISS) 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.

If these documents are required, using the FIS-assigned codex number as the email subject, please submit in scanned/PDF format to: (Forms are available in the MPF – Additional FIS Documents.)

[flere@fis-ski.com](mailto:flere@fis-ski.com)

[jeff.weinman@usskiandsnowboard.com](mailto:jeff.weinman@usskiandsnowboard.com)

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

- FIS Technical Delegates, regardless of their national affiliation, are only responsible for the accuracy and submittal of FIS documents. The accuracy and submittal of any additional documentation required by the NGB, e.g., Results/Penalty based on National Points, U.S. First Report of Injury, etc., are the sole responsibility of the Race Administrator and/or the Organizing Committee.

#### 4. CARRY or WEAR START NUMBERS (BIBS) [614.3.2]

Discussion at FIS meetings resulted in the following clarification: “Carry” means the athletes only need to have the bibs with them; there is no need for the athletes to wear the bibs during course inspection. *This interpretation is also valid for non-FIS events.*

### **GENERAL REVIEW AND CLARIFICATION - U.S. SKI & SNOWBOARD AND FIS:**

#### **1. MINOR ATHLETE ABUSE PREVENTION POLICY (MAAPP) & SAFESPORT CODE**

- MAAPP should be implemented alongside the SafeSport Code.
- The responsibility for communication and enforcement of MAAPP and SafeSport policies is the responsibility of the Local Organizing Committee (LOC) as well as other individuals and entities as set out in the Competition Administration Summary, the MAAPP, and the SafeSport Code.
- Administration of MAAPP and the SafeSport Code applies – but is not limited to – events, participation requirements, membership requirements, officials’ certification and continuing education requirements, race arena access, volunteers, etc.
- In order to ensure compliance, all requirements must be continually monitored and completed for same-day participants, and they must be informed of the provisions of MAAPP and the SafeSport Code. This can be accomplished by posting a QR code which, when scanned, provides required information.
- **At least one non-FIS competition will be audited** by the Center for SafeSport during the 2025 season. U.S. Ski & Snowboard may receive only minimal advance notice of the audit, so it is imperative that organizers know, understand, and follow the MAAPP and SafeSport documentation available on the U.S. Ski & Snowboard website.

Please refer to links posted on the U.S. Ski & Snowboard website for access to current information and links: [usskiandsnowboard.org/safesport-athlete-safety/safesport-resources](https://usskiandsnowboard.org/safesport-athlete-safety/safesport-resources).

#### **2. RACE ARENA vs RACE VENUE**

The Jury is responsible for technical matters within the **closed competition areas**. [601.4] The **closed competition areas** are defined as the “race arena” which is accepted as being those areas which the Jury inspects and accepts as being suitable for competitors’ presence:

- **within** (the side-to-side fencing) and
- **without** (start area and finish arena) the confines of the competition area and
- any location connected with the competition [223.2.1]

The Jury does inspect and accept:

- the start and finish areas as well as the ingress and egress to these areas
- the racecourse
- the type and placement of the on-hill competitor security

The Jury does not inspect or accept:

- lift areas
- parking lots
- cafeterias
- terrain parks, public trails, team meeting rooms, etc.

In addition to noting that sanctions can be applied and a penalty imposed for “actions within and without the competition area,” 223.2.1 includes conduct within “any location connected with the competition.” These locations include, but are not limited to the following areas that are required for the orderly conduct of an event: Team Captains’ Meetings, Jury meeting areas, timing building, equipment control area. *Neither the “closed competition*

areas” (within or without the fencing) nor “any location connected with the competition” include lift lines, cafeterias, or parking lots, etc.

### 3. SPLITSECOND / VOLA INTERFACE

If the event data is being managed with SplitSecond, but your Chief of Timing & Calculations is timing with VOLA, it is possible to transfer data between the systems. However, it is recommended that only bib #'s and times be imported from VOLA timing to SplitSecond data. If athletes' names are imported, please verify that any athletes who have double last names: e.g., “VAN HORN, Eric” transfer back from VOLA in the original format: VAN HORN, Eric and not VAN, HORN Eric. The misplaced comma will result in FIS and U.S. Ski & Snowboard autoscore systems rejecting the XML file.

### 4. U.S. SKI & SNOWBOARD FIRST REPORT OF ACCIDENT

Lockton Companies is the insurance carrier for U.S. Ski & Snowboard; the actual insurers are SiriusPoint America Insurance Company and Zurich. All injury reporting forms and procedures can be found at [usskiandsnowboard.org/sport-development/club-development/club-insurance](http://usskiandsnowboard.org/sport-development/club-development/club-insurance) under Participant Accident.

**Online filing is preferred**, and a copy of the completed First Report of Accident can be printed for inclusion in the required PDF Event Document Packet. If online filing is not an option, the site also includes a 2-page First Report of Accident in PDF format. (*The First Report of Accident in PDF fill-in format is available in the Master Packet of Forms*).

The PDF First Report of Accident requires a name and contact information for the “Technical Director.” Please note this information should be for an individual who is on site and who has access to all injury-related documents; e.g., OC Representative or Chief of Race.

If a First Report of Accident is required for named U.S. Ski Team members, it will be filed by U.S. Ski & Snowboard staff; a copy should be provided for the OC's files.

### 5. SKILLSQUEST

- The Jury members for a sanctioned SkillsQuest Tournament are: Technical Delegate, Referee, and Chief of Race. (*The Chief of Race may also be serving as the SkillsQuest Tournament Director.*)
- A SkillsQuest Technical Delegate's Checklist for U.S. Ski & Snowboard sanctioned SkillsQuest events is available in the Master Packet of Forms.
- Roster of Participants and SkillsQuest **Score Card** ([usskiandsnowboard.org/index.php/sport-programs/skillsquest](http://usskiandsnowboard.org/index.php/sport-programs/skillsquest)) must be submitted to [jeff.weinman@usskiandsnowboard.org](mailto:jeff.weinman@usskiandsnowboard.org).

### 6. SKI CROSS

Ski Cross was approved to move from Freeski to Alpine. Coordination for events is the responsibility of USASA and the Hole Shot Freeski Tour.

### 7. WIRELESS TIMING

Wireless timing has been approved for U.S. Ski & Snowboard non-championship events. FIS further restricts its use to FIS Level 3 and FIS Level 4 only. An application for the use of wireless timing at U.S. Ski & Snowboard events has been drafted, and a link to the application is available in the Master Packet of Forms (MPF). Please contact John Jett ([jjett@cjtiming.com](mailto:jjett@cjtiming.com)) or Matt Howard ([matt.p1timing@gmail.com](mailto:matt.p1timing@gmail.com)) for complete details.

### 8. MANUAL TIMEKEEPING VERIFICATION SUGGESTIONS

**Two suggestions:** Neither one will take much effort, but they may be the difference between a race result or a disappointed athlete for whom no time is available.

- Take the time to verify manual devices are still synchronized. A countdown over the radio and a request for the display reading can be done prior to the start. Another option is requesting the manual time for the first forerunner. Completion of the TDTR requires the hand time for the first athlete, but verification prior to the start of Bib 1 allows time to address any issues.

- If electronic timekeeping systems fail, immediately verify hand times are available for the racer for whom an electronic time is not available. *This immediate action will indicate whether or not manual timekeeping has validity so you will either be able to calculate a replacement time or authorize a rerun.*

## 9. FIS ALPINE SKIING TIMING BOOKLET

A new FIS Alpine Skiing Timing Booklet has been published. *Please refer to current edition of FIS Alpine Skiing Timing Booklet.*

## 10. COMPETITOR TIES IN FIS PARALLEL EVENTS

- In case of a tie in both runs, the competitor with the lower bib will advance to the next round. [1232.4]
- If both competitors are tied after the second run in the Final and/or the Small Final, competitors will be ranked equally (tied). They will be ordered by descending bib number. [1232.5]

## 11. HOMOLOGATION FILES

Homologations for Giant Slalom and Slalom courses are valid for 10 seasons. Homologations for Super G and Downhill courses are valid for 5 seasons. New homologations will expire on July 1 of the 10th/5th season of homologation.

**Note:** The only accurate sources for course homologation data verification are the U.S. Ski & Snowboard and FIS websites. In addition, a new inspection of an existing course (FIS or National) voids the previous homologation of an existing course.

Homologation files may be accessed at: [media.us skiandsnowboard.org/CompServices/Homologation/](http://media.us skiandsnowboard.org/CompServices/Homologation/) (Login is required: **User ID = homologation; Password = Allout2022!**)

Files may also be accessed at: [fis-ski.com/DB/alpine-skiing/homologations.html](http://fis-ski.com/DB/alpine-skiing/homologations.html); maps, photos, reports, etc., are not available at this site.

## 12. SUPPLEMENTARY REPORT or an ADDITIONAL REPORT OF THE TECHNICAL DELEGATE

- A Supplementary Report is filed by the Technical Delegate to document event anomalies. Under some circumstances, the Referee may also be required to file a Supplementary Report.
- An Additional Report of the Technical Delegate is used to address issues that may or may not require re-homologation of a racecourse.

## 13. NO ADVANTAGE – NO DISQUALIFICATION

223.3.3 states: “Competitors shall only be disqualified if their mistake would result in an advantage for them with regard to the end result; unless the Rules state otherwise in an individual case.”

Rules that address grounds for disqualification are:

- **629.2** – jeopardizes the security of persons or property or causes actual injury or damage.
- **629.3** – does not pass through a gate correctly in accordance with Art.661.4.
- **629.3** – does not start within the time limits defined by Art. 613.7.

*Please note unsportsmanlike behavior is subject to sanction which may or may not include disqualification. [Art. 223.1.1; Art. 223.3.2]*

## 14. DUE PROCESS [224.7]

Prior to the imposition of a penalty (except in cases of verbal reprimands and withdrawal of accreditation), the person accused of an offense shall be given the opportunity to present a defense at a hearing, verbally or in writing. Defense can include, but is not limited to the following:

- Being advised of infraction.
- Hearing and considering all testimony and other evidence.
- Questioning all witnesses upon whose testimony the Jury relies.

Considering information from a witness who is unavailable for questioning by the accused would create a serious issue. It is also unwise for Jury members to discuss a situation and consider possible penalties prior to considering all evidence.

The Jury must adhere to the following policy:

- Consider infraction
- Question witnesses – including athlete, coach, Gate Judge, etc. – upon whose testimony the Jury relies.
- Hear and consider all testimony and other evidence.
- Allow accused person the opportunity to present a defense and review all evidence (question witnesses, etc.)
- Deliberate
- Make a fair decision
- Review, vote, and sign prepared Jury Minutes of decision
- Notify affected parties

#### **15. VALID STARTS, FALSE STARTS [613.7, 805.4] and DELAYED STARTS [613.6, 805.3.1]**

- A “false start” violation occurs when a competitor is in the start gate and does not start within the required period with respect to the start command – “GO!”
- Course workers and officials must have a reasonable expectation of when a competitor may be approaching their position. Competitors who either start early or late can minimize this expectation and potentially create an environment that is not secure. For these reasons, false (early/late) start violations require DSQ. [613.7, 805.4]
- A “delayed” competitor is one who is not present in the start area or who is not ready to start when called. [613.6, 805.3.1]
- A provisional start may be allowed by the Start Referee (*force majeure*) or the Jury (in case of doubt).
- Athletes who are given provisional starts are subject to SANCTION, which *may or may not* include DSQ. However, provisions of Art. 223.3.3 must be met.

#### **16. PROVISIONAL STARTS – IMPORTANT POINTS**

- An athlete who is granted a provisional start that is later found to be unjustified is subject to “sanction.”
- Depending on circumstances, the sanction may include a DSQ. Prior to imposing the DSQ, Jury must decide whether or not the competitor’s later start provided an unfair advantage, e.g., improved weather conditions, etc.
- A competitor shall only be disqualified if their mistake would result in an advantage for them with regard to the end result, unless the Rules state otherwise in an individual case, e.g., gate fault; false (early/late) starts. [223.3.3]
- If a provisional start is not approved, the competitor’s status must not be changed to DNS. The only available option is DSQ, but then only if the provisions of Art. 223.3.3 have been met.

#### **17. COLLECTIVE OFFENSES [224.3]**

In accordance with Art. 224.3, a “collective offense” occurs when several persons:

- Commit the same offense
- At the same time
- Under the same circumstances

When addressing sanctions related to collective offenses:

- Jury’s decision as to one offender may be considered binding upon all offenders.
- Written decision shall include:
  - Names of all offenders concerned



- Scope of the penalty to be assessed upon each of them

Decision will be delivered to each offender.

## 18. GATE JUDGES

The Jury along with the support of the Organizing Committee may opt to not use Gate Judges for Downhill, Downhill Training, Super G, Super G Training, and Giant Slalom, provided they take measures to cover the entire course with sufficient Jury members, Jury Advisors, Eyes of the Jury, and Connection Coaches [U669.3] Slalom requires regular assignment of Gate Judges. *Please note U669.3 is a non-FIS rule. FIS rules require that Gate Judges be present for all events.*

## 19. TEAM CAPTAINS' MEETINGS

An actual meeting, attended in person or online by Team Captains, Jury, and race officials is an inseparable part of the competition and is important for communication of Jury instructions, support of the OC, OC requests and information, as well as a critical element for risk management and liability related matters. Art. 216 and 217 apply in all cases. [604.3]

## 20. FIS PENALTY WITH LESS THAN FIVE COMPETITORS: MAXIMUM VALUE

If there are less than five competitors with FIS points among the first ten of the result list, or there are not five competitors who started with FIS points, then those competitors without FIS points will receive the maximum value as noted in Rules of the FIS Points.

If less than three competitors with FIS points are ranked within the five or at least three competitors without FIS points are classified, the competition will be considered for FIS points with a double of the maximum value (of the respective event) as minimum penalty. [4.4.4 Rules of the FIS Points]

## 21. MINIMUM PENALTIES: NON-FIS EVENTS

If event does not meet required minimum vertical drop (MVD), the greater of calculated penalty, the calculated penalty plus the addition (for events that also do not meet minimum time), or minimum penalty of 60.00, will be applied.

If an event meets required minimum vertical drop (MVD), the greater of the calculated penalty or the minimum penalty of 40.00 shall be applied.

## 22. DOCUMENTS AND SIGNATURES

Rules require signatures on many documents including, but not limited to the Technical Delegate Report, Timing & Data Technical Report, Jury Minutes, Team Captains' Meeting Minutes, Report by the Referee, Protests. Signatures confirm that rules and procedures were followed; original, signed documents may be required in a legal review.

If the Technical Delegate agrees to the use of electronic signatures on certain documents, s/he must verify availability of legally-acceptable document signing software, e.g., DocuSign, eSign, etc., which certify signatures with time and date, etc. *Copying and pasting a facsimile of a signature is not legally acceptable.*

## 23. FORCE MAJEURE

In Alpine competitions, "force majeure" describes those uncontrollable/unexpected events (such as extreme weather, extreme surface conditions) that are not the fault of any party and that make it difficult or impossible to carry out an event. *Force majeure is "uncontrollable and unexpected;" it is not "planned."*

## 24. JURY MEMBERS AND THEIR VOTES

Start and Finish Referees are voting members of the Jury only for Olympic Winter Games and World Ski Championships. For other events, they **must not** be listed as "Jury Members Present;" they have no vote; they do not sign Jury Minutes. *Marking "NO" indicates a "NO" vote; does not mean official does not have voting rights.*

## 25. EVENT RELATED DOCUMENTS

For events with no issues (injuries or accidents), it is recommended all event-related documents be kept on file for one (1) year. In the case of an event with serious injury/accident as defined by the Guidelines for Serious Accidents, 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 required information.



## ALL YOU EVER WANTED TO KNOW ABOUT CONVERSIONS

To Convert Temperatures:

Celsius (C°) to Fahrenheit (F°)  
 $(C^{\circ} \times 1.8) + 32 = F^{\circ}$

Fahrenheit (F°) to Celsius (C°)  
 $(F^{\circ} - 32) / 1.8 = C^{\circ}$

To Convert Distances:

Feet (ft) to Meters (m)  
 $ft \times .3048 = m$

Meters (m) to Feet (ft)  
 $m / .3048 = ft$

Miles (mi) to Kilometers (km)  
 $mi \times 1.6 = km$

Kilometers (km) to Miles (mi)  
 $km / 1.6 = mi$

Want to know how fast the racers are skiing in Miles Per Hour?

$$\frac{\text{Course Length (in meters)} \times 2.236936}{\text{Racers Time}} = \text{mi per hour}$$

Want to know how fast the racers are skiing in Kilometers per hour?

$$\frac{\text{Course Length (in meters)} \times 3.6}{\text{Racers Time}} = \text{km per hour}$$

How far the racer traveled in 1 second?

$$\frac{\text{Course Length (in meters)}}{\text{Racers Time}} \times 3.048 = \text{feet per second}$$

How many race points per second?

Calculate race points for winning time PLUS 1 second

TEMPERATURE		
F°	-	C°
50	-	10.5
45	-	7.2
40	-	4.4
35	-	1.7
32	-	0.0
30	-	-1.1
25	-	-3.9
20	-	-6.7
15	-	-9.4
10	-	-12.2
5	-	-15.0
0	-	-17.8
-5	-	-20.5
-10	-	-23.3
-15	-	-26.1
-20	-	-28.9
-25	-	-31.7
-30	-	-34.4
-35	-	-37.2



### RACE ARENA/VENUE ACCESS REGISTRATON

Event Name: \_\_\_\_\_ Event Date(s) \_\_\_\_\_

Event Location: \_\_\_\_\_

Team: \_\_\_\_\_

U.S. Membership #	LAST NAME, <del>First</del> (Please Print Legibly)	Function

**Ticket Tracking #'s:**  
Example: 000234 to 000241

**With my signature I confirm credentials/lift tickets/venue access provided by this Organizing Committee will be distributed to the above-named coaches/officials in accordance with current rules and regulations.**

S/: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ U.S. Membership # \_\_\_\_\_  
(Please Print Legibly)

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

FIS Events: U.S. Membership # for coaches listed on a foreign federation's entry is N/A. Season 2025

# The following is an example of an online Schedule Agreement; club login is required. Language will change for Season 2025.

## U.S. Ski & Snowboard Alpine Event Administration

(Club #5575425)

Email to [jeffiers@ussa.org](mailto:jeffiers@ussa.org) or fax to 435-940-2777

Calendar Fees: \$40.00 - PAID (Paid by credit card on 12/05/2020)  
PO Number: SA-33057

Event id 33057

(Alpine)

Start Date:	03/14/2021	Location:	(Name of Area)
End Date:	03/14/2021	Sport:	Alpine
Event Contact:	(Name of main contact person)	Scoring:	Non Scored
Division:	Eastern	Closed Event:	No
Additional Comments:		Online Register:	No
		Late Fee Start Date:	
		Late Fee:	

### Competitions

#### Women's Slalom (SL)

Date: 03/14/2021  
Classes: U14,  
Number of Competitors: 100  
Entry Fee: \$55.00  
Lift Fee: \$0.00

#### Men's Slalom (SL)

Date: 03/14/2021  
Classes: U14,  
Number of Competitors: 100  
Entry Fee: \$55.00  
Lift Fee: \$0.00

### Event Organizer Authorization

Organizer hereby acknowledges, accepts and agrees to the terms of the Schedule Agreement for U.S. Ski & Snowboard or FIS Sanctioned Event as follows in this document. Please review those terms carefully before signing.

Organizer Name (PRINT)

Title or Position

By (SIGNATURE)

Date

### Ski Area/Landowner Authorization

Ski Area/Landowner ("Ski Area") hereby confirms that it has an agreement with the Organizer for the conduct of the Event in accordance with the terms of the Schedule Agreement for U.S. Ski & Snowboard or FIS Sanctioned Event as follows in this document. Please review those terms carefully before signing.

Ski Area or Landowner Name (PRINT)

Title or Position

By (SIGNATURE)

Date

U.S. Ski & Snowboard National Office Approval (If Electronic Signature, give access to Jeff Weinman [jeff.weinman@usskiandsnowboard.org](mailto:jeff.weinman@usskiandsnowboard.org))

U.S. Ski & Snowboard National Office embouching calendaring of the proposed Event in accordance with the terms of this Agreement.

By (SIGNATURE)

Date

**U.S. SKI & SNOWBOARD  
SCHEDULE AGREEMENT FOR U.S. SKI & SNOWBOARD OR FIS SANCTIONED EVENT**

This Schedule Agreement ("Agreement") is made and entered into on the last date signed on the first page of this Agreement by and between the United States Ski Association dba U.S. Ski & Snowboard, on behalf of itself and/or as local representative of the International Ski Federation ("FIS"), ski area/landowner as identified on the first page of this Agreement ("Ski Area"), and the \_\_\_\_\_ ("Organizer") shown on the first page of this Agreement.

For and in consideration of the mutual covenants set forth herein, as well as other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. Organizer agrees that it shall be bound by and shall conform to all current event requirements as established by U.S. Ski & Snowboard, FIS, or USOPC, including but not limited to meeting SafeSport and MAAPP minimum standards, as the case may be. Such regulations are incorporated herein by this reference.
2. "Event" shall mean the \_\_\_\_\_ as defined on the first page of this Agreement and such official training and other activities as may be specifically outlined by the rules and regulations in effect at the time of the Event. The terms of this Agreement shall apply only to the Event at the time of execution by U.S. Ski & Snowboard. A separate Agreement must be executed for any additional events or competitions.
3. Organizer shall be responsible for payment of all costs and expenses associated with the conduct of the Event, including calendar fees, head taxes, awards, as well as event official's fees and expenses as required by current U.S. Ski & Snowboard or FIS rules, whichever is applicable.
4. U.S. Ski & Snowboard agrees that the Event shall be known and listed as either an official U.S. Ski & Snowboard event or FIS event, and U.S. Ski & Snowboard agrees to place the Event on the appropriate Calendar and certify the results of such Event as official upon receipt of the specified fees from Organizer.
5. Notice of postponement, change, or cancellation, shall be made in writing by fax or email, to the U.S. Ski & Snowboard national office. Concurrent notice shall be made to the regional/divisional offices of U.S. Ski & Snowboard and to the assigned technical delegate. In the case of cancelled events or competitions, Organizer shall remain responsible for all fees due U.S. Ski & Snowboard and/or FIS.
6. A duly constituted event jury shall be named and empowered by Organizer, U.S. Ski & Snowboard or FIS (where applicable). For U.S. Ski & Snowboard sanctioned Events, all jury members and judges must have a current U.S. Ski & Snowboard Officials membership. For FIS sanctioned Events, all jury members and judges must be current U.S. Ski & Snowboard Officials members or of a national federation recognized by FIS. As appropriate to the discipline and type of Event, all referees, course-setters, judges, and chief of timing and calculations and other senior officials must be appropriately certified. U.S. Ski & Snowboard (and FIS where applicable) reserves the right to nominate referees, judges, and course-setters for the Event, according to policies and procedures of the U.S. Ski & Snowboard Board of Directors and FIS. Unless insufficient qualified individuals are available to perform such functions, the referee, assistant referee, and one-half of the course setters and/or judges shall be individuals who are not officers, directors, regular employees or members of Organizer itself or any of its parent entities or subsidiaries.
7. The portions of the facilities (trails, slopes, jumps, half-pipes, etc.) that are to be used in the actual event must conform with applicable U.S. Ski & Snowboard or FIS rules as applied by the technical delegate and event jury. Organizer shall be responsible for working with the Ski Area, U.S. Ski & Snowboard or FIS, and the event jury to select these facilities and ensure that they are prepared in conformity with applicable rules, and homologation or facility approval requirements according to discipline and type of event. U.S. Ski & Snowboard and FIS shall not be responsible for any costs incurred to achieve compliance.
8. Organizer agrees that entries for the Event shall be accepted only according to the respective U.S. Ski & Snowboard or FIS rules then in effect. Organizer agrees that entry of any foreign competitors shall be through the U.S. Ski & Snowboard national office only, unless such competitors have a current U.S. Ski & Snowboard membership and conform to all requirements for entry, including local, divisional, regional, state, and national qualifications.
9. The parties hereto understand and agree that U.S. Ski & Snowboard or FIS respectively, retain all commercial sponsorship rights and media exploitation rights arising in connection with the Event.
10. For events in which U.S. Ski & Snowboard Team participation is expected, a separate event agreement may be required by U.S. Ski & Snowboard in addition to this Agreement. For such events, failure of Organizer to execute such separate agreement if requested by U.S. Ski & Snowboard shall render this Agreement null and void.
11. Organizer shall either pay or waive admissions charges, entry fees, and any lift ticket fees for members, coaches and officials of the U.S. Ski or Snowboard Team and other FIS national ski or snowboard teams, in accordance with U.S. Ski & Snowboard and/or FIS policy.
12. Organizer shall process and submit proper results, as verified by the original signature of the technical delegate, and shall

remit applicable U.S. Ski & Snowboard head taxes or other fees, according to U.S. Ski & Snowboard and FIS rules then in effect. Results shall not be certified by U.S. Ski & Snowboard or FIS until any outstanding financial obligations of Organizer to U.S. Ski & Snowboard and/or FIS have been satisfied in full.

