RACE ADMINISTRATION - ALPINE

SEASON 2027

STUDY GUIDE SECTION 2: Event Administration

This portion of the Race Administration Study Guide contains 109 pages. Pages 41-103 are forms commonly used by the Race Administrator and may be duplicates of forms found in Section 1 – Race Result Software. Pages 105-109 contain required portions of Season 2027 Update & Review. To eliminate printing of forms, set your printer to only print pages 1-40 and, if required pages 105-109.

U.S. Ski & Snowboard memberships are processed online so this presentation does not include a U.S. Ski & Snowboard Membership form.

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) and its Precisions
3. ICR of the FIS, Online Edition and its Precisions
4. Rules of the FIS Points
5. 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!

Knowing, understanding, and using rule books is encouraged. Electronic devices may be used to search through official U.S. Ski & Snowboard and FIS documents while taking examinations. Electronic devices and AI tools, however, may not be used to conduct general Internet searches, research external sources, or obtain answers beyond the content of the official rule documents while taking examinations. Calculators may be used to perform any required calculations.

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**. Thank you.

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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 that 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) that 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.

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

* Due to limited use, these documents are not included in Study Guide. They are available in the MPF on the U.S. Ski & Snowboard website.

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.

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 & Review) 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 yearly Continuing Education Clinic. 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.

If event's organization requires that only one coach pick up all of a team's coach credentials/lift tickets:

- A designated coach must complete the "Race Arena/Venue Access Registration" form located in the MPF and list the names to whom the credentials/lift tickets will be issued.
- Race Administrator must verify membership and status for all of the recipients.
- Designated coach must sign for receipt of the credentials/lift tickets thereby confirming identity of the recipients.
- 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.

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, parking lots, warmup areas, or warmup courses, etc., **unless rules state otherwise;** e.g., U14 regulation which prohibits waxing application on ski area property.*

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).

NOTE: 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.

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)

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. With the exception of the Technical Delegate and the Race Administrator, the above officials must have attended a yearly Continuing Education Clinic (Update & Review) prior to the event. *Technical Delegates and Race Administrators are required to attend a yearly certification-specific Workshop prior to officiating in that capacity.*

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 an event's 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.

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 18th birthday. If U.S. Ski & Snowboard has not received a screening determination on the 45th day, the athlete's membership will become inactive on the 46th 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 2009 who were only 17 years of age when they applied for U.S. Ski & Snowboard membership as well as athletes with YOB 2008 will be affected by the background screening requirement noted in the previous paragraph. The 46th 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 yearly Continuing Education Clinic (Update & Review) or certification-specific Workshop is required for many key positions and cannot be completed on-site without the approval of the official's Division Alpine Officials' Chair.

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**. FIS rules are available at **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.

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 the same type of events; there are different methods of calculation for U.S. Ski & Snowboard and FIS, e.g., number of finishers required for calculation

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, or date, contact Competition Services immediately and resolve discrepancies.

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 will be updated every week 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 are updated weekly. They can be found on the U.S. Ski & Snowboard website and can be 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.** 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** 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, 2027 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 that 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: ***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 process is self-explanatory; some key points are:

1. Apply for or renew your membership online at **usskiandsnowboard.org.** Create (new members) or access your "User Account" and select all requested memberships, e.g., Coach/Official, Competitor – Alpine, U.S. Ski & Snowboard Club Volunteer, U.S. Ski & Snowboard Club Participant, Snowboard, Freestyle, Masters, etc.
   - Athletes who will turn 18 during the competition season must create their own membership account.
   - Junior Coaches must create their own membership account.

NOTE: Junior Coaches must be supervised by a fully accredited U.S. Ski & Snowboard member coach. Race arena access for a Junior Coach must be requested by/delivered to their supervisor.

2. All members must review and accept the following: (Read carefully before accepting.)
   - "Assumption of Risk and Release of Liability"
   - "Athlete Safety & Legal Acknowledgements"
   - "U.S. Ski & Snowboard's Concussion Policy and Action Plan"
   - Provide primary medical/accident insurance information.

3. Next Steps
   - The site will provide membership fee total, and credit card holder must provide current credit card information
   - Member will be directed to DocuSign site to e-sign releases and acknowledgements
   - If either background screening and/or SafeSport training are 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

4. "PENDING" Status: (Also includes "INACTIVE" reference.)
   - Full membership status will not be in effect, until all pending items are clear
   - If "PENDING" requirements exist, 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
  - Coaches who are shown as "INACTIVE" are not allowed race arena/venue access
  - Competitors who are shown as "PENDING" must not be allowed to compete or forerun in an event
- If no "PENDING" requirements exist, 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 "FIS Concussion Guidelines." that 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.

1. For athletes under the age of 18, a properly executed "Concussion Medical Evaluation Form" requesting return to training/competition must also be signed by a parent/legal guardian, not the coach or trainer.

2. For athletes 18 years of age and older, refer to "FIS Concussion Guidelines" in "Miscellaneous Study Guide Tools" or on the FIS website.

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 request to honor an approved ski up as well as a copy of the approved Agreement must be submitted to the OC. ***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 accepted that includes a request to Ski Up or Ski Down, 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 with foreign athlete memberships (X) 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. *Foreign competitors* with foreign athlete memberships (X) *who do not have either U.S. Ski & Snowboard National Points or FIS Points are seeded with U.S. Ski & Snowboard Maximum Value National Points.*

7. 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 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**. 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/appear on a Start List.***

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 that 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 <u>are</u> also competitor members of U.S. Ski & Snowboard**

- Authorization letter must be sent to **chip.knight@usskiandsnowboard.org** it *must also be sent to the Regional Manager for the Region where the athlete is training.*
  - Letters must be submitted directly by the respective National Ski Association.
  - A list of U.S. Ski & Snowboard foreign athlete members (X membership) for whom authorization letters have been received and accepted is available at **usskiandsnowboard.org/competition/points/alpine-points**. This site will provide a link to the google doc that is updated as information is received.

U.S. Ski & Snowboard's policy regarding entry authorization (travel) letters for foreign athletes who **<u>are not</u>** 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 <u>any</u> FIS entry.***

M. Online Event Entry - The race announcement must note acceptable event entry procedure(s). Online event registration is an acceptable entry format, and SkiReg is required for all U.S. Ski and Snowboard sanctioned events. ***However, for a FIS event, the "FIS Entry Form" must still be***

submitted. The names of all individuals requesting race arena/venue access - coaches, technicians, physical therapists, etc. - must be listed.

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 purchase of lift tickets 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. **(The software writer is the only individual who has the access required to change the random identifier.*)***

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

fis-ski.com/DB/alpine-skiing/homologations.html
(FIS login is required to view maps, photos, reports, etc. on this site.)

4. Jury memberships/certifications/update status verified; Jury members must be current U.S. Ski & Snowboard members, must be appropriately certified, and must have attended a yearly Continuing Education Clinic (Update & Review).

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. They may not, however, serve as Jury members, etc., or set a course.

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. In addition, coaches serving in these positions must be "ACTIVE" or "IN PROGRESS" towards Level 100 Coach Certification.
   - 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. 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 2027 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), a Team Captains' Meeting (informational) 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
   - Furnish a meeting agenda/checklist for the Chief of Race

   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 not valid for FIS events.***

  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) start 16+ unless initial start list preparation (random sort)/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 National Points at U.S. Ski & Snowboard non-FIS competition; these points are used in Penalty calculation, if required.
- Foreign FIS members without either U.S. Ski & Snowboard National Points or FIS Points are seeded with U.S. Ski & Snowboard Maximum Value Points.

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 or email 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:	#1 is drawn from 2nd set:
Competitor in 5th spot on Draw Board - Olson, Matt	Starts first

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

- 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 (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. Minutes should indicate "who" said "what," and the topic/intent 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 unless race result software prints the report. **(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) Worksheets. **(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 the TDTR submitted to U.S. Ski & Snowboard; PDF copies must be attached to the online FIS TD Report. The calculations must also be included in non-FIS and FIS Event Document Packets.***
   - 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 Worksheet - 1 per race/per gender**. (Refer to MPF #43. TDTR Instructions & Worksheet.** ***Submittal of an XML file prepared by the FIS TDTR software is required for all events – non-FIS and FIS; Worksheet in the MPF is used to gather data required by the software.***

- 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, if required.

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 and DH Training, SG and SG Training, GS and SL, 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 for 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 out-of-sequence bib:

- **Split Second**: inserting an athlete after the first group and assigning 15A will affect Split Second's tie breaking capability because Split Second 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 Split Second, 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 Split Second 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. Verify connections: Live-Timing and other internet-based timing/result platforms are great tools that allow coaches and family members the opportunity to view competitors' start and finish in "real" time. These platforms require internet connectivity in the timing building, and if available,

the 1st Run Results, Report by the Referee, 2nd Run Start Lists, Unofficial Results, etc., can be quickly posted to the site. ***Times posted on internet-based timing/result platforms are "unofficial."***

NOTE: Any event that includes U14 and younger athletes is not allowed to post "real-time" results or times on an internet-based timing/result platform during the run. Competitor lists: e.g., Club entries, Start Lists, Results, Referee Reports, etc., may be posted, and standings/times should be updated at the conclusion of the run. [U612.4.1**]**

For events that include U14 and older athletes, the above restriction does not apply.

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 30th position.
   - If "bibbo" is 15, check for tie at the 15th 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.*

1st RUN TIMES		1st RUN RESULTS			2ND RUN START LIST		
BIB	TIME	PL	BIB	TIME	ST	BIB	1st RUN TIME
1	52.11	***1	7	49.63	**1**	**12**	**52.56 **
2	51.56	2	4	49.71	**2**	**17**	**52.56 / 15TH POSITION TIE**
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**DSQ**	14	3	52.52	14	8	50.30
15	51.20	**15T**	**17**	**52.56**	15	4	49.71
16	51.45	**15T**	**12**	**52.56**	16	7	49.63 **- FASTEST 1ST RUN TIME**
17	52.56	17	19	52.57	17	19	52.57
18	53.47	**18T**	**20**	**53.47**	**18**	**20**	**53.47 **
19	52.57	**18T**	**18**	**53.47**	**19**	**18**	**53.47 / TIE OUTSIDE OF BIBBO**

*** **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, a Program must be published and distributed/posted. It is not necessary to use the official Program form; event letterhead would suffice.

Minutes indicating the Jury has inspected and accepted the condition of the slope and the installation of on-hill competitors' security measures must also be generated.

NOTE: If, due to force majeure, an Official Training Run is replaced by a freeskiing session, the Jury's decision must be documented in Jury Minutes. *Jury Minutes must list the reason force majeure was applied.*

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. Leaving the voting space blank may be interpreted to mean the official abstained from the vote.

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: "1st 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.usskiandsnowboard.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@usskiandsnowboard.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 an accident occurs resulting in serious injury or death 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.

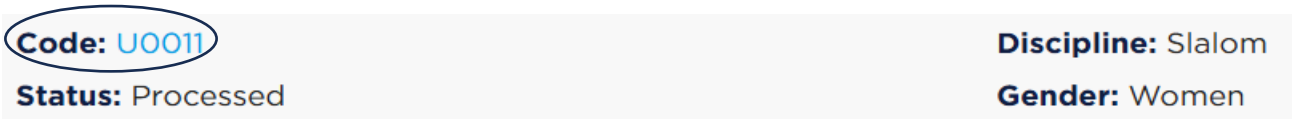
1. Scan documents

2. Save as PDF

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

NEW SEASON 2027: There are two options available for submitting Event Document Packets.

OPTION 1: Individual Event Packet Submittal: If Event Document Packets are submitted individually (daily), you must use the **individual race code** as the file name and email subject. *Please reduce the file size prior to attaching it to the email.*

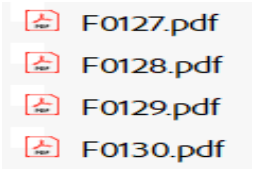


OPTION 2: Series Event Packet Submittal: If you choose to submit Event Packets for an entire series, combine the individual files (each file must be identified with its correct "Code") into one "PDF Portfolio." You must use the **event code** as the "Portfolio's" name and email subject. *Depending on the size of the Portfolio, you may need to zip it before attaching it to the email.*

WHAT IS A PORTFOLIO? A "Portfolio" is an interactive container that bundles various file types.

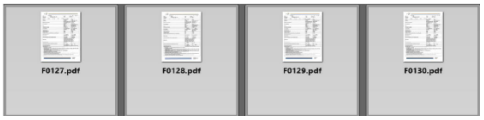
This is an example of a Portfolio of Event Document Packets for an entire series. Note the Portfolio only contains individual files; the files are not merged.

(Adobe Acrobat Classic 2024)



This is another example of a Portfolio of Event Document Packets for an entire series. Note the individual files.

