



TECHNICAL DELEGATE - ALPINE SEASON 2024

APPLICANT REVIEW

[This document is best used in a mentoring situation.](#) It is intended as a review for individuals who are either newly certified U.S. Ski & Snowboard Alpine Technical Delegates or who are planning on pursuing U.S. Ski & Snowboard Alpine Technical Delegate certification. This Review may be used for independent study, but it must not be used as a replacement for actual attendance at the seasonally required U.S. Ski & Snowboard Technical Delegates' Workshop.

REFERENCE PUBLICATIONS:

1. U.S. Ski & Snowboard Alpine Competition Regulations (ACR)
2. U.S. Ski & Snowboard ACR Precisions, if published
3. U.S. Course Setting Specifications (Scored and Non-Scored)
4. U.S. Ski & Snowboard Alpine Officials' Manual
5. FIS ICR, Online Edition
6. FIS ICR Precisions, if published
7. Rules of the FIS Points
8. FIS Timing Booklet
9. FIS Memorandum for the Technical Delegate, (Miscellaneous Study Guide Tools)

***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:

Two certification examinations are available for Technical Delegates:

Technical Delegate Applicant Examination (Level 1) – allowed time limit 1.5 hours

Technical Delegate Examination (Level 3) – allowed time limit 3.5 hours.

These certification examinations will be available at U.S. Ski & Snowboard-approved Alpine Officials' Clinics. Please refer to Region/Division publications for schedules. The examinations are open book, and they must be administered only at scheduled clinics. They are NOT TAKE-HOME EXAMS! Completed examinations are retained by the clinic examiners; they are not returned to the individuals taking them.

Allowing the use of computers in order to complete calculations or “search” rule books is strongly discouraged. The only items that may be carried into the examination area are pencils, calculators, rule books, and continuing education materials. In addition, examination materials (forms, etc.), provided by the clinic organizer are the only documents/forms that will be accepted.

If you have problems with this Applicant Review or have suggestions for improvements, please contact the Chair of the Alpine Officials' Education Working Group: aoewgchair@gmail.com. Thank you.

U.S. SKI & SNOWBOARD

TECHNICAL DELEGATE - ALPINE

SEASON 2024

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

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

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

This Review contains 81 pages. Pages 41 to 81 are forms referred to in the Review. All forms are available in the MPF on the U.S. Ski & Snowboard website.

Additional information that should be reviewed is posted on the SafeSport resources page (usskiandsnowboard.org/safesport-athlete-safety/safesport-resources). A summary is included in this Study Guide.

REFERENCE DOCUMENTS:

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

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|---|---|
| 68. TD Candidate Nomination | 37. Minutes of Jury Decision (W/O Protest) |
| 69. TD Candidate Performance Evaluation | 16. Guidelines Equip. Control/Protest (non-FIS) |
| 11. Advance Information | 32. Replacement Time (EET) Worksheet |
| 21. TD's Event Worksheet | 38. U.S. Penalty Calculation |
| 24. Program/Team Captains Meeting (non-FIS) | 40. U.S. TD Report |
| 58. Letter & Concussion Medical Evaluation Form | 53. & 54. U.S. First Report of Accident |
| 42. Timing Checklist | 56. Accident Guidelines (Serious Accidents) |
| 43. Timing & Data Technical Report (TDTR) | 57. TD Accident Report (Serious Accidents) |
| 34. Report by the Referee | 47. Officials' Expense Report Form |
| How to Prepare a Second Run Start List | 5. Non-FIS Event Document Packet |
| 35. Protest Form | 45. U.S. Additional Report of TD |
| 36. Minutes of Jury Decision (Protest) | 72. SkillsQuest TD's Checklist |

Refer to all provisions of **ACR 601.4.9** and **602**.

NOTE: Regarding U.S. Ski & Snowboard ACR: *The FIS International Ski Competition Rules (ICR) and adjuncts shall govern any and all issues not addressed therein.*

MINOR ATHLETE ABUSE PREVENTION POLICY (MAAPP) & SAFESPORT CODE

The following information is being repeated in Season 2024 materials due to its critical nature and is only a brief summary of information found in many documents. These documents are updated as required, so please refer to links posted on the U.S. Ski & Snowboard website for access to complete and current information. usskiandsnowboard.org/safesport-athlete-safety/safesport-resources

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).

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 Jury members, Jury Advisors (Start and Finish Referees), Chief of Course, Course Setters, Coaches, Competitors, Forerunners, Chief of Timing & Calculations, Race Administrator, and medical staff 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 venue access that would allow competition arena access.*
- Alpine Official Certification Status: Using the U.S. Ski & Snowboard website, the Race Administrator must verify that all Jury members, Jury Advisors, Chief of Course, Course Setters, Chief of Timing & Calculations, and Race Administrator have appropriate certification as required by their position.
- Alpine Official Continuing Education (Update) Status: Using the U.S. Ski & Snowboard website, and with the exception of Technical Delegate, the Race Administrator must verify that the Chief of Race, Referee, Assistant Referee (if required), Chief of Course, Course Setters, Chief of Timing & Calculations, and Race Administrator have attended the required biennial Continuing Education Clinic. (For Season 2024, the allowed minimum is Season 2023 attendance.) Unless excused, Technical Delegates are required to attend a Technical Delegate 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. Due to circumstances, it may be necessary to allow one coach to pick up all of a team’s coach credentials/lift tickets. In this case, the coach must list all the names to whom the credentials/lift tickets will be issued. The Race Administrator must verify membership status, non-presence on membership pending lists, and non-presence on Centralized Disciplinary Database for all recipients, and the coach must sign for receipt of the credentials/lift tickets thereby confirming identity of the recipients.

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

SEASON 2024 TECHINCAL DELEGATE REVIEW

I. Introduction and Certifications:

It is the mission and the goal of the U.S. Ski & Snowboard Alpine Officials to strive for excellence in race officiating, providing athletes of all levels with quality competitions. The U.S. Ski & Snowboard Alpine Officials Certification Guidelines have been developed to illustrate the pathway for Alpine Officials to develop and progress through the system. These guidelines are suggested competency-based criteria, and an individual's experiences should be considered when considering promotion. Ultimately, advancement should recognize proven judgment, ability, and service. (Certification Guidelines Mission Statement, 2012)

The goals of the Alpine Officials’ community are to provide an education process for new Technical Delegates. It also provides opportunities for current Technical Delegates to continue their education so they can perform their duties at a higher level of proficiency.

As the senior official assigned to an event, the role of the Technical Delegate (TD) is to verify that all components of the event are in accordance with the U.S. Ski & Snowboard Alpine Competition Regulations, (ACR) and/or the FIS International Ski Competition Rules, (ICR).

Similar to FIS Technical Delegate progression, U.S. Ski & Snowboard Technical Delegate I status is reserved for candidate/provisional/applicant Technical Delegates. This allows more latitude should the individual not develop into a proficient Technical Delegate. Advancement is not automatic and requires the approval of the applicable Region/Division Alpine Officials' Committee.

Certification requirements for U.S. Ski & Snowboard Technical Delegate Applicants/Candidates include:

1. Level 1 Timing & Calculations and Level 2 Referee, or
2. Level 1 Timing & Calculations, Level 1 Chief of Race and Level 2 Jury Advisor, or
3. Level 1 Timing & Calculations, Level 2 Chief of Race and Level 1 Jury Advisor.
4. Nomination and 2 seconds from an upper-level Technical Delegate [**Refer to #68. TD Candidate Nomination**]

In addition to the above requirements, a Technical Delegate “Applicant” must:

1. Pass the Technical Delegate Applicant (Level 1) exam with a score of 75% or better.
2. Shadow at two U.S. Ski & Snowboard-sanctioned events under the supervision of different Level 3 or Level 4 U.S. Ski & Snowboard Technical Delegate or FIS Technical Delegate.
3. Prepare and file U.S. Ski & Snowboard race result packet for each shadow assignment with respective AO Chair. (Race penalties, if required, must be hand calculated.)
4. Receive favorable written evaluations from both supervising Technical Delegates [**Refer to #69 TD Candidate Performance Evaluation**].

After completing shadow assignments, the Applicant, under the supervision of Level 3 or Level 4 U.S. Ski & Snowboard Technical Delegates or FIS Technical Delegates, applicant must:

1. Perform the actual duties of a Technical Delegate at a U.S. Ski & Snowboard-sanctioned event (final evaluation).
2. Prepare and file U.S. Ski & Snowboard race result packet with respective AO Chair. (Race penalty, if required, must be hand calculated.)
3. Receive a favorable written recommendation from the supervising Technical Delegate [**Refer to #69 TD Candidate Performance Evaluation**].

U.S. Ski & Snowboard Level 2 Technical Delegates who have fulfilled all requirements and who wish to advance to Level 3 must:

1. Pass the respective written exam with a grade of 80% or higher. The examination covers all aspects of race organization and documentation.
2. Shadow a Level 3 or Level 4 U.S. Ski & Snowboard Technical Delegate or FIS Technical Delegate at a speed event (DH or SG).
3. Prepare and file U.S. Ski & Snowboard race result packet with respective AO Chair. (Race penalty, if required, must be hand calculated.)
4. Receive a favorable written evaluation from the supervising Technical Delegate.
5. Following nomination by Division/Region, be approved for advancement to Level 3 by USA Technical Delegates’ Working Group at the annual U.S. Ski & Snowboard Congress. *(Nomination/approval also required for advancement from Level 3 to Level 4 Technical Delegate.)*

A “shadow assignment” is more than just showing up on race day. Any individual who is fulfilling their shadow assignment requirements should be prepared to participate in all pre-race, race day, and post-race duties and responsibilities. Pre-event communication with mentors is strongly recommended.

Advancement to Level 3 or Level 4 is not automatic. In addition to Division/Region nomination, acceptance by the U.S. Ski & Snowboard Alpine Technical Delegates' Working Group and approval of the Working Group's regulatory sub-committee are also required.

When assigned to an event, a Technical Delegate Candidate should:

1. Initiate *and maintain* contact with the supervising Technical Delegate.
2. Initiate *and maintain* contact with the Organizing Committee.
3. Initiate *and maintain* contact with the Race Administrator.

The Organizing Committee (OC) must provide the Candidate with a Jury radio and lift access. The OC is not responsible for the Technical Delegate Candidate's travel, housing, meal, or miscellaneous expenses; *the Candidate is not entitled to U.S. Ski & Snowboard Technical Delegate's daily allowance.*

It is highly recommended that a Technical Delegate Candidate not take advantage of a two-gender, two-event competition in order to fulfill their Candidacy requirements. The education achieved by shadowing different Technical Delegates - who may have different management styles - as well as observing and cooperating with different OC's is an invaluable experience. For the same reasons, an independent Technical Delegate who can arrive at an evaluation unbiased by previous experience with the Candidate should administer the final evaluation.

All official documents for shadow and final evaluation events must carry the name of the assigned, fully certified Technical Delegate. The Candidate must obtain copies of all required documents, strike through and insert the Candidate's name and AO number as required. The Candidate then must affix a signature as required.

A U.S. Ski & Snowboard Technical Delegate should work as an assigned Technical Delegate a minimum of two (2) days every season and must work as an assigned Technical Delegate at least once every two (2) years in order to maintain certification levels. **[U602.1.8.1]**

Yearly attendance at a U.S. Ski & Snowboard Technical Delegates' Workshop is required. Failure to meet the minimum participation and attendance requirements will result in loss of Technical Delegate certification status. **[U602.1.8.2, U602.1.8.3]**

1. If a Technical Delegate has missed a Technical Delegates' Workshop for 2 seasons, he or she may be reinstated to the previous level by attending an approved Technical Delegates' Workshop. **[U602.1.8.4]**
2. If a Technical Delegate has missed a Technical Delegates' Workshop for 3 or more seasons, he or she may be reinstated by passing the appropriate examination, e.g., Level 1 or 2 must pass the Level 1 examination; Level 3 or 4 must pass the level 3 examination. **[U602.1.8.5]**
3. A Technical Delegate may not violate the Technical Delegates' Workshop attendance requirement for a second time and maintain Technical Delegate certification. **[U602.1.8.6]**

What is the progression of U.S. Ski & Snowboard Technical Delegate? [Refer to current U.S. Ski & Snowboard Certification Guidelines in Miscellaneous Study Guide Tools]

1. Prerequisites
2. Level 1
3. Level 2

4. Level 3
5. Level 4
6. Level 6 - FIS Technical Delegate
(Level 5 is reserved for retired (emeritus) Technical Delegates who maintain U.S. Ski & Snowboard Alpine Official membership.)

All unresolved questions related to U.S. Ski & Snowboard Technical Delegates, and which cannot be addressed by applicable Division/Region Alpine Officials' Chairpersons, should be forwarded to the Chair of the U.S. Ski & Snowboard Technical Delegates' Working Group as noted on the U.S. Ski & Snowboard website.

II. Why, What, Who is the Technical Delegate?

A Technical Delegate may be faced with situations where there is no right or wrong solution. Building upon experience, judgment, and reasoning capabilities will enable a Technical Delegate to develop the ability to assist a Jury in arriving at solutions that are just and are within the scope of the applicable rules.

A. Why are there Technical Delegates?

To assure a consistent application of the race rules, thereby validating the seeding system and facilitating better and uniform races.

B. What is an "ideal" Technical Delegate?

The ideal Technical Delegate should have those leadership qualities that, in cooperation with the Jury, enable the Technical Delegate to:

- Judge situations quickly and correctly
- Order appropriate and timely measures
- Make clear-cut decisions
- Give clear and well thought out directions
- Organize inspections
- Consider how to decide or react on circumstances that may arise
- Be able to ski well
- Be prepared to carry out all administrative duties
- Be able to project themselves in a positive manner

C. What is a U.S. Ski & Snowboard/FIS Technical Delegate?

As the U.S. Ski & Snowboard/FIS representative, the Technical Delegate is the senior Alpine Official at a ski competition. The Technical Delegate is there:

- With the support of the Jury, to arrive at correct decisions and to verify that all U.S. Ski & Snowboard/FIS rules and instructions are followed.
- With the support of the Jury, to supervise the proper conduct of an event.
- With the support of the Jury, to assist the organizers.

III. Administrative Duties and Responsibilities of the Technical Delegate

Organizer should contact the Technical Delegate well in advance of the event and provide the Technical Delegate with pertinent event information. The Technical Delegate should then notify the Organizer as to:

A. Time of Arrival [U602.4.3] [Refer to MPF #11. Advance Information, MPF #22 Technical Delegate's Event Worksheet]

1. Speed Events (DH/SG) – should arrive 48 hours before 1st draw for training
2. Technical Events – should arrive 24 hours before 1st draw

NOTE: These are “suggested” arrival times. The TD **must** arrive well in advance of first Team Captains’ Meeting in order to review and verify pre-event requirements. An Organizing Committee that requests that the Technical Delegate not arrive until shortly before the Team Captains’ Meeting or until the morning of the event is in violation of ACR/ICR 602.4.3 and risks loss of liability insurance coverage. Technical Delegates are required to fulfill all the ACR/ICR duties of the Technical Delegate.

B. Duties Prior to the Event:

1. Prior to Arrival: Technological advances now allow the Technical Delegates to perform many of their duties prior to arrival at the site. These include, but are not limited to verifying Event Medical Plan, proposed schedule, course homologation.

- Reviewing homologation report, including inspection report. Inspector(s)’ suggestions for placement of minimum on-hill competitor security measures are detailed in the inspection report. Due to terrain, snow cover, course set, ability level of field, etc., the Jury may decide that additional measures are required.

Homologation files are available for review on the following websites. Inasmuch as paper copy files may be outdated due to natural or artificial changes, changes in regulations, and/or changes in technical requirements, these are the only valid sources for verification of a course homologation:

media.us skiandsnowboard.org/CompServices/Homologation/

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

fis-ski.com/DB/alpine-skiing/homologations.html

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

- Verifying Schedule Agreement has been processed and event insurance is in place
- Reviewing previous Technical Delegate Reports for suggestions/problems and
- Verifying previous suggestions/problems have been addressed
- Reviewing entries and, if applicable, verifying accuracy of seed points
- Verifying that an Event Medical Plan is available for review
- Verifying names, memberships, certification, and update status of key support officials, e.g., Chief of Timing & Calculations and Race Administrator
- Verifying no competitors are on membership hold or pending lists
- Verifying availability of qualified Forerunners
- Collaborating with Chief of Race and Course Setter(s) regarding competitor security measures contained in the homologation inspection report as they may affect course setting. *This is an opportunity for a Technical Delegate to mentor Course Setter(s).*

- Verifying that Chief of Race has already met with or has scheduled a meeting with ski area management and ski patrol to clearly define Jury's area of jurisdiction for the event
2. Upon Arrival: Reviews any items that have not been successfully addressed and:
- In cooperation with Chief of Race, prepares a proposed Team Captains' Meeting Agenda and race-day Program
 - Verifies ski area management and ski patrol are aware of definition of "Race Arena" and how it applies to the Jury's area of jurisdiction
 - Decides on need for Connection Coach(es)
 - Verifies membership, certification, and update requirements are being observed
 - Verifies whether any of entrants are on "Member Hold"
 - Verifies whether any competitors 18 years of age or older are on "Pending" status
 - Verifies whether or not equipment control will be in place and knowledge of equipment protest procedures
 - Inspects condition of the courses
 - Verifies location of start and finish elevations in order to confirm vertical drop meets requirements for level of competition
 - Verifies availability of course maintenance supplies and personnel
 - Verifies availability of required security measures
 - Verifies lift access
 - Verifies availability and location of warm-up area
 - Verifies the entry lists
 - Verifies update status of points list, if applicable
 - Verifies update status of race result software
 - Verifies draw: whether double draw or if computer-generated draw will be used
 - Verifies the technical data: actual start and finish elevations
 - Verifies need for Jury meeting minutes with Race Administrator
 - Verifies the sufficiency of radios for the Jury and Jury Advisors
 - Appoints Referee and Assistant Referee (speed events)
 - Verifies homologation of gate poles, gate panels, timing equipment
 - Reviews timing installation and procedures
 - Verifies availability/placement of first aid service and availability of "Stop the Bleed" kits
 - Reviews Event Medical Plan with the Jury
 - Reviews projected weather forecast, need for alternate schedule, and if applicable, need for an "Avalanche Control Report"
 - Supervises the course setting
 - Accompanied by Jury, Connection Coach(es), and Team Captains, inspects course set and on-hill competitor security measures

- Stays aware of need to evaluate situations that may increase inherent risks of sport; e.g., equipment on course, placement of all on-hill personnel, coaches, media, etc.

