RACE ADMINISTRATION - ALPINE

SEASON 2027

STUDY GUIDE SECTION 1: Race Result Software

This portion of the Race Administration Study Guide contains 37 pages; all pages should be printed. U.S. Ski & Snowboard memberships are processed online so this presentation does not include a U.S. Ski & Snowboard Membership form.

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

Data Management is a part of Race Administration. Due to the amount of content, the Race Administration Study Guide has been divided into 2 sections: Section 1 addresses Race Result Software, and Section 2 addresses Event Administration.

REFERENCE PUBLICATIONS:

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

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

It is strongly recommended the Race Administrator not assume additional duties beyond those required for the position. Accurate event documentation is imperative for all events as these documents may be required in a legal review. ***This becomes even more critical with the additional duties required in order to be in compliance with MAAPP and SafeSport Code.***

CERTIFICATION EXAMINATION:

Race Administration Certification Examination will be available at U.S. Ski & Snowboard-approved Alpine Officials' Clinics. Allowed time limit is 1.5 hours. The examination is open-book, and it must be administered only at scheduled clinics. It is NOT A TAKE-HOME EXAM!

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

Completed examinations must be retained by the clinic examiners; they are not returned to the individuals taking them. Please refer to Region/Division publications for schedules.

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

RACE ADMINISTRATION - ALPINE

SEASON 2027

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.

This portion of this clinic was designed on the theory that the best way to learn how to do something is to actually do it! In this instance, the "something" is the use of race result software. Information/documents required to prepare a "test event" are included in this section. In addition, PowerPoint presentations are available for the two most commonly used race result software programs, and depending on your preference, should be used in conjunction with this Study Guide. The PowerPoint presentations start with installation of software and continue through to preparation of a required XML result file; they address event-related scenarios and issues. It may also be helpful to refer to the current version of AOM Chapter XII - Computers and Ski Racing for additional information.

NOTE: VOLA software does not allow manual entry of competitors' net times. Time-of-Day (ToD) times are provided for VOLA training. Either net times or Time of Day (ToD) times may be used for Split Second training.

The ability to access information on the U.S. Ski & Snowboard/FIS websites is a critical part of an event, so no competitor entry lists have been prepared (sample of FIS Entry Form included for your review). It is recommended that the race scoring software of your choice be installed on your computer, and U.S. Ski & Snowboard National and FIS Points Lists be downloaded and installed as required by your choice of software. Competitors for your test race can then be selected from current lists depending on your type of race: Non-FIS or FIS.

For successful electronic transmission to U.S. Ski & Snowboard and FIS, race result software must produce Official Results and Penalty in an approved format: XML. U.S. Ski & Snowboard and FIS results that are in the approved format will automatically be posted to applicable websites. FIS results that are not in the correct format become the responsibility of U.S. Ski & Snowboard and will not be scored by FIS until the format is correct.

REFERENCE DOCUMENTS:

The following reference items can be found at the end of Section 1 and are placed in the order in which they are referenced. Document numbering is not sequential because it agrees with document numbering in the updated "Master Packet of Forms" (MPF) that can be found on the U.S. Ski & Snowboard website. It is suggested that forms be printed for easy reference while using the Study Guide. Several of them have been prepared in order to help create an event and navigate race result software.

FIS List Cover Page (U.S. & FIS websites)

Computer Input Form - 1st Run (AOM, Chapter XII)

13. FIS Entry Form

32. Electronic Times – 1st Run

35. Report by the Referee – 1st Run

Preparation of Second Run Start List

Computer Input Form – 2nd Run

32. Electronic Times – 2nd Run

35. Report by the Referee – 2nd Run

The following race result software warnings have been published by VOLA and/or National FIS Software (SplitSecond). Please review and apply as required or allowed by ski area IT Departments.

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

I. INTRODUCTION

Material contained in this Study Guide is not intended to offer basic computer operation education. The format of this course requires a basic knowledge of computer hardware and computer operations; basic knowledge that extends beyond online shopping, sending/receiving email, and interacting on social network pages. In order to benefit from this presentation, you must have the ability to download and run programs, prepare and upload reports, and solve minor computer/software issues.

The most important assets you can have are ski area IT personnel who can help you solve in-house connectivity issues and contact information for an experienced Race Administrator who is knowledgeable in the operation of the race result software of your choice.