13. For information on applicable insurance coverages for Organizers and ski area/landowners, please visit <http://budkner.com/us-ski-and-snowboard/>. All coverage is contingent on the proper execution of this Agreement including all appropriate detail as to date, location, discipline, type of event, and class(es) of participants.

14. Organizer further agrees:

(a) to comply with any requirement of federal, state or local law, or any safety or eligibility regulation of U.S. Ski & Snowboard, FIS, USOPC, and SafeSport in connection with the Event;

(b) to exclude from competing in the Event any person who lacks proof of either current U.S. Ski & Snowboard membership in good standing, current listing on the FIS points list, or has been properly entered by a recognized federation that is a member of the FIS;

(c) to exclude from the Event any person whom the Jury has not deemed qualified to forerun or compete;

(d) to exclude from physical presence within Event areas or courses, at all such times as any facet of the Event may be underway, any workers who are not U.S. Ski & Snowboard members, properly credentialed FIS officials, coaches and trainers, or regular employees or agents of Organizer or Ski Area acting within the scope of their employment, unless such workers have properly executed a "Competition Worker Registration" form.

Failure to abide by the provisions of this Agreement may void any insurance coverages provided by U.S. Ski & Snowboard or FIS.

15. Once witnessed by the signatures on the first page of this Agreement, the terms set forth herein may be altered only by such supplemental agreements and other supplemental materials incorporated therein as are witnessed and attested by these same parties or their authorized agents in writing. This Agreement shall extend to and be binding upon the successors and assignees of the parties hereto. The Agreement shall supersede all prior agreements between the parties relating in any way to the subject matter hereof (except for any event agreements as described in paragraph 10 above). This Agreement may be executed in counterparts, and shall be construed in accordance with, and governed by the substantive laws of, the State of Utah, without reference to principles governing choice or conflicts of laws. In addition, all legal proceedings relating to the subject matter of this Agreement shall be maintained in state courts sitting in Summit County, Utah or federal district courts sitting in the District of Utah, Central Division and Organizer consents and agrees that jurisdiction and venue for such proceedings shall lie exclusively with such courts.

Version Date: July 2020



# EVENT ANNOUNCEMENT FORM

(SUGGESTED FORMAT)

At least six weeks prior to an event, the following information should be posted on appropriate websites and/or sent to U.S. Ski & Snowboard Competition Services and National Ski Associations, as applicable to the level of the event.

Event Name: \_\_\_\_\_ **Events Included**  
 Men: DH/SG/GS/SL/AC/K/SQ/P  
 Competition Level: Non-Scored / Scored / FIS Women: DH/SG/GS/SL/AC/K/SQ/P  
 Ski Area: \_\_\_\_\_ Other: \_\_\_\_\_  
 Membership Requirements: \_\_\_\_\_ Ski Area Waiver Required: Yes:  No:   
 Dates: \_\_\_\_\_ Classes: \_\_\_\_\_  
 Entry Fee & Deadline: \_\_\_\_\_ Late Fee & Effective Date: \_\_\_\_\_ Lift Fee: \_\_\_\_\_  
 Entry Procedure: \_\_\_\_\_  
 Chief of Race: \_\_\_\_\_ email: \_\_\_\_\_  
 Race Administrator: \_\_\_\_\_ email: \_\_\_\_\_  
 Headquarters (address/location): \_\_\_\_\_  
 Hours Open: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Technical Delegate: \_\_\_\_\_ email: \_\_\_\_\_  
 Housing Chair (if applicable): \_\_\_\_\_ email: \_\_\_\_\_

<b>Schedule of Events:</b>	<b>Date</b>	<b>Time</b>	<b>Location/Format/Access Information (TCM Only)</b>
Team Captains' Meetings	_____	_____	_____
Downhill Training – Men	_____	_____	_____
Downhill Training – Women	_____	_____	_____
Downhill – Men	_____	_____	_____
Downhill – Women	_____	_____	_____
Super G – Men	_____	_____	_____
Super G – Women	_____	_____	_____
Giant Slalom – Men	_____	_____	_____
Giant Slalom – Women	_____	_____	_____
Slalom – Men	_____	_____	_____
Slalom – Women	_____	_____	_____
AC/K – Men	_____	_____	_____
AC/K – Women	_____	_____	_____
SkillsQuest – Men	_____	_____	_____
SkillsQuest – Women	_____	_____	_____
Parallel – Men	_____	_____	_____
Parallel – Women	_____	_____	_____
Start List Preparation: Computer-Generated Draw: _____ Double Draw _____ Alternate _____			
Equipment Rules	_____	_____	_____
Waxing Facilities	_____	_____	_____
Awards	_____	_____	_____
Miscellaneous	_____	_____	_____



**ADVANCE EVENT INFORMATION FOR OFFICIALS**

**Event Organizers:** Please complete and forward to assigned Technical Delegate and guest officials at least TWO (2) weeks in advance of event(s).

Name of Competition: \_\_\_\_\_ Gender: M  W

Event(s): DH  SG  GS  SL  AC/K  SQ  PARALLEL  W/BRACKETS: Yes  No

Site of Event: \_\_\_\_\_ Run(s) \_\_\_\_\_

Day(s) and Dates(s): \_\_\_\_\_

Category: SR  U21  U18  U16  U14  U12  U10  U8  MASTER  SCORED  OTHER

The Team Captains' Meeting is scheduled for: \_\_\_\_\_

Format/Location/Sign-in (if required): \_\_\_\_\_

Seeding of the event will take place: \_\_\_\_\_

Computer-Generated Draw \_\_\_\_\_ Double Draw \_\_\_\_\_ Alternate \_\_\_\_\_

Chief of Race: \_\_\_\_\_ Phone: (H) \_\_\_\_\_

email: \_\_\_\_\_ Phone: (W) \_\_\_\_\_

Race Administrator: \_\_\_\_\_ Phone: (H) \_\_\_\_\_

email: \_\_\_\_\_ Phone: (W) \_\_\_\_\_

Housing is reserved as follows:

Dates(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Motel/Hotel/Private Housing: \_\_\_\_\_

Address: \_\_\_\_\_

Meal Arrangements:

1. Please secure meals and submit receipts Yes  No

2. Your meals will be provided at: \_\_\_\_\_

3. Meal tickets will be issued for meals at: \_\_\_\_\_

Please contact \_\_\_\_\_ to confirm information and to provide approximate time of arrival.

**NOTE:** The event organizers – not U.S. Ski & Snowboard – will, upon presentation of invoices and receipts, pay the Technical Delegate's daily allowance and reimburse actual/out-of-pocket expenses incurred for housing, meals, mileage, etc., according to current guidelines.





**CONCUSSION MEDICAL EVALUATION FORM**

To be completed by a licensed health care provider who is trained in the evaluation and management of a concussion and who has, within three years before the day on which the written statement is made, successfully completed a continuing education course in the evaluation and management of a concussion ("Provider").

The athlete identified below is being referred for evaluation after sustaining a suspected concussion. This athlete is prohibited from participating in skiing and/or snowboard training, competition, camps and practice until evaluated by a Provider. Please evaluate the athlete's readiness to return to sport based on the description of their sport listed below. The athlete is required to return this completed form before resuming training, competitions, camps, and practice. Submit the completed form to Jeff Weinman - email [jeff.weinman@usskiandsnowboard.org](mailto:jeff.weinman@usskiandsnowboard.org) or fax 435.940.2770.

Athlete's name: \_\_\_\_\_ National ID \_\_\_\_\_

Date of suspected concussion \_\_\_\_\_ Date of evaluation \_\_\_\_\_

As a Provider, I certify that \_\_\_\_\_ (athlete) is cleared to resume participation in U.S. Ski & Snowboard training, competition, camps and practice. I certify that I have, within three years before the day on which this statement is made, successfully completed a continuing education course in the evaluation and management of a concussion.

\_\_\_\_\_  
Signature of Provider                      Phone                      Date

\_\_\_\_\_  
Name Printed                      Email

\_\_\_\_\_  
Clinic or Practice name and address

\_\_\_\_\_  
Signature of Parent/Guardian                      Name Printed                      Date

- I understand that the athlete I am clearing may be involved in the following activities:
- o Alpine Speed Skiing (DH/SG): Athlete skiing at speeds of over 60 mph for up to 2-3 minutes.
  - o Alpine Technical Skiing (SL/GS): Athlete skiing up to 45-55 turns on course in 40-75 seconds.
  - o Freestyle Aerial: Jumping 40-50 feet in the air with multiple flips and twists.
  - o Freestyle Moguls: Skiing through mogul field with two turns per second and inverted and/or upright multiple jumps 12-15 feet in the air.
  - o Snowboard and Skiing Halfpipe: Riding in a U-shaped ditch with walls 18-22 feet high performing a series of 4-8 tricks 12-15 feet above the lip of the pipe, landing on a steep incline.
  - o Snowboard Alpine: Multiple turns in a 40-80 second course at speeds of 20-40 mph
  - o Snowboardcross and Skicross: Multiple jumps, turns and terrain changes with multiple competitors on course at the same time traveling at speeds upwards of 25 mph
  - o Snowboard and Skiing Slopestyle: A series of jumps that are anywhere from 40-120 feet, a series of rails and other terrain park features.
  - o Nordic Ski Jumping: Jumping for 90-130 meters off Nordic ski jumps.
  - o Nordic Cross Country: Skiing with multiple competitors on course with the possibility of collision between athletes or with other objects.

Confirmed August, 2021



Dear Parent or Guardian,

Your athlete is suspected of having suffered a concussion either in training or in competition.

Because of that suspicion, your athlete has been removed from training and competition and will be placed on member hold with U.S. Ski & Snowboard. This hold will prevent your athlete from training or competing in U.S. Ski & Snowboard sports.

What now?

On the reverse of this letter is a form that must be completed by a licensed health care provider who is trained in the evaluation and management of a concussion and who has, within three years before the day on which the written statement is made, successfully completed a continuing education course in the evaluation and management of a concussion. This form needs to be returned to me before your athlete can be removed from member hold.

Once this form is submitted, your athlete will be removed from member hold as soon as possible; however, please know that depending upon timing this may take up to 48 hours.

A listing of some trained medical professionals can be found here [impacttest.com](http://impacttest.com) While this list is not exhaustive, it is a starting point. You may also check with your primary care physician for a referral.

We understand that you are anxious to get your athlete back to training and competition and we will work to facilitate that return as soon as possible. However, we cannot allow that return to training and competition until the athlete is cleared.

For more information on concussions, please see the resources at the U.S. government's Centers for Disease Control and Prevention [cdc.gov/headsup](http://cdc.gov/headsup).

If you have any questions, please let me know.

Jeff Weinman  
Director, Competition Services  
U.S. Ski & Snowboard

Email: [jeff.weinman@usskiandsnowboard.org](mailto:jeff.weinman@usskiandsnowboard.org)  
Fax: 435.940.2770

Confirmed August, 2021

## ATHELETES DECLARATION FOR REGISTRATION WITH THE INTERNATIONAL SKI FEDERATION (FIS)

I, the undersigned, understanding that my signature to this declaration does not limit the obligation of the organizer to prepare and maintain competitions courses in accordance with FIS rules and FIS safety standards then in effect,

Family Name	First Name	DoB (dd/mm/yyyy)	Nation
Ski/Snowboard Club:			
Discipline:		Gender:	
Alpine <input type="checkbox"/>	Nordic <input type="checkbox"/>	Other <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>

make the following declaration:

### 1. FIS RULES; REGULATIONS AND PROCEDURES

I understand and accept that my participation at any event which is part of the FIS calendar is subject to my acceptance of all FIS rules applicable in connection with such event. I therefore agree to be submitted to such rules, regulations and procedures and to the jurisdiction of the bodies which are in charge of applying them, including but not limited to the exclusive jurisdiction of the Court of Arbitration for Sport CAS in Lausanne, Switzerland, where such is provided by FIS rules.

### 2. ACKNOWLEDGEMENT OF RISKS

I am fully aware and conscious of the potential risks involved in competition skiing activities and of the risk caused by speed and gravitational forces, be it during training or during the actual competition. I recognize that there are risks linked with the attempt to achieve competitive results which requires me to stretch my physical abilities. I also know and accept that the risks factors include environmental conditions, technical equipment, and atmospheric influences as well as natural or manmade obstacles. I am further aware that certain movements or actions cannot always be anticipated or controlled and therefore cannot be avoided or prevented through safety measures.

Consequently, I know and accept that when I engage in such competitive activities, my physical integrity and, in extreme cases, even my life may be at risk.

Furthermore, I know and accept that the above mentioned dangers linked with my participation may threaten third parties within the competition and training area.

I will conduct my own inspection of training and competition courses. I will immediately notify the jury of any safety concerns I may have. I understand that I am responsible for the choice of the appropriate equipment and of its condition, for the speed at which I race and for the selection of my line through the course.

### 3. PERSONAL LIABILITY

I understand that I may be found personally liable to third parties for damages arising from bodily injury or property damage they may suffer as a result of an occurrence linked with my participation in training or competition. I agree that it is not the responsibility of the organizer to inspect or supervise my equipment.

### 4. RELEASE

To the extent permitted by the applicable law, I release FIS, my National Association, and the organizers and their respective members, directors, officers, employees, volunteers, contractors and agents from any liability for any loss, injury, or damage suffered in relation to my participation in FIS sanctioned competition or training.

### 5. DISPUTE RESOLUTION

Without limitation to the jurisdiction of any body of competent jurisdiction in connection with the application of the FIS Rules, regulations and procedures to which I submit as a consequence of my participation at events that are published in the FIS calendar (see point 1 above), I agree that any dispute which is not to be adjudicated in application of procedures provided for by the FIS Rules, regulations and procedures, but which arises between myself and the FIS and/or the organizer of an event in the FIS calendar, including but not limited to claims for damages of either party against the other arising out of occurrences (acts or omissions) linked with my participation to such an event shall be governed by Swiss law and exclusively settled by arbitration before the Court of Arbitration for Sport ("CAS") in Lausanne in accordance with the CAS rules then in effect.

This Declaration be governed and construed according to Swiss law and to the extent permitted by applicable law shall also be binding on my heirs, successors, beneficiaries, next of kin or assigns who might pursue any legal action in connection with the same.

I have read and understood the above Athlete's Declaration.

Location	Date	Signature of athlete

For Athletes of minority age (according to national laws):

This is to certify that, as parent/guardian of this participant, I do consent to his/her agreement to be bound by each of the terms and conditions identified above.

Name (Printed) - Parent/Guardian	Date	Relationship	Signature of Parent/Guardian



# TEAM ENTRY FORM

Team: \_\_\_\_\_ Men  Women

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Date(s) \_\_\_\_\_

Member Number	Name LAST, First	Class/ YOB	Gender	EVENTS								Amount Paid	
				DH	SL	GS	SG	AC/K	SQ	P			

Coaches/Trainers Accompanying Team: \_\_\_\_\_

\_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

## ENTRY FORM

Competition (Name/Place)					Date of race						
Responsible for entry / Name / Telephone					<b>Category</b> COC <input type="checkbox"/> MAS <input type="checkbox"/> FIS <input type="checkbox"/> ENL <input type="checkbox"/> CIT <input type="checkbox"/> UNI <input type="checkbox"/> NJR <input type="checkbox"/> CHI <input type="checkbox"/>				<b>Gender</b> Women <input style="width: 40px; height: 20px;" type="text"/> Men <input style="width: 40px; height: 20px;" type="text"/>		
National Ski Association											
<b>COMPETITORS</b>											
FIS Code	Surname, First Name	YB	DH	SG	GS	SL	AC	PAR	Arrival (dd.mm.yy)	Departure (dd.mm.yy)	



## ENTRY FORM

Officials			
Surname , First Name	Arrival (dd.mm.yy)	Departure (dd.mm.yy)	Position on the team
			<b>Team Captain</b>
			<b>Trainer</b>
			<b>Doctor</b>
			<b>Physiotherapist</b>
			<b>Technicians</b>
			<b>Service personnel</b>
<b>Place, Date</b>		<b>Signature</b> (please print and sign)	

12.08.2022.



## Volunteer Competition Worker Registration Form

Name (Please Print): \_\_\_\_\_

Address: \_\_\_\_\_

Read the following warnings carefully before signing this form. This is an acknowledgement, release and waiver of certain legal rights:

Ski and snowboard competitions involve *many inherent risks, dangers and hazards*. These risks, dangers and hazards may exist at any time and at any place in and around the competition course or facility. They may threaten not only the competitors themselves but may also threaten me as a competition volunteer.

Due to high speeds, extremely firm and slick surfaces, and icy conditions, I acknowledge that I will be at risk of being struck by competitors and/or runaway equipment. While I *agree to pay close attention to the intervals between competitors*, I agree to also be aware that such intervals are sometimes irregular. I agree to *pay special attention to competitor fall zones and likely trajectories of competitors* who may lose control and/or fall. If I have any questions or concerns about fall zones and/or trajectories, I will inquire with a member of the Competition Jury.

The Competition Jury is responsible for controlling the competition. I agree to comply with all instructions of the Jury regarding opening and closing of courses, and regarding my positioning and conduct on the course. However, given the unpredictability of ski and snowboard competition and the winter mountain environment, following the advice of Competition Jury members or any other person *does not and cannot guarantee my safety*. If I believe that complying with a Competition Jury instruction would expose me to risk of injury, then I agree to clearly state my concern to a Jury member and state my intention not to follow the instruction.

Competition equipment may be cumbersome and heavy. I agree to exercise caution in carrying and handling such equipment to avoid injury from strain or exertion, particularly when working on steep and uneven terrain. Also, I agree to pay attention to climatic conditions and to protect myself from exposure and dehydration.

Side-slipping of competition courses involves many of the risks and dangers inherent in the sport of skiing and snowboarding. These risks may be exacerbated by short time periods between competitors in which side-slipping must be completed. If you lack advanced skiing or riding skills or are otherwise unwilling to assume the risks inherent in this activity, do not participate in side-slipping of courses.

I acknowledge that the consumption of alcohol or illegal drugs by competition volunteers in U.S. Ski & Snowboard competitions is strictly prohibited.

By affixing my signature below, I represent that I am over the age of eighteen (18) years of age, have read the foregoing warnings and in spite of the risks, dangers and hazards involved in such activities, I nevertheless choose to volunteer my services as a volunteer. By so doing, I agree to release, indemnify, defend, and hold harmless the United States Ski Association dba U.S. Ski & Snowboard, its employees, affiliates, insurers, event hosts, and ski resorts operators and owners, and sponsors from any and all claims arising from my participation as a volunteer. I also understand and agree that as a volunteer I am not entitled to workers compensation coverage for injuries arising from my participation in these activities and specifically agree not to seek workers compensation coverage for any injuries sustained while volunteering. In the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this acknowledgement, release and waiver which shall continue to be enforceable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





# Alpine Skiing

2024/2025

1st FIS points list 2024/25

Valid from 04-07-2024 to 17-07-2024

Category/Categorie/Kategorie	Race level	Minimum penalty	Maximum penalty
OWG,WC,WSC	0	0.00	0.00
COM,WQUA	0	0.00	4.00
ANC,EC,ECOM,FEC,NAC,SAC,UVS,WJC	1	15.00	999.00
EQUA	1	23.00	999.00
NC	2	20.00	999.00
AWG,CISM,CORP,EYOF,FIS,FQUA,JUN,NJC,NJR,UNI,YOG	3	23.00	999.00
CIT,CITWC	3	40.00	999.00
ENL	4	60.00	999.00

MEN						GENERAL			WOMEN						
ADDER					Z-Value	Men/Women		ADDER					Z-Value		
Disc.	Level 0	Level 1	Level 2	Level 3	Level 4		F Value	Max points	Disc.	Level 0	Level 1	Level 2	Level 3	Level 4	
DH	0	0	0	0	0	0.00	1250.00	330.00	DH	0	0	0	0	0	0.00
SL	0	0	0	0	0	0.00	730.00	165.00	SL	0	0	0	0	0	0.00
GS	0	0	0	0	0	0.00	1010.00	220.00	GS	0	0	0	0	0	0.00
SG	0	0	0	0	0	0.00	1190.00	270.00	SG	0	0	0	0	0	0.00
AC	0	0	0	0	0	0.00	1360.00	270.00	AC	0	0	0	0	0	0.00

FÉDÉRATION INTERNATIONALE DE SKI  
INTERNATIONAL SKI FEDERATION  
INTERNATIONALER SKI VERBAND



# PROGRAM

Date:	Site:	State:	Event:
		1. RUN	2. RUN
Radios:			
Jury Inspection:			
Jury:		TD:	
		Chief of Race:	
		Referee:	
		Ass't Referee:	
Connection Coach(es):			
Course Setters (Names / Teams):			
Lift Open:			
Warmup and Training Area:			
Inspection(one):			
Entry for Racers Closed:			
Photographers in Place:			
Entry for All Closed:			
Coaches in Place:			
No. of Forerunners: ( )	Start Time:	Interval:	
Start Times:			
Start Interval(s):			
Preparation Breaks:			
Yellow Zones/Flags:	Places	Back to Start	
	1st		
	2nd		
	3rd		
Slip Crews:			
Intermediate Times:			
Awards Ceremony:			
Public Draw:			
Course Setter(s) Next Race:		Name(s) / Team(s):	
Next Team Captains' Meeting:			
Miscellaneous:			

If required, a different form is available in the MPF for Parallel events.