NOTE: U.S. SKI & SNOWBOARD-SANCTIONED NON-FIS EVENTS: Jury members, Jury Advisors (Start & Finish Referees), Chief of Course, Course Setters, Chief of Timing & Calculations, and Race Administrator are required to be **current, appropriately certified, members of U.S. Ski & Snowboard** as a Coach or Official [U601.3.1 - U601.3.7]. With the exception of the Technical Delegate and Race Administrator who are required to attend certification-specific Workshops annually, biennial Continuing Education Clinic attendance is also required.

Competitors are required to have an appropriate competitor's U.S. Ski & Snowboard membership [U203.2].

Forerunners must have an appropriate U.S. Ski & Snowboard membership: e. g. Competitor, Non-Scored Athlete, Master, General or Short-Term Athlete membership.

Qualified members of foreign federations recognized by FIS must hold a valid U.S. Ski & Snowboard membership in order to serve as a Jury member, Jury Advisor, or Course Setter at any U.S. Ski & Snowboard-sanctioned scored or non-scored, non-FIS event.

A U.S. Ski & Snowboard Coach or Official member whose membership status on the U.S. Ski & Snowboard website membership roster is marked "PENDING," has not completed **all** the membership requirements, e.g., SafeSport training, background screening, Avalanche Safety Course, or the Coaching Fundamentals Course. Therefore, they must not be granted venue access or appointed to serve as Jury members, Jury Advisors, Chief of Course or Course Setters.

Except in specific instances where the event has been pre-approved (CAN-AM events), all coaches must have a current Coach membership in order to participate in any capacity at a U.S. Ski & Snowboard-sanctioned event; e.g., on-hill coaching.

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

Depending on level of event, additional items of concern include, but are not limited to the following:

- Official confirmation from U.S. Ski & Snowboard is required in order to alter U.S. Ski & Snowboard National Points. Confirmation may be by letter, fax, or email; confirmation must originate from U.S. Ski & Snowboard National Office staff.
- Race result software must have the capability to produce and electronically transmit Official Results and Penalty in the approved format (XML) to U.S. Ski & Snowboard.
- Timing equipment that meets homologated specifications is mandatory at U.S. Ski & Snowboard-scored events. Please refer to the current U.S. Ski & Snowboard ACR or FIS "Timing Booklet." If timing software is used to calculate times, it must calculate net times using the same precision of ToD as used in the timing device.
- Accuracy of Seed/Draw Board, if applicable to level of the event
- Correct application of Golden Rule, if required (non-FIS events only)
- Accuracy of quotas, if applicable to level of the event

- Foreign athletes with current FIS inscriptions and who want to compete in U.S. Ski & Snowboard events must complete U.S. Ski & Snowboard membership requirements and be issued an “X” membership. FIS Points for these competitors must be used for seeding and the Penalty calculation. *Foreign competitors with current U.S. Ski & Snowboard National Points must be seeded with their U.S. Ski & Snowboard National Points. Their U.S. Ski & Snowboard National Points must be used in the Penalty calculation even if their U.S. Ski & Snowboard National Points are higher than their FIS Points. (Competition Services must be notified if FIS Points are used in the calculation of a national penalty.)*
- Travel Letters – foreign entries in a U.S. Ski & Snowboard FIS event: Only National Ski Associations are entitled to make entries for international competitions. If a National Ski Association issues an entry authorization (travel) letter, U.S. Ski & Snowboard allows non-U.S. Ski & Snowboard athletes training with U.S. Ski & Snowboard clubs or attending USA schools/colleges/universities to be entered by their coaches.
 - Every non-USA athlete’s authorization letter must be submitted 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; without authorization from Competition Services, they should not be accepted if forwarded by the coach or the athlete.
 - U.S. Ski & Snowboard will create a summary of these authorizations and will post that summary on the U.S. Ski & Snowboard website so Race Administrators and Technical Delegates can be confident of their validity.
 - Foreign entries that are not submitted by the actual National Ski Association and for whom no authorization letter has been submitted to U.S. Ski & Snowboard for verification must not be accepted.
 - Authorization letters will only be recognized for FIS category and below. Entries for Nor-Am Cup and National Championships must be submitted directly by the respective National Ski Associations.
 - 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.

NOTE: If a non-USA athlete’s authorization letter is included with an entry, and the athlete’s name is not included on the list posted on the U.S. website, please forward the letter to Chip Knight and Competition Services. If the OC chooses to accept the letter/entry prior to U.S. Ski & Snowboard’s approval, the following information must be correct. If errors are found, assumption that they are due to a “typo” is not an acceptable legal practice.

- **Date of letter**
- **Name, gender, nation, FIS inscription code for athlete**
- **Date of applicable season**
- Electronic draw/seed boards should have the capability to simultaneously and legibly display the entire competition field. Simultaneous display of all competitors allows all Team Captains and officials to verify the overall accuracy as well as additions and deletions to the starting order in “real time.” *Using the race result software to display portions of the competition field is not acceptable.*

4. Race/Training Day Schedule

- a. A maximum of two scored DH or SG races, or one scored SL or GS race, per gender, may be calendared per day by an organizer. [U202.2]
 - b. In cases of *force majeure* where more than two DH or SG races, or more than one GS or SL race, per gender, are 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 all races must be included with the race results packet submitted to U.S. Ski & Snowboard. [U202.2.1]
 - c. By signature on the Technical Delegate Report, the Technical Delegate confirms that the rules were followed in the execution of this procedure. [U202.2.2]
5. Team Captains' Meeting [Refer to MPF #24. Program/Team Captains Meeting Minutes]
Team Captains' Meetings are an actual meeting, attended in person by Team Captains, Jury, and race officials is a critical and mandatory part of the competition and is important for communication of Jury instructions, support of the Organizing Committee (OC), as well as conveying requests and information. It is also a critical element for risk management and liability-related matters. [621.8, 604.3]
- a. Reviews entries accompanied with a "Ski Up Agreement" [U607.5, U607.5.1, U607.5.2]
Some Divisions allow athletes to ski-down in class; verification of an athlete's intent to "ski down" in class must accompany the entry.
 - b. Verifies appointments of Referee and Assistant Referee – DH/SG; Referee – GS/SL
Appointments of Referee and Assistant Referee should be made from among the most qualified, appropriately certified (Referee) individuals present. Inasmuch as these individuals are the competitors' representatives on the Jury, the Referee and Assistant Referees should be appointed from among the coaches present for the event and who have athletes entered in the event.

NOTE: Referees, Assistant Referees and Course Setters at all U.S. Ski & Snowboard-sanctioned events – both scored and non-scored, must be certified Referees [601.4.10, U603.1.1].

Jury Advisors (Start/Finish Referees) at all U.S. Ski & Snowboard events – both scored and non-scored, must be a certified Referee, Jury Advisor, or Chief of Race [U601.3.3, U601.3.4].

NOTE: Assistant Referee may be assigned for technical events for training purposes only. They participate with the Jury but are not members of the Organizing Committee. They have neither voice nor vote in Jury meetings and their names do not appear on the official race documentation [U601.2.5]. *An Assistant Referee may be appointed for Parallel events if required in order to control both courses. If so appointed, they have voice and vote in Jury decisions.*

- c. Accepts nominations for Course Setters
- d. Appoints Connection Coaches
- e. Connection Coaches: One or two are appointed depending on type and level of event
 - 1.) Serve as liaison between all Team Captains and the Jury
 - 2.) Serve as on-hill "Eyes of the Jury"
 - 3.) May supervise yellow flag zones in DH and SG
 - 4.) Have voice but no vote in Jury matters/decisions
- f. Reviews "U.S. Ski & Snowboard's Concussion Policy" [part of U.S. Ski & Snowboard Membership Application]

- 1.) Athletes with suspected concussion – including those with the U.S. Ski & Snowboard General or Short-Term Athlete memberships – must be immediately removed from training/competition
 - 2.) U.S. Ski & Snowboard Competition Services must be notified of injury. Athlete must not be allowed to train/compete until evaluated by medical personnel as required by “U.S. Ski & Snowboard’s Concussion Policy” and released to return to training/competition [**Refer to MPF #58. Parents’ Letter & Concussion Medical Evaluation Form**]
 - 3.) 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.
 - 4.) U.S. Ski & Snowboard Concussion Policy includes any U.S. Ski & Snowboard athlete, not just minor athletes and includes those with U.S. Ski & Snowboard General and Short-Term memberships. Additional U.S. Ski & Snowboard Concussion Policy information is available on the U.S. Ski & Snowboard website.
- g. Make comments – clarify rules that will be enforced, e.g., late starts, equipment control.
 - h. Clarify ski area rules that will be enforced by ski area personnel, e.g., high speed skiing in public areas, lift line jumping, jumping from lifts, etc.
 - i. Verify accuracy of the Seed Board and the Draw, if applicable

NOTE: According to U.S. Ski & Snowboard and FIS rules, the draw must be conducted (or confirmed) at a Team Captains’ Meeting. An actual 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. [**621.8, 604.3**]

With the approval of the Jury and at a time and place announced to all Team Captains, and where a computer-generated draw has been approved or is not required (e.g., YSL where TRS by class and gender is used to determine the start order), an informational meeting is still required but may be held either early in the morning prior to an 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 and signed by everyone attending the meeting. Meeting Minutes must be generated and must be included in the submitted race result packet.

For U.S. Ski & Snowboard non-FIS events, the Jury can authorize a computer-generated draw for the first seed. (Only exception to U.S. Ski & Snowboard rule would be U.S. Ski & Snowboard events where TRS – random draw within class and gender – has been approved and noted on Race Announcement.) Verify accuracy of special seeding, e.g., “Golden Rule” Seeding, if applicable [**U621.3.1**]

- j. Consider use of snow seed, if applicable
- k. Discuss race day schedule

- l. Discuss whether or not first-run NPS, DNS, DNF, and DSQ competitors will be allowed a second run (Applies to scored events; these competitors are allowed second runs in U.S. Ski & Snowboard non-scored events.)
 - m. Verify Start Referee and Chief of Timing have a method of indicating difference between 2nd Run qualified athletes and 1st Run NPS/DNS/DNF/DSQ athletes on 2nd Run Report by the Referee
 - n. Verify start times: e.g., Forerunners, snow seed (if applicable) and first competitor
 - o. Verify “freeze times” (time when all coaches must be in place and movement must cease)
 - p. Verify location of yellow zones
 - q. Verify format/location of Official Notice Board: actual board or online platform
 - r. Verify whether DSQ’s will be announced, posted online, physically posted, or posted on an online platform
 - s. Review projected weather forecast and need for “Avalanche Control Report”
 - t. Review location of all medical services including “Stop the Bleed” kit(s)
 - u. Review/approve Event Medical Plan
- C. Duties During the Event
1. Works closely with the Chief of Timing & Calculations [**Refer to MPF #42 Timing Checklist**]
 2. Works closely with the Jury evaluating equipment, rerun requests, etc.
 3. Ensures Jury Minutes are recorded, produced, signed, and filed
 4. Manages the technical conduct of the event
 5. Manages additional technical matters that may arise
- D. Duties After the Event
1. Considers necessity for special reports concerning additional course security measures
 2. Works with Jury regarding sanctions and protests
 3. For DHT, helps identify competitors who do not possess the required technical skill and who should possibly be removed from the competition
 4. Works with Jury regarding interruptions, cancellation, and other matters not covered by applicable rules
 5. Verifies U.S. Ski & Snowboard has been notified of any suspected concussions
 6. Verifies that all required “U.S. First Report of Accident” forms have been filed
- Online filing is available and is preferred. The online form can be found at usskiandsnowboard.org/sport-development/club-development/club-insurance. After completion of the online form, a copy must be printed for the Technical Delegate and the official event document packet.*
- If online filing is not an option, a paper copy of the “U.S. First Report of Accident” must be filed. The form is available in the MPF on the U.S. Ski & Snowboard website; it is also available at the above page on the U.S. Ski & Snowboard website. A copy must be printed for the Technical Delegate and the official event document packet.*

7. Verifies content and completes and signs all required documents
 8. Verifies race result XML file has been uploaded
 9. Review Timing & Data Technical Report (TDTR) and verify TDTR XML file has been submitted.
 10. Verifies that required Event Document Packets have been submitted electronically or have been prepared for postal delivery; (*Complete Event Document Packets must be submitted for all levels of U.S. Ski & Snowboard competition – including speed training, SkillsQuest and non-scored competitions.*)
 11. Verifies copies of all race-related documents, including injury reports, have been prepared for Technical Delegate's personal event files (either electronic or paper file is acceptable)
- E. Why are radios with a reserved channel free of interference for Jury/Jury Advisors required? **[601.4.8]**
- Informing Jury/timing personnel of athletes' status at the start: DNS, NPS
 - Informing Jury/timing personnel of athletes' status on course: DNF, hiking
 - Informing all personnel of provisional starts or provisional reruns
 - Informing all personnel of critical situations requiring Start Stop / Yellow Flag Stop
 - Informing all personnel of need to address course or gate issue
 - Informing all personnel of Jury decisions; e.g., Program changes, start interval changes, etc.

IV. Practical Duties and Responsibilities of the Technical Delegate

- A. Prior to race/training
1. Event course specifications/setting
 - a. Slalom has to be set as follows;
 - 1.) Non-FIS: Number of gates is determined by distance between turning poles. Specific gate types are required e.g., hairpins, verticals, delays (Season 2024 Course Setting Specifications – Scored and Non-Scored)
 - 2.) FIS: Minimum number of gates = those requiring direction change **[801.2.4]**; decided by rounding up or down of the decimals
 - b. Giant Slalom has to be set as follows:
 - 1.) Non-FIS Number of gates is determined by distance between successive gates and turning pole to turning pole and level of competition
 - 2.) FIS: Minimum number of gates = those requiring direction change **[901.2.4]**; decided by rounding up or down of the decimals
 - c. Super G has to be set as follows:
 - 1.) Non-FIS Number of gates is determined by distance between successive gates and turning pole to turning pole and level of competition **[U1000.1, U1001.3.4]**
 - 3.) FIS: Minimum number of gates = those requiring direction change **[1001.3.4]**; decided by rounding up or down of the decimals
 - d. Downhill courses are set as required by the track. In addition:
U.S. Ski & Snowboard assigns race codes for all speed-training runs: Super G and Downhill. U.S. Ski & Snowboard's assignment of a race code is verification of an event's liability insurance. *FIS Super G does not include training runs; FIS only assigns codex numbers for Downhill Training runs.*

- 1.) Official training forms an integral part of the competition. All qualified competitors entered for the competition must have been entered and drawn in all official training runs; competitors and forerunners must participate in at least one timed training run. (“Drawn” is accepted as meaning, “assigned a start number.” It does not mean, “Drawn in the first group.”) [704.1]
- 2.) Entire venue should be race ready on first training day; e.g., all timing installations, including manual timing, Gate Judges, etc.
- 3.) Competitors and Forerunners should participate in all training runs; participation in at least one timed training run is required in order to take part in the competition.

NOTE: “Special Training Runs” outside of the official training runs do not have U.S. Ski & Snowboard/FIS race code/codex numbers and must not be staged for forerunners or competitors that have not been able to participate in at least one timed training run prior to the actual event.

“Special Training Runs”. Every training run/race must have a U.S. Ski & Snowboard race code number (FIS events also require a FIS codex); this is verification of event liability insurance is in effect. If one or more athletes have not participated in at least one timed training run, and the Jury wishes to allow them to race, the following procedure must be followed:

- U.S. Ski & Snowboard must be contacted; if required, they will contact FIS
 - Race code/codex numbers must be assigned
 - Program must be prepared to allow the staging of an additional training run
 - ALL athletes must be afforded the opportunity to start in the additional training run
 - ALL event-related documents: XML file, Program, Jury Minutes, Training Results, etc. must be filed as required
- e. Non-FIS Parallel events [U1220]
 - 1.) Set distance between gates for all levels of competition
 - 2.) Maximum vertical drop for all levels of competition
 - 3.) Set distance between courses for all levels of competition
 - 4.) Gate flags must be homologated
 - 5.) Except as specifically modified, the rules for SL [800] also apply to Parallel events
 - f. Kombi courses are set as required by the track and the current rules [U1259]. *Athletes must use the helmet that meets the standards for the faster of the two events being contested.*
 - 1.) GS/SL Kombi must be staged on courses homologated/approved for GS.
 - 2.) SG/GS Kombi must be stage on courses homologated/approved for SG.
 - 3.) There is no minimum/maximum number of turns required.
 - 4.) The Jury should decide on the number of runs by the first Team Captains’ meeting.
 - 5.) Rules are those that apply to the faster of the events: e.g., Slalom/Giant Slalom Kombi events are governed by Giant Slalom rules; Giant Slalom/Super G Kombi events are governed by Super G rules. e.g., Start commands and start intervals.
2. On-hill competitor security. The Homologation Inspection Report notes the minimum protection required. Terrain, snow conditions, and course set may require additional protection; supplies must be available for installation.