(Adobe Acrobat 9 Standard)



The Portfolio's name and email subject will be the assigned "Event Code." Portfolio must be attached and emailed to: resultpackets@ussa.org

You must not use the title of the event or any variation of the type of event as the file name or the e-mail subject!

NOTE: Region/Division offices may require that the Event Document Packets also be sent to them. *Contact your Region/Division offices for specific or additional event document packet processing instructions.*

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. RESULT PROCESSING FOR NON-TIMED TRAINING RUNS

In order to provide a record of participants in a Non-Timed Training Run insured through the U.S. Ski & Snowboard provider and to capture the names of the officials, complete the following:

1. List all participants' status as **DNS** and upload an XML file to **race-results@usskiandsnowboard.org/**.

2. Notify Jeff Weinman of any athletes that actually **were DNS**.

3. Submit an Event Document Packet containing the documents listed in the MPF: 05 Non-FIS Event Document Packets.

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

Applicable head taxes must be submitted within 14 days (2 weeks) after the event. All late payments to U.S. & Snowboard shall accrue interest at a rate of one and one-half percent (1.5%) per month, or the maximum rate permitted by law, whichever is less, until paid in full.

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* 1st 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)
      - Named U.S. Regional Development Teams
      - Named Paralympic National Alpine Ski Team
      - 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: Head Tax is not due/payable for NAC; the following is included only to provide additional information regarding waivers of entry fees/lift tickets at NAC events.**
        - 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
        - **REMINDER:** 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 requires that SkiReg be used for event management and registration for all sanctioned events. ***Following successful uploading of an event's XML result file, a reconciliation record will be available for review and verification of head tax amounts due.***
   b. SkiReg will also perform necessary head tax calculations and, if so authorized by the OC, will disburse verified/accepted head tax amounts to U.S. Ski & Snowboard National, Regional, and Divisional Offices.
   c. Regardless of who is actually disbursing the head tax amounts due, the Organizing Committee is ultimately responsible for verifying the calculation and payment of all required fees is completed within 14 days (2 weeks) after the event.

   In order to verify amounts due and approve the disbursement, 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 disbursement. A dispute is often 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. Training Results and Official Results/Penalty in XML format must be **individually** submitted to: **alpineresults@fisski.com** (Note address is for XML file not PDF file, if required.)

2. Training Results and Official Results/Penalty in XML formal must be **individually** uploaded at: **race-results.usskiandsnowboard.org/**

   If a Training Run is calendared, and the Training Result XML file is not submitted, the autoscore systems will not accept the Official Results XML file. In addition, FIS will not open the TD Report portal until Official Results are submitted.

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.** *(TDTR is not required for Training Runs.)*

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. *(TD Report is not required for Training Runs.)*

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 an accident occurs resulting in serious injury or death, 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 FIS EVENTS: Prepare documents as follows and submit electronically.

1. Following successful uploading of XML race result file, scan documents required by U.S. Ski & Snowboard and save the file as a PDF.

2. Compile PDF documents (in listed order) as a PDF packet; for packets being attached to an email to U.S. Ski & Snowboard, the assigned Transmittal # **must** be used as the packet name (alpha + 4 numbers) for National emails.

3. Following the previously described **Option 1** or **Option 2**, send the individual packet or portfolio as an email attachment to: **resultpackets@ussa.org**

REMINDER: 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 nation + the FIS-assigned codex number, e.g.; USA1234.

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 and/or marian.hosala@fisski.com
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 are the sole responsibility of the Race Administrator and/or the Organizing Committee.

E. U.S. FIRST REPORT OF INJURY REPORTING REQUIREMENTS:

1. **ALL EVENTS:** A U.S. First Report of Injury is required for all accidents/injuries at sanctioned events – non-FIS or FIS – where an insurance claim may be filed; **online filing is required**.
   - For competitors, officials, coaches, spectators, regardless of national federation affiliation.
   - Regardless of where the accident occurred: Race Arena or Race Venue.
   - Whether or not Ski Patrol transport was required.
   - The Organizing Committee is responsible for filing the report for injuries that occur within the race arena.
   - The coach, athlete, or parent will be responsible for filing the report for injuries that occur outside of the race arena.

2. **FIS EVENTS:** FIS First Report of Injury is filed as part of the online FIS TD Report.

F. 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.*

G. 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 $150.00/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).**

Properly submitted Expense Reports should be processed within 14 days of submittal.

NOTE: FIS Technical Delegates assigned to U.S. Ski & Snowboard non-FIS events are only entitled to U.S. Ski & Snowboard daily allowance of $150.00 per travel/inspection/training/competition day. However, if a non-FIS event specifically requires assignment of a FIS Technical Delegate, e.g., Championship events, the FIS daily allowance may be claimed.

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.

RACE ARENA/VENUE ACCESS REGISTRATON

Event Name: _____ Event Date(s) _____

Event Location: _____

Team: _____

U.S. Membership #	LAST NAME, First (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 2026

The following is an example of an online Schedule Agreement; club login is required. Form is updated as required.

U.S. Ski & Snowboard Alpine Event Administration

(Club #5675426) Email to jehlers@ussa.org or fax to 435-940-2777

Calendar Fees: **$40.00 - PAID** (Paid by credit card on 12/08/2020)
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)

U.S. Ski & Snowboard National Office executing 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://bucklner.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	Race Name / Location			
	Race Date	Event	Gender	Trail
	Applicable Rules			
	Entry Fee			
	Entry Deadline Time & Date			
	Entry Method			
TCM	1st TCM Time & Date	Draw: N/A Computer-Generated Double Draw Alternative		
	Location and/or URL			
	Coaches' Information			
Official Notice Board Location and/or URL				
Protest Fee				
Miscellaneous				
Awards				
Chief of Race Contact		TD		
Race Administrator Contact				
Race Headquarters Location				
Volunteers' Contact				

US SKI & SNOWBOARD

ADVANCE EVENT INFORMATION FOR OFFICIALS

Event Organizers: Please complete and forward to assigned Technical Delegate and guest officials a minimum of 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: (C) _____

email: _____ Phone: (W) _____

Race Administrator: _____ Phone: (C) _____

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 – <u>not U.S. Ski & Snowboard</u> – 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 (no alcoholic beverages), mileage (current IRS amount), etc.

Notice of Suspected Concussion

Dear Parent of 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 the timing this may take up to 48 hours.

A listing of some trained medical professionals can be found here 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. Centers for Disease Control and Prevention cdc.gov/headsup.

If you have any questions, please let me know.

Jeff Weinman
Director, Competition Services
U.S. Ski & Snowboard
jeff.weinman@usskiandsnowboard.org | Fax: 435.940.2770

August 2025

CONCUSSION MEDICAL EVALUATION FORM

This form 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 ("Provider"). The Provider should attach proof of the relevant certification to this form.

The athlete identified below requires medical evaluation and clearance 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 U.S. Ski & Snowboard | Jeff Weinman | jeff.weinman@usskiandsnowboard.org | fax 435.940.2770.

Athlete's name _____ National ID _____

Date of suspected concussion _____ Date of evaluation _____

Under penalty of perjury, as a qualified 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 _____ Date _____

Name Printed _____ Email _____

Clinic or Practice name, address, and phone _____

Signature of Parent/Guardian _____

Name Printed _____ Date _____

I understand that the athlete I am clearing may be involved in the following activities:

- Alpine Speed Skiing (DH/SG): Athlete skiing at speeds of over 60 mph for up to 2-3 minutes.
- Alpine Technical Skiing (SL/GS): Athlete skiing up to 45-55 turns on course in 40-75 seconds.
- Para Skiing: see above
- Freestyle Aerial: Jumping 40-50 feet in the air with multiple flips and twists.
- Freestyle Moguls: Skiing through mogul field with two turns per second and inverted and/or upright multiple jumps 12-15 feet in the air.
- 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.
- Snowboard Alpine: Multiple turns in a 40-80 second course at speeds of 20-40 mph
- 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
- Snowboard and Skiing Slopestyle: A series of jumps that are anywhere from 40-120 feet, a series of rails and other terrain park features.
- Para Snowboard: see above
- Nordic Ski Jumping: Jumping for 90-130 meters off Nordic ski jumps.
- Nordic Cross Country and Para Cross Country: Skiing with multiple competitors on course with the possibility of collision between athletes or with other objects.

August 2025

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: Alpine ☐ Nordic ☐ Other ☐		Gender: Male ☐ Female ☐	

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

ENTRY FORM

Competition *(Name/Place)*	Date of race	
Responsible for entry / *Name / Telephone*	Category COC ☐ MAS ☐ FIS ☐ ENL ☐ CIT ☐ UNI ☐ NJR ☐ CHI ☐	Gender Women ☐ Men ☐
National Ski Association		

COMPETITORS

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
			Team Captain
			Trainer
			Doctor
			Physiotherapist
			Technicians
			Service personnel
Place, Date		Signature (please print and sign)	

12.08.2022

US SKI & SNOWBOARD

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 acknowledge and assume the risks that such intervals are sometimes irregular and may vary without warning. 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 and agree that the consumption of alcohol or illegal drugs by competition volunteers in U.S. Ski & Snowboard competitions is strictly prohibited, and that any violation of this policy will result in immediate termination of my volunteer status and may subject me to additional legal liability.

By affixing my signature below, I represent and warrant 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 to the fullest extent permitted by law 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, demands, causes of actions, damages, losses, costs (including reasonable attorneys' fees), and liabilities of any nature whatsoever arising from or in any way related to my participation as a volunteer, whether caused by negligence or otherwise. I also understand, acknowledge, and expressly agree that as a volunteer, I am not an employee, am not entitled to workers' compensation coverage for injuries arising from my participation in these activities, and specifically waive and agree not to seek workers' compensation coverage or assert any claim of employee status for any injuries or damages 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.

August 2025

Season 2026

Alpine Skiing

2026/2027

3rd FIS points list 2026/27

Valid from 16-07-2026 to 22-07-2026

Category/Catégorie/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	8	8	8	0.00	1250.00	330.00	DH	0	0	8	8	8	0.00
SL	0	0	8	8	8	0.00	730.00	165.00	SL	0	0	8	8	8	0.00
GS	0	0	8	8	8	0.00	1010.00	220.00	GS	0	0	8	8	8	0.00
SG	0	0	8	8	8	0.00	1190.00	270.00	SG	0	0	8	8	8	0.00
AC	0	0	8	8	8	0.00	1360.00	270.00	AC	0	0	8	8	8	0.00

FÉDÉRATION INTERNATIONALE DE SKI
INTERNATIONAL SKI FEDERATION
INTERNATIONALER SKI VERBAND

US SKI & SNOWBOARD

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:			
		Name(s) / Team(s):	
Course Setter(s) Next Race:			
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:

US SKI & SNOWBOARD

ACCEPTANCE OF LIABILITY BY A TEAM CAPTAIN REPRESENTING AN ATHLETE NOT IN TEAM CAPTAIN'S 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: _____

August 2025

Season 2026

ATTENDANCE LIST OF TEAM CAPTAINS' MEETING

Place	Country	Codex
Name of event		Date
Category	Gender	Event

JURY MEMBERS PRESENT			ORGANIZING COMMITTE	
Function	Surname, First Name	NAT	Function	Surname, First Name
Technical Delegate				
Referee				
Assistant Referee**				
Chief of Race				
Start Referee***				
Finish Referee***				

TEAM CAPTAINS

Surname, First Name,	NAT*	Surname, First Name,	NAT*	Surname, First Name,	NAT*

GUESTS

* Countries by entry
** DH/SG/WC GS & SL
***WSC/OWG

CHECKLIST FOR TEAMS CAPTAINS' MEETING

ICR ART.	AGENDA	CONTROL			NOTES
213/216	**1. Welcome/Introduction/Roll Call/Attendance List/Agenda**	1	2	3	FIS Form
603.3.7	**2. Approval of minutes of the last meeting**				FIS Form
603.3.1	**3. Technical Part**				
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				FIS
215	Updating of entries				Quota (WC/COC/FIS)
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				
219/220	- Time and place of prize giving				608
	Distribution of radio equipment (Jury)				6034.8
	4. Administrative Part				
216/220	Accrediting of teams, officials, press, radio, TV, etc.				
	Lodging, meals, refreshments				WC and COC regulations
	Issuing and returning of start numbers				
	Official statements/notice board				
	Re-imbursements				
	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				
	6. Miscellaneous				

PROGRAM

W ☐ M ☐

Date	Site	Country	Event
Category ☐ COC ☐ FIS ☐ CIT ☐ NJR ☐ MAS ☐			

	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		
Slip Crews		
Intermediate Times		
	Place	Time
Prize Giving Ceremony		
Run	1st	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 CAPTAIN S' 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.	