### TEAM CAPTAINS' MEETING

Team Captains' Meeting of		Race Code(s)	
Support Officials	NAT		NAT
Chief of Course		Chief of Timing & Calculations	
Start Referee (Jury Advisor)		Race Administrator	
Finish Referee (Jury Advisor)		Video Control	
Forerunners			
A.		D.	
B.		E.	
C.		F.	
Meeting Minutes			
Signature of Race Administrator:			



ACCEPTANCE OF LIABILITY BY A TEAM CAPTAIN  
REPRESENTING AN ATHLETE NOT IN HIS/HER PROGRAM/CLUB

I agree that I am responsible for the imparting of information regarding training and competition for the athlete named below:

NAME OF ATHLETE: \_\_\_\_\_

DATE(S) OF COMPETITION: \_\_\_\_\_

I HAVE READ THIS ACCEPTANCE OF LIABILITY CAREFULLY, AND  
HAVING DONE SO, I AM SIGNING IT VOLUNTARILY.

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## ATTENDANCE LIST OF TEAM CAPTAINS' MEETING

Place		Country			Codex		
Name of event					Date		
Category		Gender		Event			
<b>JURY MEMBERS PRESENT</b>				<b>ORGANIZING COMMITTEE</b>			
Function	Surname, First Name		NAT	Function	Surname, First Name		
Technical Delegate							
Referee							
Assistant Referee**							
Chief of Race							
Start Referee***							
Finish Referee***							
<b>TEAM CAPTAINS</b>							
Surname, First Name,		NAT*	Surname, First Name,		NAT*	Surname, First Name,	
<b>GUESTS</b>							

\* Countries by entry  
 \*\* DH/SG/WC GS & SL  
 \*\*\*WSCIOWG



### CHECKLIST FOR TEAMS CAPTAINS' MEETING

ICR ART.	AGENDA	CONTROL			NOTES
		1	2	3	
213/216	<b>1. Welcome/Introduction/Roll Call/Attendance List/Agenda</b>				FIB Form
603.3.7	<b>2. Approval of minutes of the last meeting</b>				FIB Form
603.3.1	<b>3. Technical Part</b>				
603.4	Appointment of Jury				603.4.9.1
605	Appointment of Course Setters				WC and COC list / Jury
607	Ratification of Forerunners				
	Classification WC and COC				FIB
215	Updating of entries				Quota (WC/COC/FIB)
704	1st training list (DH) and others				621.7
217/621	The Draw				603.4.6/621.9
608.1	Wearing of start numbers				
617.2.2	Rules for protests (15')				640
	Start list of 2nd run				621.10
	Report of the day by the O.C.				
206/207/222	Report by the Technical Delegate				603.4.9
	Report by the other members of the Jury				
213/704/804	Review of the intended Program (good or bad weather)				904/1004
	- Weather forecast / Avalanche Control Report				
	- Orientation of the courses in the area				
	- Inspection of the course				
	- Course preparation				603.4.6.1
	- Medical services / "Stop the Bleed Pack" locations				603.3.9
	- Training/Warm-up course				614.1.3
	Proposal of team captains				
	Final programme-Confirmation				
	- First run on lift				
	- Jury meeting at Start or at Finish				
	- Time and place of prize giving				608
219/220	Distribution of radio equipment (Jury)				6034.8
216/220	<b>4. Administrative Part</b>				
	Accrediting of teams, officials, press, radio, TV, etc.				WC and COC regulations
	Lodging, meals, refreshments				
	Issuing and returning of start numbers				
	Official statements/notice board				
	Re-imburements				
	Mailbox at the race office				
	Clothing check				
	Parking/lift facilities				702.4
	Opening hours of the race office				
	Check on radio sets (PTT)				
	Next meeting				
	<b>5. Miscellaneous</b>				





**PROGRAM**

W  M

Date	Site	Country	Event
Category <input type="checkbox"/> COC <input type="checkbox"/> FIS <input type="checkbox"/> CIT <input type="checkbox"/> NJR <input type="checkbox"/> MAS <input type="checkbox"/>			
		Place	Time
Radios			
Lift Open			
Warmup and Training Area			
Jury Inspection			
Jury		FIS TD:	
		Chief of Race:	
		Referee:	
		Ass't Referee:	
Connection Coach(es)			
Run		1st	2nd
Course Setter			
Inspection (one)			
Entry for Racers Closed			
Entry for All Closed			
Coaches in Place			
Number of Forerunners + (Start Time) /			
Start Time Racer No. 1			
Start Interval			
Yellow Zones/Flags			
Sllp Crews			
Intermediate Times			
		Place	Time
Prize Giving Ceremony			
Run		1 <sup>st</sup>	2nd
Course Setter Next Race			
Next Team Captains' Meeting			
Public Draw			
Racers must appear			
Miscellaneous			

INTERNATIONAL  
SKI AND SNOWBOARD  
FEDERATION

If required, a different form is available in the MPF for Parallel events.

### TEAM CAPTAINS' MEETING

Team Captains' Meeting of		Codex	
Support Officials	NAT		NAT
Chief of Course		Chief of Timing & Calculations	
Start Referee (Jury Advisor)		Race Administrator	
Finish Referee (Jury Advisor)		Video Control	
Forerunners			
A.		E.	
B.		F.	
C.		G.	
D.		H.	
<b>Meeting Minutes</b>			
Signature of Race Administrator:			



## REPORT BY THE REFEREE

Place			Country			Codex		
Name of the Event						Date		
Category			Gender			Event		
The following competitors have been disqualified according to ICR:								
:								
No.	Name - Surname	Nat.	Gate Number.	Gate Judge	Notes			
Did not start (N <sup>s</sup> )								
Not permitted to start (N <sup>s</sup> )								
Did not finish (N <sup>s</sup> )								
Time published		Deadline		Date		The Referee		

This is a new FIS form; older forms do not have a separate section for listing of NPS competitors or require their names, etc. Referee must be aware of the reporting requirements of the form being used.



# START/FINISH TIMEKEEPER RECORDING FORM

DATE: \_\_\_\_\_ PAGE: \_\_\_\_ of \_\_\_\_

1<sup>st</sup> RUN  2<sup>nd</sup> RUN

MARK ONE:            START             FINISH

WOMEN             MEN

TIMER NAME: \_\_\_\_\_

DH  GS  SL

RECORDER NAME: \_\_\_\_\_

SG  AC/K  P



TIME-of-DAY (ToD) / MANUAL (ToD) REPLACEMENT TIME (E.E.T.) WORKSHEET

DATE: \_\_\_\_\_ EVENT: \_\_\_\_\_ MEN \_\_\_\_\_ WOMEN \_\_\_\_\_ RUN \_\_\_\_\_ CHIEF CALCULATIONS: \_\_\_\_\_

TIME-of-DAY (ToD) MISSING: \_\_\_\_\_ START or \_\_\_\_\_ FINISH

\*Precision of time-of-day as used by timing device; minimum of 1/1000 precision required.

RACER BIB #	START/FINISH	START/FINISH	COLUMN A	COLUMN B
	SYSTEM B ToD* (or MANUAL ToD*)	SYSTEM A ToD* (or MANUAL ToD*)	SYS.B/MANUAL TIME SHORTER (+)	SYS.B/MANUAL TIME LONGER (-)
_____	____:____.____	____:____.____	____.____	____.____
_____	____:____.____	____:____.____	____.____	____.____
_____	____:____.____	____:____.____	____.____	____.____
_____	____:____.____	____:____.____	____.____	____.____
_____	____:____.____	____:____.____	____.____	____.____
_____	____:____.____	____:____.____	____.____	____.____
_____	____:____.____	____:____.____	____.____	____.____
_____	____:____.____	____:____.____	____.____	____.____
_____	____:____.____	____:____.____	____.____	____.____
_____	____:____.____	____:____.____	____.____	____.____

COLUMN A TOTAL + \_\_\_\_\_

COLUMN B TOTAL - \_\_\_\_\_

DIFFERENCE = (+) or (-) \_\_\_\_\_

DIVIDED BY 10 = (+) or (-) \_\_\_\_\_ = CORRECTION \_\_\_\_\_

BIB #	TIME OF DAY	(+) or (-)	REPLACEMENT TIME OF DAY
_____	____:____:____.____	____.____	____:____:____.____
_____	____:____:____.____	____.____	____:____:____.____

PROCEDURE TO BE FOLLOWED WHEN BOTH START & FINISH SYSTEM A TIMES ARE MISSED.

\*\*If both Start and Finish ToD impulses are missed, replacement ToD's must be calculated for each ToD impulse as outlined in ICR 611.3.2.1.

Net time is then calculated and verified.

(Use 1 form for Start ToD replacement calculation and 1 form for Finish ToD replacement calculation; complete net time assignment on Finish ToD calculation form.) ALL CALCULATIONS MUST BE SUBMITTED WITH IDTR!

Bib # \_\_\_\_\_

En. ToD : : \_\_\_\_\_

St. ToD : : \_\_\_\_\_

Net Time: \_\_\_\_\_



# ELECTRONIC TIME/TOD RECORDING FORM

DATE: \_\_\_\_\_ PAGE: \_\_\_\_\_ of \_\_\_\_\_ 1<sup>st</sup> RUN  2<sup>nd</sup> RUN

TIMEKEEPER NAME: \_\_\_\_\_ WOMEN  MEN   
DH  GS  SL

RECORDER NAME: \_\_\_\_\_ SG  AC/K  P

BIB #	ELECTRONIC TIME

BIB #	ELECTRONIC TIME

BIB #	ELECTRONIC TIME



## PENALTY CALCULATION

Name of Competition		
Date	Event	Name of the TD

### The best 10 at finish

Result	Number	Name	Nat	U.S. Ski & Snowboard-Points	Best 5	Race points
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

### The best 5 at start


### TOTALS

(B) U.S. Ski & Snowboard Points of best 5 at start

(A) U.S. Ski & Snowboard Points of best 5 to finish in top 10

(C) Race Points of corresponding competitors

### Calculated penalty

A  + B  - C  =  : 10 =

Penalty applied

Signature TD

Nr

## PENALTY CALCULATION

Name of the Event		Category	<input type="text"/>	Women (W)	<input type="text"/>
Date	Event	Name of the TD			

The best 10 at finish

Result	Number	Name	Time	FIS-Points	Best 5	Race points

FIS Points of the best 5 started


TOTALS

(B)	FIS Points of best 5 started	<input type="text"/>		
(A)	FIS Points of best 5 to finish in top 10	<input type="text"/>	<input type="text"/>	
(C)	Race Points of corresponding competitors	<input type="text"/>	<input type="text"/>	<input type="text"/>

Calculated penalty

$$A \text{  } + B \text{  } - C \text{  } = \text{  } : 10 = \text{  }$$

Category Adder

Penalty applied

Signature TD	Nr/No
<input type="text"/>	<input type="text"/>

## PROTESTS

Place		Country		Codex	
Name of event				Date	
Category		Gender		Event	
Reasons for protest				ICR References	
				Name of protester	
Function	Surname, First Name	Team	Date and time of submission	Payment of deposit	
Protest and deposit received by					
Function	Surname, First Name	Signature			
Date	Signature of protester				



## MINUTES OF JURY DECISIONS (WITH PROTESTS)

Site				Nation			Codex	
Date		Category		Gender		Event		
Jury members present								
Function	Surname, First Name			NAT	Vote		Signatures	
Technical Delegate					YES	NO		
Referee					YES	NO		
Assistant Referee					YES	NO		
Chief of Race					YES	NO		
Start Referee*					YES	NO		
Finish Referee*					YES	NO		
Note: * Jury members with voting right (see ICR Art. 601.4)								
Others present at the meeting								
Summary of reasons for protest							ICR References	
Summary of decisions taken								
Time published	Date		Signature of TD (Please sign and print)					



## MINUTES OF JURY DECISIONS (WITHOUT PROTESTS)

Site			Nation			Codex	
Date		Category			Gender		Event
Jury members present							
Function	Surname, First Name		NAT	Vote		Signatures	
Technical Delegate				YES	NO		
Referee				YES	NO		
Assistant Referee				YES	NO		
Chief of Race				YES	NO		
Start Referee*				YES	NO		
Finish Referee*				YES	NO		
Note: * Jury members with voting right (see ICR Art. 601.4)							
Others present at the meeting							
Summary of decisions taken						ICR References	
Time published	Date		Signature of TD (Please sign and print)				







## TIMING CHECKLIST

- Interconnects 1. Is there wire? Does it work? Are you sure?
- Equipment 2. Is the equipment on the current list of timing equipment homologated by the FIS Timing Working Group?  
([fis-ski.com/en/inside-fis/document-library/timing-data](https://www.fis-ski.com/en/inside-fis/document-library/timing-data))
- Setup 3. Are the Time-of-Day times immediately and automatically sequentially recorded on printing strips at the maximum precision of the timing device according to the requirements for homologation?
- Software 4. If timing software is used to calculate times, is it calculating net times using the precision of ToD as used in the timing device?
- Hand Timing 5. Is hand timing that records to 1/100th (.01) precision available?
- Quality 6. Is the timing crew aware that hand times, even if not used, should be within acceptable limits?
- Start Gate 7. Does the Start Gate meet the following requirements?  
a. Does the start have 2 separate electronically isolated switch contacts for triggering the start inputs from both System A and System B?  
b. One wand?  
c. Installed at proper height?  
d. Are identical Start Gate mechanism & Wand available for replacement?  
e. Is the placement marked on the Start Posts?  
f. Are the Start Posts solidly installed?
- Finish Eyes 8. Do the Finish Photocells meet the following requirements?  
a. Are 2 sets available?  
b. Are 4 posts with a maximum diameter of 6cm available for mounting photocells? (2 are acceptable; replacements must be available)  
c. Is the vertical separation between the beams no greater than 20cm?
- Synchronization 9. Have system A and System B been synchronized as close as possible to the scheduled start time for the first run of the day?
10. Has the synchronization been performed from one single contact switch for all timing devices?
- Systems 11. If System A fails, is the timing crew aware of the requirement to use System B times to calculate a replacement time (EET) for the missing impulse?
12. Is the timing crew aware that manual timekeeping is not used to calculate a replacement time (EET) impulse unless both System A and System B fail?



# Timing & Data Technical Report - Alpine

ALL EVENTS: USE FORM ONLY FOR NOTES; TDTR XML FILE MUST BE SUBMITTED TO: [tdtr@usskiandsnowboard.org](mailto:tdtr@usskiandsnowboard.org)

TDTR SOFTWARE CAN BE FOUND AT: [fis-ski.com/en/inside-fis/document-library/timing-data](http://fis-ski.com/en/inside-fis/document-library/timing-data)  
 One Timing Report Required for each Codex/Transmittal #

Location	Category	Season
Event Name	Competition Type	Race Code
Competition Date	Gender	

TIMING DEVICES	Brand	Model	Serial No.	Homologation No.
System A Timer (at finish)				
System B Timer (at finish)				
Timer A Start (if used)				
Timer B Start (if used)				
Start Device				
Start Clock / Beep				
Finish Cell A				
Finish Cell B				

Result software	Software company	Software name / version

Connection to start	System A	System B	Voice connection

SYNCHRONIZATION	System A (at finish)	System B (at finish)	Hand *	Timer A Start	Timer B Start
Synchronization time					
Synchronization confirmation					

TIMING <small>Time of day (TOD) expressed in precision used for net time calculations equal to the precision of the timing device.</small>	1 <sup>st</sup> Run			2 <sup>nd</sup> Run		
	System A	System B	Hand *	System A	System B	Hand *
Start TOD First Competitor						
Finish TOD First						
Net Time System A / BIB First						
Start TOD Last Competitor						
Finish TOD Last						
Net Time System A / BIB Last						
Net Time System A / BIB Best						

\* Enter Start and Finish Hand Times exactly as they are recorded or displayed by hand timekeeping device.

Were all results from system A? Yes <input type="checkbox"/> No <input type="checkbox"/> **
---

Comments run 1	Comments run 2

We certify that the timing and calculations of this event adhered to current ACR rules. Yes <input type="checkbox"/> No <input type="checkbox"/>
--

Technical Delegate		Chief of Timing and Calculations	Timekeeper / Timing Company
Name	Member No.	Name	Company
Telephone		Telephone	Name
		Email	Telephone
			Email
Signature		Signature	

\*\* IF "ALL TIMES FROM SYSTEM A" IS ANSWERED "NO", REPLACEMENT TIME (EET) CALCULATION SHEETS MUST BE INCLUDED IN THE RACE RESULT PACKET SUBMITTED TO: [resultpackets@ussa.org](mailto:resultpackets@ussa.org).



## Timing & Data Technical Report Alpine

To accompany the TD report please transmit immediately only as XML and NOT as PDF or NOT in paper format to FIS.  
One timing report required for each codex.

Location	Sun Valley Resort	Category	NAC - Nor-Am Cup	Season	2019
Nation	USA	Competition	Giant Slalom		
Event name	FIS NOR-AM CUP	Gender	Men	Race Codex	0306
Race Date	8.2.2019	National race code	F0265		

	Brand	Model	Serial No	Homologation No
System A Timer (at finish)	ALGE	TdC 8001	60606044	ALG.003T.10
System B Timer (at finish)	TAG HEUER	CP 540	1192	TAG.070T.08
Timer A Start (if used)	-			
Timer B Start (if used)	-			
Start Device	TAG HEUER	HL7-1	2017	TAG.S54.03
Finish Cell A	TAG HEUER	HL 2-31	2228	TAG.L47.03
Finish Cell B	TAG HEUER	HL 2-31	2313	TAG.L47.03
Photo Finish A	-			
Photo Finish B	-			

Result software	Software company	Software name/version
	SPLIT SECOND	NAT/FIS Scoring 6.82 Rev. 6

Connection to start	System A	System B	Voice connection
	Cable	Cable	Cable

	System A	System B	Hand
Synchronization time	08:14:00		08:30:00
Synchronization confirmation	08:15:02.181	08:15:02.181	

	1st Run			2nd Run		
	System A	System B	Net Time	System A	System B	Net Time
<small>Time of day (TOD) expressed in precision used for set time calculations, minimum 1/1000s.</small>						
Start TOD First Competitor	10:01:03.751	10:01:03.749		13:06:11.825	13:06:11.827	
Finish TOD First	10:02:11.664	10:02:11.665	1:07.91	13:07:22.108	13:07:22.110	1:10.28
Hand Time First Competitor	BIB First   2		1:08.03	BIB First   40		1:10.30
Start TOD Last Competitor	11:08:39.514	11:08:39.514		13:52:55.944	13:52:55.944	
Finish TOD Last	11:09:53.633	11:09:53.632	1:14.11	13:54:15.730	13:54:15.730	1:19.78
Hand Time Last Competitor	BIB Last   80		1:14.79	BIB Last   78		1:19.67
Best Run System A		BIB   18	1:06.86		BIB   5	1:08.78

Were all results from system A?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
---------------------------------	-----	-------------------------------------	----	--------------------------

Comments run 1	Comments run 2
Bib 2 is first finisher	Start delayed due to course work

We certify that the timing and calculations of this event adhered to the FIS rules. Yes  No

Technical Delegate		Chief of Timing		Timing Company	
Name/Nation	Frederick Routhier (CAN)	Name/Nation	Revallier Patrick (USA)	Company	Sun Valley Resort
TD No	1016	Telephone	208.315.2695	Name/Nation	Revallier Patrick (USA)
		Email	raceadmin@svsef.org	Telephone	208.315.2695
Signature		Signature		Email	raceadmin@svsef.org

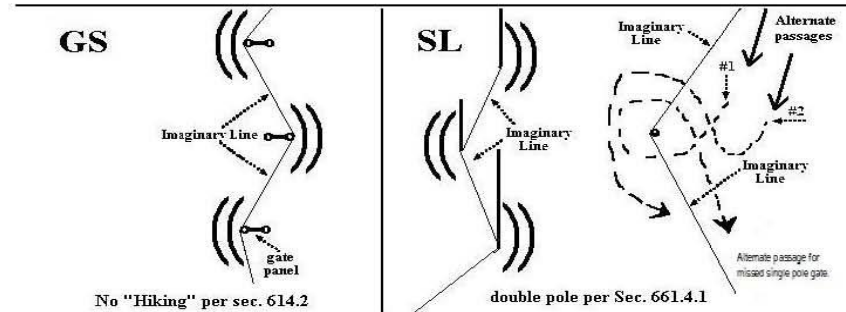
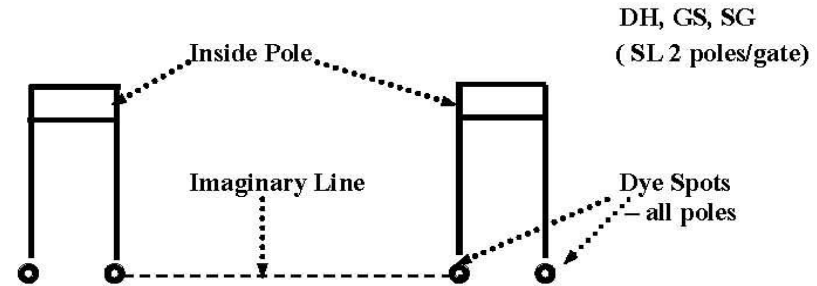
## INSTRUCTIONS FOR GATE JUDGES

Wear clothing appropriate for varying and unknown weather conditions.

- Stand where you can see all your gates and can take prompt action to repair the course.
- Record all faults (F):
  - Mark all faults (F) and OKs immediately. If F, draw a diagram and indicate which gate was the source of the fault and mark the athlete's bib # next to the diagram
  - Be prepared to explain all faults.
  - Do not discuss the fault with anyone except the Chief Gate Judge or Jury members.
  - If you have reported an F, it is sometimes necessary to attend a jury meeting. Check with the Chief Gate Judge after the race.
  - Do not report an F if you are in doubt. Give the racer the benefit of the doubt.
- Record on card the circumstance of any interference to a racer's run.
- If a racer questions a Gate Judge or commits an error that might lead to disqualification, the Gate Judge MUST communicate with the racer by saying "GO" or "BACK".
- Avoid conversations and other distractions. Concentrate on your job.
- Avoid interference of any kind with a racer.
- Maintain the course in equal condition for all racers, if possible.
  - Replace broken poles in exact position and keep vertical.
  - Put flags back in place.
  - Maintain and repair course.
  - Keep spectators, photographers and other competitors clear of course.
- Remain in place until notified that race is over.