B. Start Area Inspection

1. Layout

2. Start gate width and wand height
3. Start ramp
- C. Course Inspection: The Jury must inspect the course and on-hill competitor security installations; All Team Captains are encouraged to attend inspection. Necessary changes to course set and on-hill competitor security measures are the responsibility of the Jury.
 1. Accompany Jury/Course Setter/Connection Coaches; *Team Captains' attendance encouraged. Team Captains who choose to not attend or who attend but do not speak have, by default, accepted course set and on-hill competitor security installations.*
 2. Start Area Inspection
 - a. Width and height of start posts: Start Gate width = 50-80 cm (19.7-31.5 in); Wand height: 35-50 cm (13.8-19.7 in.). [FIS Timing Booklet, FIS website.]
 - b. Plane of start area – is it level?
 - c. Snow condition – especially in area where athletes plant their poles
 - d. Start gate mechanism and start wand – are exact replacements available?
 - e. Is protected area available for competitors, if required?
 - f. Is it closed off to the skiing public?
 3. Make note of installed on-hill competitor security measures
 - a. Spill zones
 - b. Yellow flag zones: required for DH and SG; GS depends on terrain, condition, course set
 - c. Trees, rocks, etc.
 - d. Fencing
 - e. Crowd control
 - f. Attachment of gate panels to poles. *Buildup of adhesive on tags/labels commonly used to number gates can inhibit the release of gate panels. If this numbering system is used, it is recommended that the tags be placed below the attachment area of the gate panel.*
 - g. Make note of additional on-hill competitor security requirements
 4. Finish Area Inspection
 - a. Width and horizontal marking of Finish Line with coloring substance – **[615.2]**
 - 1.) DH/SG
 - 2.) GS/SL
 - 3.) P
 - b. Layout - Does the event being contested affect the specifications for the layout?
 - 1.) Speed events
 - 2.) Technical events
 - 3.) Parallel events
 - c. Snow conditions
 - d. Finish posts, timing equipment protection
 - e. Exit location
 5. Following Jury inspection
 - a. Gates numbered and dyed, as required.

- b. Verify attachment of panels and banners
- c. Open course for competitor inspection
- d. Verify Gate Judge instruction/preparation – especially important for single pole Slalom, single gate Giant Slalom and Parallel!
- e. Verify electronic timing and (manual) hand timekeeping synchronization [**Refer to MPF #43. - U.S. Timing & Data Technical Report**]. *Timing & Data Technical Report is required for all U.S. Ski & Snowboard events – both scored and non-scored.*

- f. Verify Timing & Data Technical Report (TDTR) is being completed/filed
A Timing Data Technical Report (TDTR) is required for all levels of competition, and the FIS TDTR software (available for Windows 8.1, 10, 11, MAC OSX 10.10+) is to be used for preparing and submitting the report for non-FIS events. It can be found on the FIS website at: fis-ski.com/en/inside-fis/document-library/timing-data

The software does accept “National Race Code” which is used for a U.S. Ski & Snowboard race code (alpha character + 4-digit number); “Competition Codex” line must contain data:

“9999” is suggested. In addition, “JUN – Junior” category must be selected Program updates are posted as required; software will alert when an update is available.

The Chief of Timing & Calculations is responsible for submitting the report in XML format to tdtr@usskiandsnowboard.org. The PDF report must still be printed and signed as noted in instructions for preparing event document packets located in the Master Packet of Forms (MPF). *The U.S. TDTR available in the MPF on the U.S. Ski & Snowboard website is only intended to assist in gathering data for entry into the FIS TDTR software.*

If an event requires calculation of a replacement time (EET), copies of all calculations must be included with the PDF copy.

- g. Verify size of second run bibbo [**621.11.3**]
 - 1.) Flip 30 or 15 (bibbo) – 30 is standard
 - 2.) If flip 15, Jury decision must be announced 1-hour notice prior to start of first run
 - 3.) If first-run NPS, DNF and DSQ competitors are going to be allowed a second run (applies to U.S. Ski & Snowboard scored events; first-run NPS, DNS, DNF and DSQ competitors are allowed a second run in U.S. Ski & Snowboard non-scored events)
 - 4.) Golden Rule requirements – Adaptive athletes who request special seeding in the first run [**U621.3.1**] will be seeded in special groups with start order: 16-20; 36-40; 56-60, etc. or according to their first run time, whichever is most favorable. (Placement within groups will be by the result list of the first run.)

In the case of Flip 30 second run, the special group starts in the 31st position or in the position immediately following the first run leader when the flip is other than 30. 621.11.3.1] Adaptive athletes who are DNS, NPS, DNF, DSQ in the first run may take a second run after the field of first-run classified competitors have completed their runs.

6. During the Race

- a. 1st Run
 - 1.) Position on course. Be at the highest point where trouble may occur.
 - 2.) Shift position as required, to observe
 - a.) Start Area

- b.) Gate Judges
- c.) Finish Area
- 3.) Observe course maintenance procedures
- 4.) Assist with Report by the Referee [**Refer to MPF #34. Report by the Referee**]

NOTE: Due to *force majeure*, the Technical Delegate may need to prepare, sign and post the Report by the Referee or may assign this duty to another official. A Report by the Referee signed by the Technical Delegate or the Technical Delegate's designee, is valid.

- 5.) Chair necessary Jury meetings
- 6.) Verify accuracy of Second Run Start List bibbo, second-run starters (DNF, DSQ, "Golden Rule" and distribution, if applicable. [**Refer to How to Prepare a Second Run Start List**])
- b. 2nd Run
 - 1.) Accompany Course Setter, if possible
 - 2.) Accompany Jury for inspection
 - 3.) Verify completion of Timing & Data Technical Report (TDTR)
 - a.) Verify accuracy of data
 - b.) Verify times against timing tapes
 - c.) Verify calculations
 - d.) Steps a) – c) may be deferred to the end of the race.
- 7. Rules of Protest

FIS **ICR** Art. **640.1** states the Jury may only accept a protest if it is based upon physical evidence. U.S. Ski & Snowboard ACR **U640.1** supplements this rule with the addition of: "or eyewitness testimony."

 - a. Art. **640.2** A Jury is only permitted to re-evaluate its previous decisions where new evidence exists that relates to the original Jury decision *but only if the tenure of the Jury has not expired!*
 - b. Art. **640.3** All Jury decisions are final except those that may be protested under **641** or appealable under **U647.1.1, 647.1.1**
- 8. Why are these points important?
 - a. Although a Jury may re-evaluate a previous decision, new evidence that relates to the original Jury decision must exist. [640.2]

NOTE: Decisions subject to protest deadlines are not generally subject to the Jury's re-evaluation.

NOTE: Report of the Referee does not constitute a Jury decision, and its contents are not subject to re-evaluation by the Jury.

PROTEST DEADLINES MUST BE OBSERVED AND RESPECTED! [643]

TENURE OF THE JURY EXPIRES AT THE END OF THE PROTEST PERIOD(s) OR AFTER ALL SUBMITTED PROTEST(S) SETTLED! [601.4.4.2]

- b. If the Jury is no longer empaneled, they may not re-evaluate a previous decision
- c. 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, etc.

- d. Jury decisions are final except those that may be protested [641] or appealed [U647.1.1, 647]
 - e. Jury Minutes must provide an accurate and factual record of the proceedings. If they are not accurate, do not contain a factual record of the proceedings, the decisions could be overturned on appeal.
9. Study & discuss these situations:
- ❖ Athlete is disqualified in the 1st Run for committing a gate fault
 - Protest is filed within 15-minute protest period.
 - Based on available evidence/testimony, Jury decides to not allow a 2nd Run
 - Following Jury's decision, a video is produced showing clear passage
 - "New Evidence" is delivered to the Jury

Status: If Jury is still empaneled, the Jury decision to uphold the DSQ and not allow a 2nd Run can be re-evaluated and 2nd Run start allowed
 - ❖ Athlete is disqualified in the 2nd Run for committing a gate fault
 - Protest is filed within 15-minute protest period
 - Based on lack of evidence supporting athlete's claim of clear passage, Jury decides to uphold disqualification
 - While enroute home after event, athlete reviews team video and finds evidence to support claim of clear passage

Status: Jury is no longer empaneled and cannot re-evaluate a decision (provisions of Art. U647.1.1, 647.1.1 not met; appeal not possible).
 - ❖ Athlete is disqualified in the 1st Run for committing a gate fault
 - No protest is filed prior to expiration of the 15-minute protest period
 - Athlete and Team Captain approach Jury with video showing clear passage

Status: No Jury decision was made regarding athlete's status, so Jury cannot consider "new evidence related to a previous Jury decision." Disqualification stands.
10. Jury Meetings [**Refer to MPF #35. Protest Form, MPF #36. Minutes of Jury Decision (Protest), MPF #37. Minutes of Jury Decision (Without Protest) & Jury Study Problems**]
- a. Proper conduct of Jury meetings
 - 1.) Who may attend? [646.2]
 - 2.) Who may vote? In case of tie? [601.4.5.2, 601.4.5.3]
 - 3.) Minutes signed with votes recorded. [601.4.5.5]
 - 4.) The protesting party may withdraw their protest prior to the Jury meeting. In this case, the protest fee is returned and no minutes are required.
 - b. Due Process [224.7] is "the conduct of formal proceedings according to established rules and principles for the protection and enforcement of private rights, including notice and the right to a fair hearing before a tribunal with the power to decide the case."
- Prior to the imposition of a penalty (except in cases of verbal reprimands and withdrawal of accreditation), the person accused of an offense shall be given the opportunity to review the evidence being considered and present a defense at a hearing, verbally or in writing. Defense can include, but is not limited to the following:

- Calling witnesses – including athlete and coach
- Questioning witnesses – including athlete and coach – upon whose testimony the Jury relies

Considering information from a witness who is unavailable for questioning by the accused would create a serious issue. It is also unwise for Jury members to discuss a situation and consider possible penalties prior to hearing all testimony. The Jury must adhere to this policy:

- Consider infraction
- Hear and consider all testimony and evidence
- Allow accused person the opportunity to present a defense and review all evidence (question witnesses, etc.)
- Deliberate
- Make a fair decision
- Review, vote and sign prepared Jury Minutes of decision
- Notify affected parties

*A Jury decision that has not included due process may result in grounds for an appeal.

- c. Jury Minutes: At a minimum, Jury Minutes are required for acceptance of an event's Medical Plan, course set, on-hill competitor security installations, and the daily Program. These Minutes require that the Jury members indicate their acceptance of the decisions by noting their vote and affixing their signatures. Jury members must not leave the venue without complying with this requirement.

Jury Minutes for protests/sanctions must contain the following information:

- 1.) The offense alleged to have been committed
- 2.) The evidence (of the offense) reviewed by the Jury
- 3.) The rule(s) or Jury directives that have been violated
- 4.) The penalty imposed – note rule that allows the penalty
- 5.) Names and functions for all witnesses

Names of Start and Finish Referee, if witnesses, should appear only in “Others Present” because they are not members of the Jury. *Listing them under “Jury” and marking “NO” indicates they voted “NO”. It does not mean they do not have voting rights.*

- d. Jury Minutes regarding Delays, Postponements, Terminations or Cancellations
- 1.) If an event (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 same series*, it is **postponed**.
 - 3.) When an event (training or part of a race) is started but cannot be finished, it is **terminated**. *This terminology is used even if only one Forerunner starts.*
 - 4.) 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. Announcers may use “canceled” to describe an event that has been*

“postponed.” Announcer’s statement does not affect event; Jury Minutes (W/O Protest) do!

- e. Other Comments Regarding Jury Minutes:
 - 1.) Using **“MUST”** implies an action is mandatory.
 - 2.) Using **“SHOULD”** implies an action is strongly recommended.
 - 3.) Using **“MAY”** implies an action is optional.
 - 4.) Using **“SAFE”** implies an action/situation is “free from danger” and **MUST NOT** be used.
 - 5.) **“ASSURE, INSURE and ENSURE”** should not be used.
 - 6.) Should you use “will” or “shall”?
 - a.) **“Will”** can imply volition or intention
 - b.) **“Shall”** can imply necessity or mandatory nature of an action and can stray into the neighborhood of **Must!**
 - 7.) Jury Minutes must 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.”
 - 8.) Decision(s) regarding sanctions should be prepared on separate form(s).
 - 9.) With the exception of OWG and WSC, the Start and Finish Referee are not voting members of the Jury, and their names must not be included as such on the form. If their presence and testimony are required at a Jury Meeting, it must be noted under section “Others present at the Meeting.”
 - 10.) Jury Minutes for speed events, (DH, DHT, SG), **MUST** include wording similar to the following: “Course and competitor on-hill security inspected by the Jury, found to meet (FIS or U.S. Ski & Snowboard) requirements and with the approval of the Team Captains, accepted as set.”
 - 11.) Jury Minutes must be written for events terminated or canceled after official representatives for all teams have arrived on site. *U.S. Ski & Snowboard Competition Services must be notified of terminations or cancellations as soon as possible: competitionservices@usskiandsnowboard.org.* (A Technical Delegate Report may also need to be filed.)
 - 12.) Questions not covered by rules: In general, the Jury makes decisions on all questions not clarified by the U.S. Ski & Snowboard Alpine Competition Regulations *or other authorities.* **[601.4.7]**
 - f. As applicable, notify the following of Jury decisions
 - 1.) Protesting party for decisions on protest
 - 2.) Team Captains for all event-related issues
 - 3.) Other officials and organizations, as required
11. Jury Minute Review:
- a. Minutes of Jury Decisions - Without Protest (Items may be documented sequentially, using only one form per event.)
 - 1.) Required prior to Team Captains' Meeting to approve Event Medical Plan
 - 2.) After course inspection(s) to approve course set and on-hill competitor security
 - 3.) Before and after a termination of an event

- 4.) Additional meetings as determined by the Jury
- 5.) Minutes must contain signatures of Jury members with record of their vote [601.4.5.5] (***“Marking “NO” means that official voted: “NO.” It does not mean the official does not have voting rights.***)
- 6.) With the exception of Minutes for “Mixed Gender” events, Minutes are generated per Jury, per gender and per transmittal #/codex #. *Jury Minutes related to acceptance of the Event Medical Plan for a series of events, may be documented – per Jury/per gender – to contain transmittal/codex #'s for all events in the series.*
- b. Minutes of Jury Decision – Protest (Only collective sanctions may be documented on 1 form; all others require individual forms.) *Collective sanctions are same-event situations where identical rule violations with identical circumstances and identical penalties are committed by multiple individuals. [224.3] A collective sanction could also be situation where multiple rule violations are committed by one individual.*) 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]
12. Items to Consider Regarding Sanctions
 - a. Use legal procedures – hear all sides
 - b. Accused has the right to be heard (Due Process)
 - c. All facts must be available and presented
 - d. Jury should consider/discuss all options
 - e. Sanction should fit the “crime”
 - f. With the exception of verbal sanctions and the withdrawal of accreditation, the Jury decision must be documented. ***Verbal sanctions are not documented in Jury Minutes or noted on Technical Delegate’s Report.***
 - g. Minutes must contain signatures of Jury members with record of their vote [601.4.5.5]

NOTE: Jury Minutes should follow the above guidelines. These are legal/insurance company suggestions.

13. After the Race
 - a. Verify U.S. Ski & Snowboard has been notified of any suspected head injuries
 - b. Verify all required injury reports have been prepared/submitted.
 - c. Verify U.S. Ski & Snowboard race codes
 - d. Verify all header data, e.g., Jury, Course Setters, Forerunners, Gate Counts and other course technical data
 - e. Verify official times, and any replacement times (EET) [**Refer to MPF #32. Replacement Time - EET Worksheet**]
 - f. Calculate/verify race points

- g. Calculate penalty independently of computer
- h. Verify Official Results - **sign Results and Penalty [Refer to MPF #38. U.S. Penalty Calculation]**
 - 1.) Account for all racers: Start List - NPS - DNS - DNF - DSQ = of Ranked Competitors
 - 2.) Verify no control character or characters out of the Unicode ranges such as <, >, „ were used in header information (XML auto-scoring systems will reject file)
 - 3.) Verify ranking of tied competitors
 - 4.) Verify status of any timing anomalies
- i. Verify all Jury Minutes have been prepared and have been signed as required
- j. Verify that Programs/Minutes of Team Captains Meeting have been prepared and that Race Administrator has prepared and signed the Team Captains Minutes
- k. Complete and sign U.S. Ski & Snowboard Technical Delegate Report - **One per race per gender; required [Refer to MPF #40. U.S. TD Report]**

NOTE: The Technical Delegate's Report must record all injuries, protests, and sanctions. [223.8]

- l. Verify and sign Timing & Data Technical Report – **One per race per gender, if applicable to the level of event**
 - 1.) Verify accuracy of all data
 - 2.) Verify times against timing tapes from homologated timing equipment
 - 3.) Verify calculations
 - 4.) Verify signatures
- m. Verify filing of U.S. First Report of Accident for ALL injuries [**Refer to MPF #53 & MPF #54. U.S. First Report of Accident**]
- n. Verify completion of TD Accident Report* for a serious accident during training or the race. [**Refer to current copy of MPF #55. Accident Guidelines and MPF #56. TD Accident Report**] *This form is only filed for accidents involving serious injury or death involving an event participant. If an accident occurs which does require filing this form, the Technical Delegate must immediately contact Jeff Weinman, U.S. Ski & Snowboard Competition Services for instructions. The Technical Delegate must also coordinate with Ski Patrol and verify information contained in the report.*

NOTE: Not all injuries require Ski Patrol assistance and team representatives must verify that the Jury is aware of any injury that requires report(s). The Jury, or an individual appointed by the Jury, must notify U.S. Ski & Snowboard of injuries at all U.S. Ski & Snowboard-sanctioned events where injury claims may result. An insurance claim for secondary accident insurance for U.S. Ski & Snowboard members cannot begin unless a U.S. First Report of Accident has been filed.