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

Some of the following suggestions may seem elementary and/or redundant. They are, however, based on experience in the field and lessons learned – many of them the hard way!

A. Required Tools
   1. Hardware:
      a. Computer: choice depends on whether or not it will serve multiple needs – event, personal, etc. Is the operating system compatible with the programs you will be utilizing?
      b. Printer
      c. Power cords
      d. Surge protector
      e. Storage drives
         1.) Hard drive: Light weight computers are being manufactured with minimal-sized hard drives. If you are using one of these computers and you plan on using the hard drive as your main storage space, you may have to purchase an external hard drive.
         2.) Memory Stick/Thumb drive/Flash drive – USB compatible mini storage devices that can be effectively used for data storage and transfer. *It is suggested that you have one dedicated for event data backup.*
      f. Internet connectivity (wireless, satellite, etc.) or a broadband card
      g. Scanner or a copy machine with scanning capability for event document packet preparation

2. Internet Connectivity:
   Official Results must be electronically submitted for all U.S. Ski & Snowboard events: non-scored and scored, as well as FIS, so an adequate internet connection is required. When results for these events are uploaded in the proper XML format, they load into the autoscoring systems and are quickly posted on the applicable websites. U.S. Ski & Snowboard non-FIS events must use the U.S. Ski & Snowboard-assigned race code/transmittal number; FIS events should use the FIS-assigned codex number. ***XML result files must be individually submitted.***
   a. Wireless connection is preferred.
   b. Network connection is acceptable as long as the connection does not have to go through a company firewall that does not allow uploading and downloading of required documents/information. *If a firewall is present, contact ski area IT personnel for assistance.*

   Results for U.S. Ski & Snowboard non-scored events are posted on the U.S. Ski & Snowboard website but only if submitted and received in the proper XML format. Results must be submitted individually, and each set must have its own U.S. Ski & Snowboard-assigned race code/transmittal number.

3. Software: Event-required race result software should be updated as required and definitely prior to an event; this includes computers used in Race Administration and Timing. However, automatic update functions should be disabled during an event.
   a. Virus protection: Virus protection software must be updated on a regular basis and should not be disabled. It is also important that a virus scan be performed on a regular basis, e.g., upon startup or at a specific time of day.
   b. Updated copy of race result software capable of producing Official Results and Penalty (if a Penalty calculation is required by the level of event) in XML format.
   c. U.S. Ski & Snowboard National Points List and FIS Points List: Both lists are available on the U.S. Ski & Snowboard website. The preferred download option is through the software. *
      1.) U.S. Ski & Snowboard National Points List available on the website **usskiandsnowboard.org**
      2.) FIS Points List available at: **usskiandsnowboard.org** and **fis-ski.com**
   d. PDF creator that will allow you to create PDF booklets of scanned documents (some copy machines provide this option.)

* FIS Points List available on the FIS website is not formatted for downloading into software. Downloading the list directly into the software will eliminate the link between a competitor's U.S. Ski & Snowboard data and FIS data.

4. Timing Building Computers, etc.:
   a. Prior to the event, archive old race files, empty event cache folders, and perform general file cleanup/deletion.
   b. Prior to the event, clarify folder/file naming and organization used in Race Administration and Timing computers; this is especially important if using a virtual drive to store/exchange files.
   c. Prior to the event, verify all users agree on structure, event file naming, and location of event files.
   d. Prior to the event, verify all computers involved in the timing/scoring/documentation of an event – that are using the same software – are running the same version.
   e. All computers involved in the timing/scoring/documentation of an event must have current points Lists loaded. Transferred race files only contain keyed data; they do not contain accessible copies of the Points Lists. *Identical data access is required if timing personnel have to make a change in the race file; e.g., insert a competitor, replace an official.*

B. Basic Operations
   1. Saving Data: Set the software's auto-save function to a minimal time to eliminate major loss of data in the event of a system crash.

2. Backup data to an external source; e.g., thumb drive, cloud, or external hard drive after major database changes: creation of First Run Start List, input of first-run times, input of second-run times, finalization of competition, etc.

C. General Rules for Data Management Personnel

1. If possible, establish a work area that is well lit, has adequate working space, and is quiet and free from distractions.