### REASONS TO DECLARE A FAULT

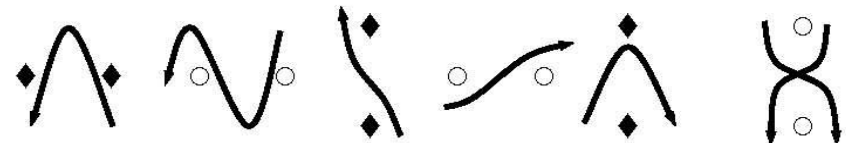
- Racer fails to pass on the proper side, or fails to cross a gate line with both ski tips and both feet.
- Racer continues on course after coming to a complete stop. (exception: SL)
- Racer fails to give way to an overtaking competitor at the first call.
- Racer behaves in an unsportsmanlike manner.
- Racer trains and/or inspects contrary to Jury instructions.
- Racer trains on a course closed to competitors.
- Racer accepts outside help in any form.



GATE PASSAGE LINES IN SINGLE POLE EVENTS

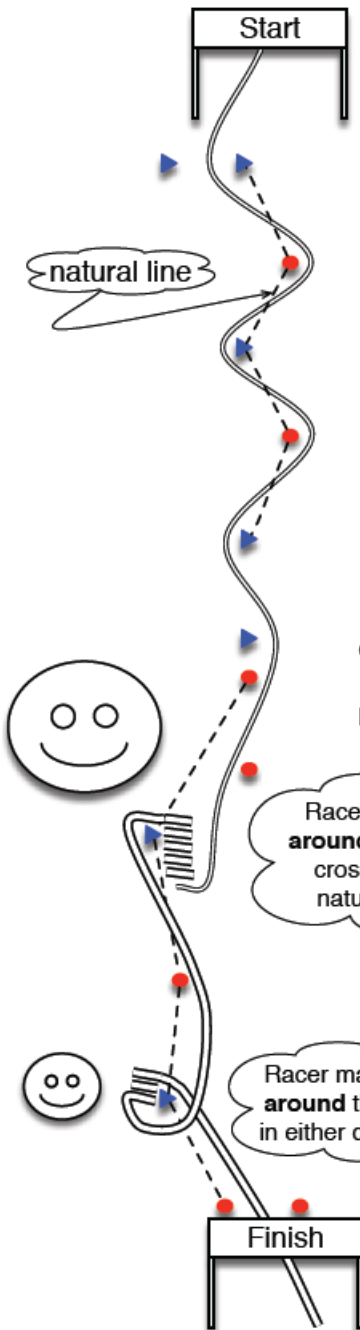
### WATCH THE SKI TIPS AND THE FEET

At each gate BOTH SKI TIPS AND BOTH FEET must cross the imaginary line joining the bases of the inside poles. They may cross from any direction to any direction (forward, backward, left, right, in and out the same side, etc.) and at any distance above the snow.



As long as BOTH SKI TIPS AND BOTH FEET cross the imaginary line, the racer is OK, even though:

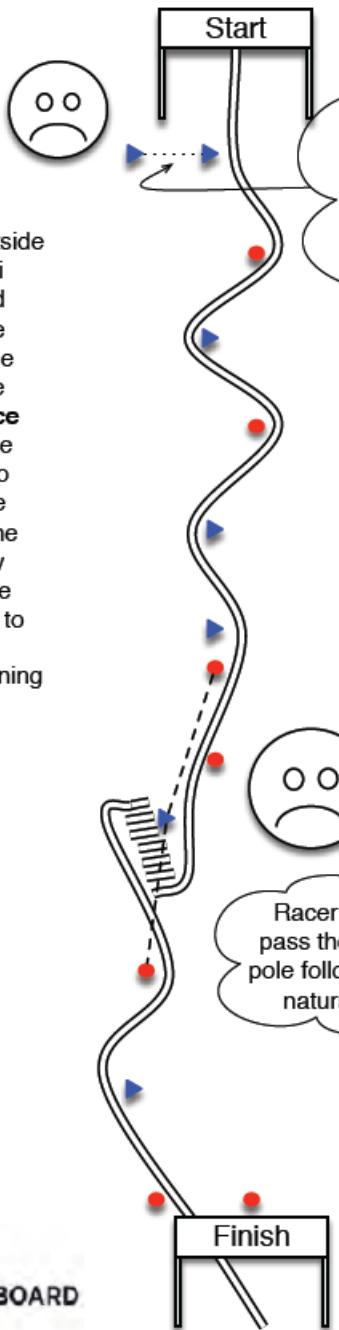
- Racer knocks down one or all poles of a gate,
- Racer slides through the gate on some part of racer's body other than feet,
- Racer enters and exits from the same side,
- Racer enters gates from a direction that differs from other racers,
- Racer passes through the gates out of their numerical order.
- In SL, racer hikes back up through a gate, or loops around a missed turning pole.\*



Where there is no outside pole, both feet and ski tips must have passed the turning pole on the same side, following the natural race line of the slalom. The **natural race line** is an imaginary line from the turning pole to turning pole, which the racer has to cross. If the racer has not correctly passed the natural race line, then the racer has to climb back up and pass **around** the missed turning pole.

Racer passed **around** the pole, crossing the natural line.

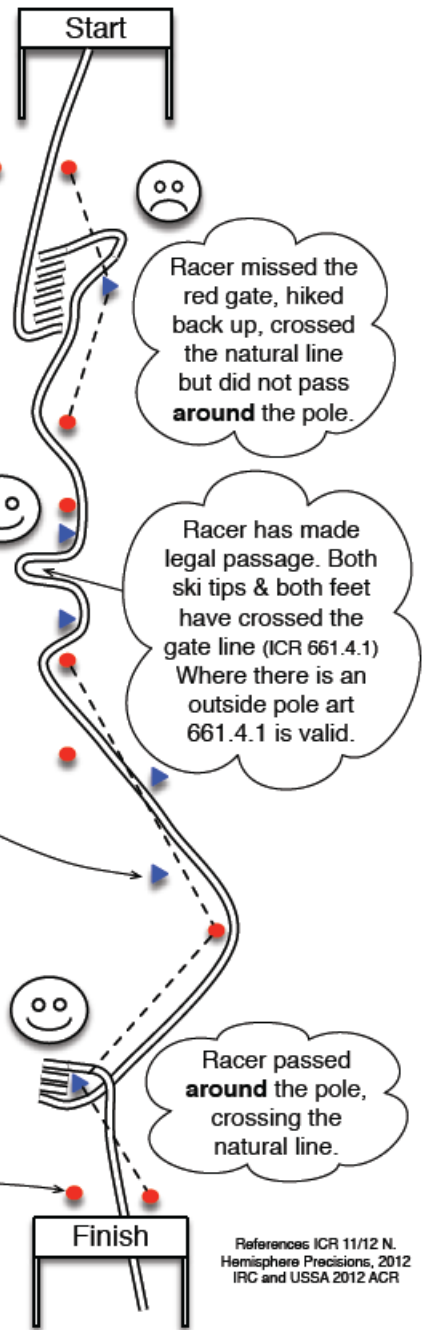
Racer may pass **around** the pole in either direction



Both ski tips and both feet have **not** crossed the gate line. The gate line in Slalom is the imaginary shortest line between the turning pole and the outside pole.

Racer did not pass the turning pole following the natural line.

Course Setter D. Chayes  
Referee P. Van Slyke  
Version 3.1 -- May 2012



Racer missed the red gate, hiked back up, crossed the natural line but did not pass **around** the pole.

Racer has made legal passage. Both ski tips & both feet have crossed the gate line (ICR 661.4.1) Where there is an outside pole art 661.4.1 is valid.

Racer passed **around** the pole, crossing the natural line.

References ICR 11/12 N, Hemisphere Precisions, 2012 IRC and USSA 2012 ACR

**INSTRUCTIONS FOR THE GATE JUDGES**

1. Upon arriving at your assigned gate(s) remove your skis and place them in a designated area.
2. Stand where you can best see all your gates while maintaining a position of maximum security. Most often you will be assisted in task 1 & 2 by your Section Chief, the Chief Gate Judge or the Technical Delegate.
3. Fill out the front of the card and then immediately draw a picture of your assigned gates. Draw the @ symbol to indicate your position. Mark all blue gates with a diamond ◊ symbol and all red gates with a circle ○ symbol.
4. Mark only faults (F) and note the racer's bib number – not start number – in the corresponding box.
  - a. Draw a detailed diagram of the fault on the pre-drawn gate picture.
  - b. Be prepared to explain all faults.
  - c. Do not discuss the fault with anyone except the Chief Gate Judge or Jury Members.
  - d. If you are a witness to a fault be prepared to attend a jury meeting and do not leave the finish area until dismissed by the Chief Gate Judge. This rule applies even if the fault occurs at a gate that you are not assigned (i.e. witness).
  - e. Do not record a fault if in doubt. Give the athlete the benefit of the doubt.
5. Record on the card the circumstances of any interference with a racer's run.
6. If a racer questions a Gate Judge or commits an error that might lead to disqualification the Gate Judge must communicate with the racer by saying, "go" or "back."
7. If necessary replace any gate poles and/or retie any gate flags until assistance from the Race Crew arrives.
8. Remain in place until your card is picked up by your Section Chief or the Chief Gate Judge.

• • • • • **REMEMBER** • • • • •  
**BOTH SKI TIPS AND BOTH BOOTS MUST CROSS THE  
 IMAGINARY LINE JOINING THE BASE OF THE POLES.**

**INSTRUCTIONS FOR THE GATE JUDGES**

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2. Stand where you can best see all your gates while maintaining a position of maximum security. Most often you will be assisted in task 1 & 2 by your Section Chief, the Chief Gate Judge or the Technical Delegate.
3. Fill out the front of the card and then immediately draw a picture of your assigned gates. Draw the @ symbol to indicate your position. Mark all blue gates with a diamond ◊ symbol and all red gates with a circle ○ symbol.
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• • • • • **REMEMBER** • • • • •  
**BOTH SKI TIPS AND BOTH BOOTS MUST CROSS THE  
 IMAGINARY LINE JOINING THE BASE OF THE POLES.**



**Gate Judges Card**

Race: \_\_\_\_\_

Date: \_\_\_\_\_

Men  Women  Run # \_\_\_\_\_

DH  GS  SL  SG  AC/K

Faults  No Faults

Gate No(s): \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Cell: \_\_\_\_\_

Signature: \_\_\_\_\_



**Gate Judges Card**

Race: \_\_\_\_\_

Date: \_\_\_\_\_

Men  Women  Run # \_\_\_\_\_

DH  GS  SL  SG  AC/K

Faults  No Faults

Gate No(s): \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Cell: \_\_\_\_\_

Signature: \_\_\_\_\_



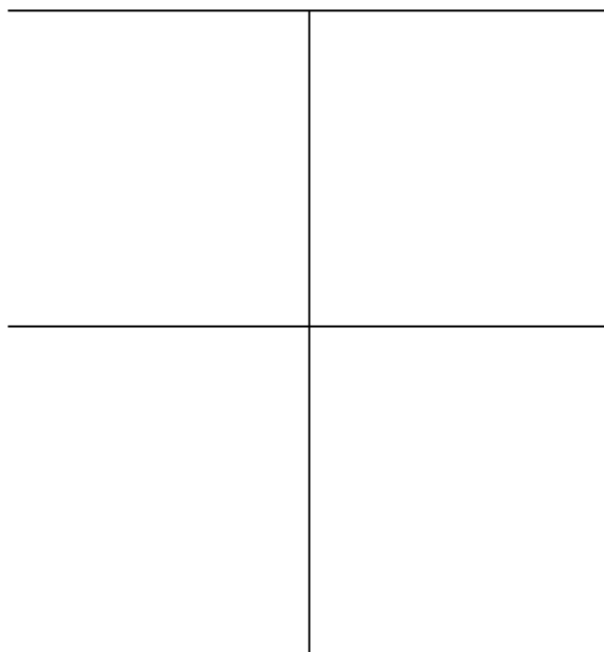
Bib Number	Gate Number

Bib Number	Gate Number

Bib Number	Gate Number

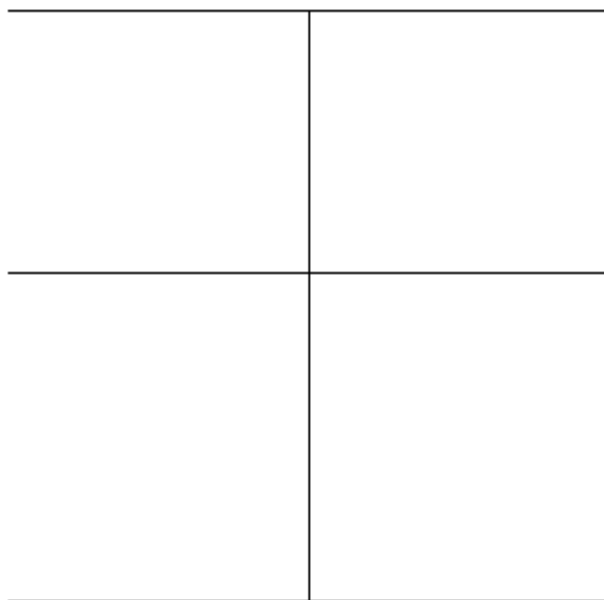
Bib Number	Gate Number

### DIAGRAM



◆ - Blue   ○ - Red   @ - Your Location

### DIAGRAM

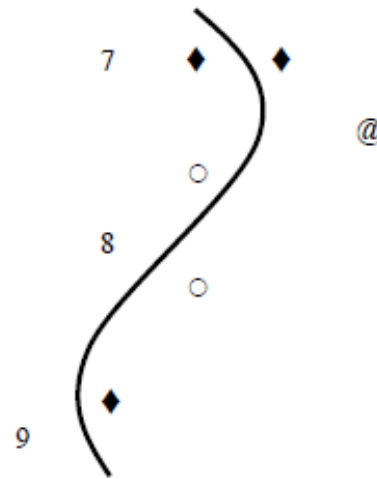


◆ - Blue   ○ - Red   @ - Your Location

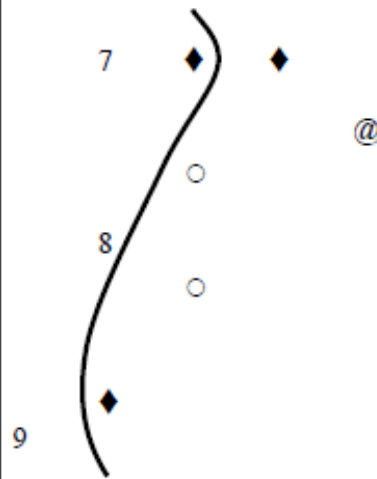
GATE JUDGE DIAGRAM CARD

◆ = Blue Flag      ○ = Red Flag      @ = Gatekeeper's position

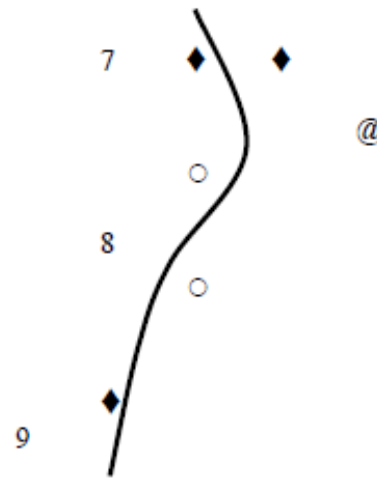
Sample drawing of your gate(s)



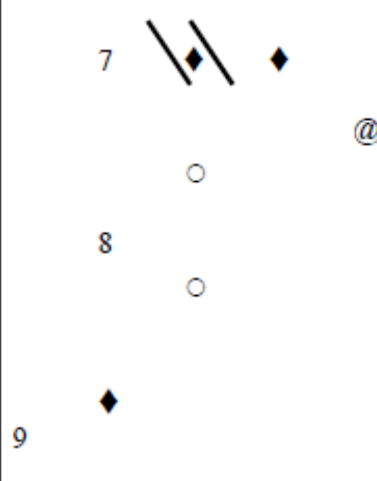
Racer(s) # 5, 11, 18  
MISSED GATE # 8



Racer(s) # 23  
MISSED GATE # 9



Racer(s) # 25  
STRADDLED GATE # 7



FOR EVERY FAULT MAKE A DIAGRAM

U.S. SKI & SNOWBOARD

GATE JUDGES CARD

NO FAULTS

FAULTS X

Men

Women X

Run #

1

Gate(s) # 7,8,9

DH

SL X

GS

SG

AC/K

Date 7-1-16

Gate Judge (print full name) George G. Judge

Alternate Sally Standin Cell: ( 987 ) 654-3210 / 432-867-5309

For every racer who reaches your gates note the Bib # and mark the proper column

✓ or F. FOR EVERY FAULT ALSO MAKE A DIAGRAM.

✓ = Legally passed

F = Fault

BIB NO.	OK	F	BIB NO.	OK	F	BIB NO.	OK	F	BIB NO.	OK	F	BIB NO.	OK	F
1	✓		21	✓										
2	✓		22	✓										
3	✓		23		F									
4	✓		24	✓										
5		F	25		F									
6	✓		26	SS										
7	✓		27	✓										
8	✓		29	✓										
9	✓		30	✓										
10	✓													
11		F												
12	✓													
13	✓													
14	✓													
15	✓													
16	✓													
17	✓													
18		F												
19	✓													
20	✓													

17-18





## SEASON 2025 EVENT DOCUMENT PACKETS – ALPINE

### PREPARATION & SUBMITTAL OF RACE RESULT XML FILE & EVENT DOCUMENT PACKETS FOR ALL NON-FIS EVENTS: SCORED AND NON-SCORED

#### A. ELECTRONIC SUBMITTAL OF RACE RESULT XML FILE AND TDTR XML FILE:

1. Official Results/Penalty in XML format must be **individually** uploaded at: [race-results.usskiandsnowboard.org/](https://race-results.usskiandsnowboard.org/) (Note this is the same link used to upload the scanned/PDF document packet.)
2. XML file **must** be submitted within 24 hours of event completion; *critical when a points list is closing.*
3. Receipt will be acknowledged within minutes and will include problems, if any.
4. U.S. Ski & Snowboard WILL NOT MANUALLY INPUT RACE RESULTS. Failure to electronically transmit Official Results and Penalty in XML format will result in event not being scored/displayed on U.S. Ski & Snowboard result website.
5. Submit TDTR XML file (created by FIS TDTR software), to: [tdtr@usskiandsnowboard.org](mailto:tdtr@usskiandsnowboard.org). **INCLUDE REPLACEMENT TIME CALCULATIONS, IF REQUIRED.**

#### B. EVENT DOCUMENT PACKET - BASIC REQUIREMENTS:

1. **Report of the Technical Delegate - signed by Technical Delegate.** (*1 per race code/per gender.*) *This report contains a section for a "Supplementary Report" which is used to document event-related anomalies. The "Supplementary Report" is not the same as the "Additional Report of the Technical Delegate" which is used to address homologations.*
2. **Timing & Data Technical Report (1 per race code/per gender for ALL events) – signed by Technical Delegate and Chief of Timing & Calculations.** *If a replacement time (EET) is calculated, the calculation must be included in the submitted packet. FIS TDTR software will provide a PDF of the TDTR; paper document available in MPF is only intended for collection of input data required by FIS TDTR software.*
3. **Program/Team Captains' Meeting Minutes - TCM Minutes signed by Race Administrator.**
4. **Minutes of Jury Decisions (Without Protest) - record of Jury members' votes and signed by Jury members.**  
**NOTE:** *Start and Finish Referee are Jury members only for World Championships and Olympic Winter Games; in other levels of competition, they are not listed as such on Jury forms and do not vote!*

#### Additional forms to be included, if applicable, are:

1. **Protests – signed by protesting party and Minutes of Jury Decisions (Protests) - record of Jury members' votes and signed by Jury members.**
2. **Replacement Time Calculations – if required**
3. **Copies of Exceptional Athlete Ski Up Agreements, if accepted for entry into event**
4. **U.S. First Report of Accident** is used to record information for all accidents involving athletes, coaches, or officials and must be submitted as soon as possible. This is an insurance carrier requirement. Report(s) can be filed online (preferred method) at: [usskiandsnowboard.org/sport-development/club-development/club-insurance](https://usskiandsnowboard.org/sport-development/club-development/club-insurance) or the PDF fill-in form provided in the Master Packet of Forms can be completed and sent to Competition Services: [competitionservices@usskiandsnowboard.org](mailto:competitionservices@usskiandsnowboard.org); **procedures for suspected/reported concussions must be followed.** *Copies of the report must be made available for required, limited distribution.*
5. **TD Accident Form(s)** *If a serious accident occurs as outlined in Guidelines for Serious Accidents, 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 the report. If required, this form is submitted in addition to the First Report of Accident.*
6. **Volunteer Competition Worker Registration forms\***

**NOTE:** All originals must be placed in a secure location.

\*Competition Worker Registration forms may either be scanned/saved in PDF format and included in electronic U.S. Ski & Snowboard Event Document Packets or, if required, mailed to U.S. Ski & Snowboard Competition Services.