Meeting Minutes
Signature of Race Administrator:

REPORT BY THE REFEREE/*PROCES VERBAL DU JUGE ARBITRE*/PROTOKOLL DES SCHIEDSRICHTERS

Place / *Lieu* / Ort		Country / *Pays* / Land		Codex	
Name of event *Nom de l'événement* Name der Veranstaltung			Date *Date* Datum		
Category		Gender		Event	

The following competitors have been disqualified according to ICR / *Les coureurs suivants ont été disqualifiés selon le RIS* /
Die folgenden Wettkämpfer wurden im Sinne der IWO disqualifiziert:

No. *No.* Nr.	Surname, First Name *Nom de famille, Prénom* Familienname, Vorname	Nat	Gate No. *No. porte* Tor Nr.	Gate Judge *Juge de porte* Torrichter	Notes *Notes* Bemerkung

Not Permitted to Start (No) / *Pas autorisé à démarrer (No.)* /*Nicht zum Starten zugelassen (Nr.)*

No. *No.* Nr.	Surname, First Name *Nom de famille, Prénom* Familienname, Vorname	Nat	Notes / *Notes* / Bemerkung

Did not start (No.)/*Pas au départ* (No.)/Nicht am Start (Nr.)													
Did not finish (No.)/*Pas à l'arrivée* (No.)/Nicht im Ziel (Nr.)													

Time published *Heure d'affichage* Anschlagzeit	Deadline *Délai* Ablauf	Date *Date* Datum	The Referee *Le juge arbitre* Der Schiedsrichter

FÉDÉRATION INTERNATIONALE DE SKI
INTERNATIONAL SKI FEDERATION
INTERNATIONALER SKI VERBAND

This is the form currently being distributed by U.S. Ski & Snowboard. The older form does not have a section for listing NPS competitors. Form on FIS website, in MPF, and produced by VOLA or NAT/FIS Scoring Software (Split Second) only requires bib numbers for NPS competitors.

START/FINISH TIMEKEEPER RECORDING FORM

DATE: _____ PAGE: ____of ____ 1st RUN ☐ 2nd 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

Excel version is available at

fis-ski.com/inside-fis/general-fis-documents/timing-data#Tools

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 SYS. B OR HAND TOD	START/FINISH SYS. A OR HAND TOD	TIME DIFFERENCE

SUM OF TIME DIFFERENCES = (+)or(-)_____._____

DIVIDED BY 10 = (+)or(-)_____._____ = CORRECTION _____

BIB #	TIME OF DAY	(+) OR (-)	REPLACEMENT TIME OF DAY

** When comparing B/Hand ToD to A ToD - Do I have to add (+) or subtract (-) to make it equal to A Tod?

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 TDTR!*

Bib # _____

Fn. ToD_____:_____:_____._____

St. ToD_____:_____:_____._____

Net Time: _____

ELECTRONIC TIME/ToD RECORDING FORM

DATE: _____ PAGE: ____of ____ 1st RUN ☐ 2nd RUN ☐

WOMEN ☐ MEN ☐

TIMEKEEPER NAME: _____ 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	Women (W) / Men (M)
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

(A) FIS Points of best 5 to finish in top 10

(C) Race Points of corresponding competitors

Calculated penalty

A [ ] + B [ ] - C [ ] = [ ] : 10 = [ ]

Category Adder [ ]

Penalty applied [ ]

Signature TD	Nr/No

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	

INTERNATIONAL SKI AND SNOWBOARD FEDERATION

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)	

INTERNATIONAL SKI AND SNOWBOARD FEDERATION

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)	

INTERNATIONAL SKI AND SNOWBOARD FEDERATION

START/FINISH REFEREE RECORDING FORM

DATE: _____ PAGE: _____of _____ 1st RUN ☐ 2nd RUN ☐

MARK ONE: START ☐ FINISH ☐ WOMEN ☐ MEN ☐

NAME: _____ DH ☐ GS ☐ SL ☐

SG ☐ AC/K ☐ P ☐

BIB #	REMARKS

BIB #	REMARKS

BIB #	REMARKS

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/DB/information/homologated-timing-equipment.html)
Setup	3. Are the Time-of-Day times immediately and automatically sequentially recorded on printing strips or memorized electronically at the maximum precision of the timing device according to the requirements for homologation? (Refer to the above website to verify the required precision for each device.)
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 at least 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?

US SKI & SNOWBOARD

TIMING & DATA TECHNICAL REPORT WORKSHEET INSTRUCTIONS

The following Worksheet has been developed to more closely mirror the order in which data is entered into the TDTR software. ***It is used only for taking notes of data required by the software!***

- One Timing Report (TDTR) is required for each Codex/Transmittal Number
- TDTR Software: Can be found at: **fis-ski.com/en/inside-fis/documents-library/timing-data**
- Software will provide both an XML file and a PDF file
- In addition to reporting requirements, XML file must be submitted to: **tdtr@usskiandsnowboard.org**
- Replacement Time Calculations (EET's): If required, all calculation sheets must be included in report submittals
- Time of Day (ToD) entries must be expressed in precision used for net time calculations equal to the precision of the timing device
- Enter Start/Finish Hand Times exactly as they are recorded or displayed by the hand timekeeping device

For more information, refer to "How to Prepare a TDTR.pptx" on the U.S. Ski & Snowboard website.

Season 2026

Discipline		Date	
Season	Nation	FIS Codex / US Code	/
Location		Category	
Event Name		Event	DH SG GS SL P
		Gender	M W
	Technical Delegate	Chief of T & C	TimekeepenTiming Company
Last Name			
First Name			
Nation			
TD Number			
	Telephone		
	Email		
	Brand	Model	Serial No
System A Timer(at			
System B Timer(at			
Timer A Start (if used)			
Timer B Start (if used)			
Start device			
Start Clock / Beep			
Finish Cell A			
Finish Cell B			
Connection to start	System A	System B	Voice connection
cable, radio or other			
System A not used		System B not used (reason)	
Result software	Company & Version		
	System A (ToD)	System B (ToD)	Hand
Synchronization time			
Sync confirm at +1 min			
	1st Run		
	System A (ToD)	System B (ToD)	Hand
Start ToD First Comp			
Finish ToD First			
Net Time First - A	Time	Bib # first	
Start ToD Last Comp			
Finish ToD Last			
Net Time Last - A	Time	Bib # last	
Best Run System A	Net Best	Bib # best	
	2nd Run		
	System A (ToD)	System B (ToD)	Hand
Start ToD First Comp			
Finish ToD First			
Net Time First - A	Time	Bib # first	
Start ToD Last Comp			
Finish ToD Last			
Net Time Last - A	Time	Bib # last	
Best Run System A	Net Best	Bib # best	
Were all results from system A?	Yes ☐	No ☐	
Comments run 1		Comments run 2	

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
Systm 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. 8	

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

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

Time of day (TOD) expressed in precision used for net time calculations, minimum 1/1000s.	1st Run			2nd Run		
	System A	System B	Net Time	System A	System B	Net Time
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	X	No	

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 X 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
				Email	raceadmin@svsef.org
Signature		Signature			

SEASON 2027 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/**
2. XML Results/Penalty file must be submitted within 24 hours of event completion; *critical when a points list is closing*. ***NOTE: Points List will close every Sunday.***
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.** ***ATTACH COPIES OF ALL REPLACEMENT TIME CALCULATIONS.***

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 course 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 and available, are:

1. **Protests** – *signed by protesting party* **and Minutes of Jury Decisions (Protests)** - *record of Jury members' votes and* ***signed by Jury members***.
2. **Copies of Exceptional Athlete Ski Up Agreements,** *if accepted for entry into event*
3. **TD Accident Form(s)** *(This is a multi-page document.)* 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 online U.S. First Report of Accident.
4. **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. ADDITIONAL REQUIREMENTS: (Training & Freeskiing)

1. **Speed Training Result XML file (Super G and Downhill Training)** must be uploaded at **race-results.usskiandsnowboard.org/**

2. **Speed Training Document Packet, using U.S. transmittal number as the email subject, must be emailed to: 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***;
3. **Controlled Freeskiing Document Packet**

   If an Organizing Committee stages a Controlled 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 and athletes' start times, etc. *(Program may be included as part of the applicable Team Captains' Meeting Minutes or 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. If, due to force majeure, an Organizing Committee needs to replace a sanctioned training run with a freeskiing session, Jury Minutes must also include the reason for applying force majeure. *(Force majeure is an "unexpected" event; it is not a "planned" event.)*
4. **Non-Timed Training Document Packet**

   In order to provide a record of participants in a Non-Timed Training Run insured through the U.S. Ski & Snowboard provider and to capture the names of the officials, complete the following:
   a. With all participants' status classified as **DNS**, upload an XML result file to **race-results.usskiandsnowboard.org/**
   b. Notify Jeff Weinman of any athletes that actually **were DNS**.
   c. Non-Timed Training Event Document Packet, **using U.S. transmittal number as the email subject, must be emailed to: resultpackets@ussa.org**
      - Programs/Team Captains' Meeting Minutes (**TCM Minutes signed by Race Administrator**)
      - Protests - signed by protesting party and Jury Minutes of (Protests) – *record of Jury members' votes and* ***signed by Jury members***;
      - Jury Minutes (without Protest) - *record of Jury members' votes and* ***signed by Jury members***;

D. SKILLSQUEST REQUIREMENTS:

1. Roster of Participants and SkillsQuest Score Card (**usskiandsnowboard.org/index.php/sport-programs/skillsquest**) must be submitted to: **jeff.weinman@usskiandsnowboard.org**
2. SkillsQuest Document Packet containing the following may be uploaded daily at: **race-results.usskiandsnowboard.org/ or, using U.S. transmittal number as the subject, emailed to: 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***;

E. PARALLEL EVENT REQUIREMENTS:

1. Parallel Qualification Result XML file must be uploaded at: **race-results.usskiandsnowboard.org/**
2. Parallel Final Rank XML file (without displayed times; different race code required) must be uploaded at: **race-results.usskiandsnowboard.org/**
3. Parallel Document Packet containing the following, **using U.S. transmittal number as the email subject, must be emailed to: resultpackets@ussa.org**
   a. Report of the Technical Delegate - **signed by Technical Delegate**. *(Only 1 per gender required)*

b. Timing & Data Technical Report (1 per gender required) – **signed by Technical Delegate and Chief of Timing & Calculations**. *If a replacement time (EET) is calculated, the calculation must be attached.*

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. PREPARATION AND ELECTRONIC SUBMITTAL OF EVENT DOCUMENT 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 file; U.S. Ski & Snowboard race code **must** be used as file name for all packets being submitted to U.S. Ski & Snowboard – both non-FIS and FIS. (alpha + 4 numbers).
4. *After file is prepared, please use "reduce file size" option and resave file prior to submittal to submittal as an email attachment to* **resultpackets@ussa.org**

NEW THIS YEAR: There are two options available for submitting Event Document Packets.

OPTION 1: Individual Event Packet Submittal: If Event Document Packets are submitted individually (daily), you must use the **individual race code** as the file name and email subject. *Please reduce the file size prior to attaching it to the email.*

Code: U0011 **Discipline:** Slalom
Status: Processed **Gender:** Women

OPTION 2: Series Event Packet Submittal: If you choose to submit Event Packets for an entire series, combine the individual files (each file must be identified with its correct "Code") into one "PDF Portfolio." You must use the **event code** as the "Portfolio's" name and email subject. *Depending on the size of the Portfolio, you may need to zip it before attaching it to the email.*

Name: SnowCup **Sport:** Alpine
Code: 38673 **Division:** Intermountain

You must not use the title of the event or any variation of the type of event as the file name or the e-mail subject!

Name: SnowCup

Women's 1st Slalom:

NOTE: Region/Division offices may require that the Event Document Packets also be sent to them. *Contact your Region/Division offices for specific or additional event document packet processing instructions.*

G. HEAD TAX DOCUMENTS & FEES: U.S. Ski & Snowboard requires that event organizers use an online event management and registration platform – AdminSkiRacing – for all sanctioned events. *FIS event's, however, require that the "FIS Entry Form" must also be submitted.*

Depending on mandate or prior agreement, AdminSkiRacing can calculate all Head Tax: National, Regional, and Divisional. Following reconciliation and acceptance by the Organizers, AdminSkiRacing will disburse head tax amounts due as required. *(Upon submittal of the event XML file, Competition Services will also calculate Head Tax. This calculation may be used to verify that done either by the Race Administrator or AdminSkiRacing. (Club login is required.)*

Whether or not an OC chooses to have AdminSkiRacing calculate and disburse required Head Taxes, or the OC chooses to actually complete the transactions, the responsibility for submittal of all Head Tax payments remains with the OC.