2. Cooperate with all Officials.

3. Verify all information:
   a. Course name and homologation number against homologation report. * In rare cases, a ski area will change the name of a course after the homologation process is complete. The course name listed on the homologation report must be used regardless of the name on the trail map. **Example: A ski area renamed "Olympic Lady" to "Julia's Gold" in honor of USST Olympian Julia Mancuso. Even though many ski area documents referred to the run as "Julia's Gold," until a Slalom homologation certificate/report was issued showing "Julia's Gold," the Slalom course had to be listed as "Olympic Lady" on all race-related documents: non-FIS as well as FIS.**
   b. Start elevation, finish elevation, and vertical drop information as provided and verified by Technical Delegate
   c. DH/SG measured length of competition course (not length noted on Homologation Certificate)
   d. Event information against U.S. Ski & Snowboard/FIS websites
      1.) Race name
      2.) U.S. Ski & Snowboard race code and/or FIS codex number
      3.) Gender
      4.) Event
      5.) Date
   e. Official times against timing tapes from primary timekeeping equipment. This is primarily the responsibility of the Chief of Timing, but your assistance may be required.

NOTE: Paper copies of homologations may be outdated due to natural or artificial changes, changes in regulations, and/or changes in technical requirements. The only accurate sources for course homologation data verification are the U.S. Ski & Snowboard and FIS websites.

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

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

4. Document all requested changes.

5. Verify all input:
   a. Header data

NOTE: Software currently approved by U.S. Ski & Snowboard contains membership data for current Alpine Officials. The information is included in a separate file (NLO) in the U.S. Ski & Snowboard National Points List download and is accessed by keying in an official's last name. ***Please note the NLO file cannot be used to verify certification or update status (clinic attendance). It also will not allow you to verify if a membership was placed on hold (moved to inactive status), following release of the installed list. It will also not allow you to verify a critical requirement of SafeSport: Non-presence on the Centralized Disciplinary Database.***

Unlike the competitors' lists that contain full competitor data, the Officials' List only contains member names; the software assigns "USA" as the default nation. However, many foreign officials have obtained U.S. Ski & Snowboard "X" (foreign) memberships, and the "USA" default will have to be manually edited with the verified national affiliation for these officials. ***Exception is foreign coaches who are U.S. Ski & Snowboard "staff" members; their national affiliation remains as "USA."***

The Race Administrator must not rely solely on the data provided as part of the points list download (NLM, NLW, NLO). This list is generated every week, and a membership may be moved to inactive status during that time period. This includes, but is not limited to: YOB 2008 athlete who turns 18 years of age after Season 2027 membership renewal; YOB 2009 athlete who turns 18 years of age after December 31; member who has been sanctioned by U.S. Ski & Snowboard; member whose name has been added to the Centralized Disciplinary Database; or a member whose name has been added to the Membership Hold List.

In addition, the NLO file does not include verification that an official meets the requirements to serve in the appointed position, e.g., certification and current Update & Review Clinic attendance. This information can only be verified in the individual official's section of the U.S. Ski & Snowboard website.

b. Competitor data
U.S. Ski & Snowboard database only capitalizes the first character of a competitor's last name but FIS database capitalizes the entire last name. If your FIS List of Competitors has different formats for competitors' last names, it is usually caused by the software having to search the U.S. Ski & Snowboard List for a competitor's name, etc. This is usually only encountered for U.S. Ski & Snowboard members with new FIS inscriptions; *please edit your race database as required by the type of race.*

NOTE: U.S. Ski & Snowboard allows exceptional athletes to ski up in class ***but only in the events in which they are normally eligible and only in the specific competitions authorized by the U.S. Ski & Snowboard National Development Director.*** If a ski up athlete is entered into your event, the athlete's class must be manually edited to agree with class in which they are competing. *Some Divisions also allow an athlete to ski down in class and the athlete's class must also be manually edited to agree with the class in which they are competing. The autoscore system may revert to the actual class; however, all published documents will indicate the "competing class."*

c. Competitor times
Regardless of how times are entered into the event file – manual input or data transfer, accuracy must be verified.