Although foreign competitors are not eligible for secondary insurance, U.S. Ski & Snowboard's insurers must be notified of any injury that may possibly result in a claim so a U.S. First Report of Accident must also be filed for these competitors.

NOTE: In addition to U.S. First Report, an accident that meets the guidelines for serious accident also requires filing of the TD's Accident Report. (FIS events require filing of an additional FIS Injury Report).

- o. Submit expense report [**Refer to MPF #47. Officials' Expense Report**]

NOTE: In addition to reasonable out-of-pocket expenses including transportation, meals, lodging, lift tickets, etc., U.S. Ski & Snowboard Technical Delegates for all U.S. Ski & Snowboard events – both scored and non-scored – are entitled to daily allowance of \$120.00 per travel, inspection, training, competition day. *FIS Technical Delegates serving as the Technical Delegate at U.S. Ski & Snowboard non-FIS events are only entitled to U.S. Ski & Snowboard daily allowance of \$120.00 per travel/inspection/training/competition day.*

NOTE: Preparation of the paperwork and assembling of a race packet for the Technical Delegate's review and acceptance is the responsibility of the Race Administrator. *Technical Delegates **MUST** know what **MUST** be submitted in Event Document Packets and are responsible for the accuracy of the content of the packet as well as its submittal.*

U.S. Ski & Snowboard non-FIS individual race result packets may be scanned, assembled in a PDF booklet and submitted as an email attachment to: resultpackets@usskiandsnowboard.org. U.S. Ski & Snowboard race code must be used as the subject of the email; inclusion of injury report must be noted e.g., "U1234 w/injury reports."

- p. Check contents of Event Document Packet. [Refer to MPF #5. U.S. Ski & Snowboard Event Document Packets for complete information].
 - 1.) **Report of the Technical Delegate:** signed by Technical Delegate - 1 per race code/per gender
 - 2.) **Timing & Data Technical Report (TDTR):** signed by Technical Delegate and Chief of Timing & Calculations - 1 per race code/per gender. *If a replacement time (EET) is calculated, the calculation must be included in the submitted packet.*
 - 3.) **Program and Team Captains' Meeting Minutes:** TCM Minutes are signed by Race Administrator
 - 4.) **Minutes of Jury Decisions (Without Protest):** record of votes and signatures of Jury members required
- q. Additional Forms, if applicable:
 - 1.) **Protests and Minutes of Jury Decisions (Protests)** - record of votes and signatures of Jury members required
 - 2.) **Copies of Ski Up Agreements**, if required.
 - 3.) **U.S. First Report of Accident** as directed by U.S. Ski & Snowboard
 - 4.) **TD Accident Form(s)** *If a serious accident occurs as outlined in current Guidelines for Serious Accidents, the Technical Delegate must immediately contact Jeff Weinman, U.S. Ski & Snowboard Competition Services for instructions. The Technical Delegate must coordinate with the Ski Patrol and verify the information contained in the report. If required, this form is submitted in addition to the First Report of Accident.*
 - 5.) **Volunteer Competition Worker Registration forms***
 - * Volunteer Competition Worker Registration forms may either be scanned/saved in PDF format and included in electronic U.S. Ski & Snowboard Event Document Packets or submitted to U.S. Ski & Snowboard Competition Services via postal service.
- r. Speed Training (Super G and Downhill Training) Document Packets: Following submittal of training result XML file to race-results.usskiandsnowboard.org/, the following documents must be submitted to race-results.usskiandsnowboard.org/org or mailed to Competition Services.

- 1.) Programs/Team Captains' Meeting Minutes (signed by RA)
 - 2.) All Jury Minutes (with record of votes and required signatures)
 - 3.) U.S. First Report of Accident forms should be filed online or sent to Jeff Weinman jeff.weinman@usskiandsnowboard.org with copies included in the event document packet; follow procedures for suspected/reported concussions.
- s. SkillsQuest: Additional information and scoresheets can be found on the U.S. Ski & Snowboard website at usskiandsnowboard.org/index.php/sport-programs/skillsquest
- 1.) A Roster of Participants and SkillsQuest Scoresheets must be submitted to jeff.weinman@usskiandsnowboard.org and skillsquest@usskiandsnowboard.org
 - 2.) A SkillsQuest Event Document Packet, containing the following, must be submitted to race-results.usskiandsnowboard.org/
 - a.) Programs/Team Captains' Meeting Minutes (**TCM Minutes signed by Race Administrator**)
 - b.) All Jury Minutes - *record of Jury-member votes and signed by actual Jury members*
 - c.) U.S. First Report of Accident, if required, should be filed online or sent to Competition Services at competitionservices@usskiandsnowboard.org daily with copies included in the document packet; *follow procedures for suspected/reported concussions.*
- t. Parallel Event Document Packets:
- 1.) Parallel Qualification Result XML file must be submitted to race-results.usskiandsnowboard.org/
 - 2.) Parallel Final Rank XML file (without displayed times; different race code required) to race-results.usskiandsnowboard.org/

Parallel Document Packet containing the following must be filed daily at race-results.usskiandsnowboard.org/

- 1.) **Report of the Technical Delegate** - signed by Technical Delegate. (*Only 1 per gender required*)
 - 2.) **Timing & Data Technical Report** (only 1 per gender required) – signed by Technical Delegate and Chief of Timing & Calculations. *If a replacement time (EET) is calculated, the calculation must be included in the submitted packet.*
 - 3.) Programs/Team Captains' Meeting Minutes (signed by Race Administrator)
 - 4.) All Jury Minutes - *record of Jury-member votes and signed by actual/voting Jury members*
 - 5.) U.S. First Report of Accident, as required
- u. **Head Tax Documents & Fees:** U.S. Ski & Snowboard will no longer provide an online Event Registration platform. Race Organizers are encouraged to use systems currently being provided by private vendors; (e. g., skireg.com or adminskiracing.com). Head Tax calculation, verification, and payments will be the responsibility of the Organizing Committee. (*Copies of all Head Tax documents must be saved in OC's event file.*)

NOTE: Protest and Minutes of Jury Decision (Protest) are in the "might be included" group because not all events have Protests and accompanying Jury Minutes. In accordance with instructions received

at FIS TD Updates and implemented at U.S. Ski & Snowboard level, the only items that require Jury Minutes are those with “definite” decisions.

For clarification/additional information, contact:

- U.S. Ski & Snowboard Events: applicable Region/Division U.S. Ski & Snowboard Alpine Technical Delegates’ Working Group Chairman as noted on U.S. Ski & Snowboard website.
- FIS Events: Paul VanSlyke, USA FIS TD Commissioner – paul@twitchellsportswear.com

601.4.5.3 and **601.4.5.5** state minutes are to be kept of all Jury meetings; HOWEVER, not all Jury meetings require written documentation.

- Jury review and acceptance of the Event Medical Plan must be documented with Jury Minutes. (In addition to other items, the Team Captains’ Minutes must refer to review of the Event Medical Plan.)
- Course approval and acceptance of on-hill competitor security must always be documented with Jury Minutes. *This applies to all events, including speed training and SkillsQuest.*
- 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 would not.
- Monetary fines (FIS only), disqualification, impaired start position, etc., must be documented; verbal sanctions are not documented in Jury Minutes or on the Report of the Technical Delegate.

The “why and when” of Jury Minutes can be discussed at length. The point to remember regarding the content of Jury Minutes is the Technical Delegate’s instructions prevail.

- v. Verify race XML transmission file has been submitted to **race-results.usskiandsnowboard.org** and that receipt has been confirmed. XML file must be submitted within 24 hours of event completion; *critical when a points list is closing.*
- w. Verify Event Document Packet is being submitted – either electronically or by mail; *this is your responsibility!*

14. Items to Consider Regarding Results.

The goal of the U.S. Ski & Snowboard scoring system is to ensure fair and accurate events so earned results represent an athlete’s ability. An accurate scoring system is critical for athlete ranking, evaluation and selection purposes.

Research has culminated in criteria to identify events where athletes score point improvements far beyond expectations. Every scored event is subject to these filters and events that exceed the threshold of the criteria - a statistical probability of .0001 - will be marked for review by U.S. Ski & Snowboard Competition Services staff and the U.S. Ski & Snowboard Alpine Classification Working Group.

D. Miscellaneous Information

1. Although it is the Race Administrator’s duty to prepare minutes of meetings, e.g., Team Captains Meetings and, with the consent of the Technical Delegate – minutes of Jury meetings, it is the Technical Delegate’s responsibility to verify these documents have been properly prepared, signed and submitted
2. Retain full set of race documents including all accident reports; do not leave the venue without these documents in either electronic or paper copy format

3. Compile and retain personal notes regarding the race and/or the race personnel

V. Interruption of an Event

A. "START STOP" and its Procedures [705.5]

Information regarding "start stop" commands is found in the yellow flag section of DH rules; yellow zones may also be found on SG courses. "Start stop" commands are applicable at all levels of competition. The Technical Delegate is responsible for confirming that all Jury members, Eyes of the Jury, and Jury Advisors have reviewed and are aware of "Start Stop" and "Start Stop/Yellow Flag Stop" procedures. *ANY Jury member, Eyes of the Jury, or Jury Advisor MAY call a "Start, Stop" when necessary to address critical situations; no other official is authorized to call a "Start Stop." Failure to comply may result in a "radio walk-over," effectively impairing the Start Referee's ability to receive the transmission.*

NOTE: It is important that the Technical Delegate confer with the Chief of Race and respect area-specific race crew radio protocol; e.g., "Copy," "Acknowledged," or "Confirmed."

1. The command "Start Stop" is called via radio by a Jury member, Eyes of the Jury (a coach positioned at a yellow flag zone), or Jury Advisor when it is necessary to control the departure of the next racer – usually because the preceding racer has fallen and the racer or racer's equipment is blocking the course. When this command is issued, the Start Referee must immediately close the start.
2. The command "Start Stop, Yellow Flag Stop" is called via radio by the Jury member, Eyes of the Jury, or Jury Advisor who called the "Start Stop" when it is necessary to control the departure of the next racer and also to "Yellow Flag" (stop) a racer who is already on course because the preceding racer may have fallen, and the racer or racer's equipment is blocking the course. When this command is issued, the Start Referee must immediately close the start.
3. After closing the start, Start Referee must immediately, and concisely, respond via radio:
 - a. That the start is closed, and
 - b. Must state the start number of the last competitor to have started as well as
 - c. The start number of the competitor held at the start.
 - d. The start referee should ensure that they know who called the start stop.

(Example: "start stop confirmed, number 23 on course, number 24 at the start." Additional verbiage is discouraged because the Jury channel must be kept clear.)
4. When "start stop" or "start stop/yellow flag stop" is called, Ski Patrol assigned to the event and in radio contact with the Jury, is now on alert that a competitor may require medical assistance.
5. If the Jury/Eyes of the Jury/Jury Advisor call for medical assistance, Ski Patrol assigned to the event first verifies that the course is clear, e.g., no racer is on course!
6. Once Ski Patrol assigned to the event has verified that it has a clear course, it responds to the call for medical assistance.
7. **SKI PATROL ASSIGNED TO THE EVENT - NOT COACHES / TRAINERS / OFFICIALS / PARENTS / OTHER COMPETITORS - ARE THE FIRST RESPONDERS!**
8. The individual (Jury member, eyes of the Jury or Jury Advisor) who called the "Start Stop" or "Start Stop, Yellow Flag Stop" is responsible for releasing the course hold.

9. The course is reopened at the direction of the Jury: either from top to bottom, bottom to top, or from the position where the incident requiring the “Start Stop” occurred. Yellow flag stops generally require a course clear from the finish (timing) up.

B. Radio Communication Protocol

The following protocol is intended for review and use as a working document to be enhanced and revised in an effort to promote the clearest, most expedited communication for races. The Technical Delegate should establish with the Organizing Committee who is ‘leading’ calls, or if they want the Technical Delegate to lead.

Course Clear

Example

- Chief of Race - *“CR to the eyes of the Jury, clear the hill from the bottom up.”*
- Finish Referee - *“Finish Referee, clear”*
- Referee - *“Referee on coaches’ knoll, clear”*
- Technical Delegate - *“TD, clear on Upper Peak”*
- Start Referee - *“Start Referee, clear”*
- Chief of Race - *“CR to Start and Timing, course is clear, send the first forerunner (or next racer on next interval if this was a long hold). Out”*

Start Stop NO YELLOW FLAG

Example (slalom event)

- Technical Delegate - *“Start Stop”*
- Start Referee - *“Copy, Start Stop confirmed, number 33 on course, number 34 at the start”*
- Technical Delegate - *“This is the TD, racer 33 is a DNF, equipment blocking the course”*
- Start Referee - *“Copy”*
- Technical Delegate - *“Course clear, Start Start. (or resume Start) Clear to send #34, out”*
- Start Referee - *“Copy, Start Start, racer 34 in gate”*
- Start Referee - *“Racer 34 on course, Out”*

Start Stop YELLOW FLAG

Example (GS or Speed Event) Includes Jury Member/Eyes Jury/Jury Advisor

- Jury Member- *“Start Stop, Start Stop, Yellow Flag, @ (Identify Flag location, or the assigned Yellow Flag #)!!”*
- Start Referee - *“Copy, Start is stopped. Racer 56 on course, holding 57. Yellow flag 56!”*
- Eyes of Jury @ Yellow Flag location - *“Yellow Flag out, 56 is stopped. Racer 56 will return to start for a rerun”*

If Medical is **not** required

- Jury Member - *“Racer 55 is a DNF. Continue hold for B-net/ course repair”*
- Start Referee - *“Copy, holding 57 at start for course repair.”*

If Medical is required - *“Medical required at (location).”*

- Start Referee - *“Medical notified; in route to (location).”*

After athlete is transported and repairs are complete

- Jury Member - *“Athlete being transported. Repair is complete. (location) is clear. Resume start.”*
- Start Referee - *“Confirm (location) is clear. Finish (or nearest exit location) please notify when medical exits the course.”*
- Finish Referee (or nearest exit location) - *“Medical is clear.”*
- Start Referee - *Confirm course is clear. Please clear from the finish up. Timing?” (Each Jury member/Eyes of the Jury/Jury Advisor clears their section moving up the hill).*
- Start Referee - *“Start is clear, resuming with racer 57 on next interval.”*

NOTE: At some resorts, a “Course Clear” is controlled by the Chief of Race or Start Referee. This often depends on the level of experience these officials may or may not have. A long course hold generally requires a clear from the bottom up; a short one (gate/flag repair) may clear from the “start stop” position.

C. Other Necessary and Planned Interruptions

1. Course maintenance

Most course maintenance issues do not require a start/stop. Depending on the type and level of event, a Jury may schedule course holds at regular intervals, e.g., after first seed or pre-determined number of starts. An exception is if a broken gate or other material poses an interference to a competitor on the course. Otherwise, experienced race crew members can operate within the start interval.

When it is necessary to have a hold for an extended period of time for course maintenance, the Chief of Course or another Jury member can inform the Start Referee to interrupt the race to complete the task. On fixed interval events, it is common to indicate the requested amount of time in terms of number of intervals - *“We will need a 4 interval hold for maintenance.”*

2. Timing Hold

Timing hold information is passed along to the jury and others by the Start Referee by radio to Jury positions along the course and voice communication to those in the start area. ANY Jury member or Jury Advisor can call a “Start Stop” when necessary to address critical situations.

3. Start Interval

The designated start interval for “fixed interval” events GS/SG/DH is the time planned between consecutive starts of forerunners and competitors. The start interval duration should be listed on the program for FIS races as it is critical for course workers and officials to know when it is clear to work or communicate between racers.

4. Start Interval Changes

Force majeure may require changes to start intervals. Particularly in events where Start Lists were prepared using random seeding, Team Captains may request that the Start Referee increase the interval between individual competitor’s starts. ***All changes to start intervals must be communicated via Jury radio, as required; e.g., Jury, Timing, Connection Coach(es), course crew, etc.***

5. Finish Interval

A finish interval is a decision to start one racer after the completion of the run by the previous racer. The use of a finish interval, though not required, for the last few remaining athletes on the start list may help eliminate unnecessary delays by minimizing the interference of an athlete due to occurring issues on course prior to their start.

6. **START STOP: Important Reminders**

“Start Stop” is called when necessary to address critical situations by:

- **ANY** Jury member
- **ANY** Eyes of the Jury (Connection Coach, Chief of Course)
- **ANY** Jury Advisor (Start Referee or Finish Referee)

No other official is authorized to call a “Start Stop,” and failure to comply may result in a “radio walk-over” effectively impairing the Start Referee’s ability to receive the transmission.