A Head Tax calculation form and documents that may be used in the calculation of Head Tax can be found in the MPF and can be printed for calculation/verification of Head Tax amounts due to National/Regional/Divisional offices. ***Refer to MPF #49-52 for information regarding calculation of Head Tax.*** *Verify procedure for your Region/Division and submit Head Tax forms/documents/amounts as directed.*

NOTE: ***Applicable head taxes must be submitted within 14 days (2 weeks) of the race date.* All late payments to U.S. & Snowboard shall accrue interest at a rate of one and one-half percent (1.5%) per month, or the maximum rate permitted by law, whichever is less, until paid in full.**

Organizers who fail to submit head taxes risk loss of Club Certification and the ability to host other competitions until coming into compliance.

H. ELECTRONIC ONLY: 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

I. MISCELLANEOUS DOCUMENTS - FILING INFORMATION:

1. The **U.S. First Report of Accident** is used to submit information for all accidents/injuries involving athletes, coaches, officials, or spectators where an insurance claim may be filed.

   The report is required regardless of the national affiliation of the injured party and regardless of whether or not Ski Patrol transport was required.

   Accidents within the race arena (including Start and Finish areas) are filed by the Race Administrator, the Technical Delegate, or a member of the Organizing Committee.

   Accidents outside of the race arena should be filed by the coach, parent, or the respective athlete.

   The report must be filed online at **usskiandsnowboard.org/sport-development/club-development/club-insurance**. *A copy of the submitted report will be emailed to the individual filing the online report; final determination will also be provided.*

   ONLINE FILING IS REQUIRED! A sample of the online form and instructions for its use are available in the MPF.

2. **U.S. Additional Report of Technical Delegate**, if required, must be submitted to U.S. Ski & Snowboard Competition Services: **competitionservices@usskiandsnowboard.org**. *(This document is used only to request re-inspection/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 an accident with a serious injury or death occurs, 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 updated/posted on designated websites: Live-Timing, WhatsApp, etc.
- ☐ All injury reports filed as required.
- ☐ 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.usskiandsnowboard.org/
- ☐ TDTR XML file transmitted to: tdtr@usskiandsnowboard.org (Copies of Replacement Time Calculations - EET's, must be attached.)
- ☐ 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@usskiandsnowboard.org

In accordance with instructions on previous pages:

- ☐ Scan/PDF/compile required documents into one file (reduce PDF file size); use U.S. assigned event transmittal # as file title (alpha + 4 numbers)
- ☐ Using the event transmittal # as the email subject, email individual Event Document Packet files to: resultpackets@ussa.org (OPTION 1). If OPTION 2 is preferred, save the individual Event Document Packet file in an appropriately numbered folder for later "Portfolio" creation. (Do not use google doc link, etc.) Also transmit copies as required; e.g., OC, Ski Area Management.)
- ☐ 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)
  Copies of Exceptional Athlete Ski Up Agreement
  Volunteer Competition Worker Registrations
- ☐ Requirements for Speed Training (SG, DH, non-timed Training):
  1. Program/Team Captains' Meeting Minutes
  2. All Jury Minutes (W/WO Protest; Protests, if filed, must also be included)
- ☐ Requirements for SkillsQuest:
  1. SkillsQuest Roster of Participants and SkillsQuest Score Card must be submitted to: jeff.weinman@usskiandsnowboard.org
  2. Daily Event Document packet uploaded at: race-results.usskiandsnowboard.org/ or, using U.S. transmittal number as the subject, emailed to: 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)
- ☐ Requirements 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 Event Document Packet".

1. Parallel Qualification Result XML file must be uploaded at: race-results.usskiandsnowboard.org/
2. Parallel Final Rank XML file (without displayed times; different race code required) must be uploaded at: race-results.usskiandsnowboard.org/
3. Event Document Packet
   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)

- ☐ Requirements for Controlled Freeskiing on Competition Venue:
  1. Schedule showing competitors' course inspection time, start time, number of runs, etc.
  2. Jury Minutes accepting conditions and on-hill competitor security measures
  3. Jury Minutes documenting force majeure if controlled freeski replacing scheduled training run

Additional Submittal Requirements:

- ☐ U.S. First Report(s) of Accident filed must only be filed online in accordance with Instructions in the MPF.
- ☐ U.S. Additional Report of Technical Delegate, if required, sent to: competitionservices@usskiandsnowboard.org. *(This document is used only to address course homologations.)*

- ☐ _____
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- ☐ _____

HEAD TAX PROCEDURES & RESULT PACKET SUBMITTAL
as of August 2026 for Season 2027

Applicable head taxes must be submitted within 14 days (2 weeks) of the race date. **All late payments to U.S. & Snowboard shall accrue interest at a rate of one and one-half percent (1.5%) per month, or the maximum rate permitted by law, whichever is less, until paid in full.**

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 authorizes the online event registration platform to calculate and submit 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 the online event registration system remains the responsibility of the OC.

1. **Eastern Region:**
   - Event Document Packets in scanned/PDF format will either be emailed to: **resultpackets@ussa.org** either daily (single event packet file) or at the end of the series as a scanned/PDF Portfolio (multiple event packet files) in accordance with instructions in the MPF:
     3. Introduction to the Season,
     5. Non-FIS Event Document Packets, or
     6. FIS Event Document Packets
   - If the event management/registration platform has been authorized to calculate and submit 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 event management/registration platform to 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:**
   - Event Document Packets in scanned/PDF format will either be emailed to **resultpackets@ussa.org** either daily (single event packet file) or at the end of the series as a scanned/PDF Portfolio (multiple event packet files) in accordance with instructions in the MPF:
     3. Introduction to the Season,
     5. Non-FIS Event Document Packets, or
     6. FIS Event Document Packets
   - If the event management/registration platform has been authorized to calculate and submit 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 event management/registration platform to calculate and disburse 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: Head Tax Accounting Sheet, a list of any waived athletes, and required National and Regional Head Tax amounts due are submitted as follows:
     - National and Regional Head Tax due from the Rocky Mountain Division
     - 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:

     Alexandra Nelson
     U.S. Ski & Snowboard Central Division
     6283 Riesch Rd.
     West Bend, WI 53095

3. **Western Region:**
   - Event Document Packets in scanned/PDF format may either be emailed to **resultpackets@ussa.org** either daily (single event packet file) or at the end of the series as a scanned/PDF Portfolio (multiple event packet files) in accordance with instructions in the MPF:
     3. Introduction to the Season,
     5. Non-FIS Event Document Packets, or
     6. FIS Event Document Packets
   - Race results will be electronically forwarded to the respective divisional manager.
   - If the event management/registration platform 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 event management/registration platform to calculate and disburse Head Tax, the Organizing Committee will be responsible for calculation, verification, and disbursement of all required Head Tax amounts due; supporting documents must be included.

     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 submitted to:

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

- **Northern:** Erin Renna, 280 W. Kagy Blvd Ste D, PMB 228, Bozeman, MT 59715
- **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/collected/paid for non-scored events. Regional/Divisional Head Tax may be required for all sanctioned events; review your Regional/Divisional Handbook for instructions or contact the applicable office.
- National/Regional/Divisional Head Tax is not due and payable for WC, NAC, NC, and some Junior Championship events.
- It is the responsibility of the OC to calculate Head Tax **(refer to #50. Head Tax Accounting Sheet in the Master Packet of Forms on the U.S. Ski & Snowboard website).** If the event registration platform being used provides for calculation/disbursement of required Head Taxes, prior to authorizing disbursement, verify that your calculations agree with those performed by the platform. If they do not agree, contact the vendor and settle differences. (U.S. Ski & Snowboard will also provide a reconciliation that may be used for verification - club log-in required.) *DO NOT authorize disbursement of required payments until an agreement is reached.*
- If the event registration platform being used does not provide for calculation/disbursement of required Head Taxes, verify your calculations agree with the reconciliation provided by U.S. Ski & Snowboard. If they do not agree, contact competitionservices@usskiandsnowboard.org and settle differences prior to disbursement. *DO NOT submit required payments until an agreement is reached.*
- Named U.S. Ski Team (A, B, C), U.S. Regional Development Teams, U.S. Paralympic National Alpine Skiing Team 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.
- **PLEASE NOTE:** Foreign athletes attending U.S. universities/colleges/schools or who are members of/training with U.S. clubs must be ranked 100 or better (world rank), in order to have event fees waived (200 world rank does not apply for these foreign athletes regardless of their national team status). If so ranked, Head Tax is not due for these athletes.
- 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.
- 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, and Head Tax payment is not completed by the online event registration, forward both the packets and required National Head Tax documents/payments via USPS to U.S. Ski & Snowboard's National Office, ATTN: Competition Services. ***(Follow Region/Division instructions for payment of Region/Division packets and Region/Division Head Tax documents/payments.)***

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
_____	_____ _____	_____	_____	_____
_____	_____ _____	_____	_____	_____
_____	_____ _____	_____	_____	_____
_____	_____ _____	_____	_____	_____
_____	_____ _____	_____	_____	_____
_____	_____ _____	_____	_____	_____
_____	_____ _____	_____	_____	_____
_____	_____ _____	_____	_____	_____

***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 = $_____

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.

TOTAL ENTRY FEES PAID: $_____

TOTAL DEDUCTED BY ONLINE REGISTRATION: - $_____

TOTAL HEAD TAX(ES) DUE: - $_____

TOTAL ENTRY FEES DUE CLUB: = $_____

Person Completing Calculations: _____ **Date:** _____

email: _____ **Phone:** _____

NOTE: This form can be used by all OC's, to verify the online registration system's calculations/disbursements prior to a club's acceptance. If the online registration system has not been authorized to calculate/disburse Head Tax amounts, copies of thisform must be sibumitted with required payments. If applicable, a Head Tax Waiver list must also be submitted.

Season 2027

Head Tax – Waived Athletes

Please list the competitors that you have waived in each race. Remember these competitors **MUST** be named members of the:

- U.S. Ski Team (A, B, C)
- U.S. Regional Development Team
- U.S. Paralympic National Alpine Skiing Team
- Named members of foreign teams recognized by FIS and who are ranked **200** or better (world rank) in one of the events being contested.

NOTE: Regardless of team status, foreign athletes attending U.S. universities/colleges/schools or training with U.S. clubs must be 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 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 2027 U.S. Ski & Snowboard List of Approved Head Tax Exempt Athletes
(Current as of September 2026)

Following athletes are members of the U.S. Ski Team (A, B, C), the U.S. Regional Development Teams, and the U.S. Paralympics Alpine National Team. These athletes are the named U.S. athletes that may not be required to pay event fees and are waived from payment of U.S. Ski & Snowboard National Head Tax.

Other athletes who may be waived from payment of event fees/National Head Tax are named foreign national team **members who are ranked 200 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 also not be required to pay event fees/National 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 National Head Tax.

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

U.S. Ski Team

Women
BOCOCK, Elizabeth
BOCOCK, Mary
CASHMAN, Keely
GROSDIDIER, Logan
GROSDIDIER, Tatum
HENSEIN, Katie
HUNT, Annika
HURT, AJ
JOHNSON, Breezy
JOHANSSON, Annika
MACUGA, Lauren
MAY, Beatrice
MOLLIN, Allison
MOLTZAN, Paula
MORITZ, Kjersti
MORITZ, Liv
O'BRIEN, Nina
RENICK, Mari
ROMANOV, Dasha
ROWEKAMP, Katie
SHIFFRIN, Mikaela
SUNSHINE, Ava
VONN, Lindsey
WILES, Jacqueline
WRIGHT, Isabella
ZAYTSEVA, Victoria

Men
ARVIDSSON, Erik
BENNETT, Bryce
BUZEK, Stanley
COCHRAN-SIEGLE, Ryan
FORD, Tommy
GILE, Bridger
HODER, Maximilien
KERBAUGH, John
KRUPKA, Alex
LINDENMEYR, Axel
NELSON, Isaiah
NEGOMIR, Kyle
NOLTING, Jeremy
PALMQUIST, Jevin
POULTER, Jay
PUCKETT, Cooper
RADAMUS, River
RITCHIE, Benjamin
SARCHETT, Ryder
SEYMOUR, Jett
SMITH, Jack
SWEENEY, Nolan
WILSON, Mattias

U.S. Regional Development Teams

East - Women
BORGIA, Pernilla - WMR
HERMSDORF, Vivienne - GMVS
HIEBERT, Kira - BMA

REED, Hadley - HAR
WIESER, Aura - GMVS

East - Men
BLATZ, Cameron - SMS
BOISSIONEAULT, Troy - BMA
BORGIA, Tor - DAR
DEMAGGIO, Caiyu - BW
SARGENT, Harper - TRA

Rocky/Central - Women
MAXSON, Maya - SSCV
OLSON, Abby - SSWSC
SHAMSHURYN, Kristina - SSCV

West - Women

Rocky/Central - Men
BRUCE, Stewart - SSCV
ERICKSON, William - SSCV

West - Men
DONLEY, Finnigan - UU
SCHRADY, Jack - SBSTA

U.S. Paralympics Alpine National Team

Women
CROWLEY, Audrey
GUSTAFSON, Meg
(Guide: GUSTAFSON, Spenser)
JOHNSON, Allie
O'BRIEN, Saylor
O'DRISCOLL, KELSEY

Men
BREWER, Matthew
BURY, Noah
DRUGAN, Ravi
ENIGL, Robert
HALGREN, Patrick
HARAGHEY, Andrew
KEEFE, Jesse
MCKENZIE, Tyler

If status verification is required, please contact Competition Services.