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

6. Help solve problems: Be part of the solution…not part of the problem!

7. Maintain confidentiality of race information.

8. Generate clean originals for signatures/packets.

9. Do not leave until excused.

NOTE: If necessary to transport computer equipment to the timing building, be aware that snowmobile motors may contain a magnet that can damage/destroy data stored on hard drives. Drills, radios, rough rides, and actual cold temperatures as well as wind chill can also affect a computer's operating system.

II. DUTIES PRIOR TO CREATING YOUR EVENT

A. Become familiar with software used. This should NOT be done the night before the race! Start now and familiarize yourself with the computer, the software, and the preferred method of data transfer.

1. Download and install a PDF reader ("Adobe Reader") – many publications are in PDF format.

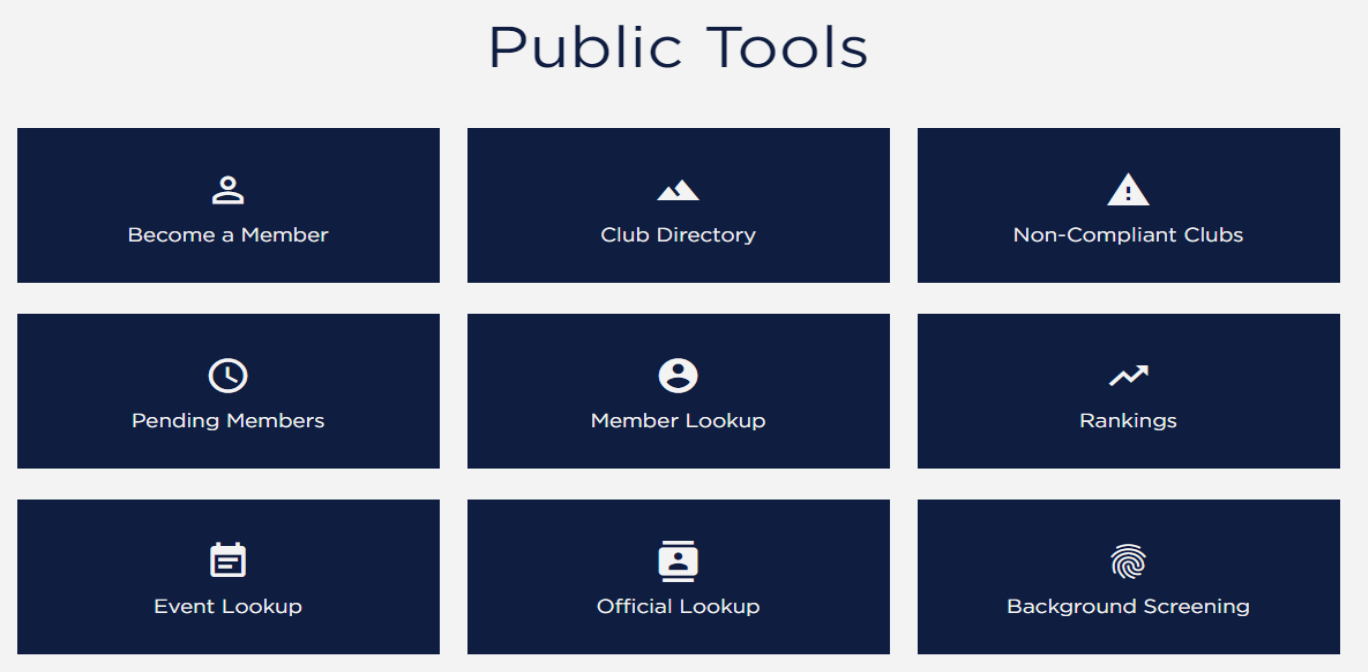
2. Review official documents, publications, rule books, etc.