**C. SPEED TRAINING REQUIREMENTS: (Super G and Downhill Training)**

1. Training Result XML file must be uploaded at [race-results.us skiandsnowboard.org/](http://race-results.us skiandsnowboard.org/)
2. Training Document Packet containing the following must be uploaded at: [race-results.us skiandsnowboard.org/](http://race-results.us skiandsnowboard.org/) or, using U.S. transmittal number as the subject, emailed to: [resultpackets@ussa.org](mailto:resultpackets@ussa.org)
  - a. Programs/Team Captains' Meeting Minutes (TCM Minutes signed by Race Administrator)
  - b. Protests - signed by protesting party and Jury Minutes of (Protests) – *record of Jury members' votes and signed by Jury members;*
  - c. Jury Minutes (without Protest) - *record of Jury members' votes and signed by Jury members;*
  - d. U.S. First Report of Accident should be filed online or sent to Competition Services at: [competitionservices@us skiandsnowboard.org](mailto:competitionservices@us skiandsnowboard.org) daily with copies included in the document packet; *follow procedures for suspected/reported concussions.*

**D. SKILLSQUEST REQUIREMENTS:**

1. Roster of Participants and SkillsQuest Score Card ([us skiandsnowboard.org/index.php/sport-programs/skillsquest](http://us skiandsnowboard.org/index.php/sport-programs/skillsquest)) must be submitted to: [jeff.weinman@us skiandsnowboard.org](mailto:jeff.weinman@us skiandsnowboard.org)
2. SkillsQuest Document Packet containing the following must be uploaded daily at: [race-results.us skiandsnowboard.org/](http://race-results.us skiandsnowboard.org/) or, using U.S. transmittal number as the subject, emailed to: [resultpackets@ussa.org](mailto:resultpackets@ussa.org)
  - a. Protests - signed by protesting party and Jury Minutes of (Protests) – *record of Jury members' votes and signed by Jury members;*
  - b. Jury Minutes (without Protest) - *record of Jury-member votes and signed by Jury members;*
  - c. U.S. First Report of Accident should be filed online or sent to Competition Services at: [competitionservices@us skiandsnowboard.org](mailto:competitionservices@us skiandsnowboard.org) daily with copies included in the document packet; *follow procedures for suspected/reported concussions.*

**E. PARALLEL EVENT REQUIREMENTS:**

1. Parallel Qualification Result XML file must be uploaded at: [race-results.us skiandsnowboard.org/](http://race-results.us skiandsnowboard.org/)
2. Parallel Final Rank XML file (without displayed times; different race code required) must be uploaded at: [race-results.us skiandsnowboard.org/](http://race-results.us skiandsnowboard.org/)
3. Parallel Document Packet containing the following must be uploaded at: [race-results.us skiandsnowboard.org/](http://race-results.us skiandsnowboard.org/) or, using U.S. transmittal number as the subject, emailed to: [resultpackets@ussa.org](mailto:resultpackets@ussa.org)
  - a. Report of the Technical Delegate - signed by Technical Delegate. (*Only 1 per gender required*)
  - b. Timing & Data Technical Report (*only 1 per gender required*) – signed by Technical Delegate and Chief of Timing & Calculations. *If a replacement time (EET) is calculated, the calculation must be included in the submitted packet.*
  - c. Programs/Team Captains' Meeting Minutes (TCM Minutes signed by Race Administrator)
  - d. Protests - signed by protesting party and Jury Minutes of (Protests) – *record of Jury members' votes and signed by Jury members;*
  - e. Jury Minutes (without Protest) - *record of Jury members' votes and signed by Jury members;*
  - f. Replacement Time Calculations - if required;
  - f. U.S. First Report of Accident should be filed online or sent to Competition Services at: [competitionservices@us skiandsnowboard.org](mailto:competitionservices@us skiandsnowboard.org) daily with copies included in the document packet; *follow procedures for suspected/reported concussions.*

**F. PREPARATION AND ELECTRONIC SUBMITTAL OF EVENT PACKETS FOR U.S. Ski & Snowboard SCORED AND NON-SCORED EVENTS: Prepare documents as follows and submit electronically.**

1. Scan documents
2. Save as PDF *do not* save and submit as a google doc link
3. Compile PDF documents (in listed order) as a PDF booklet; U.S. Ski & Snowboard race code must be used as booklet name. (alpha + 4 numbers) *After booklet is prepared, please use "reduce file size" option and resave booklet prior to submitting as required.*

4. Upload individual PDF race file document packet at: [race-results.usskiandsnowboard.org/](http://race-results.usskiandsnowboard.org/) or, using U.S. transmittal number as the subject, email to: [resultpackets@ussa.org](mailto:resultpackets@ussa.org)

**NOTE:** Region/Division offices may require that the above U.S. Ski & Snowboard documents also be sent to them. *Contact your Region/Division offices for specific or additional event document packet processing instructions.*

- H. HEAD TAX DOCUMENTS & FEES:** U.S. Ski & Snowboard does not provide an event registration system that automatically calculates and deducts athletes for whom Head Tax is not required (USST, etc.) from the total number of starts and submits entry fees to the OC. If you are using an independent online event registration system that does perform this function, a Head Tax calculation form and documents used in the calculation of Head Tax can be found in the MPF's and can be printed for calculation/verification of Head Tax amounts due to the National/Regional/Divisional offices. *Refer to MPF #49-52 for information regarding calculation of Head Tax.*

If you are using an online event registration system that does perform this function, but the Region or Division has not supplied the vendor with Head Tax information for inclusion in the calculations, payment of these amounts will be the responsibility of the OC. *Verify procedure for your Region/Division and submit Head Tax forms/documents/amounts as directed.*

If you are using an online event registration system that does not perform this function, the forms/documents must be completed and submitted with Head Tax payments as required by National/Divisional/Regional Offices.

- I. ELECTRONIC OR PAPER COPY:** Depending on event requirements, electronic or paper copy Event Document Packets containing copies of all race-related documents must be provided for:

1. U.S. Ski & Snowboard Region and/or Division offices; verify requirements for your Region/Division.
2. Organizing Committee
3. Technical Delegate

If scan/PDF/electronic submittal is not an option, submit copies of the above documents together with Head Tax documents/fees to applicable Region/Division Office or U.S. Ski & Snowboard Competition Services. (All documents must be printed single sided on white paper with no staples.)

- J. MISCELLANEOUS DOCUMENT SUBMITTAL REQUIREMENTS:**

1. **Official Freeskiing Session**

If an Organizing Committee stages an Official Freeskiing session, the following documents must be prepared and submitted as part of the first official training day's event packet for which there is a transmittal #:

- a. Freeskiing Program listing hill inspection times by both Jury and competitors, start time, competitors' start intervals, etc. (Program may be prepared on event/club letterhead.)
- b. Jury Minutes (with record of votes/required signatures of Jury members) accepting on-hill competitor security and condition of hill
- c. Copies of injury reports, if required

2. **U.S. Additional Report of Technical Delegate**, if required, must be submitted to U.S. Ski & Snowboard Competition Services: [competitionservices@usskiandsnowboard.org](mailto:competitionservices@usskiandsnowboard.org). *(This document is used only to request re-homologation.)*

**NOTE:** All document originals must be placed in a secure location, and it is recommended they be retained for a minimum of one (1) year. *If a serious accident occurs as outlined in the Guidelines for Serious Accidents, 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 the report.*

*Refrain from referring to details of any accident/injury via email, text, or social media.*

POST-EVENT CHECKLIST: Non-Scored and Non-FIS Scored Events

- Results posted on designated websites: Live-Timing, WhatsApp, etc.
- All required injury reports filed (either online or emailed, as required), with copies available for OC/TD.
- All Jury Minutes available for review and required signatures (Start & Finish Referee are not Jury members.)
- All data verified; file of all event-related documents in sequential order prepared for Technical Delegate's review.

Following Technical Delegate's approval:

- Event result XML file uploaded at: [race-results.us skiandsnowboard.org/](http://race-results.us skiandsnowboard.org/)
- TDTR XML file transmitted to: [fdtr@us skiandsnowboard.org](mailto:fdtr@us skiandsnowboard.org). (Copies of Replacement Time Calculations - EET's, must be included.)
- Results as posted on U.S. Ski & Snowboard website, verified for accuracy. *If posted results are not accurate, corrections must be made and corrected XML file must be resubmitted to:*  
[competitionservices@us skiandsnowboard.org](mailto:competitionservices@us skiandsnowboard.org)

In accordance with instructions on previous pages:

- Scan/PDF/compile required documents into one booklet (reduce PDF file size); use assigned event transmittal # as booklet title
- Upload one booklet at: [race-results.us skiandsnowboard.org/](http://race-results.us skiandsnowboard.org/). If upload not successful, using U.S. transmittal number as the subject, email to: [resultpackets@ussa.org](mailto:resultpackets@ussa.org) (Do not use google doc link, etc.) Also transmit copies as required; e.g., OC, etc.)
- Provide Technical Delegate with electronic or paper copy of all event-related documents in sequential order
- Head Tax data/amounts due verified and accepted or request for Head Tax check filed with OC
- Basic Event Document Requirements:  
Report of the Technical Delegate  
Timing & Data Technical Report with copies of all required Replacement Time Calculations (EET's)  
Program/Team Captains' Meeting Minutes  
Minutes of Jury Decisions (Without Protest)
- Additional forms required, if applicable:  
Protests and Minutes of Jury Decisions (Protests)  
Replacement Time Calculations  
Copies of Exceptional Athlete Ski Up Agreement  
U.S. First Report(s) of Accident(s)  
TD Accident Form (as directed by Competition Services in accordance with "Guidelines for Serious Accidents")  
Volunteer Competition Worker Registrations
- Requirements for Speed Training (SG & DH): Following documents submitted for Speed Training
  1. Training Result XML file must be uploaded at: [race-results.us skiandsnowboard.org/](http://race-results.us skiandsnowboard.org/) |  
Daily Event Document packet uploaded at: [race-results.us skiandsnowboard.org/](http://race-results.us skiandsnowboard.org/) or, using U.S. transmittal number as the subject, emailed to: [resultpackets@ussa.org](mailto:resultpackets@ussa.org) and containing:
    - a. Program/Team Captains' Meeting Minutes
    - b. All Jury Minutes (W/WO Protest; Protests, if filed, must also be included)
    - c. U.S. First Report(s) of Accident(s), if required
- Requirements for SkillsQuest: Following documents submitted for SkillsQuest
  1. SkillsQuest Roster of Participants and SkillsQuest Score Card must be submitted to: [jeff.weinman@us skiandsnowboard.org](mailto:jeff.weinman@us skiandsnowboard.org)
  2. Daily Event Document packet uploaded at: [race-results.us skiandsnowboard.org/](http://race-results.us skiandsnowboard.org/) or, using U.S. transmittal number as the subject, emailed to: [resultpackets@ussa.org](mailto:resultpackets@ussa.org) and containing:
    - a. Program/Team Captains' Meeting Minutes

- b. All Jury Minutes (W/WO Protest; Protests, if filed, must also be included)
- c. U.S. First Report(s) of Accident(s), if required

**Requirements for Parallel:** Following documents submitted for Parallel

NOTE: 2 race codes may be required: 1 for the Qualification Result XML and 1 for the Final Rank XML. However, only 1 set of documents is required. Please list both race codes on documents contained in the "Parallel Document Packet".

1. Parallel **Qualification Result** XML file must be uploaded at: [race-results.us skiandsnowboard.org/](http://race-results.us skiandsnowboard.org/)
2. Parallel **Final Rank** XML file (without displayed times; different race code required) must be uploaded at: [race-results.us skiandsnowboard.org/](http://race-results.us skiandsnowboard.org/)
3. Event Document Packet containing the following must be uploaded at: [race-results.us skiandsnowboard.org/](http://race-results.us skiandsnowboard.org/) or, using the U.S. transmittal number as the subject, emailed to: [resultpackets@ussa.org](mailto:resultpackets@ussa.org)
  - a. Report of the Technical Delegate
  - b. Timing & Data Technical Report
  - c. Replacement Time Calculations, if required
  - d. Programs/Team Captains' Meeting Minutes
  - e. All Jury Minutes (W/WO Protest; Protests, if filed, must also be included)
  - f. U.S. First Report of Accident should be filed online or sent to Competition Services at: [competitionservices@us skiandsnowboard.org](mailto:competitionservices@us skiandsnowboard.org) daily with copies included in the document packet; *follow procedures for suspected/reported concussions*

**Additional Submittal Requirements:**

- U.S. Additional Report of Technical Delegate, if required, sent to: [competitionservices@us skiandsnowboard.org](mailto:competitionservices@us skiandsnowboard.org). | *(This document is used only to request rehomologation.)*
- \_\_\_\_\_
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- \_\_\_\_\_





## HEAD TAX PROCEDURES & RESULT PACKET SUBMITTAL as of September 2024

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

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

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

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

### 1. Eastern Region:

- ❖ Race Organizers will upload required Event Document Packets electronically at: [race-results.usskiandsnowboard.org/](https://race-results.usskiandsnowboard.org/)
- ❖ If the event registration platform of choice has been authorized to calculate and submit National, Regional, & Divisional Head Tax, once reconciliation has been accepted, the required amounts will be disbursed, and the balance will be forwarded to the Organizing Committee.
- ❖ If the Organizing Committee does not wish the platform of choice to calculate and disburse required Head Tax, or if the event registration of choice does not calculate and disburse required Head Tax, the Organizing Committee will be responsible for calculation, verification, and disbursement of all required Head Tax.

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

U.S. Ski & Snowboard  
Attn: Competition Services  
PO Box 100  
Park City, UT 84060

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

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

### 2. Rocky/Central Region:

- ❖ Race Organizers will upload required Event Document Packets electronically at: [race-results.usskiandsnowboard.org/](https://race-results.usskiandsnowboard.org/)
- ❖ If the event registration platform of choice has been authorized to calculate and submit National, Regional, & Divisional Head Tax, once reconciliation has been accepted, the required Head Taxes will be disbursed, and the balance will be forwarded to the Organizing Committee.
- ❖ If the Organizing Committee does not wish the platform of choice to calculate and disburse Head Tax, or if the event registration of choice does not calculate and disburse required Head Tax,

the Organizing Committee will be responsible for calculation, verification, and disbursement of all required Head Tax.

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

U.S. Ski & Snowboard  
Attn: Competition Services  
PO Box 100  
Park City, UT 84060

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

Rocky Mountain Division Alpine Office  
Attn: Darlene Nolting  
210 Caribou Lane  
Steamboat Springs, CO 80487

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

Tom Barnes  
U.S. Ski & Snowboard Central Division  
7593 Debbie Lane  
Eden Prairie, MN 55346

### 3. **Western Region:**

- ❖ Race Organizers will upload required Event Document Packets electronically at: [race-results.us Ski and snowboard.org/](http://race-results.us Ski and snowboard.org/)
- ❖ Please also forward race results electronically to the respective divisional manager.
- ❖ If AdminSkiRacing platform is used for event registration and the company has been authorized to calculate and submit National, Regional, & Divisional Head Tax, once reconciliation has been accepted, the required Head Taxes will be disbursed, and the balance will be forwarded to the Organizing Committee.
- ❖ If AdminSkiRacing is used and the Organizing Committee does not wish the platform to calculate and disburse Head Tax, or if the event registration of choice does not calculate and disburse required Head Tax, the Organizing Committee will be responsible for calculation, verification, and disbursement of all required Head Tax.

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

U.S. Ski & Snowboard  
Attn: Competition Services  
PO Box 100  
Park City, UT 84060

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

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

### MISCELLANEOUS:

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

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

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

**NATIONAL HEAD TAX CALCULATION - ALPINE**

**Starts - DNS's - Waivers x Applicable \$ Amount**

**Number of Competitors  
on the START LIST**

**149**

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

**- 3  
146**

**- Approved Waivers**

**- 4**

**= 142**

**x Applicable \$ Amount**

**x \$ -----**

**= Head Tax for THIS race.**

**\$ -----**

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



**Alpine Head Tax Accounting Sheet**  
 (Use to calculate and verify U.S. Ski & Snowboard's Head Tax Amounts)

Division \_\_\_\_\_

Race Name \_\_\_\_\_

Race Date(s) \_\_\_\_\_ Race Location \_\_\_\_\_

**Race Code # / Date      Start List – DNS      =      Starts      –      Waivers      =      Total Paid Starts**

Race Code # / Date	Start List – DNS	=	Starts	–	Waivers	=	Total Paid Starts
_____	_____		_____		_____		_____
_____	_____		_____		_____		_____
_____	_____		_____		_____		_____
_____	_____		_____		_____		_____
_____	_____		_____		_____		_____
_____	_____		_____		_____		_____
_____	_____		_____		_____		_____
_____	_____		_____		_____		_____
_____	_____		_____		_____		_____
_____	_____		_____		_____		_____

\*Total Paid Starts = \_\_\_\_\_

\*Total Paid Starts \_\_\_\_\_ x \$ 12.00 = National Head Tax Due \$ \_\_\_\_\_

Check #: \_\_\_\_\_

\*Total Paid Starts \_\_\_\_\_ x \$ \_\_\_\_\_ = Regional Head Tax Due \$ \_\_\_\_\_

Check #: \_\_\_\_\_

\*Total Paid Starts \_\_\_\_\_ x \$ \_\_\_\_\_ = Divisional Head Tax Due \$ \_\_\_\_\_

Check #: \_\_\_\_\_

**Total Head Tax(es) Due = \$ \_\_\_\_\_**

**TOTAL ENTRY FEES PAID:** \$ \_\_\_\_\_

**TOTAL DEDUCTED BY ONLINE REGISTRATION:** - \$ \_\_\_\_\_

**TOTAL HEAD TAX(ES) DUE:** - \$ \_\_\_\_\_

**TOTAL ENTRY FEES DUE CLUB:** = \$ \_\_\_\_\_

With certain exceptions, U.S. Ski & Snowboard National Head Tax is always due; these other categories may or may not apply to your race. Please check with your Region and Division organizations if you are unsure which additional head taxes you need to submit.

**NOTE:** Head Tax for non-FIS collegiate events is \$350 per event/per gender.

Person Completing Calculations: \_\_\_\_\_ Date: \_\_\_\_\_

email: \_\_\_\_\_ Phone: \_\_\_\_\_

**NOTE:** This form can be used by all OC's, regardless of the type of event registration system used: Online registration system that calculates/disburses head tax(es)/fees - for verification of the amounts of head tax(es) due and payable and balance due the OC as calculated by the online system prior to disbursement. Club system or online registration systems that do not calculate/disburse head tax(es)/fees - for calculation and payment of required head tax(es).

*Copies of this form must be submitted with required payments. If required, a Head Tax Waiver list must also be submitted*



### Head Tax – Waived Athletes

Please list the competitors that you have waived in each race. Remember these competitors **MUST** be named U.S. Ski Team (A, B, C, or D), U.S. Paralympic National Alpine Skiing Team (A, B, C, or D), named members of foreign teams recognized by FIS who are ranked 200 or better (world rank) in one of the events being contested.

Foreign athletes attending U.S. universities/colleges/schools or training with U.S. clubs and who are ranked 100 or better (world rank) in one of the events being contested

At pre-determined events (e.g., Nor-Am and U.S. Alpine National Championships), or at the discretion of the OC for other events, athletes ranked 100 or better (world rank) in one of the events being contested - regardless of their national team affiliation or national team status - may also not be required to pay event fees. If applicable to level of event, these athletes are also exempt from payment of U.S. Ski & Snowboard Head Tax.

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

Unless a previous agreement has been reached with U.S. Ski & Snowboard, Divisional and Regional Team athletes **must not** be waived from National Head tax. If in doubt, verify your event’s National Head Tax status with U.S. Ski & Snowboard’s Competition Services.

RACE CODE #	ATHLETE'S NAME/NATION	REASON FOR WAIVER
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Season 2025 U.S. Ski & Snowboard List of Approved Head Tax Exempt Athletes**  
*(Current as of September, 2024)*

Following athletes are members of the U.S. Ski Team (A, B, C, D), and the U.S. Paralympics Alpine National Team and are the named U.S. athletes that may be waived from U.S. Ski & Snowboard National Head Tax.

Other athletes that may be waived are named foreign national team members who are ranked 350 or better (world rank) in one of the events being contested.

Foreign athletes attending U.S. universities/colleges/schools or who are members of/training with U.S. clubs and who are ranked 100 or better (world rank), may not be required to pay event fees; these athletes are exempt from payment of U.S. Ski & Snowboard Head Tax.

At pre-determined events (e.g., Nor-Am and U.S. Alpine National Championships), or at the discretion of the OC for other events, athletes ranked 100 or better (world rank) in one of the events being contested - regardless of their national team affiliation or national team status - may also not be required to pay event fees; these athletes are also exempt from payment of U.S. Ski & Snowboard Head Tax.

Athletes named to Regional and Divisional Team are not waived from U.S. Ski & Snowboard National Head Tax. Refer to your Region/Division Handbook regarding Region/Division Head Tax waiver policies.

**U.S. Ski Team**

**Women**  
 BOCOCK, Elizabeth  
 BOCOCK, Mary  
 CASHMAN, Keely  
 DEHART, Paige  
 GROSDIDIER, Tatum  
 HENSEIN, Katie  
 HURT, AJ  
 JOHANSSON, Stella  
 KEANE, Kaitlin  
 MACUGA, Lauren  
 MANGAN, Tricia  
 MOLLIN, Allison  
 MOLTZAN, Paula  
 MORITZ, Kjersti  
 MORITZ, Liv  
 O BRIEN, Nina  
 RESNICK, Emma  
 ROMANOV, Dasha  
 SHIFFRIN, Mikaela  
 SUNSHINE, Ava  
 WILES, Jacqueline  
 WRIGHT, Isabella

**Men**  
 ARVIDSSON, Erik  
 BENNETT, Bryce  
 BUZEK, Stanley  
 COCHRAN-SIEGLE, Ryan  
 DONLEY, ~~Finnigan~~  
 DUPRATT, Sam  
 FORD, Tommy  
 GILE, Bridger  
 GOLDBERG, Jared  
 HANNA, Colin  
 KERBAUGH, John  
 MORSE, Sam  
 NELSON, Isaiah  
 NEGOMIR, Kyle  
 PALMQUIST, Camden  
 PALMQUIST, Jevin  
 POULTER, Jay  
 PUCKETT, Cooper  
 RADAMUS, River  
 REED, Sawyer  
 RITCHIE, Benjamin  
 SALANI, Hunter  
 SARCHETT, Ryder  
 SEYMOUR, Jett  
 SMITH, Jack  
 WINTERS, Luke

**U.S. Paralympics Alpine National Team**

**Women**  
 CROWLEY, Audrey  
 JOHNSON, Allie  
 STEPHENS, Laurie

**Men**  
 BREWER, Matthew  
 DRUGAN, Ravi  
 HALGREN, Patrick  
 HARAGHEY, Andrew  
 HOGAN, Connor  
 KEEFE, Jesse  
 KURKA, Andrew  
 WALSH, Thomas

**Men**  
 WILLIAMS, Zachary  
 WOOD, Spencer

Season 2025

**If status verification is required, please contact Competition Services.**



TECHNICAL DELEGATE REPORT - ALPINE  
(ONE FORM FOR EACH RACE CODE)

Race Code

Place

Date

Name of Event

Level(s) of race:

SR  U21  U18  U16  U14  U12  U10  U8  Masters Gender:  M  F

Event:

DH  SL  GS  SG  AC  Kombi  Parallel  Scored  Non-Scored

Course Name

Homologation #

Start/finish elevations are within homologation  Yes  No (if "NO", explain in "Supplementary Report".)

**Measured** vertical drop – measured/verified by  Altimeter  GPS  Topo Map  (All devices have variability.)

Event meets vertical drop requirements for level of competition:  Yes  No

Jury Minutes completed, reviewed, and signed:  Yes  No

(Required for both scored & non-scored events; must show votes & must be signed by Jury members with voting right (see ACR Art. 601.4).)

Shall this race be counted for points?  Yes  No (if "NO", explain in "Supplementary Report".)

Start List

NPS/DNS 1<sup>st</sup>

NPS/DNS 2<sup>nd</sup>

All DNF

All DQ

RANKED

Calculated Penalty

APPLIED PENALTY

Name of TD

U.S. #

Tel #

Email

Name of TD Candidate

U.S. #

(A separate report on the TD Candidate must be filed with the Divisional AO Chairperson.)

First Aid Service Adequate:  Yes  No

Accidents During Official Training: \*\*

U.S. #

Name


Accidents During Event: \*\*

U.S. #

Name


\*\* U.S. First Report of Accident(s) completed online or attached:  Yes  NA

(In case of serious accidents, immediately contact U.S. Ski and Snowboard for instructions; an additional TD Accident Report must be filed.)