US SKI & SNOWBOARD

TECHNICAL DELEGATE REPORT - ALPINE

(ONE FORM REQUIRED 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

Course Name

Homologation #

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

Vertical drop does not exceed event's age class requirements: ☐

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).

Scored Event: Shall race be counted for points? ☐ Yes ☐ No **(If "NO", explain in "Supplementary Report".)**

Non-Scored Event: Points N/A ☐

Start List ☐ All NPS/DNS ☐ All DNF ☐ All DSQ ☐ = **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 ☐ N/A

(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) ☐ Yes ☐ No

TDTR xml file has been prepared & submitted to tdtr@usskiandsnowboard.org (scored & non-scored) ☐ Yes ☐ No

Replacement Time (EET) calculations submitted in packet to: resultpackets@usskiandsnowboard.org ☐ Yes ☐ N/A

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 MFP.

Season 2026

First Report of Accident Instructions

Whenever significant injury occurs that you believe may lead to an insurance claim, an incident report must be completed. From the webpage https://usskiandsnowboard.org/sport-development/club-development/club-insurance, locate the Participant Accident Insurance section and complete the First Report of Accident.

This report is submitted to AG Insurances for review. It should be submitted by the Technical Director or Official. In the event the injury took place off course at a sanctioned training or event, the report must be submitted by a coach, parent, or the athlete.

You will receive a completed copy via email once the form is submitted as well as confirmation once the claim is approved or denied. All accident reports must be submitted electronically.

In the case of a suspected concussion, the Concussion Medical Evaluation form must be submitted immediately by email or by fax to the below address. The athlete will be placed on member hold pending an evaluation by a certified medical professional.

Jeff Weinman - Competition Services
jeff.weinman@usskiandsnowboard.org
Fax: (435) 940-2770

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 imperative that the form be completed as fully as possible including injured party name, national ID or member number, injury date, injury information, and competition information as 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 U.S. Ski & Snowboard at claims@usskiandsnowboard.org.

In case of serious injury, immediately notify Jeff Weinman (435.647.2030). If after hours, please leave a message and you will be contacted.

Summary of Documents to complete:

1. AG Claim / First Report of Accident
2. FIS TD Accident Report
3. FIS Notice of Injury (for FIS events)
4. Concussion Medical Evaluation (if concussion suspected)

U.S.Ski & Snowboard
Non-National Team (Class 2)
Injury Report

Provided information must be as complete and accurate as possible to ensure speedy processing.

TO BE USED ONLY TO COLLECT DATA FOR ONLINE FILING

REPORTER

Your Role

Your Full Name

Your Phone Number

Your Email Address

MEMBERSHIP/CLUB

USSS Membership Number

Member Type

Club Affiliation

Club Contact/Coach Full Name

Club Contact/Coach Phone Number

Club Contact/Coach Email Address

Technical Director Full Name

Technical Director Phone Number

Technical Director Email Address

INJURED PERSON

Injured Party First Name

Middle Initial

Injured Party Last Name

Injured Party Date of Birth * MMM D, YYYY

Contact Info

Injured Party Email Address

Injured Party Phone Number

Injured Party Street Address

Injured Party Street Address 2

Injured Party City

State (select or type in)

Postal Code

Injured Party Country

Is the injured party a minor? * Select an answer

PRIMARY INSURANCE

Please select at least one of the options. *

Personal Primary Insurance

Primary Insurance Currently Unknown

INCIDENT DETAILS

Date of Incident * MMM D, YYYY

Ski Area/Location (City, State, Country)

Incident Location

Event Name

Race Code

Surface Type

Competition Gender * Select an option

Sanctioned Event Type * Select an Event Type

Venue Type * Select a Venue Type

Weather Condition * Select a Weather Condition

Mechanism of Injury

Discipline

Injury Specifics

Primary Body Part

Primary Side

Primary Injury Type

Do you have multiple other injuries to report? * Select an option

Classification of Injury

Disposition

Injury Description (500 characters or less)

0/500

ATTACHMENTS AND SIGNATURE

Select or drag and drop any attachments (txt,pdf,jpeg,png,csv etc.)

Sign here

×

SAMPLE

US SKI & SNOWBOARD

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 Athlete exiting the course 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; 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 recordings or digital media, if possible, of course and trail, including accident area, to be preserved immediately after the incident.
   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 electronically to ensure immediate receipt and proper documentation to 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. While these guidelines are provided to assist organizers, all policies, procedures, and protocols remain the sole responsibility of the individual organizer. Although U.S. Ski & Snowboard prioritizes the safety of all participants, it expressly disclaims any and all liability arising from the use of or reliance upon these guidelines. These guidelines do not constitute legal advice and should not be relied upon as such. Organizers should consult with their own counsel regarding specific circumstances.

TD ACCIDENT REPORT

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 Number:
Competition:	Codex
Location:	Date:
Organiser:	Event:
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):	Age:
Indicate: Racer / Coach / Official / Other:	Code:
Address:	
Mobile:	Email:
Reported or suspected injuries:	

Describe first aid and evacuation:	
Evident cause(s) of accident/injury: (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	
Other causes or contributing factors in your opinion:	
Narrative description of incident:	
First Witness:	
Name:	Age:
Address:	Mobile:
	Email:
Witness's Account of Incident (who, where, when, what happened):	

(Attach additional sheets, if necessary)

Additional Witness:	
Name:	Age:
Address:	Mobile:
	Email:
Witness's Account of Incident (who, where, when, what happened):	
(Attach additional sheets, if necessary)	
Additional Witness:	
Name:	Age:
Address:	Mobile:
	Email:
Additional Witness:	
Name:	Age:
Address:	Mobile:
	Email:
Additional Witness:	
Name:	Age:
Address:	Mobile:
	Email:
Additional Witness:	
Name:	Age:
Address:	Mobile:
	Email:
Is there a video-tape, film or still photo record of the incident?	yes ☐ no ☐
If Yes: Where may the record(s) be found, who is the contact person(s), and who has access?	

List the key race personnel involved:	
Chief of Race (Name):	
Address:	Mobile:
	Email:
Referee (Name):	Mobile:
	Email:
Others (note position):	
	Mobile:
	Mobile:
	Mobile:

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:

INTERNATIONAL SKI AND SNOWBOARD FEDERATION

Procedures for Sending Event Files
Season 2027

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. Officials are now more comfortable with the use of computers, and the document has been updated; however, it must still address some basic issues.

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 to **race-results.usskiandsnowboard.org/** and, if required by the level of event, to **alpineresults@fisski.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. ***(Detailed login and submittal details are included at the end of this document.)***

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 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; you may also send an email to **competitionservices@usskiandsnowboard.org**. 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 either an experienced Race Administrator (a/k/a "Dial-A-Friend"), U.S. Ski & Snowboard Competition Services Coordinator at (435)647-2037, or email **competitionservices@usskiandsnowboard.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 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.

1. It is important that all results get submitted within 24 hours after the race. The earlier U.S. Ski & Snowboard is notified, the sooner your results can be processed. If there were any changes to the race dates, event type, or gender, etc., **competitionservices@usskiandsnowboard.org** should have been notified before the event and definitely before you attempt to upload the XML file. Changes to the system have to be made manually, and uploading prior to required changes being made will result in the the file being rejected. *DO NOT wait until after the race to notify U.S. Ski & Snowboard of changes.* **NOTE: Event location changes require that a new Schedule (Sanction) Agreement be processed.**

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. *For on-site changes, the event's Technical Delegate is responsible for contacting FIS.*

3. Prior to transmission, verify the contents of the file: header data, date, penalty, codex, etc.

4. If errors are found, close the file, return to the actual race file and make required corrections, and repeat the verification process. U.S. Ski & Snowboard autoscore processor will not accept the results if the U.S. Ski & Snowboard member 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 member 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. 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.

7. For all U.S. Ski & Snowboard events – FIS and non-FIS, upload the race result XML file to **race-results.usskiandsnowboard.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, contact Competition Services for assistance.

8. **OPTION:** If you are unable to successfully upload a result XML file to **race-results.usskiandsnowboard.org/**, contact Competition Services, and:
   a. Using the Sanction assigned USA Race Code (1 Alpha+4 numeric) as the subject of the email (Example U1034),
   b. Submit the XML result file as an email attachment to **competitionservices@usskiandsnowboard.org**
   c. DO NOT include "HARD COPY!"
   d. DO NOT attach and upload the actual event XML file.
   e. DO NOT attach multiple race result XML files to one email.

9. For a FIS event, the race result XML file must be submitted twice:
   a. Uploaded to **race-results.usskiandsnowboard.org/** (as described above), and,
   b. Using the nation and the 4-digit codex number supplied by FIS (USA1234) as the email subject, submitted as an email attachment to **alpineresults@fisski.com.** *
   c. DO NOT include anything but the race code in the Subject Line.
   d. 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 **janez.flere@fis-ski.com** and/or **marian.hosala@fisski.com,** and, using the assigned FIS race codex, identify the event to which the note applies.
   e. DO NOT include "HARD COPY!" The autoscoring processors will not recognize the file and may reject the transmission.
   f. DO NOT attach and upload the actual event XML file. The auto-scoring processors will not recognize or accept this type of file format.
   g. DO NOT 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@usskiandsnowboard.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.

6. 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. (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!***

7. If the event management event registration platform has not been authorized to calculate and disburse the required Head Tax amounts, the OC must calculate and submit all Head Tax amounts and Head Tax documents as required by the level of the event.

   NOTE: ***Applicable head taxes must be submitted within 14 days (2 weeks) after an event.*** **All late payments to U.S. & Snowboard shall accrue interest at a rate of one and one-half percent (1.5%) per month, or the maximum rate permitted by law, whichever is less, until paid in full.**

   Organizers who fail to submit head taxes risk loss of Club Certification and the ability to host other competitions until coming into compliance.

8. The OC is ultimately responsible for the prompt completion of all event-related requirements:
   a. XML race result file
   b. TDTR
   c. Event Document Packet
   d. Head Tax(es) and Head Tax Documents

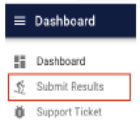
Conclusion

Hopefully this document has been helpful. Please feel free to contact U.S. Ski & Snowboard Competition Services if you have any questions.

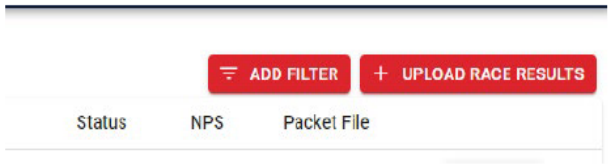
U.S. Ski & Snowboard Competition Services Coordinator
Phone: (435) 647-2037
Fax: (435) 649-3613
competitionservices@usskiandsnowboard.org

ALPINE RESULTS SUBMISSION:

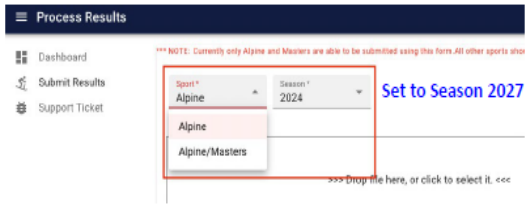
1. GO TO and sign in > US Ski & Snowboard Public Panel (usskiandsnowboard.org)
2. GO TO > DASHBOARD
3. Choose > **Submit Results**