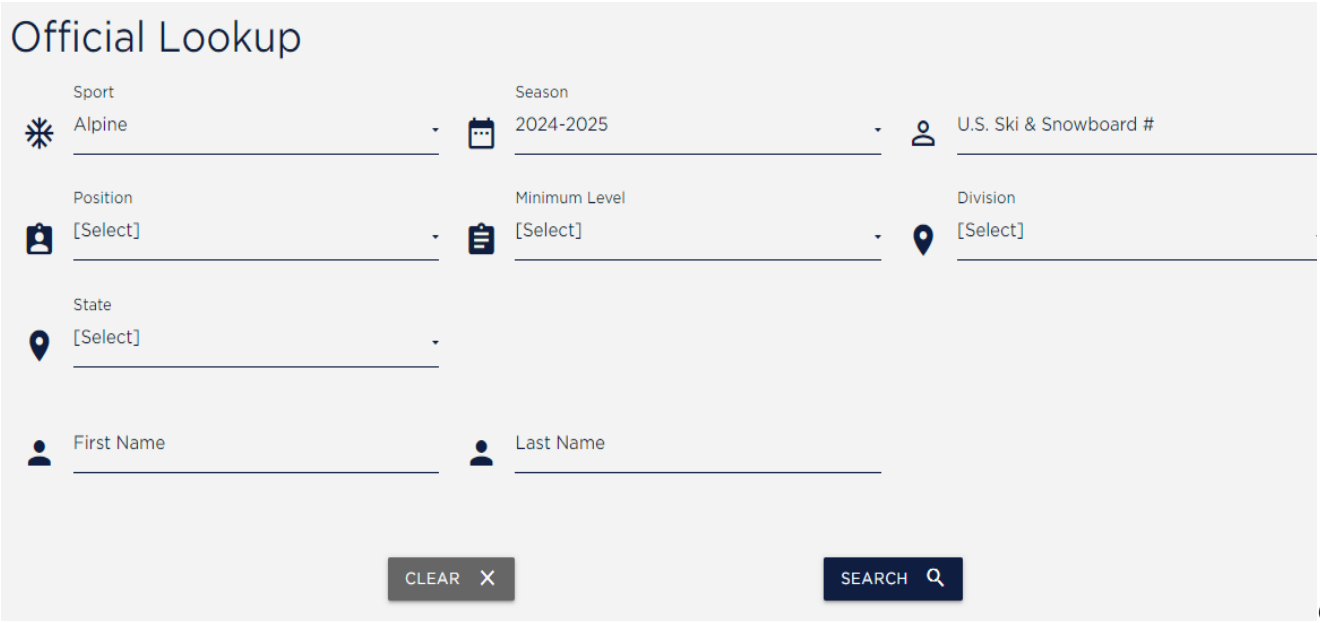
3. Download and install software being used.

4. Download and install required Points Lists.

NOTE: If it is necessary to load a corrected Points List, accessing U.S. Ski & Snowboard's FTP points list site and reloading the lists may not be adequate. When you request a download, the FTP site will check the hard drive on your computer, and if it recognizes the list is already loaded, it may not overwrite the previous version of the points list file; you must delete the original version. Software may also store lists in more than one location. ***If you are having difficulty locating the files, use the search function to find and delete them.***

5. Access U.S. Ski & Snowboard website:
   Site has been redesigned for ease of use by competitors, officials, parents, and individuals searching for U.S. Ski & Snowboard information. Competitors' data can be sorted by several parameters: year of birth, division, etc. Login access, allowed only with U.S. Ski & Snowboard membership, is required in order to view many of the "Member Tools."
   a. Obtain U.S. Ski & Snowboard race codes. (FIS codex numbers will also be posted, but they must be verified on the FIS website.)
   b. View competitors' data
   c. View Alpine Officials' data