VI. SkillsQuest: #72. SkillsQuest Technical Delegate’s Checklist for U.S. Ski & Snowboard sanctioned Skillsquest events has been added to the Master Packet of Forms (MPF). Additional information regarding SkillsQuest is available on the U.S. Ski & Snowboard website:
usskiandsnowboard.org/sport-programs/skillsquest

The following section is useful for areas that do not require attendance at a Continuing Education Clinic (Update) prior to attending a specialty-area clinic.

- VII. Update and Review for Continuing Education:** [Contains portions of “2023-2024 Update & Review for Continuing Education”; please refer to original document for additional information; 2024 edition of U.S. Ski & Snowboard ACR, Online Edition of current ICR and, if applicable, current Precisions].

U.S. SKI & SNOWBOARD COMPETITION CONTINUING EDUCATION SEASON 2024:

1. EVENT REGISTRATION and HEAD TAX CALCULATION/VERIFICATION/PAYMENT

U.S. Ski & Snowboard will no longer provide an online Event Registration platform. Race Organizers are encouraged to use systems currently being provided by private vendors; (e. g., skireg.com or adminskiracing.com). Regardless of whether or not the registration system of choice calculates and submits required Head Tax, the Organizing Committee is responsible for calculation, verification, and payment of all National, Regional, and Divisional Head Taxes. *All Head Tax forms must be submitted with payments submitted by an Organizing Committee.*

2. GOLDEN RULE CLARIFICATIONS

Athletes who have requested Golden Rule seeding may compete using the equipment appropriate to their disability.

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

Lockton Companies is the new insurance carrier for U.S. Ski & Snowboard. All injury reporting forms and procedures can be found at usskiandsnowboard.org/sport-development/club-development/club-insurance under Participant Accident. Online filing is preferred and a copy of the completed First Report of Accident can be printed for inclusion in the required Event Document Packet. If online filing is not an option, the site also includes a 2-page First Report of Accident in PDF format. *The First Report of Accident in PDF fill-in format is available in the Master Packet of Forms (MPF).*

4. RESULT PROCESSING – XML FILE and EVENT DOCUMENT PACKETS

The submittal process for race result XML files and Event Document Packets has changed; the email functions will be disabled. (Refer to 2. Procedures for Sending Event Files in MPF for instructions.)

- Individual event XML race result files are uploaded at: race-results.usskiandsnowboard.org/
- Following successful uploading of the XML race result file, individual “Event Document Packets” in PDF format are uploaded at: race-results.usskiandsnowboard.org/

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

5. U14 AND YOUNGER COMPETITION POLICY

- U14 and younger athletes wishing to compete out of their Region must have their home club coach obtain permission from their home Regional Director and the Director of the Region in which they wish to compete
- U14 and younger athletes wishing to compete out of their home Division must have their home club coach get permission from their home Division Director and the Director in the Division in which they wish to compete.

6. U12 and U14 SUPER G TRAINING RUN

Official training for U12 and U14 Super G must include at least one Super G training run prior to the first competition. Official training for these age groups is an integral part of the competition, and all athletes are required to participate. In exceptional cases, a Jury can authorize a controlled freeski run in lieu of an official training run. The Jury decision must be documented in Jury Minutes. If racing with U16 athletes, ACR U1256.4 applies, and a training run must be calendared.

All sanctioned speed training runs/camps – Downhill or Super G – require that a full Jury be empaneled. In addition, they must also carry either liability insurance coverage through the U.S. Ski & Snowboard provider or through the Organizing Committee’s provider.

7. INTERDICTION TO CONTINUE - SLALOM

U.S. Ski & Snowboard ACR Arts. U614.2.3, U661.4.1, U804.3 are now designated as “U” (non-FIS) rules to indicate competitors in non-FIS Slalom may hike to continue passage of a missed gate and continue on course after coming to a stop. FIS rules do not allow hiking/continuing on course in any event.

8. RANDOM SEEDING – TRS (BUTTERFLY)

Random seeding has been approved – but is not mandatory – for scored single or multi-day events. Start Lists for run 3 and run 4 of a multi-day series will be produced using the TRS Butterfly system. If required from an athletic standpoint, Team Captains may request that the Start Referee increase the interval prior to an individual athlete’s start. (The Start Referee must announce any start interval changes over the Jury radio channel.)

Athletes that are only entered in the second day of a multi-day event using TRS seeding will be inserted in the middle of the start order by class/gender for run 3.

9. THE GOLDEN RULE AND TRS (BUTTERFLY)

- First Run: Adaptive athletes will be seeded in special groups by class/gender with start order: 16-20, 36-40, 56-60, etc., unless TRS affords them a more favorable start position.
- Second and Subsequent Runs: Adaptive athletes will start in the 31st position by class/gender unless TRS affords a more favorable start position.

10. SKILLSQUEST

- The Jury members for a sanctioned SkillsQuest Tournament are: Technical Delegate, Referee, and Chief of Race. (*The Chief of Race may also be serving as the SkillsQuest Tournament Director.*)
- A SkillsQuest Technical Delegate’s Checklist for U.S. Ski & Snowboard sanctioned SkillsQuest events has been drafted and added to the Master Packet of Forms.

11. U16 NATIONALS SEEDING

The Super G fields will be randomized. TRS (Butterfly) will be used for Giant Slalom and Slalom seeding.

12. ALPINE OFFICIALS’ CERTIFICATION MATRIX CHANGES

- **Referee:** A minimum of 1 (one) shadow assignment must be successfully completed under the supervision of a U.S. Ski & Snowboard Level 3 Alpine RF or TD (minimum Level 2 RF/TD), or FIS TD. **AO recommendation form must be submitted to the respective Divisional AO chair.**
- **Race Administrator:** Unless excused by Division/Region AO Chair, prior to serving, Race Administrator must attend seasonal Race Administration Continuing Education Workshop (or equivalent). *They must attend a Workshop every two years in order to retain current certification level.*
- Recommendations for Advancement:

- Recommendations for advancement must be submitted by appropriately certified officials with appropriate levels of certification.
- Submitted recommendations for advancement must be current: Technical events should be within two (2) seasons of submittal; Speed events should be within three (3) seasons of submittal.

13. LEVEL 100 COACH REQUIREMENT - REMINDER

Effective Season 2025, Level 100 Coach requirement must be met in order to access the competition arena. New coaches will be granted a one-year grace period and Junior Coaches are exempt. *Requirement does not prohibit an individual from coaching at the club level, it only prohibits access to the race arena at any U.S. Ski & Snowboard sanctioned event.*

14. SKI CROSS

Ski Cross has been approved to move from Freeski to Alpine. Coordination for events will continue with USASA and the Hole Shot Freeski Tour.

15. WIRELESS TIMING

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

FIS COMPETITION CONTINUING EDUCATION (UPDATE) SEASON 2024:

1. COMPLETE STOP FOR SLALOM EVENT – INTERDICTION TO CONTINUE

- **614.2.3:** If competitors come to a complete stop (e.g., after a fall), they must no longer continue through previous or further gates.
- **661.4.1 and 804.3:** Provisions within these rules regarding climbing back up (hiking) have been stricken from the rules.

2. OFFICIAL NOTICE BOARD (Also applicable at non-FIS events.)

The official notice board can be replaced by an official communication channel announced at the first Team Captains' Meeting by the Jury. [617.2.3]

3. DOUBLE ENTRIES

The following precision of the overall Art. 215.2 is valid:

- If two (2) competitions take place at the same site, competitors can be entered for both events
- If two (2) competitions take place at different sites, the exceptions of ICR Art. 621.12 apply

4. DISTANCE BETWEEN GATES WITHIN TURNING POLES (Also applicable at non-FIS events.)

5. The distance between the gates within a delayed combination must not be less than 0.75m from either turning pole. [801.2.3]

6. COLOR OF SUPER G GATE PANELS (Also applicable at non-FIS events.)

The gates must be alternately red and blue. In special circumstances, where a panel color cannot be seen properly against the backdrop, (e.g., netting), the Jury can decide to use an alternative color for the gate panel for that specific gate to improve visibility.

7. COMPETITOR TIES IN PARALLEL EVENTS

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

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

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

- MAAPP should be implemented alongside the SafeSport Code.
- Administration applies – but is not limited to – events, participation requirements, membership requirements, officials’ certification and continuing education, race arena access, volunteers, etc.
- In order to ensure compliance, all requirements must be continually monitored and completed for same-day participants, and they must be informed of the provisions of MAAPP and the SafeSport Code. This can be accomplished by posting a QR code which, when scanned, provides required information.

Please refer to links posted on the U.S. Ski & Snowboard website for access to complete and current information. usskiandsnowboard.org/safesport-athlete-safety/safesport-resources.

2. MISCELLANEOUS NOTE: MAAPP & SAFESPORT

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 information is available on the U.S. Ski & Snowboard website at usskiandsnowboard.org/safesport-athlete-safety/safesport-resources.

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

3. HELMET RULES

Soft ear protection is only permitted for helmets used in Slalom. *Soft ear protection is not allowed in Parallel events.* [U707, U807, U907, U1007, U1233, **Helmet Rules**]

U1233 has been edited as follows: In the case of issues or items not covered in Art. 1220-1233, the rules for Slalom (Art. 800) or Giant Slalom (Art. 900) must be considered.

Reminder: For all events, (FIS, non-FIS scored and non-scored), helmet-mounted cameras and/or their mounts are not allowed for use by either competitors or forerunners. The helmets shall have no spoilers nor protruding parts.

4. HOMOLOGATION FILES

Paper copies of homologations and homologation information posted on independent websites may be outdated. The only accurate sources for course homologation data verification are the U.S. Ski & Snowboard and FIS websites. Please note a new inspection of an existing course (FIS or National) voids the previous homologation of an existing course.

Homologation files may be accessed at: media.usskiandsnowboard.org/CompServices/Homologation/

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

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

5. FLUOROCARBONS

At all events sanctioned by U.S. Ski & Snowboard and by FIS, the use of fluorocarbon wax preparation is prohibited.

6. NO ADVANTAGE – NO DISQUALIFICATION

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

Rules that address grounds for disqualification are:

- Art. 629.1 – participates in the race under false pretenses
- Art. 629.2 – jeopardizes the security of persons or property or causes actual injury or damage
- Art. 629.3 – does not pass through a gate correctly in accordance with Art.661.4
- Art. 613.7 – does not start within the time limits defined by Art. 613.7.

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

7. DUE PROCESS [224.7]

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

- Calling witnesses, including athlete, coach, Gate Judge, etc.
- Questioning witnesses – including athlete, coach, Gate Judge, etc. – upon whose testimony the Jury relies
 - Consider infraction
 - Hear and consider all testimony and other evidence
 - Allow accused person the opportunity to present a defense and review all evidence (question witnesses, etc.)

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

- Consider infraction
- Hear and consider all testimony and other evidence.
- Allow accused person the opportunity to present a defense and review all evidence (question witnesses, etc.)
 - Deliberate
 - Make a fair decision

- Review, vote, and sign prepared Jury Minutes of decision
- Notify affected parties

8. VALID AND FALSE STARTS [613.7, 805.4] AND DELAYED STARTS [613.6, 805.3.1]

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

9. PROVISIONAL STARTS – IMPORTANT POINTS

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

10. COMPETITION EQUIPMENT – PROTECTORS

The term “competition equipment” implies all items of equipment used by athletes in competitive skiing, including clothing and implements that serve a technical function.

- Competitors are allowed to protect all parts of the body with so called protectors in all events
- It remains in the athlete's/NSA's discretion and responsibility to individually decide about the use of protectors
- In Downhill, protectors may not be integrated into the competition suit itself
- In all events these protectors must be worn underneath the conforming competition suit. [3.5 FIS Specifications for Alpine Competition Equipment]

The only exception is forearm protection used in Super G, Giant Slalom and Slalom and shin protection used in Slalom. *There is no exception for knee braces; they must be worn underneath the competition suit.*

11. COLLECTIVE OFFENSES [224.3]

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

- Commit the same offense

- At the same time
- Under the same circumstances

When addressing sanctions related to collective offenses:

- Jury's decision as to one offender may be considered binding upon all offenders
- Written decision shall include:
 - Names of all offenders concerned
 - Scope of the penalty to be assessed upon each of them

Decision will be delivered to each offender.

12. RACE ARENA vs RACE VENUE

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

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

The Jury does inspect and accept:

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

The Jury does not inspect or accept:

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

13. GATE JUDGES

The Jury along with the support of the Organizing Committee may opt to not use Gate Judges for Downhill, Downhill Training, Super G, Super G Training, and Giant Slalom, provided they take measures to cover the entire course with sufficient Jury members, Jury Advisors, Eyes of the Jury, and Connection Coaches [U669.3] Slalom requires regular assignment of Gate Judges.

Please note U669.3 is a non-FIS rule. FIS rules require that Gate Judges be present for all events.

14. TEAM CAPTAINS’ MEETINGS

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

15. MINIMUM PENALTIES: Non-FIS Events

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

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

16. DOCUMENTS AND SIGNATURES

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

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

17. U12 and U14 AGE GROUP RULES

- U12 and under competitors are only allowed to use one (1) pair of skis in the race arena as required for an event's inspections and competition. *This mandate is not intended to preclude an athlete using a different pair of skis to freeski while not in the race arena.*
- Wax benches are not allowed in U14 and younger race arenas
- Wax application is not allowed at a U14 and younger competition venue. A "competition venue" is defined as the "ski resort property"

18. TIMING & DATA TECHNICAL REPORT (TDTR) – non-FIS Events

A Timing Data Technical Report (TDTR) is required for all levels of competition, and the FIS TDTR software is used for preparing and submitting the report for all events, both non-FIS and FIS. The Chief of Timing & Calculations is responsible for submitting the report in XML format as required by the level of the event. The PDF report must still be printed and signed as noted in instructions for preparing event document packets located in the Master Packet of Forms (MPF). The U.S. TDTR in the MPF is only intended for gathering data for entry into the FIS TDTR software. *If an event requires calculation of a replacement time (EET), copies of all calculations must be included with the PDF copy.*

19. COURSE SETTING SPECIFICATIONS FOR MULTIPLE AGE CLASS COMPETITIONS

For multiple age class competitions, course setting specifications for Super G, Giant Slalom, and Slalom events are based on one class older than the youngest age class competing, e.g., U16, U14, U12, and U10 events will follow U12 specifications. Downhill event course setting is based on the youngest age class competing. U8, although recognized by U.S. Ski & Snowboard, as well as additional classes for younger competitors are established for the purpose of awards and are subject to U10 course setting specifications.

These specifications only apply to course setting; they do not apply to maximum vertical drop. Athletes are not permitted to compete in events where the vertical drop exceeds the allowance for their actual age group.

Example: Giant Slalom field consists of U16, U14, U12, and U10 athletes, U12 course setting specification will apply, but the maximum vertical drop of 200m for U10 athletes must be respected.

20. KOMBI RULES

- Kombi events must be set using appropriately homologated hills. Slalom/Giant Slalom format (technical orientation) using a hill homologated for Giant Slalom; Giant Slalom/Super G format (speed orientation) using a hill homologated for Super G
- Rules are those that apply to the faster of the events: e.g., Slalom/Giant Slalom events are governed by Giant Slalom rules; e.g., Start commands and start intervals; helmets

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

21. FORCE MAJEURE

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

- An unexpected weather occurrence that requires a program/course/assignment change
- A last-minute ski area management decree

22. TENURE OF THE JURY

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.

- 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, etc.
- Jury decisions are final except those that may be protested (641) or appealed (U647.1.1, 647.1.1)
- A Jury may re-evaluate a previous decision (Art. 640.2) but only if tenure has not ended (Art. 601.4.4.2)

23. JURY MEMBERS AND THEIR VOTES

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

24. EVENT RELATED DOCUMENTS

For events with no issues (injuries or accidents), it is recommended all event-related documents be kept on file for one (1) year. In the case of an event with serious injury/accident as defined by the Guidelines for Serious Accidents, the Technical Delegate must immediately contact Jeff Weinman, U.S. Ski & Snowboard Competition Services for instructions. The Technical Delegate must coordinate with the Ski Patrol and verify the information contained in the 4-page TD Accident Report.

25. POINTS LISTS

Points Lists are published every two weeks. Lists close on Sundays and new lists go into effect on Thursdays; results not received prior to closing dates will not be considered until the next cycle.

Points from FIS Base List 2024 must not be used for seeding or penalty calculation purposes.



TD WORKING GROUP TD CANDIDATE NOMINATION FORM

(NOMINATION ____ SECOND ____*) DATE OF NOMINATION : _____

NAME OF NOMINEE: _____ DATE OF BIRTH: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TEL: (WORK) ()-() (HOME) ()-() (FAX) ()-()

E-MAIL: _____ (CELL): ()-()

NOMINATOR OR SECONDER (PLEASE PRINT NAME) _____ U.S. or FIS TD # _____

CITY: _____ STATE: _____ ZIP: _____

TEL: (WORK) ()-() (HOME) ()-() (FAX) ()-()

E-MAIL: _____ (CELL): ()-()

TO THE NOMINATOR AND SECONDER: SELECTION OF NOMINEES AS POTENTIAL U.S. TECHNICAL DELEGATES IS A PROCESS OF CONSIDERABLE SIGNIFICANCE BOTH IN TIME AND FINANCIAL COMMITMENT. BECAUSE THE NOMINATION AND SECONDERING OF AN INDIVIDUAL IS AN IMPORTANT FIRST STEP IN THIS PROCESS, IT IS EXPECTED THAT THE NOMINATOR AND SECONDER WILL PROVIDE THE U.S. TD WORKING GROUP WITH ALL NECESSARY BACKGROUND DATA ON THE NOMINEE.