4. => In the upper right corner choose **"Upload Race Results"**

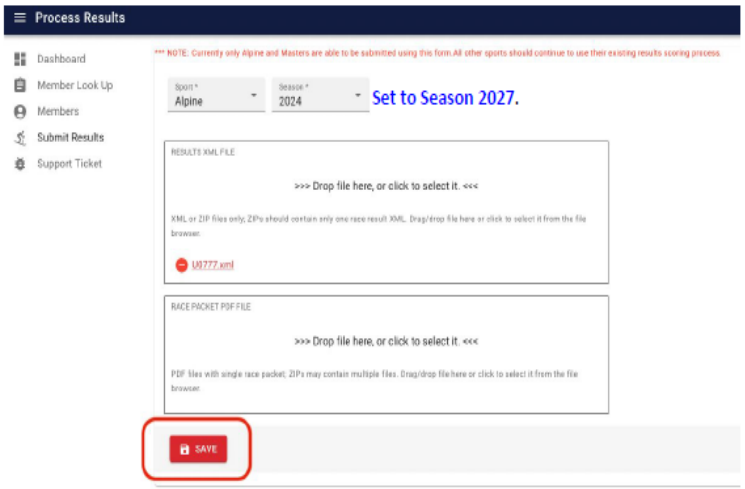


5. From the drop-down menu CHOOSE > ALPINE or MASTERS (currently these are the only choices)

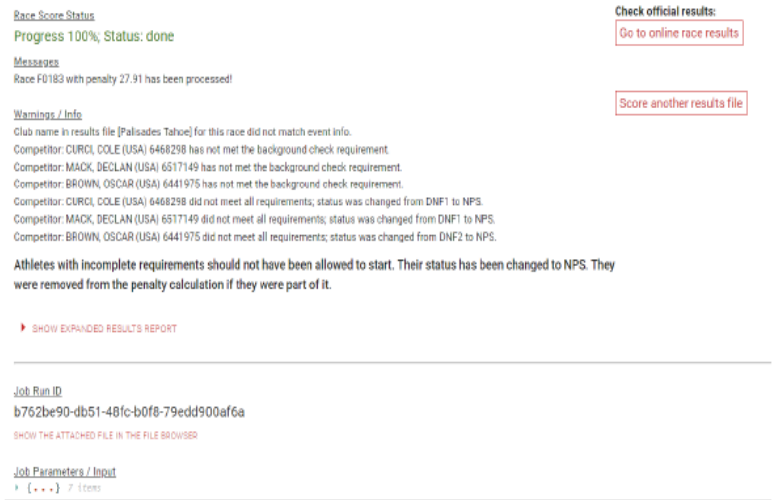


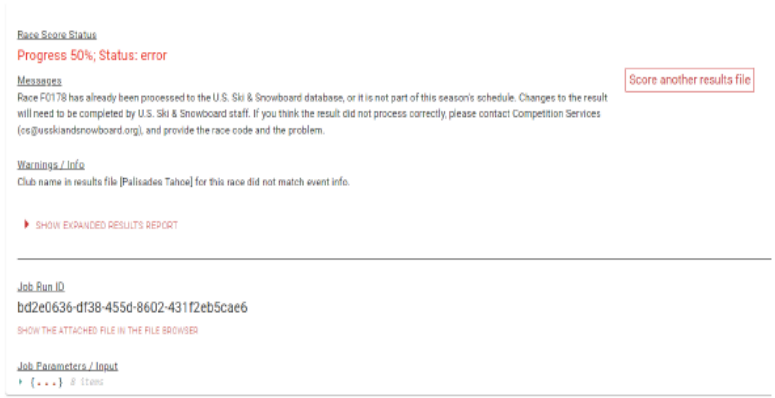
6. Choose the correct file you would like to score and please note if it is a zip file, there should only be one xml. The program will ***not*** load multiple xml files from one zip.

7. Click "SAVE" > this will start the race file processing and bring up a screen showing progress.



8. You will be able to that the xml file's progress as it loads. Once complete you will see one of two messages:

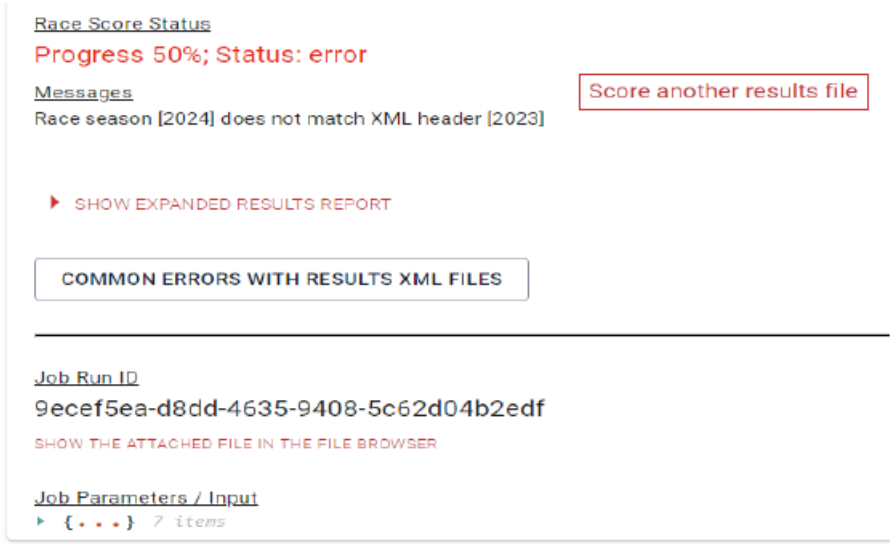




9. The first message indicates the race has loaded with zero errors. At this point we encourage checking the results online as these are the official results published and used for point lists.

   - If they are correct and posted, you now have the option to upload the corresponding PDF documents.

10. If there are errors, you will see something like this:



11. For your convenience you can click on the box "Common Errors with Results XML Files" to help with possible issues.

12. When you believe it has been fixed, you can continue to submit/re-score as many times as needed until it has been processed.

We believe this system will make things much easier to track and submit race results. Thank you for your support.

SEASON 2027 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 XML RESULTS**, so Training Results and Official Results/Penalty in XML format must be submitted to the following:
   alpineresults@fisski.com as an email attachment (Note address is for the XML result file not a PDF file, if one is required.)
   race-results.usskiandsnowboard.org/ as an upload
2. Autoscore systems will acknowledge receipt of the XML file and will note problems, if any. *(If Training Results are not submitted, the autoscore system will not accept Official Results or open the TD Report portal.)*

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** (**alpineresults@fisski.com** also works), and may *be refiled until accuracy is acknowledged.* ***PDF Copies of all Replacement Time Calculations (EET's) must be made available to attach to the online FIS TD Report!*** (TDTR is not required for speed training runs.)
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. (TD Report is not required for speed training runs.)*

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**
2. **Timing & Data Technical Report (TDTR) in XML** format is sent to: **results@fisski.com**

   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: **janez.flere@fis-ski.com and/or marian.hosala@fisski.com.**
   (Contact **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 Competition Services.*
2. **TD Accident Form** is a multi-page form used to report accidents that result in serious injury or death, and if it is required, 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 the online 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. BASIC 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 listed order) as a PDF file. (**NOTE**: U.S. Ski & Snowboard race code **must** be used as the file name for all that will eventually be submitted to U.S. Ski & Snowboard; e.g., alpha + 4 numbers.)

F. FIS ONLINE SUBMITTAL PROCEDURES:

1. Access individual PDF files and select only the additional FIS-required documents
2. After selecting the required documents resave as a PDF file but use the nation + FIS-assigned codex as the file name; e.g., USA1234.
3. Using the nation + FIS-assigned codex as the email subject (e.g., USA1234), attach the individual race file and email it to the following: **janez.flere@fis-ski.com** and/or **marian.hosala@fisski.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, included with the Minutes of Jury Decisions (Protests);** with **records of votes/signatures of Jury members**.
6. **Accident Reports** – *refrain from referring to accidents via email or social media.*
   a. FIS Injury Report (ISS) is a function included in the online FIS Report of the Technical Delegate, so no copy is available or required for Event Document Packets.
   b. A paper copy of the FIS Injury Report (ISS) is included in the MPF (55 Additional FIS Documents Special Circumstances), for use only 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, the completed report must be submitted to: **janez.flere@fis-ski.com** and/or **marian.hosala@fisski.com and jeff.weinman@usskiandsnowboard.org.**
      (NOTE: PAPER COPY OF THIS DOCUMENT IS NOT USED/FILED AT NON-FIS EVENTS!)
   c. **TD Accident Form** is a multi-page form used to report accidents that result in serious injury or death, and if it is required, 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 the online U.S. First Report of Accident.*

      NOTE: U.S. First Report of Accident is used to record information for all accidents/injuries involving athletes, coaches, officials, or spectators. Report(s) must be filed online and in accordance with posted instructions; copies will be forwarded as required, so no copy is required for the Event Document Packet. Please note, procedures **for suspected/reported concussions must be followed.**

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 Accident, 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 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.*

Changes made prior to the Technical Delegate's arrival must be forwarded to FIS by U.S. Ski & Snowboard Competition Services. Changes made after the Technical Delegate's arrival must be forwarded to FIS by the Technical Delegate. In addition, FIS category changes must be made 10 days prior to the event.

****Volunteer Race Worker Registration forms may be scanned/saved in PDF format and included in electronic U.S. Ski & Snowboard Event Document Packets or retained in OC event file.**

H. U.S. SKI & SNOWBOARD ONLINE SUBMITTAL PROCEDURES:

NEW THIS YEAR: There are two options available for submitting Event Document Packets.

OPTION 1: Individual Event Packet Submittal: If Event Document Packets are submitted individually (daily), you must use the **individual race code** as the file name and email subject. *Please reduce the file size prior to attaching it to the email.*

Code: U0011 **Discipline:** Slalom
Status: Processed **Gender:** Women

OPTION 2: Series Event Packet Submittal: If you choose to submit Event Packets for an entire series, combine the individual files (each file must be identified with its correct "Code") into one "PDF Portfolio." You must use the **event code** as the "Portfolio's" name and email subject. *Depending on the size of the Portfolio, you may need to zip it before attaching it to the email.*

Name: SnowCup **Sport:** Alpine
Code: 38673 **Division:** Intermountain

You must not use the title of the event or any variation of the type of event as the file name or the e-mail subject!

Name: SnowCup

Women's 1st Slalom:

NOTE: Region/Division offices may require that the Event Document Packets also be sent to them. *Contact your Region/Division offices for specific or additional event document packet processing instructions.*

I. HEAD TAX DOCUMENTS & FEES: U.S. Ski & Snowboard requires that event organizers use an online event management and registration platform – AdminSkiRacing – for all sanctioned events. *FIS event's, however, require that the "FIS Entry Form" must also be submitted.*

Depending on mandate or prior agreement, AdminSkiRacing can calculate all Head Tax: National, Regional, and Divisional. Following reconciliation and acceptance by the Organizers, AdminSkiRacing will disburse head tax amounts due as required. *(Upon submittal of the event XML file, Competition Services will also calculate Head Tax. This calculation may be used to verify that done either by the Race Administrator or AdminSkiRacing. (Club login is required.)*

Whether or not an OC chooses to have AdminSkiRacing calculate and disburse required Head Taxes, or the OC chooses to actually complete the transactions, the responsibility for submittal of all Head Tax payments remains with the OC.

A Head Tax calculation form and documents that may be used in the calculation of Head Tax can be found in the MPF and can be printed for calculation/verification of Head Tax amounts due to National/Regional/Divisional offices. ***Refer to MPF #49-52 for information regarding calculation of Head Tax.*** *Verify procedure for your Region/Division and submit Head Tax forms/documents/amounts as directed.*

NOTE: *Applicable head taxes must be submitted within 14 days (2 weeks) of the race date.* All late payments to U.S. & Snowboard shall accrue interest at a rate of one and one-half percent (1.5%) per month, or the maximum rate permitted by law, whichever is less, until paid in full.

Organizers who fail to submit head taxes risk loss of Club Certification and the ability to host other competitions until coming into compliance.

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 PACKET: 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. **Controlled 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 and athletes' start times, etc. *(Program may be included as part of the applicable Team Captains' Meeting Minutes or 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. If, due to force majeure, an Organizing Committee needs to replace a sanctioned training run with a freeskiing session, Jury Minutes must also include the reason for applying force majeure. *(Force majeure is an "unexpected" event; it is not a "planned" event.)*

2. **U.S. Ski & Snowboard's Speed Training Documentation Requirements**

   a. Training Result XML file must be uploaded at **race-results.usskiandsnowboard.org/**
   b. Programs/Team Captains' Meeting Minutes (**TCM Minutes signed by Race Administrator**)
   c. Protests - signed by protesting party and Jury Minutes of (Protests) – *record of Jury members' votes and **signed by Jury members**;*
   d. Jury Minutes (without Protest) - *record of Jury members' votes and **signed by Jury members***

   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**; if required, he will forward them to FIS.

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@usskiandsnowboard.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.