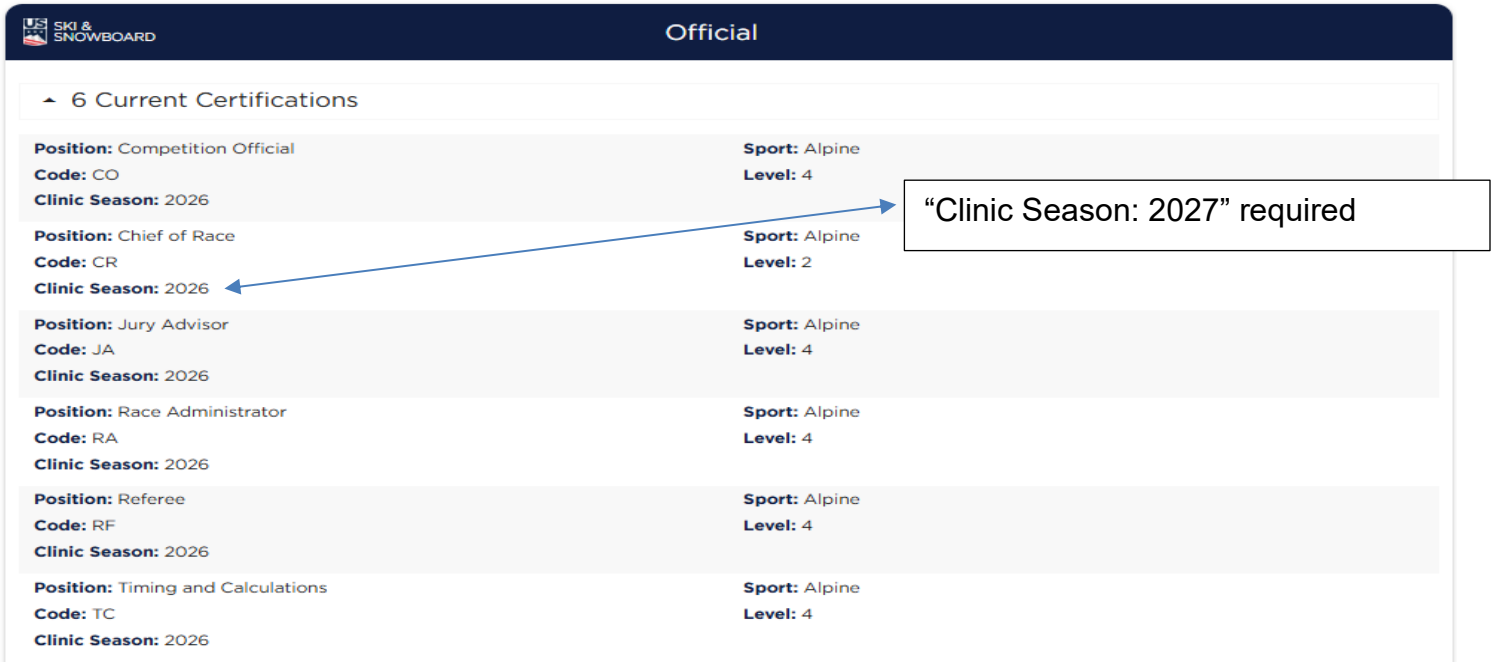


6/

6. Member Lookup & Official's Certification Viewer:
When set to current season, will only display those who have processed. Search parameters are available: e.g., Division/State(s)/Membership Type

Click on the member ID# to view coaching/officiating certification and history.

4522504	Glen Gaebe	Description / Valid To / Season Alpine Coach (w/ Official) Pending 2027 Alpine Official Pending 2027 Medical Pool Pending 2027	Male	1973	Eastern
4749982	Engelbert Gal	Description / Valid To / Season Alpine Coach (w/ Official) Pending 2027 Alpine Official Pending 2027	Male	1979	Central
6631303	Matthew Gammons	Description / Valid To / Season Medical Pool Pending 2027	Male	1970	Eastern
5230784	Andrew S Gannon	Description / Valid To / Season Alpine Coach (w/ Official) 6.30.27 2027 Alpine Official 6.30.27 2027	Male	1967	Eastern
4920542	Ian Garner	Description / Valid To / Season Alpine Coach (w/ Official) 6.30.27 2027 Staff Membership 6.30.27 2027	Male	1983	Intermountain



NOTES:

- The Chief of Race, Referee, Assistant Referee, Course Setters, Chief of Timing & Calculations, Start & Finish Referee, and Chief of Course must have current Official/Coach membership, applicable certification and yearly updates (verify in "Clinic Season" space), in order to officiate at U.S. Ski & Snowboard events.
- Technical Delegates and Race Administrators must be current Official members, have applicable certification and must have also attended a yearly certification-specific Workshop prior to their first event of the season.
- Coaches serving as a Referee, Assistant Referee, or Course Setter(s) must be current Coach/Official members, be certified as a Referee, and have attended a yearly Continuing Education Clinic (Update & Review). In addition, their Coach Certification must either be "**Active**" or "**In Progress**."