THERE ARE THREE PARTS TO THIS NOMINATION / SECONDERING FORM:

- PART I KNOWLEDGE AND EXPERIENCE FACTORS
- PART II PERSONAL FACTORS
- PART III ADDITIONAL BIOGRAPHICAL INFORMATION

NOMINATORS ARE REQUESTED TO COMPLETE ALL OF PARTS I, II AND III.

SECONDS, TWO (2) ARE REQUIRED, ARE REQUESTED TO COMPLETE ONLY SECTION "D" OF PART I AND ALL OF PARTS II AND III.

IT IS IMPORTANT TO NOTE THAT BOTH NOMINATING AND SECONDERING PARTIES SHOULD HAVE WORKED WITH AND HAVE A FIRSTHAND KNOWLEDGE OF THE NOMINEE'S INVOLVEMENT IN SKIING AS WELL AS THEIR SKIING ABILITY.

U.S. NOMINEE'S REQUIRE ONLY ONE (1) OF THE FOLLOWING SUPPORTING SIGNATURES*:

DIVISIONAL ALPINE OFFICIALS' CHAIRPERSON: _____

DIVISIONAL TECHNICAL DELEGATE CHAIRPERSON: _____

* TWO (2) SECONDS FROM U.S. TD'S ARE REQUIRED FOR EACH NOMINEE

I. KNOWLEDGE AND EXPERIENCE FACTORS:

- A. ATTACH A LIST OF ALL CURRENT U.S. OFFICIATING CREDENTIALS – DATE WHEN RECEIVED (U.S. NOMINEE'S SHOULD, IF AVAILABLE, ATTACH A COPY OF THEIR U.S. "OFFICIALS HISTORY".**
- B. DOCUMENTATION OF OFFICIATING EXPERIENCE AND EDUCATION. INCLUDE EVENT LEVEL. (LEVEL = STATE, DIV, REG, NAT OR FIS)**
- 1. ATTACH A LIST OF ALL U.S. SANCTIONED EVENTS WHERE NOMINEE SERVED AS A REFEREE OR ASSISTANT REFEREE DURING THE PAST THREE (3) COMPETITIVE SEASONS.0**
(Include Date, Name of Event, Location of Event, Event Type and Level of Event)
 - 2. ATTACH A LIST OF ALL U.S. SANCTIONED EVENTS WHERE NOMINEE SERVED IN AN OFFICIAL CAPACITY.**
(Include Date, Name of Event, Location of Event, Event Type, Level of Event and Official Position.)
 - 3. ATTACH A LIST OF ALL ALPINE OFFICIALS' CLINICS WHERE THE NOMINEE ATTENDED OR SERVED AS STAFF DURING THE PAST THREE (3) SEASONS.**
(Include Date, Clinic Location, Clinic Level and whether present as Attendee or Staff.)
- C. ALPINE SKIING INVOLVEMENT: ATTACH A LIST OF NOMINEE'S EXPERIENCE: INCLUDE COMPETITOR, COACH, INSTRUCTOR, RACE ORGANIZER OR RACE CHAIRMAN, COMMITTEE APPOINTMENTS, ETC.**
- D. OBJECTIVE EVALUATION OF THE NOMINEE'S KNOWLEDGE AND DEMONSTRATED APPLICATION OF U.S. RULES. PLEASE RATE EACH FACTOR:**

(K) - KNOWLEDGE AND (DA) DEMONSTRATED APPLICATION FOR EACH EVENT AND GENERAL RULES.

(E.G. - IF KNOWLEDGE OF SLALOM RULES IS VERY GOOD, BUT THERE IS A DEMONSTRATED LACK OF EXPERIENCE IN APPLYING THEM, MARK THE (K) COLUMN "VERY GOOD" AND THE (DA) COLUMN IN THE " NEED MORE EXPERIENCE " AREA.

	SLALOM		GIANT SLALOM		SUPER G		DOWNHILL		GENERAL	
	K	DA	K	DA	K	DA	K	DA	K	DA
NEEDS MORE EXPERIENCE										
FAIR										
VERY GOOD										
EXCELLENT										

- E. EVALUATION OF NOMINEE'S SKIING ABILITY. NOTE: AS A GENERAL GUIDELINE, IT IS NOT EXPECTED THAT THE TD NOMINEE BE ABLE TO "RACE A COURSE ". IT IS, HOWEVER, IMPERATIVE THAT THE TD NOMINEE BE ABLE TO DEMONSTRATE THE ABILITY TO SKI ALL TYPES OF COURSES WELL ENOUGH SO AS TO MAINTAIN THE RESPECT OF COMPETITORS, COACHES AND THE RACE ORGANIZATION. IT IS ALSO IMPERATIVE THAT THE TD NOMINEE, WHILE ON SKIS, BE ABLE TO DEMONSTRATE THE ABILITY TO COORDINATE THE ON-HILL COMPETITOR SECURITY AND RACE QUALITY ASPECTS OF A COMPETITION.

EVALUATION: FOR THE SPECIFIC EVENTS, THE NOMINEE DEMONSTRATED THE ABILITY TO HANDLE ALL ASPECTS OF TERRAIN AND CONDITIONS IN THE FOLLOWING MANNER:

(CHOOSE ONE)	<u>SL / GS</u>	<u>DH / SG</u>
1. WITH EASE AND CONFIDENCE	_____	_____
2. PROFICIENTLY	_____	_____
3. ADEQUATELY	_____	_____
4. NEEDS IMPROVEMENT TO HANDLE TASKS	_____	_____
5. UNKNOWN	_____	_____

II. PERSONAL FACTORS

OF EQUAL IMPORTANCE TO THE KNOWLEDGE AND EXPERIENCE FACTORS, IS THE MANNER IN WHICH A TD NOMINEE IS PERCEIVED BY THE COACHES, COMPETITORS, RACE ORGANIZATION, MEDIA, ETC. SUCH PERCEPTION HAS A SIGNIFICANT IMPACT ON HIS / HER ABILITY TO PERFORM THE REQUIRED TECHNICAL DELEGATE'S TASKS.

FOUR KEY FACTORS / ELEMENTS HAVE BEEN SELECTED FOR OBJECTIVE EVALUATION; A BRIEF LISTING AND SUMMARY OF THE ITEMS TO BE CONSIDERED FOLLOWS:

COMMENTS: _____

- A. DEPENDABILITY - PLANS AHEAD:
 ARRIVES AT THE RACE SITE WELL IN ADVANCE; IS ON TIME FOR COURSE INSPECTIONS; DOES WHAT IS PROMISED; COMPLETES REPORTS IN A TIMELY MANNER; COMES EQUIPPED TO HANDLE THE TASK.
- B. ABILITY TO GET ALONG WITH PEOPLE - IS A "TEAM PLAYER / BUILDER / LEADER":
 WORKS IN A CONSTRUCTIVE RATHER THAN AN ABRASIVE MANNER; IS ABLE TO WIN THE CONFIDENCE OF JURY, RACE ORGANIZATION, COACHES; IS PERCEIVED AS KNOWLEDGEABLE AND FIRM, YET FAIR; NOMINEE PRESENTS A GOOD PERSONAL APPEARANCE.
- C. ENTHUSIASM - DISPLAYS A POSITIVE ATTITUDE:
 IS ABLE TO HELP RACE ORGANIZERS, AREA MANAGEMENT, JURY, ETC. IN OVERCOMING DIFFICULT SITUATIONS - E.G. WEATHER, STAFFING, ETC.; PORTRAYS A POSITIVE IMAGE.
- D. JUDGEMENT UNDER PRESSURE - MAINTAINS COMPOSURE AND HELPS OTHERS TO DO SO:
 DISPLAYS THE ABILITY TO MAKES SOUND DECISIONS IN DIFFICULT SITUATIONS BASED UPON THE APPLICABLE RULES; DISPLAYS EXPERIENCE AND JUDGEMENT; BECOMES PART OF THE SOLUTION OF A PROBLEM NOT PART OF THE PROBLEM; MAINTAINS PERSPECTIVE ON COMPETITOR SECURITY.

RATE THE NOMINEE BY PLACING AN " X " FOR EACH FACTOR IN THE APPROPRIATE BOX.
WHERE POSSIBLE, PROVIDE EXPLANATION TO SUPPORT THE RATING.

EVALUATION ITEMS	EXCELLEN T	VERY GOOD	GOOD	FAIR	POOR
DEPENDABILITY					
ABILITY OF GET ALONG WITH OTHERS					
ENTHUSIASM					
JUDGEMENT UNDER PRESSURE					

NOTE: WITH RESPECT TO THE ABOVE EVALUATION FACTORS "KNOWLEDGE, EXPERIENCE AND PERSONAL FACTORS", PLEASE INDICATE THE DATES AND CONDITIONS / EVENTS UNDER WHICH YOU HAVE PERSONALLY OBSERVED THE NOMINEE. INCLUDE THE PLACE, EVENT(S), YOUR POSITION AND THE NOMINEE'S ASSIGNMENT.

III. ADDITIONAL BIOGRAPHICAL INFORMATION

PLEASE PROVIDE AND ATTACH ON A SEPARATE PAGE, IF REQUIRED, ADDITIONAL DATA WHICH YOU FEEL WILL PROVIDE FURTHER KNOWLEDGE OF THE NOMINEE'S QUALIFICATIONS, MOTIVATION AND DEDICATION.

Please Mail This Form to the Responsible U.S. AO CHAIRMAN

SEE ADDITIONAL INFORMATION ATTACHED ()

NOMINEE'S NAME: _____
(Please Print)

NAME OF NOMINATOR/SECONDER: _____
(Please Print)

SIGNATURE OF NOMINATOR/SECONDER: _____

DATE: _____



TD WORKING GROUP TD CANDIDATE PERFORMANCE EVALUATION FORM

NAME OF TD CANDIDATE: _____

ADDRESS: _____

CITY: _____ STATE: _____ COUNTRY: _____ ZIP: _____

TELEPHONE: (WORK) _____ (HOME) _____

(CELL): _____

(FAX): _____ E-MAIL: _____

NAME OF EVALUATOR: _____ U.S. or FIS TD # _____

ADDRESS: _____

CITY: _____ STATE: _____ COUNTRY: _____ ZIP: _____

TELEPHONE: (WORK) _____ (HOME) _____

(CELL): _____

(FAX): _____ E-MAIL: _____

SITE OF ASSIGNMENT: _____ COUNTRY: _____

GENDER: M _____ L _____

EVENT(S): SL _____ GS _____ SG _____ DH _____ PL _____ DATE(S) _____

TO THE EVALUATOR OF THE ABOVE U.S. TECHNICAL DELEGATE CANDIDATE:

REVIEW THIS EVALUATION FORM BEFORE THE COMPETITION SO AS TO INSURE A FAIR EVALUATION OF EACH ITEM.

PLEASE COMPLETE THIS EVALUATION FORM AS SOON AS POSSIBLE AFTER THE COMPLETION OF THE COMPETITION (IMMEDIATELY AFTER THE EVENT IS SUGGESTED) SO THE INFORMATION IS STILL FRESH IN YOUR MIND.

PLEASE COMPLETE EACH SECTION AS COMPLETELY AS POSSIBLE. IF FOR SOME REASON YOU ARE NOT ABLE TO EVALUATE A CERTAIN ITEM, NOTE IT AS SUCH.

ONE COPY OF THIS COMPLETED EVALUATION FORM, ATTACHED TO THE CANDIDATE'S RACE RESULT PACKET, MUST BE SUBMITTED TO THE APPLICABLE REGIONAL/DIVISIONAL/STATE ALPINE OFFICIALS' CHAIR.

EVALUATION AND CANDIDATE'S REPORTS ARE NOT TO BE SUBMITTED TO U.S. SKI AND SNOWBOARD.

- A. **PRE-EVENT COORDINATION WITH EVALUATOR:**
- | | | |
|---|-----|----|
| 1. INITIATED CONTACT WELL IN ADVANCE OF EVENT | YES | NO |
| 2. COMPLETED PRE-EVENT INSPECTION TRIP (DH/SG) | YES | NO |
| 3. ARRIVED AT EVENT SITE IN ADVANCE OF EVENT
(DH/SG: 48 hours before the draw for the first training.
In all other events: 24 hours before the draw for the event)
U.S. Alpine Competition Regulations 2.1.4.4.3 | YES | NO |
| 4. ARRIVED PROPERLY PREPARED (FORMS, ETC.) | YES | NO |
| 5. PROVIDED NOTICE TO CHIEF OF RACE OF ASSIGNMENT
ARRIVAL INFORMATION, ETC. | YES | NO |

IF ANY ITEMS ARE MARKED "NO", PLEASE EXPLAIN: _____

CANDIDATE MEETS REQUIREMENTS: _____ CANDIDATE DOES NOT MEET REQUIREMENTS: _____

EVALUATION SCALE FOR RATING A TD CANDIDATE'S PERFORMANCE

1. EXCELLENT 2. PROFICIENTLY 3. ADEQUATELY 4. NEEDS MORE EXPERIENCE 5. NOT EVALUATED

B. **CANDIDATE'S ON - HILL PERFORMANCE**

1. CONSIDERING ALL ASPECTS OF TERRAIN AND SNOW CONDITIONS, CANDIDATE'S SKIING ABILITY IS COMMENSURATE WITH REQUIREMENTS OF THE EVENT (____)
(TD Candidates need not be racers. They should, however be able to demonstrate the ability to ski all types of course terrain well enough that they maintain the respect of competitors, coaches and race organizers.)
2. CANDIDATE HAS THE ABILITY TO PERFORM KNOWLEDGEABLE COURSE INSPECTION (____)
3. CANDIDATE HAS KNOWLEDGE OF PROPER TECHNIQUES OF COURSE PREPARATION (____)
4. CANDIDATE HAS KNOWLEDGE OF PROPER / TIMELY USE OF CHEMICALS (____)
5. CANDIDATE HAS THE ABILITY TO RECOGNIZE COMPETITOR ON-HILL SECURITY PROBLEMS THAT MAY RESULT FROM COURSE SETTING (____)
6. CANDIDATE HAS THE ABILITY TO RECOGNIZE PROBLEMS THAT MAY RESULT FROM NATURAL OBSTACLES (____)
7. CANDIDATE HAS THE ABILITY TO MAKE SUGGESTIONS TO RESOLVE PROBLEMS (____)
8. CANDIDATE HAS CREDIBILITY WITH JURY, COACHES AND COURSE PERSONNEL (____)

IF NECESSARY, JUSTIFY RESPONSE. ITEMS MARKED "NOT EVALUATED" MUST BE JUSTIFIED: _____

CANDIDATE MEETS REQUIREMENTS: _____ CANDIDATE DOES NOT MEET REQUIREMENTS: _____

C. DECISION - MAKING AND JUDGEMENT ABILITIES

1. CANDIDATE HAS THE ABILITY TO MAKE TIMELY AND INFORMED DECISIONS ☐
2. CANDIDATE HAS THE ABILITY TO ANTICIPATE SITUATIONS AND HEAD OFF THE DEVELOPMENT OF POTENTIAL PROBLEMS ☐
3. CANDIDATE'S JUDGEMENT REFLECTS A SOLID BACKGROUND OF EXPERIENCE ☐
4. CANDIDATE HAS THE ABILITY TO DEMONSTRATE SOUND JUDGEMENT REGARDING COURSE SETTING AND PREPARATION ☐
5. CANDIDATE HAS THE ABILITY TO GATHER AND SOLICIT OPINIONS FROM OTHERS ☐

IF NECESSARY, JUSTIFY RESPONSE. ITEMS MARKED "NOT EVALUATED" MUST BE JUSTIFIED: _____

CANDIDATE MEETS REQUIREMENTS: _____ CANDIDATE DOES NOT MEET REQUIREMENTS: _____

D. PERSONAL CONDUCT

1. CANDIDATE'S AVAILABILITY DURING SPAN OF COMPETITION ☐
2. CANDIDATE'S OVERALL PERSONAL APPEARANCE ☐
3. CANDIDATE'S CONDUCT AT JURY AND TEAM CAPTAINS' MEETINGS ☐
4. CANDIDATE'S DEGREE OF ENTHUSIASM AND INVOLVEMENT IN EVENT ☐
5. CANDIDATE'S RESPECT FOR JURY, TEAM CAPTAINS, RACE SECRETARIAT ☐

IF NECESSARY, JUSTIFY RESPONSE. ITEMS MARKED "NOT EVALUATED" MUST BE JUSTIFIED: _____

CANDIDATE MEETS REQUIREMENTS: _____ CANDIDATE DOES NOT MEET REQUIREMENTS: _____

E. KNOWLEDGE AND APPLICATION OF RULES

1. CANDIDATE DEMONSTRATES KNOWLEDGE OF RULES FOR THE ASSIGNED EVENT(S) ☐
2. CANDIDATE UNDERSTANDS THE GENERAL WORKING AND FUNCTION OF THE RACE JURY AND THE SPECIFIC FUNCTIONS OF EACH JURY MEMBER ☐
3. CANDIDATE KNOWS THE PROCEDURES FOR HANDLING PROTESTS ☐

IF NECESSARY, JUSTIFY RESPONSE. ITEMS MARKED "NOT EVALUATED" MUST BE JUSTIFIED: _____

CANDIDATE MEETS REQUIREMENTS: _____ CANDIDATE DOES NOT MEET REQUIREMENTS: _____

F. ADMINISTRATIVE PERFORMANCE

1. CANDIDATE DEMONSTRATES / UNDERSTANDS PROPER USE OF ALL FORMS / DOCUMENTS	YES	NO
2. CANDIDATE IS FAMILIAR WITH COMPUTER SCORING CAPABILITIES	YES	NO
3. CANDIDATE PROPERLY CALCULATED RACE POINTS FOR TOP 10 RACERS	YES	NO
4. CANDIDATE PROPERLY CALCULATED U.S. RACE PENALTY	YES	NO
5. CANDIDATE PROPERLY COMPLETED <u>CANDIDATE</u> TD REPORT	YES	NO
6. CANDIDATE REVIEWED TD REPORT AND RESULTS WITH EVALUATOR	YES	NO
7. CANDIDATE WORKED CONSTRUCTIVELY WITH RACE SECRETARIAT	YES	NO

IF NECESSARY, JUSTIFY RESPONSE. ITEMS MARKED "NOT EVALUATED" MUST BE JUSTIFIED: _____

CANDIDATE MEETS REQUIREMENTS: _____ CANDIDATE DOES NOT MEET REQUIREMENTS: _____

EVALUATOR'S RECOMMENDATION:

CANDIDATE HAS SUCCESSFULLY MET ALL REQUIREMENTS: _____

CANDIDATE MUST BE RE-EVALUATED ON THE FOLLOWING SECTIONS: _____

EVALUATOR'S GENERAL COMMENTS ON CANDIDATE'S PERFORMANCE OR JUSTIFICATION FOR RECOMMENDING RE-EVALUATION: _____

DATE: _____ U.S./FIS TECHNICAL DELEGATE EVALUATOR: _____ # _____

PLEASE FORWARD THIS FORM ATTACHED TO A U.S. RACE RESULT PACKET THAT HAS BEEN ASSEMBLED BY THE CANDIDATE TO THE CANDIDATE'S APPLICABLE REGIONAL/DIVISIONAL/STATE ALPINE OFFICIALS CHAIRMAN.