Protests  Yes  No ACR Rule(s)

Sanctions  Yes  No ACR Rule(s)

Timing equipment meets current U.S. specification for level of competition (if "NO", explain)

TDTR xml file has been prepared & submitted to [tdtr@usaskandsnowboard.org](mailto:tdtr@usaskandsnowboard.org) (scored & non-scored)

Replacement Time (EET) calculations submitted in packet to: [resultpackets@usaskandsnowboard.org](mailto:resultpackets@usaskandsnowboard.org)

Supplementary Report (if required, attach additional page):

Place and Date:

TD's Signature:

Please forward copy of form to: U.S. Ski & Snowboard TDWG representative noted in "Non-FIS Event Document Packets" in MPF.





## *First report of accident instructions*

Whenever significant injury occurs that you believe may lead to an insurance claim, an incident report must be completed and sent to Lockton Companies through their online reporting portal. From the webpage <https://usskiandsnowboard.org/sport-development/club-development/club-insurance>, click on Important Links and then Incident Reporting. Once complete, click the Submit button. It is recommended that you keep a copy for your file. Alternately, a physical copy of the form can be filled out and sent to Jeff Weinman ([comoservices@usskiandsnowboard.org](mailto:comoservices@usskiandsnowboard.org)). The completed form should also be included with a result packet.

Mailed reports that are separate from a result packet and which have not been completed online, emailed or faxed should be sent to:

Jeff Weinman  
Competition Services  
U.S. Ski & Snowboard  
PO Box 100  
Park City, UT 84060

In the case of a suspected concussion, the form **must** be immediately submitted by email or by fax ([435.940.2770](tel:435.940.2770)) so that the athlete can be placed on member hold pending an evaluation by a certified medical professional.

Incident reports should be completed whether the person involved is a participant or a spectator.

Although you may not have sufficient information to answer all the questions, it is important that the form be completed as fully as possible including athlete name, national ID, injury date and injury information and competition information if applicable. Please list facts only; speculations should be avoided. Do not delay sending in the report form; an incomplete form is better than none at all.

If you have any questions regarding completion of the form, please contact Lockton Companies at [303.414.6000](tel:303.414.6000).

**In case of serious injury**, immediately notify Jeff Weinman (435.647.2030) and/or Lockton Companies at [303.414.6000](tel:303.414.6000). If after hours, please leave a message and you will be contacted right away.

Online reporting is preferred. Online form can be found at [usskiandsnowboard.org/sport-development/club-development/club-insurance](http://usskiandsnowboard.org/sport-development/club-development/club-insurance) under Participant Accident. Please note "Technical Director" data should apply to an on-site individual – OC Representative or Chief of Race – who has access to all accident information; e.g., Ski Patrol Reports. In addition, if a First Report of Accident is required for named U.S. Ski Team members, it will be filed by U.S. Ski & Snowboard staff.

ZURICH AMERICAN INSURANCE COMPANY



Policyholder: U.S. Ski & Snowboard  
Policy Number: MCB3031987

Mall/Email/Fax claims to:  
K&K Insurance/Specialty Benefits  
P.O. BOX 2338  
FL Wayne, IN 46801  
Fax: (312) 381-9077 Toll Free: (800) 237-2917  
Email: KK.PAClaims@kandkinsurance.com

Non-National Team - Class II  
Athlete, Staff, Official, Attendee

Official Information

Name of Official Completing form (with no relationship to claimant):	
Official Email:	Official Phone Number:
Name of Technical Director onsite:	
Technical Director Email:	Technical Director Phone Number:

Injured Person Information

Member / Injured Party Name:		Date of Birth:
Member / Injured Party Email:		Member / Injured Phone Number:
Mailing Address:		
Parent Name (if Minor):	Parent Email:	Parent Phone Number:
Club Contact/Coach Name:	Club Contact/Coach Email:	Club Contact/Coach Phone Number:
Club Affiliation:	USSS Member Number:	Member Type:
Health Insurance Carrier:	Policy Number:	Group Number:

Incident Details

Date of Accident:	Ski Area / Location:
Incident Location:	Event Name:
Weather Conditions:	Sanctioned Event Type:
Surface:	Mechanism of Injury:
Discipline:	Classification of Injury:

\*INCLUDE ITEMIZED BILLS FOR MEDICAL TREATMENT AND YOUR PRIMARY INSURANCE CARRIER(S) BENEFIT SUMMARIES (EOBPS)

ZURICH AMERICAN INSURANCE COMPANY



Policyholder: U.S. Ski & Snowboard  
Policy Number: MCB3031987

Mall/Email/Fax claims to:  
K&K Insurance/Specialty Benefits  
P.O. BOX 2338  
FL Wayne, IN 46801  
Fax: (312) 381-9077 Toll Free: (800) 237-2917  
Email: KK.PAClaims@kandkinsurance.com

Body Part Injured 1	Body Part Injured 2	Body Part Injured 3	Body Part Injured 4
<input type="checkbox"/> Ankle	<input type="checkbox"/> Ankle	<input type="checkbox"/> Ankle	<input type="checkbox"/> Ankle
<input type="checkbox"/> Arm	<input type="checkbox"/> Arm	<input type="checkbox"/> Arm	<input type="checkbox"/> Arm
<input type="checkbox"/> Abdomen	<input type="checkbox"/> Abdomen	<input type="checkbox"/> Abdomen	<input type="checkbox"/> Abdomen
<input type="checkbox"/> Back	<input type="checkbox"/> Back	<input type="checkbox"/> Back	<input type="checkbox"/> Back
<input type="checkbox"/> Chest	<input type="checkbox"/> Chest	<input type="checkbox"/> Chest	<input type="checkbox"/> Chest
<input type="checkbox"/> Ear	<input type="checkbox"/> Ear	<input type="checkbox"/> Ear	<input type="checkbox"/> Ear
<input type="checkbox"/> Elbow	<input type="checkbox"/> Elbow	<input type="checkbox"/> Elbow	<input type="checkbox"/> Elbow
<input type="checkbox"/> Eye	<input type="checkbox"/> Eye	<input type="checkbox"/> Eye	<input type="checkbox"/> Eye
<input type="checkbox"/> Face	<input type="checkbox"/> Face	<input type="checkbox"/> Face	<input type="checkbox"/> Face
<input type="checkbox"/> Finger	<input type="checkbox"/> Finger	<input type="checkbox"/> Finger	<input type="checkbox"/> Finger
<input type="checkbox"/> Foot	<input type="checkbox"/> Foot	<input type="checkbox"/> Foot	<input type="checkbox"/> Foot
<input type="checkbox"/> Groin	<input type="checkbox"/> Groin	<input type="checkbox"/> Groin	<input type="checkbox"/> Groin
<input type="checkbox"/> Hand	<input type="checkbox"/> Hand	<input type="checkbox"/> Hand	<input type="checkbox"/> Hand
<input type="checkbox"/> Head	<input type="checkbox"/> Head	<input type="checkbox"/> Head	<input type="checkbox"/> Head
<input type="checkbox"/> Hip	<input type="checkbox"/> Hip	<input type="checkbox"/> Hip	<input type="checkbox"/> Hip
<input type="checkbox"/> Internal	<input type="checkbox"/> Internal	<input type="checkbox"/> Internal	<input type="checkbox"/> Internal
<input type="checkbox"/> Jaw	<input type="checkbox"/> Jaw	<input type="checkbox"/> Jaw	<input type="checkbox"/> Jaw
<input type="checkbox"/> Knee	<input type="checkbox"/> Knee	<input type="checkbox"/> Knee	<input type="checkbox"/> Knee
<input type="checkbox"/> Leg	<input type="checkbox"/> Leg	<input type="checkbox"/> Leg	<input type="checkbox"/> Leg
<input type="checkbox"/> Mouth	<input type="checkbox"/> Mouth	<input type="checkbox"/> Mouth	<input type="checkbox"/> Mouth
<input type="checkbox"/> Neck	<input type="checkbox"/> Neck	<input type="checkbox"/> Neck	<input type="checkbox"/> Neck
<input type="checkbox"/> Nose	<input type="checkbox"/> Nose	<input type="checkbox"/> Nose	<input type="checkbox"/> Nose
<input type="checkbox"/> Shoulder	<input type="checkbox"/> Shoulder	<input type="checkbox"/> Shoulder	<input type="checkbox"/> Shoulder
<input type="checkbox"/> Toe	<input type="checkbox"/> Toe	<input type="checkbox"/> Toe	<input type="checkbox"/> Toe
<input type="checkbox"/> Tooth	<input type="checkbox"/> Tooth	<input type="checkbox"/> Tooth	<input type="checkbox"/> Tooth
<input type="checkbox"/> Thigh	<input type="checkbox"/> Thigh	<input type="checkbox"/> Thigh	<input type="checkbox"/> Thigh
<input type="checkbox"/> Torso	<input type="checkbox"/> Torso	<input type="checkbox"/> Torso	<input type="checkbox"/> Torso
<input type="checkbox"/> Wrist	<input type="checkbox"/> Wrist	<input type="checkbox"/> Wrist	<input type="checkbox"/> Wrist
Location	Location	Location	Location
<input type="checkbox"/> Left	<input type="checkbox"/> Left	<input type="checkbox"/> Left	<input type="checkbox"/> Left
<input type="checkbox"/> Right	<input type="checkbox"/> Right	<input type="checkbox"/> Right	<input type="checkbox"/> Right
<input type="checkbox"/> Upper	<input type="checkbox"/> Upper	<input type="checkbox"/> Upper	<input type="checkbox"/> Upper
<input type="checkbox"/> Front	<input type="checkbox"/> Front	<input type="checkbox"/> Front	<input type="checkbox"/> Front
<input type="checkbox"/> Mid	<input type="checkbox"/> Mid	<input type="checkbox"/> Mid	<input type="checkbox"/> Mid
<input type="checkbox"/> Side	<input type="checkbox"/> Side	<input type="checkbox"/> Side	<input type="checkbox"/> Side
<input type="checkbox"/> Lower	<input type="checkbox"/> Lower	<input type="checkbox"/> Lower	<input type="checkbox"/> Lower
<input type="checkbox"/> Back	<input type="checkbox"/> Back	<input type="checkbox"/> Back	<input type="checkbox"/> Back
Primary Injury 1	Primary Injury 2	Primary Injury 3	Primary Injury 4
<input type="checkbox"/> Abrasion	<input type="checkbox"/> Abrasion	<input type="checkbox"/> Abrasion	<input type="checkbox"/> Abrasion
<input type="checkbox"/> Dislocation	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Dislocation
<input type="checkbox"/> Head Injury	<input type="checkbox"/> Head Injury	<input type="checkbox"/> Head Injury	<input type="checkbox"/> Head Injury
<input type="checkbox"/> Laceration	<input type="checkbox"/> Laceration	<input type="checkbox"/> Laceration	<input type="checkbox"/> Laceration
<input type="checkbox"/> Strain	<input type="checkbox"/> Strain	<input type="checkbox"/> Strain	<input type="checkbox"/> Strain
<input type="checkbox"/> Suspected	<input type="checkbox"/> Suspected	<input type="checkbox"/> Suspected	<input type="checkbox"/> Suspected
<input type="checkbox"/> Concussion	<input type="checkbox"/> Concussion	<input type="checkbox"/> Concussion	<input type="checkbox"/> Concussion
<input type="checkbox"/> Cold Injury	<input type="checkbox"/> Cold Injury	<input type="checkbox"/> Cold Injury	<input type="checkbox"/> Cold Injury
<input type="checkbox"/> Fracture	<input type="checkbox"/> Fracture	<input type="checkbox"/> Fracture	<input type="checkbox"/> Fracture
<input type="checkbox"/> Heat Illness	<input type="checkbox"/> Heat Illness	<input type="checkbox"/> Heat Illness	<input type="checkbox"/> Heat Illness
<input type="checkbox"/> Ligament Injury	<input type="checkbox"/> Ligament Injury	<input type="checkbox"/> Ligament Injury	<input type="checkbox"/> Ligament Injury
<input type="checkbox"/> Sprain	<input type="checkbox"/> Sprain	<input type="checkbox"/> Sprain	<input type="checkbox"/> Sprain
Disposition			
<input type="checkbox"/> Air Flight	<input type="checkbox"/> Continued Sport	<input type="checkbox"/> EMS Transport	<input type="checkbox"/> Refer to Physician
<input type="checkbox"/> Refer to Hospital	<input type="checkbox"/> Released to Parent	<input type="checkbox"/> Released to Personal Vehicle	<input type="checkbox"/> Refused Care
Description of Accident			

Signature of Trainer or Official (with no relationship to claimant) \_\_\_\_\_



Most organizers of U.S. Ski & Snowboard competitions will have comprehensive protocols in place for the occurrence of a serious incident/accident; however, this summary may be useful in developing more comprehensive procedures.

### GUIDELINES FOR ACTIONS IN CASE OF SERIOUS ACCIDENTS

A major accident should be viewed as one or more of the following:

- Accident is the result of racer exiting the trail and sustaining injury in conjunction with the competition.
- Coach, official, or spectator is involved in the accident in conjunction with the competition.
- Accident has any strange or extenuating circumstances.
- Accident results in serious injury (compound fractures or life-altering injury) or death.

Actions to be taken are the following:

1. Immediately contact U.S. Ski & Snowboard: Director of Competition Services, Jeff Weinman ([jeff.weinman@usskiandsnowboard.org](mailto:jeff.weinman@usskiandsnowboard.org); 435.640.8561) and ski area representative (e.g. Ski Patrol and/or Risk Management)
2. Compile lists of key personnel involved as follows:
  - A. List of all race organization personnel,
  - B. List of all accident eyewitnesses,
  - C. List of all on-hill photographers, especially video.
3. Secure written report of eyewitnesses
  - A. Detailed,
  - B. Objective,
  - C. Legible,
  - D. Spontaneous,
  - E. Signed and dated.
4. Secure pictures of the following:
  - A. Video tapes, if possible, of course and trail, including accident area.
  - B. Still photographs of:
    - i. Site of accident:
      - a. 100 feet from site,
      - b. Show the skier's perspective,

- c. Take close to time of accident,
    - d. Depict site in representative condition (DO NOT ALTER).
  - ii. Trail around accident site showing: slope, terrain, snow conditions, etc.
  - iii. Existing protection around accident site.
  - iv. View of the trail above and below accident.
- 5. Prepare detailed chronological sequence of events, including accident follow-up actions.
- 6. Work closely with ski area management (e.g. Ski Patrol and/or Risk Management) and prepare detailed notes.
- 7. Include the following in or with the Technical Delegate Report:
  - A. Detailed report of the accident, including the following:
    - i. Accident Report form,
    - ii. Photocopy of completed ski patrol report,
    - iii. Technical Delegate Report should be spontaneous, complete and objective with no reference to causation.
  - B. Detailed description of weather and course safety protection, including references to homologation report, safety expert report, previous TD Reports, competitor inspection, etc.
  - C. Jury and Team Captains' Meeting Minutes and attendance records.
  - D. List of eyewitnesses including names, addresses, telephone numbers, etc.
  - E. Location of the above-mentioned photos, video tapes, lists, etc., and names of those who have access to them.
- 8. Include diagrams and measurements, when appropriate.
- 9. Immediately submit U.S. Ski & Snowboard's First Report of Accident (1 page) as well as FIS TD Accident Report (4 pages) together with all the above documentation to:
  - U.S. Ski & Snowboard
  - Attn: Jeff Weinman
  - PO Box 100 | Park City UT 84060
  - E: [jeff.weinman@usskiandsnowboard.org](mailto:jeff.weinman@usskiandsnowboard.org)
- 10. Resume the competition, if possible.
- 11. All individuals involved in the accident are expected to keep all information regarding the accident, any investigation, and individuals involved strictly confidential. Refrain from referring to the accident via email or social media. The organizer should coordinate any released statement with U.S. Ski & Snowboard.

Disclaimer: These guidelines are provided solely as an informational and educational service to U.S. Ski & Snowboard organizers. All policies, procedures, and protocols are the responsibility of the individual organizer. U.S. Ski & Snowboard is concerned about the safety of all participants. U.S. Ski & Snowboard cannot and does not accept responsibility for the content of any information or material provided. These guidelines are not intended to be and should not be relied upon as legal advice.

**TD ACCIDENT REPORT**  
*DT RAPPORT D'ACCIDENT*  
*TD UNFALL BERICHT*

In the event of a serious accident at a competition, the Technical Delegate (TD) must complete this accident report and submit it along with the Technical Delegate Report in the results package sent to the FIS. If a copy of the official accident report of the professional patrol or rescue squad is available, that report should be submitted in addition to this TD report.

TD Name		TD No	
Competition		Codex	
Location		Date	
Organizer		Discipline	

Course/Trail Name	
Homologation Number	

**Description of Location of Trail/Course**, including references to slope, terrain, gradient, snow conditions, and safety protection (Please attach sketch.)

Time of Day	Weather Conditions
-------------	--------------------

Name (of accident victim)

Indicate racer/coach/official/other

Address	
---------	--

Tel (home) / email		Age	
--------------------	--	-----	--

Reported or suspected injuries

**TD ACCIDENT REPORT / DT RAPPORT D'ACCIDENT / TD UNFALLBERICHT**

Describe First Aid & Evacuation			
<b>Evident Cause(s) of Accident/Injury</b> (Note all that may apply or may have contributed [X])			
Attempted Recovery Avoiding Obstacle in Course Snow Conditions off Course Avoiding Official in Course Visibility Collision with Official in Course Binding Release/Equipment Failure Collision with Spectator Inability to handle Technical Difficulty in Course	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Other Causes or Contributing Factors in your opinion			
Narrative description of incident			
<b>First Witness</b>			
Name		Age	
Address		Tel (home)	
		Tel (office)	
		Email	
Witness's Account of Incident - who, where, when, what happened (Attach additional sheets, if necessary)			



I  
 TD ACCIDENT REPORT / DT RAPPORT D'ACCIDENT / TD UNFALLBERICHT

Additional Witness			
Name		Age	
Address	Tel (home)		
	Tel (office)		
	Email		
Witness's Account of Incident - who, where, when, what happened (Attach additional sheets, if necessary)			
Additional Witness			
Name		Age	
Address	Tel (home)		
	Tel (office)		
	Email		
Additional Witness			
Name		Age	
Address	Tel (home)		
	Tel (office)		
	Email		
Additional Witness:			
Name:		Age	
Address:	Tel (home)		
	Tel (office)		
	Email		
Is there a video, film or photo record of the incident?      Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, where can the record(s) be found, who is the contact person(s), and who has access?			

page 3 of 4



**ITD ACCIDENT REPORT / DT RAPPORT D'ACCIDENT / TD UNFALLBERICHT**  
 List the key race personnel involved:

Chief of Race Name/Address	Tel (home)	
	Tel (office)	
	Email	

Referee Name/Address	Tel (home)	
	Tel (office)	
	Email	

Assistant Referee Name/Address	Tel (home)	
	Tel (office)	
	Email	

Others (Please note their positions)		
	Tel.	
	Tel.	
	Tel.	

**Technical Delegate's Description and Commentary:**  
 Please use this sheet to provide any additional comments on the incident, including references to course preparation, Team Captains' and Jury meetings, inspection, training, homologation file and previous TD reports, related incidents, etc.; comments on actions after the incident including contact with ski area management, information given to the media, media contact person; and contact with the accident victim, family and representatives after the incident. Your assistance in providing a complete record is most important.

The information provided by this report is very important for FIS records. It should be treated as confidential information and should not be released to the public, media, coaches, etc. This report will be treated confidentially by FIS.

Date	Signature (please print and sign)
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## Procedures for Sending Event Files 2025 Season



### Introduction

The purpose of this document is to furnish information regarding the process for creating and uploading race result files in XML format to the U.S. Ski & Snowboard auto-scoring system. This very basic "how-to" document was drafted during the initial introduction of computers for managing events and producing results. As officials have become more comfortable with the use of computers, the document has been updated, but it must still address some basic issues. Hopefully more experienced computer users will accept the need for education of these basics.

### Creating a Race Result File - Input

All of the data keyed into a computer is called "input:" telling the machine *what competitors* are going to be in the race, what kind of race it is, where the race is taking place (area and course) and then - via data obtained from your timing system - *who has what time*.

One thing you should *NOT* input is a control character or characters out of the Unicode ranges such as <, >, ", etc. The auto-scoring processor may not accept these characters, and it's easier to avoid an issue than try and track down why your XML file is being rejected.

### Race Result Files - Output

All events require two types of output event files: The first file is the printed copy of the race results: Official Results and, if required by the level of event, the event Penalty calculation. These documents are signed by the Technical Delegate; the originals are retained by the OC and copies are included in required event files; e.g., Technical Delegate, Ski Area HR Department, etc.

The second output file is the file that you will upload at [race-results.uskskiandsnowboard.org/](http://race-results.uskskiandsnowboard.org/) and, if required by the level of event, to [alpineresults@fiski.com](mailto:alpineresults@fiski.com). This file is a simple text file that is saved in a special format known as XML. This "XML" format is the only format that the U.S. Ski & Snowboard and FIS autoscoring processors will accept.

### Software Doesn't Work

There are two common complaints that we continue to hear: The "software doesn't work" and "the software freezes." If the software has been properly installed, these problems should not occur. However, if it is a sudden problem, it is possible you have too many programs or windows open. Try closing all other applications; that usually solves the problem. However, you may need to restart the computer in order to reset the full system.

Accessing and using a race file stored in the "cloud," a network drive or a thumb drive could also cause a "freeze"; storage to hard drive with backup to "cloud," etc., is recommended.

If addressing these options does not solve your problem, contact an experienced Race Administrator or the U.S. Ski & Snowboard Competition Services Coordinator at (435) 647-2037 for assistance. If you are not using one of the U.S. Ski & Snowboard approved timing/race result software versions, you will have to contact your software vendor.

### More Information About These Files:

- Using the race code that you input, the software will name all race result files for "XML" output with the same method.

- U.S. Ski & Snowboard files start with the U.S. Ski & Snowboard-assigned race code (F, M, N, or U followed by 4 numbers (zero-9; e.g., F2056). Remember: Only 1 character; make sure you input the numeric character "zero" and not the alpha character "O" in the 4-number section! As a reminder, "F" designates FIS scored events, "M" designates Masters scored events, "N" designates non-scored events, and "U" designates U.S. Ski & Snowboard Scored events.
- FIS XML files are identified with the host nation (e.g., USA) followed by the 4-digit FIS-assigned codex that you input into the database. (e.g., USA7805). Again, you must remember to input the numeric character "zero" and not the alpha character "O."
- For both types of races, there will be one file per race, per gender. It is important that you test your software in order to verify the procedure required to generate and upload the required XML file.
- An important item to verify is that you are actually uploading the result XML file and not the event XML race file. As noted earlier, XML format is the only format the FIS and U.S. Ski & Snowboard autoscoring processors will accept.
- If your software does not allow you to verify the data contained in the XML file prior to transmission, it is strongly suggested that you save the file to a preferred location – either to an external drive or to a specific location on your hard drive. Saving the file, re-opening it, and verifying its content prior to transmission may eliminate errors.
- If your review of the XML file shows an error, it is strongly suggested you correct the error in the actual race file, re-create the transmission file, and re-verify its accuracy prior to transmission. Although it is possible to edit the XML file using Notepad or Notepad++, actual correction of the error is always your best option. This way the XML file can be recreated at a later date if needed. *Do not use Word to correct an error; using this or other word processing programs can damage an XML file.*
- When uploading the XML file, transmission errors may occur. These are often caused by firewall or corporate network restrictions and can be adjusted by the IT Department. If you do utilize this function, add yourself to the email list of recipients to verify that the server has accepted and sent the XML file.