NOTES:

POST-EVENT CHECKLIST: FIS Events

☐ **Results posted on designated websites: Live-Timing, WhatsApp, etc.**

☐ **U.S. injury reports filed as required. (FIS 1st Report is part of TD's Report). Serious injury report is filed/copied per Competition Services' instructions.)**

☐ **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@fisski.com**

☐ **Race result XML file uploaded at: race-results.usskiandsnowboard.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@fisski.com;** ***correction to accepted U.S. Ski & Snowboard results require contacting Competition Services:*** **competitionservices@usskiandsnowboard.org**

☐ **Copies of Replacement Time Calculations available for submittal, as required.**

☐ **Timing & Data Technical Report XML file transmitted by Chief of Timing & Calculations to: results@fisski.com.** ***Replacement Time Calculations attached!*** **PDF copy supplied for signatures and inclusion in Event Document Packet.**

☐ **Copies of Replacement Time Calculations available for submittal, as required.**

☐ **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.***

In accordance with instructions on previous pages:

☐ **Scan/PDF/compile required documents into one file; use assigned event codex # as file title; e.g., USA1234. Do not save/submit as a google doc link.** ***After file is prepared, please use "reduce file size" option and resave file prior to submitting as required.***

☐ **FIS Event Packet Submittal Requirements: If generated, select the following documents and save as PDF file using nation + FIS-assigned codex as file name and email subject: e.g., USA1234 (FIS) and email to FIS Office: janez.flere@fisski.com and/or marian.hosala@fisski.com**
1. **Supplementary Report of the Technical Delegate (if generated)**
2. **TD Accident Form (only for injuries meeting "Guidelines")**
3. **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:

- ☐ **Head Tax data/amounts due verified and accepted or copy of request for Head Tax check filed with OC**
- ☐ **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 FIS Additional Report of Technical Delegate**, if required, sent to **competitionservices@usskiandsnowboard.org**. *(This document is used only to address course homologation.)*
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

U.S. SKI & SNOWBOARD FIS EVENT DOCUMENT PACKET REQUIREMENTS

- ☐ **U.S. Ski & Snowboard's Copy of FIS Event Packet: Select following documents, save as PDF file using transmittal number assigned by U.S. Ski & Snowboard as file name and email subject; e.g., F1234 and email to: 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**
  4. **Minutes of Jury Decisions (Without Protest**
  5. **Protests attached to Minutes of Jury Decisions (Protests)**
  6. **Volunteer Competition Worker Registration forms, if required**
  7. **FIS Athlete Declarations for Forerunners who are not FIS inscribed**
- ☐ **Timing & Data Technical Report XML file transmitted by Chief of Timing & Calculations to: tdtr@usskiandsnowboard.org *with all Replacement Time (EET) calculations attached.***
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

COMMON ERRORS IN FIS RACE DOCUMENTATION

INCONSISTENT OR MISSING TECHNICAL DATA - Differences between:

- **Missing names of Jury / Course Setter(s)**
- **Missing gate counts, including actual gate count/direction changes for SG, GS, and SL**
- **Missing/inaccurate course information: Course name, homologation #, start elevation, finish elevation, vertical drop**
- **Missing measured length of course for DH/SG (used to calculate competitor's speed on course)**
- **Missing course and/or weather conditions**

INCORRECT DATA

- **Not using 4-digit codex number supplied by FIS; if required, using letter "O" instead of number "zero"**
- **Not using Technical Delegate's name as it appears on FIS TD list (when it differs from name on U.S. Ski & Snowboard membership list or from name used by friends/associates.)**
- **Not using correct FIS TD number**

UNSIGNED DOCUMENTS - Jury, Technical Delegate, Race Administrator, Chief Timing

- **Minutes of Jury Decisions (With or Without Protest) – not listing only actual Jury but including Start and Finish Referees!**
- **Official Results / Penalty - Technical Delegate**
- **Additional Report of the Technical Delegate, if needed - Technical Delegate**
- **Timing & Data Technical Report Form - Technical Delegate, Chief of Timing**
- **Minutes of Team Captains' Meeting - Race Administrator**

INSUFFICIENT/INCORRECT DOCUMENTATION - (as noted in "Distribution of Documents – FIS Events")

- **Program (p 1.) and Team Captains' Meeting Minutes (p. 2)**
- **Jury Meeting Minutes**
- **Protests and Minutes of Jury Decisions**
- **Replacement Time Calculations (EET's) if calculation of a replacement time is noted in TDTR**
- **Not completing 4-page TD Accident Report for injuries that fit Guidelines for Serious Accidents**
- **Filing the 4-page TD Accident Report for a minor injury**
- **Failure to tender Protest fees retained by the OC and on-site monetary sanctions to U.S. Ski & Snowboard**

HOMOLOGATION ERRORS -

- **Using a DH or SG course that is not homologated for the specific event**
- **Using an alternate course for GS or SG without providing documentation; not using original homologation number**
- **Using course name other than as listed in homologation documents; e.g., ski area changes name of course**
- **Not referencing when a replacement course is used for Giant Slalom or Slalom course (Must be documented with Jury Minutes and also in TD's Report)**
- **Using an expired homologation for a DH, SG, GS, or SL**

NOT FILED, INACCURATE, OR INCOMPLETE REPORTS -

- **Not filed *, inaccurate or incomplete Timing & Data Technical Report, 1 per race/per gender**
- **Not filed *, inaccurate or incomplete Technical Delegate Report, 1 per race/per gender**

MISSING REFERENCES TO PROTESTS, SANCTIONS, INJURIES -

- **No reference in Technical Delegate Report regarding protests, sanctions, or injuries**

ERRORS WITH COMPETITOR CODE #'S, POINTS, NAME SPELLING, AND/OR NATION CODE –

- **Not verified against current FIS Points List - ALL COMPETITORS MUST HAVE A CODE NUMBER**
- **Using "Season Base List" to seed competitors**

ERRORS IN PENALTY CALCULATIONS -

- **Incorrect factors or adders**
- **Inconsistency between Technical Delegate Report and calculated Penalty (online TD Report immediately flags this error)**

INCORRECT USE OF ADDITIONAL REPORT OF TECHNICAL DELEGATE -

- **Used for purposes other than requesting rehomologation**

SUBMITTAL OR EMAIL TRANSMISSION OF NON-REQUIRED or U.S. SKI & SNOWBOARD DOCUMENTS

TRANSMISSION OF INCORRECT XML FILE

- **Submitting XML race file instead of XML result file ***

INCORRECT TIME, TEMPERATURE, and MEASUREMENT FORMAT -

- **24-hour clock (i.e., 14:29) not used**
- **Temperatures not converted to Celsius**
- **Measurements not converted to metric**

*** FIS will not score event**

U.S. SKI & SNOWBOARD AND THE ORGANIZING COMMITTEE ARE THE REPOSITORY FOR ALL EVENT-RELATED DOCUMENTS. ALL DOCUMENTS MUST BE PREPARED WITH ATTENTION TO ACCURACY!

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 MPF #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 ***(Computer generated)***	Required			X	X			
11. Hand Calculated Penalty - Signed by Technical Delegate ***(Include only if computer copy not available)***	Required	*SOFTWARE UNABLE TO CALCULATE PENALTY*						
12. Technical Delegate's Report – ***(One form required per race/per gender)*** *(Copy of online report; paper copy required only under special circumstances.)* ***	Required		X	X	X			
13. ***WITH ALL REPLACEMENT TIME CALCULATIONS*** ***(One form required per race/per gender)*** Timing & Data Technical Report - Signed by Technical Delegate & Chief of Timing & Calculations	Required		X	X	X			
14. Additional Report of the Technical Delegate ***(Used only to request course re-homologation)***	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) ** ***FIS only wants Protests & Sanctions; others receive all Minutes***	As Needed		X	X	X			
19. Protest Fees retained by OC & Monetary Sanctions ***(Identify by event/date/codex/applicable party)***	As Retained		X					
20. FIS Technical Delegate's Expense Form **(MPF Report is ONLY for USA FIS-level events.)**	Required			X	X	X		
21. FIS Notice of Injury*** *(Filed in TD Report; paper copies only required under special circumstances.)*	As Needed	X	X	X	X			
22. TD Accident Report (4-page report), only if required per Competition Services' instructions.	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: **janez.flere@fis-ski.com**

REFRAIN FROM REFERRING TO ACCIDENTS VIA EMAIL, TEXTS, OR SOCIAL MEDIA!

A. **FIS OFFICE**
janez.flere@fisski.com
marian.hosala@fisski.com

B. **U.S. SKI & SNOWBOARD**
resultpackets@ussa.org

C. **ORGANIZING COMMITTEE**

D. **TECHNICAL DELEGATE**

E. **USA FIS TD COMMISSIONER ***
Paul Van Slyke
paul@twitchellsportswear.com
* *(FIS TD Expense Report only; can access U.S. Ski & Snowboard site for additional documents.)*

F. **COMPETITION SERVICES**
competitionservices@usskiandsnowboard.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.

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 occured):

_____

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

22-23

ADDITIONAL REPORT OF THE TD
RAPPORT SUPPLÉMENTAIRE DU DT
ZUSÄTZLICHER RAPPORT DES TD

Place *Lieu* *Ort*	**Country** *Pays* *Land*	*Codex*		
Name of the event *Nom de l'événement* *Name der Veranstaltung*			**Date** *Date* *Datum*	
Category	*Gender*	*Event*		
Name and address of the organizer: *Nom et adresse de l'organisateur:* *Name und Adresse des Veranstalters*				
Approved by number *Homologué sous n°* *Homologaiert mit Nr.*				
Condition of course *Condition du parcours* *Zustand der Strecke*				
Suggestions for improvements *Propositions d'amélioration* *Allfällige Verbesserungsvorschläge*				
Does the TD believe and for what reason that a re-homologation is necessary? *Est-ce que le DT pense et pour quelle raison qu'une réhomologation est nécessaire?* *Glaubt der TD und aus welchem Grund dass eine Rehomologation nötig ist?*				
Other matters *Autres choses* *Sonstiges*				
Name and address of the TD *Nom et adresse du D* *Name und Adresse des TDs*			**TD NO.**	**NAT** / **TEL.**
Date *Date* *Datum*	**Signature** *Signature* *Unterschrift*			

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 are entitled to a daily allowance of $150 per actual travel/race arena inspection/training/competition day at all U.S.-sanctioned non-FIS events – both scored and non-scored. *

U.S. Technical Delegates 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 @ $150.00 per day: $_____

(Actual "Race Arena Inspection/Training/Competition Days." If multiple tasks are completed in one day, e.g.: travel and race arena inspection, only one (1) daily allowance may be invoiced.)

TRAVEL ALLOWANCE ____ days @ $150.00 per day: $_____

(Actual "Travel Days" = 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: $_____

(Current rate is $.72.5/mile; it may change on 01.01.27. Verify at: irs.gov/tax-professionals/standard-mileage-rates.)

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 as required by Region and/or Division.

*** Please remit within 14 (fourteen) days of date requested!**

Season 2027

USA FIS TECHNICAL DELEGATE EXPENSE REPORT FORM - SEASON 2026

T USA & CAN FIS TECHNICAL DELEGATES AT FIS EVENTS (NOT WC or COC) IN THE UNITED STATES; FORM SHOULD BE SUBMITTI
& CAN FIS TECHNICAL DELEGATES AT FIS (NOT WC, COC or NC) EVENTS IN CANADA, FILE A DIFFERENT FORM - Such Form is not submitt

Event Information

Event Name
Location / Resort
Nation
CODEX
☐ SL ☐ GS ☐ SG ☐ DH ☐ AC ☐ Other

Start Date
End Date
Race Level
Gender ☐ W ☐ M

Event Chairperson
Phone
Email
Snowboard ☐ SL/PSL ☐ HP ☐ GS/PGS ☐ SBX ☐ Other

Daily Allowance*

First Day	Last Day	Number of Days		Rate	Total
			X	####	

Total Daily Allowance Req

*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 accummulates 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 ICR Art. 682.5.

Actual / Out-of-Pocket Expenses

Transportation

Type	Miles		Rate per Mile	Total
Personal Car		X	$0.73	- $

IRS 2024 rate is 72.5/mile

	Description	Total
Airfare (Economy)		- $
Rental Car		- $
Taxi / Shuttle		- $
(w/receipts		- $
	Transportation	- $

Meals

	Description	Total
Meals (w/receipts)		
	Meals	

Lodging

	Description	Total
Lodging w/receipts		- $
		- $
	Lodging	- $

Miscellaneous Expenses

	Description	Total
Misc. Expenses		- $
w/receipts		- $
	Misc.	- $

Total Reimbursement Requested - $

Technical Delegate Information

Last Name
First Name
Address
City
State
Country
Postal Code

TD #
Nation

Phone
Email

*** Date Requested**

Signature

Please submit a copy of this form, using assigned FIS codes in subject line, to:

Paul Van Slyke, USA FIS Technical Delegate Commissioner, paul@hailstellagecleaner.com [All USA FIS races w/USA or CAN FIS TD's] **Season 2027**

*** Please remit within 14 (fourteen) days of date requested!**

This concludes the Race Administration Section 2 Study Guide.

The following section contains a recap of the Season 2027 Update & Review – Continuing Education for Alpine Officials. It is intended for use in Divisions/Regions that do not require attendance at a separate Update & Review Clinic.