ADVANCE EVENT INFORMATION FOR OFFICIALS

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

Name of Competition: _____ Gender: M ☐ W ☐

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

Site of Event: _____ Run(s) _____

Day(s) and Dates(s): _____

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

The Team Captains' Meeting is scheduled for: _____

Format/Location/Sign-in (if required): _____

Seeding of the event will take place: _____

Computer-Generated Draw _____ Double Draw _____ Alternate _____

Chief of Race: _____ Phone: (H) _____

email: _____ Phone: (W) _____

Race Administrator: _____ Phone: (H) _____

email: _____ Phone: (W) _____

Housing is reserved as follows:

Dates(s): _____ Phone: _____

Motel/Hotel/Private Housing: _____

Address: _____

Meal Arrangements:

1. Please secure meals and submit receipts Yes ☐ No ☐
2. Your meals will be provided at: _____
3. Meal tickets will be issued for meals at: _____

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

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

TECHNICAL DELEGATE'S EVENT WORKSHEET

P a g e 1

EVENT NAME		
Event Location:		
Team Captains' Meeting	Date/Time:	
	Loc:	
TD's Arrival	Date/Time:	
	Loc:	
	Contact Person:	
Codex Gender Event		
Course Name:		
Homologation #:		
Start	Hom Elev:	
	Alt Elev:	
Finish	Hom Elev:	
	Alt Elev:	
	Hom VD:	Alt VD:
	VD Verified	Y / N
	Piste Length:	
Gate Type		
All Same:	Y / N	
Panel Type		
All Same:	Y / N	
Timing Systems	Homologation Current? Y / N	
	Serial # / Clocks / Wand / Eyes	
	110 Supply / Generator / Gas	
	Tape Printers Working? Y / N	
	Hand Timing System / Quantity / <u>Location</u>	
	Live Timing? Y / N	
Pre-Race	Snow Condition / Hardening Agents?	
	Volunteers #? Experience?	
	Gate Judges? / Forerunners	
	Training / Warm-Up Options	

CR	Name
	Cell
RA	Name
	Cell
RF Nominee	
Asst. RF (DH / SG)	
Course Setters	
Connection Coach(es) DH / SG / GS / SL	
T&C	Name
	Cell
	TDTR Software
Patrol/Medical	Name
	Cell
Membership/Certification/Update Status	Setters/TD/RF/CR/CC/JA/TC/RA
	All OK? Y / N
RA Questions:	Software Version
	Date? Factor:
	Printer? Web Access?
	Location to Venue
	Start List(s) Availability
Competitor Information:	All Inscribed?
	Current Points Lists?
	List Changes?
	<u>Golden Rule Seeding Required?</u>
	All Data Verified?
	Ski Up Agreements?
	Member Hold List?
	Foreign Athletes?
	Quotas Checked?
	Medical Plan? / "Stop the Bleed"?

Weather Forecast	Weather Plan Required?
Warm-up Location	
Time Period	
Monitored By:	
Lane Assignments:	
Snow Mobiles?	Protocol?
Closures?	Route(s) / Times?
Avalanche Control?	Required?
Who Controls?	Type of Communication?
TD's Review	601.4.9.1 – 601.4.9.4
TD's Supplies	FIS List Cover Page
	Altimeter, Camera, Tape Measure
	ACR/ICR, Precisions, Updates
	Notebook, Current Race Forms
B-Net / Protection/ Closures Materials	Supply vs Required Quantity? Proposed Programs/Entries/Points?
Pre-Inspect:	Closures / Crossings / Crowd / Crew Access / Spectators / Finish Depth & Width / Obstacles
	Other Resources/ Willys/ HiVis etc.
	Intermediate Timing Placement? Protection? Width? Manual or Auto?
	Proposed Programs/Entries/Points?
	Natural & Man-Made Hazards?
	VD, Width?
	Protection Installations? At or above homologated standards?
	Course Sections / Yellow Zones
	Jury Locations?
	Scoreboard / Notice Board Location?
	Course Color Crew & Equip Adequate?
	Course Materials Supply Adequate?
	Radio Quantity & Protocol

RACE DAY	
Start Area	Size / Wand Height / Width?
	Athletes Protected from Public?
	Recommended "Stop the Bleed" packs available?
Course Insp? Avalanche Control? Yellow Zones? Flags in Place?	Jury Y / N
	Gate Count:
	Direction Changes:
	1st = red/blue
	1 st = right/left foot?
	Delay #
	Hairpin #
	Flush #
	Ready for Athletes' Insp? Y / N
	Team Captains Invited?
	Closures, Crossings, Banners
	Course Legal? Y / N
	Team Captains' Comments:
Finish Area	Finish Line Color?
	Eyes? Vert sep <=20cm?
	Eyes Protected? Other obstacles?
	Depth & Width of Arena
	Athlete Exit vs Public
	Surface Preparation
	Locations of all Officials Confirmed?
Jury Meeting(s)	Security Approved?
	Course(s) Approved?
	Medical Plan Approved?
	Program Approved?
Notify:	CC, RA (Minutes & Changes)
Remind Jury & Jury Advisors	1) Skip Intvl for slow racer (Pre FIS) 2) Start Stop Procedures (All Events)



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 Program form is available 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:			



CONCUSSION MEDICAL EVALUATION FORM

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

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

Athlete's name: _____ National ID _____

Date of suspected concussion _____ Date of evaluation _____

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

Signature of Provider Phone Date

Name Printed Email

Clinic or Practice name and address

Signature of Parent/Guardian Name Printed Date

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

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

Updated Aug. 2019



Dear Parent or Guardian,

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

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

What now?

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

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

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

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

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

If you have any questions, please let me know.

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

Email: jeff.weinman@usskiandsnowboard.org
Fax: 435.940.2770

Updated Aug. 2019



TIMING CHECKLIST

- | | |
|------------------------|---|
| <u>Interconnects</u> | 1. Is there wire? Does it work? Are you sure? |
| <u>Equipment</u> | 2. Is the equipment on the current list of timing equipment homologated by the FIS Timing Working Group?
(fis-ski.com/en/inside-fis/document-library/timing-data) |
| <u>Setup</u> | 3. Are the Time-of-Day times immediately and automatically sequentially recorded on printing strips at the maximum precision of the timing device according to the requirements for homologation? |
| <u>Software</u> | 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? |
| <u>Hand Timing</u> | 5. Is hand timing that records to 1/100th (.01) precision available? |
| <u>Quality</u> | 6. Is the timing crew aware that hand times, even if not used, should be within acceptable limits? |
| <u>Start Gate</u> | 7. Does the Start Gate meet the following requirements? <ul style="list-style-type: none">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? |
| <u>Finish Eyes</u> | 8. Do the Finish Photocells meet the following requirements? <ul style="list-style-type: none">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? |
| <u>Synchronization</u> | 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? |
| <u>Systems</u> | 11. If System A fails, is the timing crew aware of the requirement to use System B times to calculate a replacement time (EET) for the missing impulse? |
| | 12. Is the timing crew aware that manual timekeeping is not used to calculate a replacement time (EET) impulse unless both System A and System B fail? |



Timing & Data Technical Report - Alpine

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

TDTR SOFTWARE CAN BE FOUND AT: fis-ski.com/en/inside-fis/document-library/timing-data

One Timing Report Required for each Codex/Transmittal #

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

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

Result software	Software company	Software name / version
Connection to start	System A	System B
		Voice connection

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

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

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

Were all results from system A? Yes <input type="checkbox"/> No <input type="checkbox"/> **
Comments run 1
Comments run 2

We certify that the timing and calculations of this event adhered to current ACR rules. Yes <input type="checkbox"/> No <input type="checkbox"/>		
Technical Delegate	Chief of Timing and Calculations	Timekeeper / Timing Company
Name	Name	Company
Member No.	Telephone	Name
Telephone	Email	Telephone
Signature	Signature	Email

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

This is a new form; older forms do not have a separate section for listing of NPS competitors. When using older form, Referee must be aware of the need to designate between NPS and DNS.

Place / Lieu / Ort				Country / Pays / Land				Codex			
Name of event Nom de l'événement Name der Veranstaltung								ate 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			Signature Referee Signature du juge arbitre Unterschrift des Schiedsrichter				

2nd RUN START LISTS

621.11.2

In competitions with two runs, the starting order for the second run is determined by the result list of the first run. A standard second-run start list reverses the fastest 30 competitors from the first run; this is the “bibbo.” **The Jury may choose to reverse 15 but they must announce this 1 hour prior to the start of the first run.**

The following steps should be followed in order to create a correct Second Run Start List:

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.
3. Break all ties, regardless of where they occur, by ranking the tied competitor(s) with the higher bib number(s) before the tied competitor(s) with the lower bib number(s).
4. Verify the number of competitors that are to be reversed (bibbo).
5. Check for a tie at the reversal position.
6. Reverse correct number of competitors including ties, if applicable.

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

<u>1st RUN TIMES</u>		<u>1st RUN RESULTS</u>		<u>2ND RUN START LIST</u>		
BIB	TIME	PL	BIB	TIME	ST	BIB 1 st RUN TIME
1	52.11	*** 1	7	49.63	1	12 52.56 \
2	51.56	2	4	49.71	2	17 52.56 / TIE AT 15TH POSITION
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
20	53.47					

*** NOTE that this is the racer's place not their bib number!

PROTESTS

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

MINUTES OF JURY DECISIONS (WITH PROTESTS)

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

MINUTES OF JURY DECISIONS (WITHOUT PROTESTS)

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

Guidelines Regarding Equipment Control and Equipment Protests at non-FIS Events

U.S. Ski & Snowboard has equipment standards that are imposed at all alpine events. Competition Equipment Rules can be found in the current Alpine Competition Guide and on the U.S. Ski & Snowboard website.

Equipment violations are subject to disqualification and other sanctions as determined by the Jury. The sanction may be against the individual competitor, or the competitor's coach if it is determined that he/she is complicit in the use of equipment known to be in violation of the rules.

1. Skis must be marked by the manufacturer with both the length and the radius. Unmarked skis will be grounds for disqualification.
2. At U.S. Ski & Snowboard scored alpine events, competition equipment will be subject to unannounced control.
3. At U.S. Ski & Snowboard non-scored technical events (GS and SL), equipment control will be dealt with only on a protest basis. However, the Jury cannot ignore obvious infractions.
4. In the case of all speed events (SG and DH, scored and non-scored) where the Jury has allowed control of equipment at the start for compliance, the athlete will not be allowed to start if their equipment does not meet the current marked specifications.
5. Unless a clear violation of equipment rules exists, e.g., no helmet, attached helmet camera, helmet camera mount, missing or broken ski brakes, missing or broken basket on a ski pole, etc., the Start Referee must not refuse an athlete's right to start. An athlete in a non-FIS event is allowed to personalize their helmet with the application of bling, stickers, glitter, etc. *The helmet shall have no spoilers nor protruding parts.*
6. The Start and Finish Referees' responsibility to monitor equipment and communicate to the Jury is critical in this process and should be reviewed by the TD at each event. TD instructions to these individuals must be clear. It is essential that the Start and Finish Referee communicate with and report their findings to the competition Jury.

Guidelines for Equipment Protests at any non-FIS event: The specifics for handling an equipment protest will be subject to TD and Jury protocol. Instructions must be clearly conveyed to the Team Captains.

1. The athlete must compete or intend to compete on the suspect equipment.
2. The Coach or Team Captain who observes the equipment that is suspect must alert the Start Referee of their imminent intention to protest the equipment being used by that competitor.
3. The Coach or Team Captain must formalize the protest, at the end of the run, with the written protest and the \$100 (one hundred USD) protest fee.
4. If the athlete has started, the Start Referee alerts the Finish Referee and the Jury, that there is a pending protest against equipment. The equipment must be evaluated or confiscated for evaluation when the competitor arrives in the finish.
5. Finish Referee should stop the competitor with suspect equipment and confiscate the suspect equipment pending the filing of the formal protest and Jury review. Confiscation should be witnessed, and third-party access to the confiscated equipment must be avoided.
6. Equipment protests cannot be considered or accepted if the suspect equipment has left the finish area.
7. If approved testing devices are available, or compliance can be confirmed by checking the manufacturer's marks, the Jury will then evaluate the equipment and render a decision regarding the equipment. The decision of the Jury shall be final.
8. If approved testing devices are not available, or the Jury is unable to reach a consensus, the Jury must seal and ship the equipment to the U.S. Ski & Snowboard National Office for evaluation. U.S. Ski & Snowboard's decision shall be final.
9. The Jury will use the \$100 (one hundred USD) protest fee to cover the initial shipping costs. The losing party will be charged by U.S. Ski & Snowboard for all expenses related to shipping and testing. Reimbursement must be submitted within 10 (ten) working days of notice of U.S. Ski & Snowboard's decision.

Acceptable equipment control devices for non-FIS event alpine equipment evaluation include:

- Reliable Racing stand height calipers
- FIS-approved equipment-testing devices

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

DATE: _____ EVENT: _____ MEN _____ WOMEN _____ RUN _____ CHIEF CALCULATIONS: _____

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

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

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

COLUMN A TOTAL + _____

COLUMN B TOTAL - _____

DIFFERENCE = (+) or (-) _____

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

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

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

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

Net time is then calculated and verified.

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

Bib # _____
 Fn. ToD _____:_____:____.____
 St. ToD _____:_____:____.____
 Net 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
---------------------	-----------

Place

Date

Name of Event

Level(s) of race: ☐ SR ☐ U21 ☐ U18 ☐ U16 ☐ U14 ☐ U12 ☐ U10 ☐ U8 ☐ Masters Gender: ☐ M ☐ F
Event: ☐ DH ☐ SL ☐ GS ☐ SG ☐ AC ☐ Kombi ☐ Parallel ☐ Scored ☐ Non-Scored

Course Name

Homologation #

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

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

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

Jury Minutes completed, reviewed, and signed: ☐ Yes ☐ No

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

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

Start List ☐ NPS/DNS 1st ☐ NPS/DNS 2nd ☐ 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 ☐ NA

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

Protests ☐ Yes ☐ No ACR Rule(s)

Sanctions ☐ Yes ☐ No ACR Rule(s)

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

☐ 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 ☐ NA

Supplementary Report (If required, attach additional page):

Place and Date:

TD's Signature:

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



First report of accident instructions

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

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

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

In the case of a suspected concussion, the form **must** be immediately submitted by email or by fax ([435-940-2770](tel:435-940-2770)) so that the athlete can be placed on member hold pending an evaluation by a certified medical professional.

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

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

If you have any questions regarding completion of the form, please contact Lockton Companies at [303.414.6000](tel:303-414-6000).

In case of serious injury, immediately notify Jeff Weinman (435.647.2030) and/or Lockton Companies at [303.414.6000](tel:303-414-6000). If after hours, please leave a message and you will be contacted right away.