If you are having problems preparing and/or uploading your XML file, contact an experienced Race Administrator (a/k/a "Dial-A-Friend"), or the U.S. Ski & Snowboard Competition Services Coordinator at (435)647-2037, or email [competitionservices@uskskiandsnowboard.org](mailto:competitionservices@uskskiandsnowboard.org).

### Finding my Race Result File

When choosing a location for your XML file, you must remember that accessing it for transmission requires saving it in an easily found location. However, if you know you saved your file but cannot find it (it happens to all of us), and if you are using a Windows based program, try using the *SEARCH* application and search the "C" drive. (Searching with the U.S. Ski & Snowboard or FIS assigned race code will identify all storage locations for a file with that identifier.)

### Submitting the Results:

Below are some hints to help properly submit your XML results to U.S. Ski & Snowboard and/or FIS.

- It is important that all results get submitted as soon as possible after the race. If there were any changes to the race dates, event type, or gender, notify [competitionservices@uskskiandsnowboard.org](mailto:competitionservices@uskskiandsnowboard.org) preferably before the event and

definitely before results are submitted. Changes have to be made manually to the database before results can be submitted. The earlier U.S. Ski & Snowboard is notified, the sooner your results can be processed – DO NOT wait until after the race to notify U.S. Ski & Snowboard of changes.

2. FIS events are also race date, event type, and gender specific. Like the U.S. Ski & Snowboard autoscoring processor, the FIS database has to be changed before results are submitted. If changes are made prior to the event, contact U.S. Ski & Snowboard Competition Services, so they can notify FIS. *If changes are made on-site, the event's Technical Delegate is responsible for contacting FIS.*
3. Prior to transmission, verify the contents of the file: header data, data, penalty, codex, etc.
4. If errors are found, close the file, return to the actual race file and make required corrections, then repeat the verification process. U.S. Ski & Snowboard autoscore processor will not accept the results if the U.S. Ski & Snowboard ID and the First and Last name of the athlete do not match the U.S. Ski & Snowboard database. e.g., the processor does not know that Robert's nickname is Bob, so it can't identify Robert Smith and Bob Smith as being the same person. If you have a question, use the "Member Lookup" tool [on the U.S. Ski & Snowboard website](#) and verify the name against the assigned U.S. Ski & Snowboard ID.
5. If your file is accurate, save it in a place where you can easily find it, e.g., your desktop or an external storage device.
6. DO NOT include "HARD COPY;" neither the U.S. Ski & Snowboard nor the FIS autoscoring processors will recognize the file and may reject the transmission.
7. With the exception of the new dual-gender non-scored events, each gender has its own race code. You must not submit results with different race codes in the same race file.
8. Use the assigned Race Code as the subject of the email:
  - a. For all U.S. Ski & Snowboard events, use USA race code (1 Alpha+4 numeric) race code (Ex. U1234)
  - b. DO NOT include anything but the race code in the Subject Line.
  - c. DO NOT include messages inside the email. The computer strips off any notes, and human eyes never see them. If you need to send a note, send it separately to [competitionservices@usksnowboard.org](mailto:competitionservices@usksnowboard.org).
9. For a U.S. Ski & Snowboard non-FIS event, upload the race result XML file at: [race-results.usksnowboard.org/](http://race-results.usksnowboard.org/)

**NOTE:** Login for clubs hosting sanctioned events or a previously-approved login for individuals who do not have access to the club login will be required in order to access the upload platform. If an official is unable to log in, or if uploads are not successful, contact Competition Services for assistance.

10. For a FIS event, the race result XML file must be submitted twice:  
Uploaded at: [race-results.usksnowboard.org/](http://race-results.usksnowboard.org/) and also, using the nation and the 4-digit codex number supplied by FIS (USA1234) as the subject, submitted as an email attachment to [alpineresults@fiski.com](mailto:alpineresults@fiski.com).
11. **DO NOT UNDER ANY CIRCUMSTANCES:**
  - a. Attach and upload the actual event file; neither the U.S. Ski & Snowboard nor the FIS auto-scoring processors will recognize or accept this type of file format.

- b. Attach multiple race result files to one email.

#### Additional Notes:

1. If the event data is being managed with SplitSecond, but your Chief of Timing & Calculations is timing with VOLA, it is possible to transfer data between the systems. However, please verify that any athletes who have double last names: e.g., "VAN HORN, Eric" transfers back from VOLA in the original format: VAN HORN, Eric and not VAN, HORN Eric. The misplaced comma will result in FIS and U.S. Ski & Snowboard autoscore systems rejecting the XML file.

2. Verify the ranking for competitors with the same time (tied). If two or more competitors have the same time, the competitor with the higher start number must be listed first on the official list of results.

- SplitSecond breaks a tie in time by defaulting to an athlete's actual "start number."
- VOLA interprets the "start number" to be the "bib number" and breaks a tie in time by defaulting to an athlete's actual "bib number."

Refer to these differences if an athlete has been inserted in a start order or assigned an out-of-sequence bib as they may affect ranking in the Official Results:

- SplitSecond: inserting an athlete after the first group and assigning 15A 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.)
3. Upload your results at the end of each day for immediate posting on the U.S. Ski & Snowboard and FIS websites; they must be submitted within 24 hours after an event's completion. This is especially important if you are on points list deadline! *Results not received before a points list deadline will not be included in the next list.*
  4. **Results uploaded to U.S. Ski & Snowboard will be confirmed immediately; errors, if any, will be noted.** You should receive an acknowledgement-of-receipt from FIS shortly after submitting your XML file. If you do not receive the acknowledgement-of-receipt email, then the email may either not have been sent or not been received.

If the FIS parsers are down, results will not process until they are back up; wait approximately 30 minutes and try again. If you still don't receive an acknowledgement of receipt, send an email to [competitionservices@usksnowboard.org](mailto:competitionservices@usksnowboard.org) and advise them of the problem. DO NOT continue to send and re-send! **NOTE:** *If you have sent your files from a ".org" email address, and your transmission was unsuccessful, you may need to switch to a ".com" email address.*

You can verify whether or not an email was sent by adding your email as a recipient. You can verify whether or not a file was received by verifying whether or not the results have been posted on the applicable website.

5. Once results are processed, a direct link will allow a review of the posted results. Additional viewing for results posted on the U.S. Ski & Snowboard website; e.g., by Technical Delegates, will require using the "Event Lookup" tool. The FIS Technical Delegate is responsible for verifying accuracy of FIS results posted on the FIS website prior to filing their online FIS Technical Delegate Report.

- You must also submit a PDF Event Document Packet prepared in a scanned/PDF format; use the U.S. Ski & Snowboard transmittal number as the title of the packet. Following the attached instructions (ALPINE RESULTS SUBMISSION), upload the packet at [race-result.us:skiland:snowboard.org](http://race-result.us:skiland:snowboard.org). (Refer to "5. Non-FIS Event Document Packets" and/or to "6. FIS Event Document Packets" in the "Master Packet of Forms.") *Do not submit via "google docs;" do reduce size of PDF file!*

The PDF upload must be done in the same access window used to transmit the event XML file. If the PDF packet is not yet complete, or you are unable to successfully upload the "Event Document Packet," using the U.S. Ski & Snowboard transmittal number as the subject, please submit it as an email attachment to [resultpackets@ussa.org](mailto:resultpackets@ussa.org).

Paper document packets will continue to be accepted by U.S. Ski & Snowboard. However, if any documents must be submitted to FIS, FIS will only accept electronic packets. Regardless of what process is used, "originals" must be securely stored until they are no longer required. *(Unless a serious injury or accident occurred, it is recommended packets be retained for a minimum of one (1) year. In cases of serious injury or accident, immediately contact U.S. Ski & Snowboard for instructions.)*

- If the online race registration system being used by your Organizing Committee (OC) does not calculate and submit the required Head Tax amounts, the OC is responsible for calculating and submitting all Head Tax amounts and Head Tax documents as required by the level of the event.

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

#### Conclusion

Hopefully this document has been helpful. Please feel free to contact U.S. Ski & Snowboard if you have any questions.

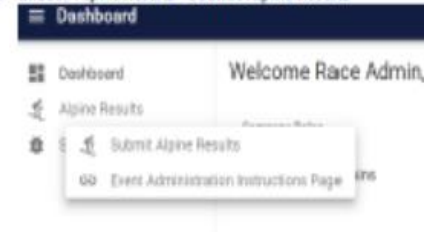
U.S. Ski & Snowboard Competition Services Coordinator  
 Phone: (435) 647-2037  
 Fax: (435) 649-3613  
[competition:services@usskiand:snowboard.org](mailto:competition:services@usskiand:snowboard.org)



#### ALPINE RESULTS SUBMISSION:

- You must contact [competitionservices@usskiand:snowboard.org](mailto:competitionservices@usskiand:snowboard.org) to have your U.S. Ski & Snowboard credentials added to our approved list of users. Club credentials have been added, but individual user credentials must be added separately.
- Go to <https://race-results.uskiand:snowboard.org> and sign in with your pre-approved credentials.

- Choose Alpine Results > Submit Alpine Results



- In the upper right corner choose "Upload Race Results"



- From the drop-down menu choose Alpine or Alpine Masters as appropriate (currently these are the only choices).



6. Choose the file you want to process

- > If your PDF packet is complete when you are uploading your XML, you can load both the XML and PDF at the same time.
- > If your PDF is not ready when you upload your XML, you need to send that letter. Email the packet to [resultsupport@usskiandsnowboard.org](mailto:resultsupport@usskiandsnowboard.org) as done in previous seasons.

Process Results

Dashboard  
Alpine Results  
Support Ticket

\*\*\* NOTE: Currently only Alpine and Masters are able to be submitted using this form. All other sports should continue to use their existing results scoring process.

Sport\* Alpine Current Season\* 2024

RESULTS XML FILE

>>> Drop file here, or click to select it. <<<

XML or ZIP files only. ZIPs should contain only one race results XML. Dropping file here or click to select it from the file browser.

Race packet upload is optional. If the race packet is ready to upload at the same time as results, use the upload file box below.

If the race packet is not ready at the same time, you may send it later to [resultsupport@usskiandsnowboard.org](mailto:resultsupport@usskiandsnowboard.org). PLEASE include the race codes with the packet.

RACE PACKET PDF FILE

>>> Drop file here, or click to select it. <<<

PDF files with single race packet; ZIPs may contain multiple files. Dropping file here or click to select it from the file browser.

SAVE

7. Click "Save" > this will start the file processing and bring up a screen showing progress.

8. You will see one of two types of Race Score Status once the file has run. Hopefully, "Progress 100%; Status: done" if the file loaded successfully like this example. At this point we encourage checking the results online by clicking "Go to online race results" to be sure everything looks as intended.

Race Score Status  
Progress 100%; Status: done

Check official results  
Go to online race results

Messages  
Race season [2024] with season [21] has been processed.

Score another results file

Messages List  
This name or number for [Participant Name] for this year did not match event ID.  
Competitor: 02021 0202 0202-040220 has not met the background check requirement.  
Competitor: 02021 0202 0202-040220 has not met the background check requirement.  
Competitor: 02021 0202 0202-040220 has not met the background check requirement.  
Competitor: 02021 0202 0202-040220 does not meet all requirements; status was changed from NPS to NPS.  
Competitor: 02021 0202 0202-040220 does not meet all requirements; status was changed from NPS to NPS.  
Competitor: 02021 0202 0202-040220 does not meet all requirements; status was changed from NPS to NPS.  
Athlete with incomplete requirements should not have been allowed to start. Their status has been changed to NPS. They were removed from the penalty calculation if they were part of it.

SHOW EXPANDED RESULTS REPORT

COMMON ERRORS WITH RESULTS XML FILES

Message ID  
1762b290-8b67-404c-b0f9-7fced936d6fe  
SHOW THE ATTACHED FILE IN THE FILE BROWSER

Message ID  
1762b290-8b67-404c-b0f9-7fced936d6fe  
SHOW THE ATTACHED FILE IN THE FILE BROWSER

9. If there are errors with your file, you will see something like this

Race Score Status  
Progress 50%; Status: error

Score another results file

Messages  
Race season [2024] does not match XML header [2023]

SHOW EXPANDED RESULTS REPORT

COMMON ERRORS WITH RESULTS XML FILES

Message ID  
9eceff5ea-d8dd-4635-9408-5cd2d04b2edf  
SHOW THE ATTACHED FILE IN THE FILE BROWSER

Message ID  
9eceff5ea-d8dd-4635-9408-5cd2d04b2edf  
SHOW THE ATTACHED FILE IN THE FILE BROWSER

If you receive an error and the file does not load, you can correct your file and submit it again. Click the box "Common Errors with Results XML Files" to help you in your correction.

10. In either case, you can click the "Show Expanded Results Report" to see more information on how the file loaded.

Thank you for your patience as we transition to this new system. We believe it will make things easier to process and track both race results and supporting documentation going forward. Email [competitionservices@usskiandsnowboard.org](mailto:competitionservices@usskiandsnowboard.org) with questions or problems.

## SEASON 2025 EVENT DOCUMENT PACKETS – ALPINE

**PREPARATION & SUBMITTAL OF RACE RESULT XML FILE & EVENT DOCUMENT PACKETS****FIS EVENTS****A. ELECTRONIC SUBMITTAL OF RACE RESULT XML FILE:**

1. **FIS WILL NOT MANUALLY INPUT RACE RESULTS**, so the Official Results/Penalty in XML format must be submitted to the following:  
[alpineresults@fisski.com](mailto:alpineresults@fisski.com) (Note address is for the XML file not a PDF file, if one is required.)  
[race-results.us skiandsnowboard.org/](http://race-results.us skiandsnowboard.org/)
2. Within minutes, auto-score systems will acknowledge receipt of XML file and will note problems, if any.

**B. FIS EVENT DOCUMENTS / ONLINE TDTR & TD REPORTS**

The following documents must also be submitted electronically; paper copies will not be accepted.

1. **Timing & Data Technical Report (TDTR) in XML format** is sent to: [results@fisski.com](mailto:results@fisski.com); *may be filed multiple times until accuracy is acknowledged. Copies of all Replacement Time Calculations (EET's) must be attached!*
2. **Technical Delegate Report**; *transmission and FIS acceptance of race result and TDTR XML files is required prior to the Technical Delegate filing their online Technical Delegate Report. Acceptance of the online Technical Delegate Report locks the event file.*

**C. REPORTING REQUIREMENTS FOR BRACKET PORTION OF FIS PARALLEL**

It is suggested that Qualification Results, Bracket Start List, and Bracket Results be posted on live-timing. Reporting requirements for Qualification Round(s) follow general FIS event reporting procedures. Reporting requirements for the Bracket Rounds are as follows:

1. **Official Results in XML format** must be submitted to: [alpineresults@fisski.com](mailto:alpineresults@fisski.com)
2. **Timing & Data Technical Report (TDTR) in XML format** is sent to: [results@fisski.com](mailto:results@fisski.com)
3. **A Technical Delegate Report** is required ONLY if unusual circumstances occur, e.g., Injury, protests, sanctions; if required, a paper copy Technical Delegate Report must be used. Report and required additional documents are sent to: [flere@fis-ski.com](mailto:flere@fis-ski.com). (Contact [paul@twitchellsportswear.com](mailto:paul@twitchellsportswear.com) for assistance with FIS Parallel events.)

**D. ADDITIONAL FIS EVENT DOCUMENT PACKET REQUIREMENTS:**

Online filing of Timing & Data Technical Report and Technical Delegate Report has reduced additional FIS Event document packet requirements. *The National Office is the repository of all other documents, e.g., Programs, Team Captains' Meeting Minutes, Jury Minutes w/o Protest, etc.* If the following documents are generated, they are the only additional documents that must be submitted to FIS:

1. **Supplementary Report by the Technical Delegate** used to document anomalies in race situations/procedures. *It is not the same as the "FIS Additional Report of the Technical Delegate" which is used to address homologations and which is submitted to U.S. Ski & Snowboard.*
2. **TD Accident Form** for injuries that meet "Guidelines for Serious Accidents": *If a serious accident occurs as outlined in these Guidelines, 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 the report. Refrain from referring to accidents via email or social media. If required, this form is submitted in addition to U.S. First Report of Accident.*
3. **Jury Minutes** related to protests and/or sanctions, signed with record of votes. Refer to "Miscellaneous Submittal Requirements" for disposition of protest fees and on-site monetary sanctions. **NOTE: Start & Finish Referees are Jury members only for World Championships and Olympic Winter Games; in other levels of competition, they are not listed as such on Jury forms and do not vote!**

E. **PREPARATION FOR EVENT DOCUMENT PACKETS:**

1. Scan all documents
2. Save as PDF *do not save and submit as a google doc link*
3. Compile PDF documents in sequential order and save as a PDF booklet using the nation + FIS-assigned codex as booklet name with indication of contents (e.g., USA1234 FULL). *After booklet is prepared, please use "reduce file size" option and resave booklet prior to submitting as required.*

F. **FIS ONLINE SUBMITTAL PROCEDURES:**

1. Access individual PDF files and select only the additional FIS-required documents
2. Compile PDF documents and save as a PDF booklet using the nation + FIS-assigned codex as booklet name with indication of contents (e.g., USA1234 FIS)
3. Using the nation + FIS-assigned codex as email subject (e.g., USA1234), attach individual race file booklets and send to the FIS Office at: [flere@fis-ski.com](mailto:flere@fis-ski.com). CC: assigned Technical Delegate

G. **U.S. SKI & SNOWBOARD'S COPY OF FIS EVENT DOCUMENT PACKETS:** (Refer to "Distribution of Documents – FIS Event" in "Master Packet of Forms.") Following document packet must be electronically submitted to U.S. Ski & Snowboard.

1. **Report(s) of the Technical Delegate – copy of online report**
2. **Timing & Data Technical Report (TDTR) – PDF copy of online report; one per race per/gender, signed by Technical Delegate and Chief of Timing. ALL Replacement Time Calculations (EET's) must be included**
3. **Program and Team Captains' Meeting Minutes (TCM Minutes signed by the Race Administrator). If more than one set, place in chronological order. Retain original Attendance List in the Organizer's file.**
4. **In chronological order Minutes of Jury Decisions (Without Protest); with records of votes/signatures of Jury members.**
5. **In chronological order Protests signed by protesting party, attached to Minutes of Jury Decisions (Protests); with records of votes/signatures of Jury members.**
6. **TD Accident Report – *refrain from referring to accidents via email or social media.***
  - a. **FIS Injury Report (ISS) is now a function included in the online FIS Report of the Technical Delegate, so no copy is required.**

However, a paper copy of the FIS Injury Report (ISS) is included in the MPF (55 Additional FIS Documents Special Circumstances), for use at events for which an online Report of the Technical Delegate Report is not available: e. g., terminated/canceled events, FIS Masters, FIS PARA, FIS Children. If required, it must be submitted to: [flere@fis-ski.com](mailto:flere@fis-ski.com) and [jeff.weinman@usskiandsnowboard.org](mailto:jeff.weinman@usskiandsnowboard.org).
  - b. **TD Accident Form for injuries that meet "Guidelines for Serious Accidents" is filed in addition to the U.S. First Report of Accident. *For a serious accident as described in Guidelines, the Technical Delegate must immediately contact Jeff Weinman, U.S. Ski & Snowboard Competition Services, for instructions. Technical Delegate must coordinate with Ski Patrol and verify information contained in the report.***
  - c. **U.S. First Report of Accident is used to record information for all accidents involving athletes, coaches, or officials regardless of national federation affiliation and must be submitted as soon as possible. This is an insurance carrier requirement. Report(s) can be filed online (preferred method) at: [usskiandsnowboard.org/sport-development/club-development/club-insurance](http://usskiandsnowboard.org/sport-development/club-development/club-insurance) or the PDF fill-in form provided in the Master Packet of Forms can be completed and sent to Competition Services: [competitionservices@usskiandsnowboard.org](mailto:competitionservices@usskiandsnowboard.org); procedures for suspected/reported concussions must be followed. *Copies of the report – online or printed – must be made available for required, limited distribution. DO NOT SEND A COPY TO FIS!***

**FIS Technical Delegates, regardless of their national affiliation, are only responsible for the accuracy and submittal of FIS documents.** The accuracy and submittal of any additional documentation required by the NGB, e.g., Results/Penalty based on National Points, U.S.

**First Report of Injury, etc., are the sole responsibility of the Race Administrator and/or the Organizing Committee.**

7. **Volunteer Competition Worker Registration forms\*\***
8. **FIS Athlete Declarations for Forerunners who are not FIS inscribed**

**\*NOTE:** If event changes occur, information must be sent immediately to U.S. Ski & Snowboard at: [competitionservices@usskiandsnowboard.org](mailto:competitionservices@usskiandsnowboard.org) so changes can be made to the calendar and the results will process. Venue changes require execution of a new schedule agreement and must be done prior to the race in order for it to be valid. *Under no circumstances should Race Code numbers be changed without specific approval by U.S. Ski & Snowboard Competition Services.*

**\*\*Volunteer Race Worker Registration forms may either be scanned/saved in PDF format and included in electronic U.S. Ski & Snowboard Event Document Packets or mailed to Competition Services.**

**H. U.S. SKI & SNOWBOARD ONLINE SUBMITTAL PROCEDURES:**

1. Access individual PDF files and select only the above documents; *do not save and submit as google doc link.*
2. Compile and save as a PDF booklet using the transmittal number assigned by U.S. Ski & Snowboard as booklet name (e.g., F1234). *After booklet is prepared, please use "reduce file size" option and resave booklet prior to submitting as required.*
3. Upload individual PDF booklets at: [race-results.usskiandsnowboard.org/](http://race-results.usskiandsnowboard.org/) or using the U.S. transmittal number as the subject, email to: [resultpackets@ussa.org](mailto:resultpackets@ussa.org)

**PAPER COPY SUBMITTAL FOR EVENTS SCORED FOR BOTH FIS & U.S. SKI & SNOWBOARD POINTS:** If scan/PDF/electronic submittal to U.S. Ski & Snowboard is not an option, submit the required paper copy documents to U.S. Ski & Snowboard's Competition Services via USPS.