- **If your Division/Region does require attendance at a separate Update & Review Clinic, you may wish to stop reading at this point.**
- **If your Division/Region does not require attendance at a separate Update & Review Clinic, you should continue reading the rest of this document.**

Please note that all current education materials have been updated to include known changes.

The updated materials also contain those items contained in the "Review" portion of the Season 2027 Update & Review."

U.S. SKI & SNOWBOARD COMPETITION UPDATE: SEASON 2027

The following changes are only applicable for non-FIS events:

1. **USE OF INTERNET-BASED TIMING/RESULT PLATFORMS (U612.4.1)**

   Any event that includes U14 and younger athletes is not allowed to post "real-time" results or times on an internet-based timing/result platform during any **run** of an event. Competitor lists, Club entries, Start Lists, Results, Referee Reports, may be posted, and standings/times should be updated at the conclusion of each **run** ideally prior to or in conjunction with the Referee Report. The use of a scoreboard and/or announcer is strongly encouraged. ***If the event includes U14 and older athletes, the above restriction does not apply.***

2. **U12 AND U14 SUPER G TRAINING TIMES (U1256.4)**

   "Training times are not to be posted" will be re-inserted in the ACR.

3. **U14 GIANT SLALOM COMPETITOR START INTERVALS (U622.2.3.1)**

   The Jury may allow irregular (non-fixed) competitor start intervals for U14 and younger Giant Slalom.

4. **U10 COMPETITORS AND SOFT EAR HELMETS (U707, U807, U907, U1007, U1255.4)** In Giant Slalom events, including mixed age events with U10, U12, and U14 Competitors, U10 competitors may wear soft ear helmets.

5. **GATE JUDGES (U669.3)**

   The Jury, along with the support of the Organizing Committee may opt to not use Gate Judges for U.S. Ski & Snowboard Slalom provided they take measures to cover the entire course with sufficient Jury members, Jury Advisors, and Eyes of the Jury (Connection Coaches).

6. **THREE RUN SLALOM (803.2.2)**

   FIS-amended rules for 3-run Slalom have been added to the ACR and are applicable for both non-scored and scored events. There will be no minimum vertical drop, but USSS age-group maximum vertical drop, minimum time, and minimum penalty will apply; TRS start order will be clarified as required.

7. **WHAT IS "DQM?"**

   "DQM" is interpreted as "Disqualified Due to Membership Issue," and will be manually assigned by Competition Services to athletes who were inadvertently entered into an event, and who were allowed to start; e.g.:

   - An "inactive" competitor who was inadvertently allowed to compete.
   - A competitor who was inadvertently allowed to compete in an incorrect category; e.g., Master in an age-class event.

   "DQM," if assigned, will not appear either on paper copies of Official Results or in the result XML file; it will only appear on the U.S. Ski & Snowboard website posting of results.

   A competitor who is later disqualified due to a membership issue (DQM):

   - Will be removed from the event penalty calculation if their participation included them either in the best 5 at start or the top 10 at finish.
   - Must still be included in Head Tax calculations.

8. **ALPINE OFFICIALS' SPECIALTY AREA EXAMINATIONS**

   Electronic devices may be used to search through official U.S. Ski & Snowboard and FIS documents while taking examinations. Electronic devices and AI tools, however, may **not** be used to conduct general internet searches, research external sources, or obtain answers beyond the content of the official rule documents while taking examinations. Calculators may be used to perform any required calculations.

   NOTE: An official who does not pass an examination is NOT allowed to retake the failed examination within the same competition season. An appeal of a failing examination may be filed; refer to "Appeal of an Official's

Examination Grade" contained in Chapter XI Alpine Officials' Program in the Alpine Officials' Manual, for detailed information.

FIS COMPETITION UPDATE: SEASON 2027

The following are only applicable at FIS events:

1. **PENALTY CALCULATION ADDER (Art. 4.5 Rules for the FIS Alpine Points)**

   An 8-point Adder has been introduced for addition to the calculated penalty for all events and both genders for Levels 2, 3, and 4.

2. **CIT CATEGORY EVENTS**

   Season 2027 calendar will include CIT events. For current rules and procedures, please refer to: FIS Rules for CIT Races and FIS Precisions for the Northern Hemisphere

3. **CUT RESISTANT UNDERGARMENT PANTS (Specifications for Alpine Competition Equipment Art. 3.5.3)**

   Cut-resistant undergarment pants with a minimum protection level of 3 stars are mandatory for **all** FIS Alpine events. ***The use of cut resistant shirts or cut resistant full body suits is strongly recommended.***

U.S. SKI & SNOWBOARD & FIS UPDATES: SEASON 2027

The following are applicable to both Non-FIS and FIS events:

1. **ONLINE EVENT MANAGEMENT/REGISTRATION PLATFORM: SkiReg**

   Organizers of all U.S. Ski & Snowboard sanctioned events will be required to use **SkiReg** for event management and registration. ***FIS events require that a "FIS Entry Form" also be submitted.***

2. **INJURY REPORTING**

   The overall goal of FIS is to support a reduction in injury rates which may include changes in rules and regulations, equipment, or coaching techniques. For this purpose, a reportable injury is defined as an injury that occurs during competition or official training requiring attention by medical personnel.

   For a solid evidence base, a detailed Injury Report is necessary. The Technical Delegate plays an important role in registering incidents, but they are NOT responsible for registering medical details.

   It is NOT the duty of the Technical Delegate to gather/record any medical or other sensitive data or to question anyone about the incident. Fact finding, if required, will be done by the respective departments within FIS with a validated Injury Registration Form.

   If an accident results in serious injury or death, immediately contact Jeff Weinman at U.S. Ski & Snowboard Competition Services.

   Roles and Responsibilities of the Technical Delegate are:

   - Indicating in the TD report, that an incident happened during the event.
   - Identifying the group to which the injured party belongs; e.g., athlete, official, OC member.
   - If the injured party is either an athlete and/or official, identifying their nation.
   - Providing contact details for the on-site medical staff.
   - Providing type of evacuation; e.g., walking, sled, helicopter, ambulance.
   - Providing information regarding whether or not video is available.

- Providing contact information in order to obtain a copy of available video.
- Making detailed notes about the incident in order to reconstruct the incident, if required; e.g., where, when, weather, surface.

The above will have an impact on Technical Delegates and the member of the Organizing Committee who may be designated to complete injury reports at U.S. Ski & Snowboard sanctioned. First Reports of Accidents/Injury are only filed online: U.S."AG First Report of Accident" through a link on the Club Insurance page on the website; FIS as part of the Technical Delegate Report.

3. U.S. SKI & SNOWBOARD FIRST REPORT OF ACCIDENT

Required for all injuries involving athletes, coaches, officials, or spectators where an insurance claim may be filed:

- Regardless of national federation affiliation.
- Regardless of whether or not Ski Patrol evacuation was required.
- Report should only contain facts; speculation should be avoided.
- Injuries/accidents that occur within the competition arena (including Start and Finish areas) should be submitted by the Technical "Director" or an event official.
- Injuries/accidents that take place outside of the competition arena must be submitted by a coach, parent, or the respective athlete.
- Report will be refused if fields requiring data input are empty. If the required information is not available, "NA" or similar text must be inserted.
- Report **must only be filed online;** instructions and required reporting form may be found under "Participant Accident" at **usskiandsnowboard.org/sport-development/club-development/club-insurance**.
- Filing instructions as well as a sample of the reporting form are available in the Master Packet of Forms. The sample of the reporting form is intended only for gathering required data prior to online filing.

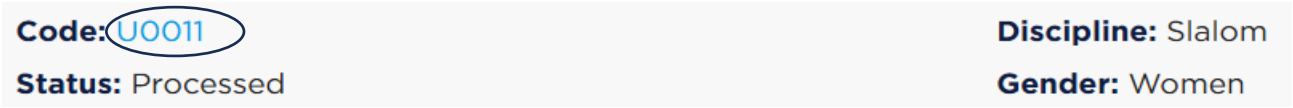
First Report(s) of Injury for named U.S. Ski Team members will be filed by U.S. Ski & Snowboard staff.

4. POINTS LISTS

FIS and National Points Lists will be updated weekly instead of every two weeks.

5. EVENT DOCUMENT PACKET SUBMITTAL – 2 AVAILABLE OPTIONS:

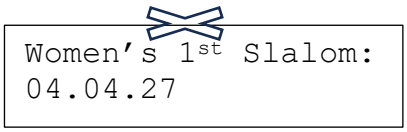
OPTION 1: Individual Event Packet Submittal: If Event Document Packets are submitted individually (daily), you must use the **individual race code** as the file name and email subject. *Please reduce the file size prior to attaching it to the email.*



OPTION 2: Series Event Packet Submittal: If you choose to submit Event Packets for an entire series, combine the individual files (each file must be identified with its correct "Code") into one "PDF Portfolio." You must use the **event code** as the "Portfolio's" name and email subject. *Depending on the size of the Portfolio, you may need to zip it before attaching it to the email.*

Regardless of which option is used, packets must be attached to an email and sent to **resultpackets@ussa.org**.

You <u>must not</u> use the title of the event or any variation of the type of event as the file name or the e-mail subject!



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

1. RACE RESULT SOFTWARE WARNINGS

- Do not use **OneDrive** or a folder in OneDrive as a location to save race files. Your software may be set to automatically save files on a specific time schedule. ***If the software's "save" function occurs at the same time Windows syncs to "the cloud," it may cause a file error or only save partial data.***
- **Automatic Windows updates** must be disabled. ***They can reboot or freeze a PC mid-race.***
- **Antivirus protection and firewalls** should be disabled. If they are third-party apps, it is highly recommended they be uninstalled. ***Antivirus/firewall systems routinely block communication with timing hardware.***
- Laptop **standby/sleep settings** should be **disabled**. ***Standby/sleep function can cause data loss, dropped timing connections, and sync failures during live sports timing operations.***
- Vola requires a coded physical **USB dongle** for actual timing. ***A red square in the hardware protection menu indicates the dongle is either malfunctioning or requires an updated driver.***

2. ALPINE OFFICIALS' CONTINUING EDUCATION (UPDATE & REVIEW) REQUIREMENT

Certified Alpine Officials are required to attend an approved <u>yearly</u> Continuing Education Clinic (Update & Review) or certification-specific Workshop prior to being appointed to officiate at any U.S. Ski & Snowboard sanctioned event.

3. "BLOCKS" OF TICKET FOR COACHES (AOM: Chapter V The Secretariat)

"Blocks" of coaches' tickets must **<u>not</u>** be provided for participating clubs. This practice does not allow the OC to make their best effort to comply with SafeSport requirements.

If event's organization requires that only one coach pick up all of a team's coach credentials/lift tickets:

- A designated coach must complete the "Race Arena/Venue Access Registration" form located in the MPF and list the names to whom the credentials/lift tickets will be issued.
- Race Administrator must verify membership and status for all of the recipients.
- Designated coach must sign for receipt of the credentials/lift tickets thereby confirming f the recipients.

4. VERIFICATIONS: MEMBERSHIP, ETC.: Required prior to granting race arena/venue access.

- The Race Administrator must verify that membership status for all named officials, coaches, course setters (if not a coach), forerunners, and competitors is current and not "Pending."
- The Race Administrator must verify that all named officials and course setters are appropriately certified.
- The Race Administrator must verify that the "Last Clinic Season" for all named officials, coaches, and course setters (if not a coach), is "**<u>Season 2027</u>**."
- The Race Administrator must verify the <u>non-presence</u> of all named officials, coaches, course setters (if not a coach), and adult forerunners on the Centralized Disciplinary List.
- The Race Administrator must verify the <u>non-presence</u> of all athletes on the Membership Hold List.
- The Race Administrator must verify all coach certifications are either "Active" or "In Progress."

NOTE: Medical Pool, Contractor, or Staff memberships provide race arena/venue access to <u>named</u> medical personnel, equipment technicians, and physical therapists who are attending an event and acting within the scope of their membership category and professional role.

5. FORERUNNERS

Non-FIS 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.

FIS event: Forerunners must hold either a current U.S. Ski & Snowboard membership and FIS inscription or inscription 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**]** 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 including minor participants (U18 and younger) must 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.

6. THE JURY: Composition and Tenure

In accordance with Art. 601.4.4.2, the active tenure of the Jury begins with its first meeting and ends, if no protests are submitted, at the expiration of the protest deadlines as noted in Art. 643 (Deadlines for Submittal). If protests are submitted, the tenure of the Jury ends after settlement of all submitted protests.

- Start/Finish Referees are Jury members **only** for Olympic Winter Games and World Ski Championships. For other events, they are not listed as "Jury Members with Voting Rights." They have no vote and do not sign Jury Minutes.
- If the Jury is no longer empaneled, they may not re-evaluate a previous decision.
- If the Jury is no longer empaneled, they may not alter an athlete's status; e.g., assign/unassign DSQ based on previously unavailable video.