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

ZURICH AMERICAN INSURANCE COMPANY

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

Trainer or Official Information

Name of Trainer or Official (with no relationship to claimant):	
Trainer or Official Email:	Trainer or Official Phone Number:

Injured Person Information

Member Type:	USGS Member Number:	Club Affiliation:
Member / Injured Party Name:		Date of Birth:
Mailing Address:		
Member / Injured Email:		Member / Injured Phone Number:
Primary Health Insurance Type:	Primary Health Insurance Carrier:	Policy Number:

Incident Details

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

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



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

ZURICH AMERICAN INSURANCE COMPANY

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

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

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

TDREVIEW.23-24



GUIDELINES FOR ACTIONS IN CASE OF SERIOUS ACCIDENTS

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

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

Actions to be taken are the following:

1. Immediately contact U.S. Ski & Snowboard: Director of Competition Services, Jeff Weinman 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 eye witnesses,
 - C. List of all on-hill photographers, especially video.
3. Secure written report of eyewitnesses.
 - A. Detailed,
 - B. Objective,
 - C. Legible,
 - D. Spontaneous,
 - E. Signed and dated.
4. Secure pictures of the following:
 - A. Video tapes, if possible, of course and trail, including accident area.
 - B. Still photographs of:
 - i. Site of accident:
 - a. 100 feet from site,

- b. Show the skier's perspective,
 - c. Take close to time of accident,
 - d. Depict site in representative condition (DO NOT ALTER).
 - ii. Trail around accident site showing: slope, terrain, snow conditions, etc.
 - iii. Existing protection around accident site.
 - iv. View of the trail above and below accident.
5. Prepare detailed chronological sequence of events, including accident follow-up actions.
 6. Work closely with ski area management (e.g. Ski Patrol and/or Risk Management) and prepare detailed notes.
 7. Include the following in or with the Technical Delegate Report:
 - A. Detailed report of the accident, including the following:
 - a. Accident Report form,
 - b. Photocopy of completed ski patrol report,
 - c. 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 of the above documentation to:

U.S. Ski & Snowboard
Attn: Jeff Weinman
PO Box 100
Park City, UT 84060
 10. Refrain from referring to accident via email or social media.

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

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

TD Name		TD No	
Competition		Codex	
Location		Date	
Organizer		Discipline	

Course/Trail Name	
Homologation Number	

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

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

Name (of accident victim)

Indicate racer/coach/official/other

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

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

Reported or suspected injuries



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

Describe First Aid & Evacuation

Evident Cause(s) of Accident/Injury

(Note all that may apply or may have contributed [X])

Attempted Recovery	<input type="checkbox"/>
Avoiding Obstacle in Course	<input type="checkbox"/>
Snow Conditions off Course	<input type="checkbox"/>
Avoiding Official in Course	<input type="checkbox"/>
Visibility	<input type="checkbox"/>
Collision with Official in Course	<input type="checkbox"/>
Binding Release/Equipment Failure	<input type="checkbox"/>
Collision with Spectator	<input type="checkbox"/>
Inability to handle Technical Difficulty in Course	<input type="checkbox"/>

Other Causes or Contributing Factors in your opinion

Narrative description of incident

First Witness

Name		Age	
Address		Tel (home)	
		Tel (office)	
		Email	

Witness's Account of Incident - who, where, when, what happened
(Attach additional sheets, if necessary)



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

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

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

List the key race personnel involved:

Chief of Race Name/Address	Tel (home)	
	Tel (office)	
	Email	
Referee Name/Address	Tel (home)	
	Tel (office)	
	Email	
Assistant Referee Name/Address	Tel (home)	
	Tel (office)	
	Email	
Others (Please note their positions)		
	Tel.	
	Tel.	
	Tel.	

Technical Delegate's Description and Commentary:

Please use this sheet to provide any additional comments on the incident, including references to course preparation, Team Captains' and Jury meetings, inspection, training, homologation file and previous TD reports, related incidents, etc.; comments on actions after the incident including contact with ski area management, information given to the media, media contact person; and contact with the accident victim, family and representatives after the incident. Your assistance in providing a complete record is most important.

The information provided by this report is very important for FIS records. It should be treated as confidential information and should not be released to the public, media, coaches, etc. This report will be treated confidentially by FIS.

Date	Signature (please print and sign)
------	-----------------------------------

V1007 - page 4 of 4



OFFICIAL'S DAILY ALLOWANCE REQUEST

U.S. Technical Delegates and Course Inspectors are entitled to a daily allowance of \$120 per travel/inspection/training/competition day at all U.S.-sanctioned non-FIS events – both scored and non-scored. *

U.S. Technical Delegates and Course Inspectors are also entitled to reimbursement of actual/out-of-pocket expenses per Divisional/Regional standards for meals, lodging, mileage/transportation/car rental, etc.

Other officials may also be eligible for daily allowance and expense reimbursement per prior arrangements with the Race Organizer.

Please complete this form and submit it to the Race Organizer to request reimbursement. Receipts for all actual/out-of-pocket expenses must be attached.

*(Area/Club may require a non-employee payee to submit IRS form W9 for daily allowance payments. Area/Club may issue IRS form 1099 if payee accumulates more than the IRS threshold of \$600. IRS form W9 is not required for actual/out-of-pocket expenses.)

EVENT NAME: _____ LOCATION: _____

DATE(S): _____ EVENT CHAIRPERSON: _____

TD DAILY ALLOWANCE _____ days @ \$120.00/day \$ _____

TRAVEL: Own Auto _____ miles at _____ per mile @ IRS approved rate: \$ _____

Rental Car: \$ _____

Airfare (Economy Class): \$ _____

LODGING (Please indicate if private home) \$ _____

MEALS (Other than those furnished by organizer) \$ _____

OTHER EXPENSES (Itemize below and attach receipts) \$ _____

TOTAL REIMBURSEMENT REQUESTED \$ _____

NAME _____ OFFICIAL CAPACITY _____

ADDRESS _____

PHONE _____ EMAIL _____

SIGNATURE _____ Date: _____

Please forward copy of Technical Delegate's expense reports to appropriate TDWG representative as designated in "Race Result Packets – non-FIS" located in Master Packet of Forms.

AOEX.19-20



SEASON 2024 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.us skiandsnowboard.org/ (Note this is the same link used to upload the PDF file.)
2. XML file must be submitted within 24 hours of event completion; *critical when a points list is closing.*
3. Receipt will be acknowledged within minutes and will include problems, if any.
4. U.S. Ski & Snowboard WILL NOT MANUALLY INPUT RACE RESULTS. Failure to electronically transmit Official Results and Penalty in XML format will result in event not being scored/displayed on U.S. Ski & Snowboard result website.
5. Submit TDTR XML file (created by FIS TDTR software), to tdtr@us skiandsnowboard.org.

B. EVENT DOCUMENT PACKET - BASIC REQUIREMENTS:

1. **Report of the Technical Delegate - signed by Technical Delegate.** (*1 per race code/per gender.*)
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 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-member votes and signed by actual Jury members.**

NOTE: *Start and Finish Referees are Jury members only for World Championships and Olympic Winter Games; in other levels of competition, they are not listed on Jury forms and do not vote!*

Additional forms to be included, if applicable, are:

1. **Protests – signed by protesting party and Minutes of Jury Decisions (Protests) - record of Jury-member votes and signed by actual Jury members**
2. **Copies of Exceptional Athlete Ski Up Agreements, if accepted for entry into event**
3. **U.S. First Report of Accident** is used to record information for all accidents involving athletes, coaches or officials and must be submitted as soon as possible. This is an insurance carrier requirement. Report(s) can be filed online (preferred method) at [us skiandsnowboard.org/sport-development/club-development/club-insurance under Participant Accident](https://us skiandsnowboard.org/sport-development/club-development/club-insurance-under-participant-accident) or the PDF fill-in form provided in the Master Packet of Forms can be completed and sent to Competition Services: competitionservices@us skiandsnowboard.org; **procedures for suspected/reported concussions must be followed.** *Copies of the report – online or printed – must be made available for required, limited distribution.*
4. **TD Accident Form(s)** *If a serious accident occurs as outlined in Guidelines for Serious Accidents, the Technical Delegate must immediately contact Jeff Weinman, U.S. Ski & Snowboard Competition Services, for instructions. The Technical Delegate must coordinate with the Ski Patrol and verify the information contained in the report. If required, this form is submitted in addition to the First Report of Accident.*
5. **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 mailed to U.S. Ski & Snowboard Competition Services.

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

1. Training Result XML file must be uploaded at race-results.us skiandsnowboard.org/
2. Training Document Packet containing the following must be uploaded at: race-results.us skiandsnowboard.org/

- a. Programs/Team Captains' Meeting Minutes (TCM Minutes signed by Race Administrator)
- b. All Jury Minutes - *record of Jury-member votes and signed by actual Jury members*
- c. U.S. First Report of Accident should be filed online or sent to Competition Services at competitionservices@usskiandsnowboard.org daily with copies included in the document packet; *follow procedures for suspected/reported concussions.*

D. SKILLSQUEST REQUIREMENTS:

1. Roster of Participants and SkillsQuest Score Card (usskiandsnowboard.org/index.php/sport-programs/skillsquest) must be submitted to jeff.weinman@usskiandsnowboard.org and skillsquest@usskiandsnowboard.org
2. SkillsQuest Document Packet containing the following must be uploaded daily at: race-results.usskiandsnowboard.org/
 - a. Programs/Team Captains' Meeting Minutes (TCM Minutes signed by Race Administrator)
 - b. All Jury Minutes - *record of Jury-member votes and signed by actual Jury members*
 - c. U.S. First Report of Accident, if required, should be filed online or sent to Competition Services at competitionservices@usskiandsnowboard.org daily with copies included in the document packet; *follow procedures for suspected/reported concussions*

E. PARALLEL EVENT REQUIREMENTS:

1. Parallel Qualification Result XML file must be uploaded at: race-results.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 must be uploaded at: race-results.usskiandsnowboard.org/
 - a. Report of the Technical Delegate - signed by Technical Delegate. (*Only 1 per gender required*)
 - b. Timing & Data Technical Report (*only 1 per gender required*) – signed by Technical Delegate and Chief of Timing & Calculations. *If a replacement time (EET) is calculated, the calculation must be included in the submitted packet.*
 - c. Programs/Team Captains' Meeting Minutes (TCM Minutes signed by Race Administrator)
 - d. All Jury Minutes - *record of Jury-member votes and signed by actual Jury members*
 - e. U.S. First Report of Accident, if required, should be filed online or sent to Competition Services at competitionservices@usskiandsnowboard.org daily with copies included in the document packet; *follow procedures for suspected/reported concussions*

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

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

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

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

H. HEAD TAX DOCUMENTS & FEES: U.S. Ski & Snowboard no longer provides an online event registration system that automatically calculates and deducts athletes for whom Head Tax is not required (USST, etc.) from the total number of starts and submits entry fees to the OC. If you are using an online event registration system that does

perform this function, a form showing the expected Head Tax for National, Regional and Divisional can be printed for verification of the list of athletes for whom no Head Tax is required and the resulting calculations.

If a Region or Division that requires additional Head Tax has not supplied the online event registration system vendor with Head Tax information for inclusion in the calculations, payment of these amounts will be the responsibility of the OC and should be submitted as directed by your appropriate Region/Division. *Verify procedure for your Region/Division.*

If you are using an online event registration system that does not perform this function, the documents must be completed and submitted with Head Tax payments as required by National/Divisional/Regional Offices. *Refer to MPF #47 Head Tax Procedures for information regarding calculation of Head Tax.*

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

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

J. MISCELLANEOUS DOCUMENT SUBMITTAL REQUIREMENTS:

1. Official Free Skiing Session

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

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

2. Technical Delegate Report – Alpine and Technical Delegate's Expense Report for all U.S. Ski & Snowboard non-FIS events – scored and non-scored – must be properly identified with U.S. transmittal number and submitted to the following, applicable U.S. Ski & Snowboard Technical Delegates' Working Group representative:

Alaska: tdrptalaska@gmail.com
Central: TDRptCentralNAT@gmail.com
East: TDreportEast@gmail.com
Far West: FWTDreports@gmail.com
Intermountain: tdreports@imdalpine.org
Northern: Ndtrtr2020@gmail.com
Pacific Northwest: tdtr@pnsa.org
Rocky Mtn.: rmddtdreports@gmail.com

3. 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-homologation.)*

NOTE: All document originals must be placed in a secure location, and it is recommended they be retained for a minimum of one (1) year. *If a serious accident occurs as outlined in the Guidelines for Serious Accidents, the Technical Delegate must immediately contact Jeff Weinman, U.S. Ski & Snowboard Competition Services, for instructions. The Technical Delegate must coordinate with the Ski Patrol and verify the information contained in the report.*

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

- ☐ **Requirements for Parallel:** Following documents submitted for Parallel
- NOTE: 2 race codes may be required: 1 for the Qualification Result XML and 1 for the Final Rank XML. However, only 1 set of documents is required. Please list both race codes on documents contained in the "Parallel Document Packet".
1. Parallel Qualification Result XML file must be uploaded at race-results.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 must be uploaded at race-results.usskiandsnowboard.org/
 - a. Report of the Technical Delegate - signed by Technical Delegate. (*Only 1 per gender required*)
 - b. Timing & Data Technical Report (*only 1 per gender required*) – signed by Technical Delegate and Chief of Timing & Calculations. *If a replacement time (EET) is calculated, the calculation must be included in the submitted packet.*
 - c. Programs/Team Captains' Meeting Minutes (TCM Minutes signed by Race Administrator)
 - d. All Jury Minutes - *record of Jury-member votes and signed by actual Jury members*
 - e. U.S. First Report of Accident should be filed online or sent to Competition Services at competitionservices@usskiandsnowboard.org daily with copies included in the document packet; *follow procedures for suspected/reported concussions*

Additional Submittal Requirements:

- ☐ Technical Delegate's Expense Report and Report of the Technical Delegate sent to applicable representative of U.S. Technical Delegate Working Group as noted on Page 3 of this document.
- ☐ U.S. Additional Report of Technical Delegate, if required, sent to competitionservices@usskiandsnowboard.org. (*This document is used only to request rehomologation.*)
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

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U.S. Ski & Snowboard
PO Box 100, 1 Victory Lane
Park City, UT 84060

ADDITIONAL REPORT OF THE TD

Place/Venue _____ U.S. Race Code _____

Name of event _____ Date(s) _____

Category _____ Gender _____ Event _____

Name and address of the organizer _____

Telephone _____ Email _____

Name of the Course _____

Homologation number _____

Condition of course (as per homologation - or otherwise: for example, if significant changes have occurred):

Does the TD believe - and for what reason(s) - that a rehomologation is necessary ?

Suggestions for improvements ? (not requiring rehomologation)

Other matters

Name and address of the TD _____

Telephone _____ Email _____

Place and Date _____ Signature _____

U.S. # _____

Please forward to: U.S. Ski & Snowboard Alpine Courses Chairman
c/o Competition Services, PO Box 100, Park City, UT 84060
Email: competitionservices@usskiandsnowboard.org

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SkillsQuest Technical Delegate's Checklist

This checklist is for sanctioned SkillsQuest Tournaments where a Technical Delegate is required and assigned.

This checklist is not for non-sanctioned, in-house SkillsQuest Assessments (club activity restricted to club athletes' participation). *Technical Delegates are not assigned for non-sanctioned, in-house SkillsQuest Assessments.*

The role of the Technical Delegate is to review the venue on-hill competitor security based on assessed skills as listed in the "SkillsQuest Tournament Organizer Handbook" posted on the U.S. Ski & Snowboard website and monitor adherence to U.S. Ski & Snowboard event rules and procedures.

The Jury members for a sanctioned SkillsQuest Tournament are: Technical Delegate, Referee, and Chief of Race. *(The Chief of Race may also be serving as the SkillsQuest Tournament Director.)*

1. Confirm with the Organizing Committee (Chief of Race/SkillsQuest Tournament Director) which skills will be assessed, and that U.S. Ski & Snowboard Transmittal numbers have been assigned by Competition Services.
2. Confirm with the Organizing Committee and Ski Patrol that required medical service personnel are being dedicated to the SkillsQuest Tournament.
3. Confirm with the Organizing Committee that coaches and officials have proper credentials required for their positions and/or arena access.
4. Confirm with the Organizing Committee that all SkillsQuest Evaluators have proper credentials; e.g., are either a current U.S. Ski & Snowboard Coach, Official, Club Volunteer member or have signed U.S. Ski & Snowboard's Volunteer Competition Worker Registration.
5. Confirm with Race Administrator that all competitors/forerunners meet event participation requirements.
6. Confirm the venues to be used for the assessment. Review the venue with the Chief of Race/SkillsQuest Tournament Director and develop an on-hill competitor security plan.
7. Review the Program for the SkillsQuest Tournament with the Chief of Race/SkillsQuest Tournament Director. Review whether adequate time is allowed for the athletes to successfully warm-up, complete the assessment, and observe the scheduled start time.
8. Meet with the SkillsQuest Tournament Race Administrator and confirm who is preparing required Jury Minutes, tracking the assessment scoring, and submitting required documentation to U.S. Ski & Snowboard. *(When run in conjunction with a competition day, it is recommended that the competition Race Administrator not also assume the duties of the SkillsQuest Tournament Race Administrator.)*
9. Confirm accident reports have been submitted as required.
10. Confirm that an athlete roster from the SkillsQuest Assessment has been submitted to jeff.weinman@usskiandsnowboard.org. *(Use assigned Transmittal number as email's subject.)*
11. Confirm that Event Document Packet(s) are submitted in accordance with SkillsQuest requirements listed in the Master Packet of Forms 5. Non-FIS Event Document Packets.

Additional information regarding SkillsQuest is available on the U.S. Ski & Snowboard website: usskiandsnowboard.org/sport-programs/skillsquest.