**I. HEAD TAX DOCUMENTS & FEES:** U.S. Ski & Snowboard does not provide an event registration system that automatically calculates and deducts athletes for whom Head Tax is not required (USST, etc.) from the total number of starts and submits entry fees to the OC. If you are using an independent online event registration system that does perform this function, a Head Tax calculation form and documents used in the calculation of Head Tax can be found in the MPF's and can be printed for calculation/verification of Head Tax amounts due to the National/Regional/Divisional offices. *Refer to MPF #49-52 for information regarding calculation of Head Tax.*

If you are using an online event registration system that does perform this function, but the Region or Division has not supplied the vendor with Head Tax information for inclusion in the calculations, payment of these amounts will be the responsibility of the OC. *Verify procedure for your Region/Division and submit Head Tax forms/documents/amounts as directed.*

If you are using an online event registration system that does not perform this function, the forms/documents must be completed and submitted with Head Tax payments as required by National/Divisional/Regional Offices.

**J. OTHER TRANSMISSION REQUIREMENTS:**

1. Technical Delegate's National Association for nations other than USA, per request
2. Technical Delegate's TD Commissioner for nations other than USA, per request

**K. ELECTRONIC OR PAPER COPY:** Depending on event requirements, electronic or paper copy Event Document Packets containing copies of required race-related documents must be provided for:

1. Organizing Committee
2. Technical Delegate
3. U.S. Ski & Snowboard Region/Division offices; verify requirements for your Region/Division.
4. Additional as required by OC and level of event

**L. MISCELLANEOUS SUBMITTAL REQUIREMENTS:**

**1. Official Freeskiing Session**

If an Organizing Committee stages an Official Freeskiing session, the following documents must be prepared and submitted as part of the first official training day's event packet for which there is a codex:

- a. Freeskiing Program listing hill inspection times by both Jury and competitors, start time, competitors' start intervals, etc. (Program may be prepared on event/club letterhead.)
- b. Jury Minutes (with record of votes/required signatures of Jury members) accepting on-hill competitor security and condition of hill
- c. Copies of all injury reports, if required

**2. U.S. Ski & Snowboard's Speed Training Documentation Requirements: (Downhill Training)**

- a. Training Result XML file must also be uploaded at [race-results.us skiandsnowboard.org/](http://race-results.us skiandsnowboard.org/)
- b. Training Document Packet uploaded at [race-results.us skiandsnowboard.org/](http://race-results.us skiandsnowboard.org/) or using the U.S. transmittal number as the subject, emailed to: [resultpackets@ussa.org](mailto:resultpackets@ussa.org)
  - 1) Programs/Team Captains' Meeting Minutes (TCM Minutes signed by Race Administrator)
  - 2) All Jury Minutes (with record of votes/required signatures of Jury members)
  - 3) U.S. First Report of Accident – for all injured participants, regardless of national federation affiliation, should be filed online or the form provided in the Master Packet of Forms (MPF) can be completed and sent to Jeff Weinman at Competition Services: [competitionservices@us skiandsnowboard.org](mailto:competitionservices@us skiandsnowboard.org). Copies of all injury reports must be included in the document packet.

*Timing & Data Technical Report (TDTR) and Report of the Technical Delegate are NOT required.*

3. Protest Fee(s) retained by the OC as well as monetary sanctions that are collected on-site must be submitted to U.S. Ski & Snowboard's Competition Services. Tendered amount(s) must be identified by event, date, codex and name of applicable protesting/sanctioned party.
4. Technical Delegates' Expense Reports for all U.S. Ski & Snowboard-sanctioned FIS events, regardless of nationality of the Technical Delegate, must be emailed to USA FIS TD Commissioner Paul Van Slyke: [paul@twitchellsportswear.com](mailto:paul@twitchellsportswear.com); he will forward them to FIS in compliance with their request.
5. FIS Additional Report of Technical Delegate, if required to address the course homologation, must be submitted to U.S. Ski & Snowboard Competition Services: [competitionservices@us skiandsnowboard.org](mailto:competitionservices@us skiandsnowboard.org)

**NOTE:** For the following events, the FIS Report of the Technical Delegate incorporating the FIS Injury Report (ISS), if required, cannot be filed online, and paper copies must be submitted.

- 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.)

Please refer to #55 Additional FIS Documents – Special Circumstances in the MPF for paper copies of the FIS Report of the Technical Delegate and the FIS Injury Report (ISS). Instructions for submittal are also included.



### POST-EVENT CHECKLIST: FIS Events

- Results posted on designated websites: Live-Timing, WhatsApp, etc.
- All required injury reports (e.g., FIS First Report for terminated or canceled events\*, TD Accident Report for serious injuries as outlined in "Guidelines"), available for review
- All Jury Minutes available for review and required signatures
- All data verified; file of all event-related documents in sequential order prepared for Technical Delegate's review.

Following Technical Delegate's approval:

- Race result XML file transmitted to: [alpineresults@fis-ski.com](mailto:alpineresults@fis-ski.com)
- Race result XML file uploaded at: [race-results.us skiandsnowboard.org/](http://race-results.us skiandsnowboard.org/)
- Results as posted on FIS website, verified for accuracy. *If posted results are not accurate, corrections must be made and corrected XML file may be resubmitted one additional time to: [alpineresults@fis-ski.com](mailto:alpineresults@fis-ski.com); correction to U.S. Ski & Snowboard results require contacting Competition Services: [competitionservices@us skiandsnowboard.org](mailto:competitionservices@us skiandsnowboard.org)*
- Timing & Data Technical Report XML file transmitted by Chief of Timing & Calculations to: [results@fis-ski.com](mailto:results@fis-ski.com). *Replacement Time Calculations attached!* Multiple transmissions possible (paper copy not accepted by FIS); PDF copy supplied for signature by Chief of Timing & Calculations and Technical Delegate and inclusion in Event Document Packet.
- Online Report by the Technical Delegate filed in accordance with current requirements; PDF copy supplied for inclusion in Event Document Packet. *Filing of TD Report locks event file with FIS Office.*
- Copies of Replacement Time Calculations available for submittal, as required.

In accordance with instructions on previous pages:

- Scan/PDF/compile required documents into one booklet; use assigned event codex # as booklet title; e.g., USA1234 (FULL). Do not save/submit as a google doc link. *After booklet is prepared, please use "reduce file size" option and resave booklet prior to submitting as required.*

**FIS REQUIREMENTS** (FIS First Report of Accident and Replacement Time Calculations are filed as part of TD's online reports.)

- FIS Event Packet Submittal Requirements:** If generated, select the following documents and save as PDF booklet using nation + FIS-assigned codex as booklet name and email subject: e.g., USA1234 (FIS) and email to FIS Office: [flere@fis-ski.com](mailto:flere@fis-ski.com)
  1. Supplementary Report of the Technical Delegate (if generated)
  2. TD Accident Form (for injuries meeting "Guidelines")
  3. Jury Minutes related to protests and/or sanctions
- Speed Training (DH) FIS Requirement:**
  1. Training Result XML file to [alpineresults@fis-ski.com](mailto:alpineresults@fis-ski.com) and also uploaded to: [race-results.us skiandsnowboard.org/](http://race-results.us skiandsnowboard.org/)  
Daily Event Document packet containing:
    - a. U.S. First Report of Accident (for all injuries, regardless of nationality)
    - b. TD Accident Form (for injuries meeting "Guidelines")
    - c. Jury Minutes related to protests and/or sanctions
- FIS Technical Delegate provided with electronic or paper copy of all event-related documents in sequential order

**Additional Submittal Requirements:**

- Protest fee(s) retained by the OC and on-site monetary sanctions - identified by event, date, codex and applicable protesting/sanctioned party - tendered to U.S. Ski & Snowboard Competition Services
- Technical Delegate's Expense Report submitted to OC and sent to: [paul@twitchellsportswear.com](mailto:paul@twitchellsportswear.com) FIS Additional Report of Technical Delegate, if required, sent to: [competitionservices@usskiandsnowboard.org](mailto:competitionservices@usskiandsnowboard.org). (This document is used only to request re-homologation.)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**U.S. SKI & SNOWBOARD FIS EVENT DOCUMENT PACKET REQUIREMENTS**

- U.S. Ski & Snowboard's Copy of Event Packet:** Select following documents, save as PDF booklet using transmittal number assigned by U.S. Ski & Snowboard as booklet name: e.g., F1234 and upload at: [race-results.usskiandsnowboard.org/](http://race-results.usskiandsnowboard.org/) or using the U.S. transmittal number as the subject, email to: [resultpackets@ussa.org](mailto:resultpackets@ussa.org)
  1. Report(s) of the Technical Delegate – copy of online report
  2. Timing & Data Technical Report (TDTR) – PDF copy of online report; must include copies of all required Replacement Time Calculations (EET's)
  3. Program and Team Captains' Meeting Minutes signed by the Race Administrator
  4. Minutes of Jury Decisions (Without Protest); with records of votes/signatures of Jury members. NOTE: Start & Finish Referees are listed as Jury members only for World Championships and Olympic Winter Games; *they are not listed on Jury forms and do not vote in other levels of competition!*
  5. Protests attached to Minutes of Jury Decisions (Protests); with records of votes/signatures of Jury members
  6. Copies of U.S. First Report of Injury forms, if required
  7. Volunteer Competition Worker Registration forms
  8. FIS Athlete Declarations for Forerunners who are not FIS inscribed.
- Speed Training (SG & DH) U.S. Ski & Snowboard Event Packet Requirement:**
  1. Training Result XML file sent to [alpineresults@fisski.com](mailto:alpineresults@fisski.com) and also uploaded at: [race-results.usskiandsnowboard.org/](http://race-results.usskiandsnowboard.org/)
  2. Daily Event Document packet uploaded at: [race-results.usskiandsnowboard.org/](http://race-results.usskiandsnowboard.org/) or using the U.S. transmittal number as the subject, emailed to: [resultpackets@ussa.org](mailto:resultpackets@ussa.org) containing:
    - a. Program/Team Captains' Meeting Minutes
    - b. All Jury Minutes; both With and Without Protest (if applicable, Protest form also required)
    - c. U.S. First Report of Injury forms, if required
- Head Tax data/amounts due verified and accepted or copy of request for Head Tax check filed with OC
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**NOTE:** SUBMIT DOCUMENTS TO "A" (FIS OFFICE), "B" (U.S. SKI & SNOWBOARD) ELECTRONICALLY; ONLY INCLUDE DOCUMENTS MARKED WITH "X". USE WHITE PAPER FOR ALL DOCUMENTS. *Please note these are documents that may be required for legal review and should be prepared and controlled accordingly.*

Distribution of Documents – FIS Events (Refer to MPP #6, FIS Event Document Packets for Parallel Events)		A	B	C	D	E	F	G
1. List of Competitors by Points	Required				X			
2. Official Entry Form	Entry Only			X				
3. Attendance List	Required			X	X			
4. Program & Team Captains' Meeting Minutes	Required		X	X	X			
5. Downhill Training Start Lists	Required			X	X			
6. Downhill Training Results	Required			X	X			
7. Start List - First Run	Required			X	X			
8. Start List - Second Run	Required			X	X			
9. Official Results - Signed by Technical Delegate	Required			X	X			
10. Official Penalty Calculation - Signed by Technical Delegate <i>(Computer generated)</i>	Required			X	X			
11. Hand Calculated Penalty - Signed by Technical Delegate <i>(Include only if computer copy not available)</i>	Required	SOFTWARE UNABLE TO CALCULATE PENALTY						
12. Technical Delegate's Report - <i>(One form required per race/per gender) (Copy of online report; paper copy required only under special circumstances.) ***</i>	Required		X	X	X			
13. Timing & Data Technical Report - Signed by Technical Delegate & Chief of Timing & Calculations <b>WALL REPLACEMENT TIME CALCULATIONS</b> <i>(One form required per race/per gender)</i>	Required		X	X	X			
14. Additional Report of the Technical Delegate <i>(Used only to request course re-homologation)</i>	As Needed			X	X		X	
15. Report by the Referee - Signed by Referee	Required			X	X			
16. Protests	As Needed		X	X	X			
17. Minutes of Jury Decisions (Protest)**	As Needed	X*	X	X	X			
18. Minutes of Jury Decisions (Without Protest) ** <i>FIS only wants Protests &amp; Sanctions; others receive all Minutes</i>	As Needed		X	X	X			
19. Protest Fees & Monetary Sanctions retained by OC <i>(Identify by event/date/codes/applicable party)</i>	As Retained		X					
20. FIS Technical Delegate's Expense Form <i>(For CAN events, submit CAN Expense Report, as required)</i>	Required			X	X	X		
21. FIS Notice of Injury*** <i>(Filed in TD Report; paper copy only required under special circumstances.)</i>	As Needed	X	X	X	X			
22. U.S. Ski & Snowboard First Report of Accident <i>(Responsibility of RA and/or OC.)</i>	As Needed		X	X	X			
23. TD Accident Report (4-page report), if required according to "Guidelines for Serious Accident"	As Needed	X	X	X	X			

\* Only Minutes of Jury Decisions that involve Protests and Sanctions are sent to FIS Office

\*\* Minutes of Jury Decisions are NEVER copied for general distribution. All Jury Minutes require record of votes and signatures of actual/voting Jury members.

\*\*\* If required, paper copy of FIS Notice of Injury (ISS) and/or TD Report should be e-mailed to: [flere@fis-ski.com](mailto:flere@fis-ski.com)

**REFRAIN FROM REFERRING TO ACCIDENTS VIA EMAIL, TEXTS, OR SOCIAL MEDIA!**

**A. FIS OFFICE**

[flere@fis-ski.com](mailto:flere@fis-ski.com)

**B. U.S. SKI & SNOWBOARD**

[race-results.usksisandsnowboard.org/](http://race-results.usksisandsnowboard.org/)

**C. ORGANIZING COMMITTEE**

**D. TECHNICAL DELEGATE**

**E. USA FIS TD COMMISSIONER** 

Paul Van Slyke  
[paul@twitchellportswear.com](mailto:paul@twitchellportswear.com)

*(FIS TD Expense Report only;*

*can access U.S. Ski & Snowboard site for additional documents.)*

**F. COMPETITION SERVICES**

[competitionservices@usksisandsnowboard.org](mailto:competitionservices@usksisandsnowboard.org)

**G. REGION/DIVISION ALPINE OFFICE**

*(Contact Region/Division Office for specific requirements)*

Copies of documents may need to be sent to TD Commissioner and Federation for Technical Delegates whose nation is other than USA in accordance with Technical Delegate's directions.

Season 2025



U.S. Ski & Snowboard  
PO Box 100, 1 Victory Lane  
Park City, UT 84060

## ADDITIONAL REPORT OF THE TD

Place/Venue \_\_\_\_\_ U.S. Race Code \_\_\_\_\_

Name of event \_\_\_\_\_ Date(s) \_\_\_\_\_

Category \_\_\_\_\_ Gender \_\_\_\_\_ Event \_\_\_\_\_

Name and address of the organizer \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Name of the Course \_\_\_\_\_

Homologation number \_\_\_\_\_

Condition of course (as per homologation - or otherwise: for example, if significant changes have occurred):  
\_\_\_\_\_

Does the TD believe - and for what reason(s) - that a rehomologation is necessary ?  
\_\_\_\_\_  
\_\_\_\_\_

Suggestions for improvements ? (not requiring rehomologation)  
\_\_\_\_\_  
\_\_\_\_\_

Other matters  
\_\_\_\_\_  
\_\_\_\_\_

Name and address of the TD \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Place and Date \_\_\_\_\_ Signature \_\_\_\_\_

U.S. # \_\_\_\_\_

Please forward to: U.S. Ski & Snowboard Alpine Courses Chairman  
c/o Competition Services, PO Box 100, Park City, UT 84060  
Email: [competitionservices@usskiandsnowboard.org](mailto:competitionservices@usskiandsnowboard.org)

22-23

**ADDITIONAL REPORT OF THE TD**  
**RAPPORT SUPPLÉMENTAIRE DU DT**  
**ZUSÄTZLICHER RAPPORT DES TD**

<b>Place</b> <i>Lieu</i> <i>Ort</i>	<b>Country</b> <i>Pays</i> <i>Land</i>	<b>Codex</b>		
<b>Name of the event</b> <i>Nom de l'événement</i> <i>Name der Veranstaltung</i>			<b>Date</b> <i>Date</i> <i>Datum</i>	
<b>Category</b>		<b>Gender</b>	<b>Event</b>	
<b>Name and address of the organizer:</b> <i>Nom et adresse de l'organisateur:</i> <i>Name und Adresse des Veranstalters</i>				
<b>Approved by number</b> <i>Homologué sous n°</i> <i>Homologiert mit Nr.</i>				
<b>Condition of course</b> <i>Condition du parcours</i> <i>Zustand der Strecke</i>				
<b>Suggestions for improvements</b> <i>Propositions d'amélioration</i> <i>Allfällige Verbesserungsvorschläge</i>				
<b>Does the TD believe and for what reason that a re-homologation is necessary?</b> <i>Est-ce que le DT pense et pour quelle raison qu'une réhomologation est nécessaire?</i> <i>Glaubt der TD und aus welchem Grund dass eine Rehomologation nötig ist?</i>				
<b>Other matters</b> <i>Autres choses</i> <i>Sonstiges</i>				
<b>Name and address of the TD</b> <i>Nom et adresse du D</i> <i>Name und Adresse des TDs</i>			<b>TD NO.</b>	<b>NAT</b>
			<b>TEL.</b>	
<b>Date</b> <i>Date</i> <i>Datum</i>	<b>Signature</b> <i>Signature</i> <i>Unterschrift</i>			

20-21

To be sent to the chairman of the Sub-Committee for Alpine Courses (if necessary)  
 A envoyer au président du sous-comité pour pistes alpines (si nécessaire)  
 Einzusenden an den Vorsitzenden des Sub-Komitees für Alpine Rennstrecken (wenn nötig)



### OFFICIAL'S EXPENSE REPORT

U.S. Technical Delegates and Course Inspectors are entitled to a daily allowance of \$120 per travel/inspection/training/competition day at all U.S.-sanctioned non-FIS events – both scored and non-scored. \*

U.S. Technical Delegates and Course Inspectors are also entitled to reimbursement of actual/out-of-pocket expenses per Divisional/Regional standards for meals, lodging, mileage/transportation/car rental, etc.

Per prior arrangements with the Race Organizer, other officials may also be eligible for payment of fees and/or reimbursement for out-of-pocket expenses.

Please complete this form and submit it to the Race Organizer to request payment/reimbursement. Receipts for all out-of-pocket expenses must be attached.

**NOTE: Expenses are paid by the Race Organizer, not by U.S. Ski & Snowboard.**

\*(Area/Club may require a non-employee payee to submit IRS form W9 for daily allowance payments. Area/Club may issue IRS form **1099** if payee accumulates more than the current IRS threshold.

IRS form W9 is not required for out-of-pocket expenses. If one is submitted, officials must retain copies of all receipts for use when filing their income tax returns.)

-----

EVENT NAME: \_\_\_\_\_ LOCATION: \_\_\_\_\_

DATE(S): \_\_\_\_\_ EVENT CHAIRPERSON: \_\_\_\_\_

TD EVENT DAILY ALLOWANCE \_\_\_\_ days @ \$120.00 per day: \$ \_\_\_\_\_

TRAVEL ALLOWANCE \_\_\_\_ days @ \$120.00 per day: \$ \_\_\_\_\_

*("Day" = one-way trip of 5 or more hours. Two one-way trips of less than 5 hours = 1 day.)*

CONTRACTOR'S FEE \_\_\_\_ days @ \$ \_\_\_\_\_ per day or flat rate: \$ \_\_\_\_\_

TRAVEL: Own Auto \_\_\_\_ miles at \_\_\_\_\_ per mile @ IRS approved rate: \$ \_\_\_\_\_

Rental Car: \$ \_\_\_\_\_

Airfare (Economy Class): \$ \_\_\_\_\_

LODGING (Please indicate if private home): \$ \_\_\_\_\_

MEALS (Other than those furnished by organizer): \$ \_\_\_\_\_

OTHER EXPENSES (Itemize below and attach receipts): \$ \_\_\_\_\_

TOTAL ALLOWANCES/EXPENSE REIMBURSEMENT REQUESTED: \$ \_\_\_\_\_

-----

NAME \_\_\_\_\_ OFFICIAL CAPACITY \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

Please forward copy of Technical Delegate's expense reports to appropriate TDWG representative as designated in "Race Result Packets – non-FIS" located in Master Packet of Forms.



## USA FIS TECHNICAL DELEGATE EXPENSE REPORT FORM - SEASON 2025

USED ONLY BY USA & CAN FIS TECHNICAL DELEGATES AT FIS EVENTS (NOT WC or COC) IN THE UNITED STATES. FORM SHOULD BE SUBMITTED TO THE OC.  
 Note: USA & CAN FIS TECHNICAL DELEGATES AT FIS (NOT WC, COC or HC) EVENTS IN CANADA, FILE A DIFFERENT FORM - Such Form is not submitted to the OC

Event Information					
Event Name		Start Date		Event Chairperson	
Location / Resort		End Date		Phone	
Nation		Race Level		Email	
CODEX		Gender			
		<input type="checkbox"/> SL <input type="checkbox"/> GS <input type="checkbox"/> SG <input type="checkbox"/> DH <input type="checkbox"/> AC <input type="checkbox"/> Other	<input type="checkbox"/> W <input type="checkbox"/> M	Snowboard	<input type="checkbox"/> SL/PSL <input type="checkbox"/> HP <input type="checkbox"/> Other <input type="checkbox"/> GS/PGS <input type="checkbox"/> SBX
Daily Allowance*					
First Day	Last Day	Number of Days		Rate	Total
			X	190.00 \$	
Total Daily Allowance Requested					
*Area/Club may require a non-employee payee to submit IRS form W9 for daily allowance payments. Area/Club may issue IRS form 1099 if payee accumulates more than the IRS threshold of \$600. IRS form W9 is not required for actual/out-of-pocket expenses.					
Technical Delegates are entitled to reimbursement of reasonable expenses by the Organizing Committee in accordance with IOR Art. 60.5.					
Actual / Out-of-Pocket Expenses					
Transportation					
<u>Type</u>	<u>Miles</u>		<u>Rate per Mile</u>	<u>Total</u>	
Personal Car		X	\$0.67	- \$	
	<u>Description</u>			<u>Total</u>	
Airfare (Economy)				- \$	
Rental Car				- \$	
Taxi / Shuttle				- \$	
(w/receipts)				- \$	
Transportation				- \$	
Meals					
	<u>Description</u>			<u>Total</u>	
Meals (w/receipts)				Meals	
Lodging					
	<u>Description</u>			<u>Total</u>	
Lodging w/receipts				- \$	
				- \$	
Lodging				- \$	
Miscellaneous Expenses					
	<u>Description</u>			<u>Total</u>	
Misc. Expenses w/receipts				- \$	
				- \$	
Misc.				- \$	
<b>Total Reimbursement Requested</b>					- \$
Technical Delegate Information					
Last Name	TD #			<u>Date Requested</u>	
First Name	Nation				
Address					
City					
State	Phone				
Country	Email			Signature	
Postal Code					

Please submit a copy of this form, using assigned FIS codes in subject line, to:  
 Paul Van Slyke, USA FIS Technical Delegate Commissioner, paul@usfistechdelegates.com (All USA FIS events w/USA or CAN FIS TDs) Season 2025