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

☐ All required injury reports filed (either online or emailed to ASI, as required), and copies available for review

☐ All Jury Minutes available for review and required signatures (Start & Finish Referee are <u>not</u> Jury members.)

☐ All data verified; file of <u>all</u> event-related documents <u>in sequential order</u> prepared for Technical Delegate's review.

Following Technical Delegate's approval:

☐ Event result XML file transmitted to alpineresults@usskiandsnowboard.org

☐ 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* compservices@usskiandsnowboard.org

In accordance with instructions on previous pages:

☐ Scan/PDF/compile required documents into <u>one</u> booklet; use assigned event transmittal # as booklet title

☐ Attach <u>one</u> booklet and email to resultpackets@usskiandsnowboard.org; use booklet title as email subject and copy Technical Delegate with transmission (copy others, e.g. OC, as required)

☐ 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

☐ <u>Basic Event Document Requirements:</u>
Report of the Technical Delegate
Timing & Data Technical Report with copies of all required EET's
Program/Team Captains' Meeting Minutes
Minutes of Jury Decisions (Without Protest)

☐ <u>Additional forms required, if applicable:</u>
Protests and Minutes of Jury Decisions (Protests)
Copies of Exceptional Athlete Ski Up Agreement
American Specialty Insurance Report (ASI)
TD Accident Form (as directed by Competition Services in accordance with "Guidelines for Serious Accidents"
Volunteer Competition Worker Registrations

☐ <u>Requirements for Speed Training (SG & DH):</u> Following documents submitted for Speed Training
   1. Training Result XML file sent to alpineresults@usskiandsnowboard.org
   2. Daily Event Document packet containing:
      a. Program/Team Captains' Meeting Minutes
      b. All Jury Minutes
      c. American Specialty Insurance Reports, if required

☐ <u>Requirements for SkillsQuest:</u> Following documents submitted for SkillsQuest
   1. List of participants in XML format sent to alpineresults@usskiandsnowboard.org
   2. Daily Event Document packet sent to resultpacket@usskiandsnowbord.org containing:
      a. Program/Team Captains' Meeting Minutes
      b. All Jury Minutes
      c. American Specialty Insurance Reports, if required

Additional Submittal Requirements:

☐ Technical Delegate's Expense Report and Report of the Technical Delegate sent to: USTDReports@gmail.com

☐ Timing & Data Technical Report (TDTR) sent to applicable representative of Timing Working Group as noted on Page 2 (I. 2.) of this document (required for <u>all</u> U.S. Ski & Snowboard events). *Copies of all required Replacement Time calculations must accompany the TDTR.*

☐ U.S. Additional Report of Technical Delegate, if required, sent to compservices@usskiandsnowboard.org. *(This document is used only to request rehomologation.)*