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

If named officials do not have a current U.S. Ski & Snowboard membership, appropriate certification, current update status, or their membership status is "pending" on the U.S. Ski & Snowboard website, they are not eligible to officiate. If their names are listed on the "Centralized Disciplinary Database," they must not be granted race arena/venue access. ***If in doubt, call U.S. Ski & Snowboard Member Services (435-647-2666).***

7. Access FIS Website **fis-ski-com**:
   a. Verify event's FIS codex, dates, gender: * **data.fis-ski.com/alpine-skiing/calendar.html**
   b. FIS Points Lists (posted list is not formatted for downloading into race result software): **data.fis-ski.com/alpine-skiing/fis-points-lists.html**
   c. Athletes' Biographies: **data.fis-ski.com/alpine-skiing/biographies.html**
   d. TDTR Software: **fis-ski.com/en/inside-fis/document-library/timing-data**
   e. Homologated Timing Equipment: **fis-ski.com/DB/information/homologated-timing-equipment.html**

   *** Compare the event information posted on the FIS website to that posted on the US Ski & Snowboard website. If there is any discrepancy, contact Competition Services for clarification.**

8. Test the software's various functions and ability to provide required documents:
   a. How do I create a race?
   b. How do I print required documents?
   c. How are competitors' times displayed? Minutes/seconds or all seconds?
   d. How is race data transferred between scoring computer and timing?
      1.) Thumb drive: Use the "safely remove" function when removing from computer. Some operating systems do not require this, but failure to do so could result in loss of data
      2.) Electronic transmission
   e. How do I electronically transmit Official Results?

III. CREATING A COMPETITION DATABASE (Event Master File or spreadsheet)

At the beginning of each season, create one master race folder: e.g., "Season 2027." Within that master race folder, create an easily identified subfolder for your specific event: e.g., "December Opener." This subfolder can then be used to store your Competition Database and its subsequent event files.

A. What is an event/competition database? For a race series, e.g., Regional Championships, where a major portion of competitors are entered in more than one event, the following procedure – although not required – is strongly recommended:
   1. Create a "Competition Database."

   2. Name it something that has meaning to you. Ex. "Final Spring Series" not F1234_Registration. If you have to find the file, you want to be able to find it quickly.

   3. Enter ALL competitors and include quota designation, when applicable. (When 2, or more competitors, have the same last name and first initial, search with a competitor's U.S. Ski & Snowboard/FIS code to eliminate the possibility of selecting the wrong competitor.)

   4. Print List of Competitors with "Points in All Events."
   5. Verify all competitors' data; e.g., name, inscription code, nation, points, quota designation (if needed), and make corrections as required.

   6. Create event, e.g., Slalom, from this verified "Competition Database."

   7. Delete competitors not competing in the Slalom

   8. For each succeeding event, repeat steps 6 and 7. In the long run, this will save time and the "Competition Database" file can be transferred from one venue to another!

   9. Update "Competition Database" as needed to include new competitors. Use one of the "Custom" fields to enter events in which an athlete may not be competing, paid status, etc. *The "Notes" field can also be used; a report can then be printed that will only show the competitors with the data entered in this field*

   10. ***BACKUP YOUR DATA!***

NOTE – FIS EVENT: Competitors are members of a foreign Federation, e.g., USA, CAN, AUT, etc.; this 3-letter code is part of the data downloaded into your software and appears in the applicable field. Do not change competitors' team/nation code in order to input competitor information required by the level of your event; e.g., races where quotas are tracked or FIS-U that requires documentation of college/university affiliation.

If your software has a section for club names, use this section to note additional, required information. If your download already includes data in the club space, and you need to change it to include a quota

designation, etc., it will be necessary to manually edit the data. Software should allow for sorting by various parameters and printing of documents with both nation and club/quota affiliation.

EXCEPTION – NON-FIS EVENT: Federation affiliation for foreign athletes with U.S. Ski & Snowboard "X" memberships may remain blank or default to "USA." This occurs when entering foreign athletes in a non-FIS event, and correction of Federation designation is recommended – not only for accuracy but also as a courtesy to the competitor.

B. Separate Women's' & Men's Competition Databases
For venues where both Women and Men will be competing in individual events, it is suggested you use one main file and switch to a different gender if allowed by the software you are using. *Some Race Administrators and timing personnel prefer the simplicity of being able to create a main file in order to be able to quickly change event genders, but other Race Administrators and timing personnel prefer to create databases that are totally independent of each other. There is no right or wrong procedure, but it is definitely one that should be clarified prior to setting up your event.*

NOTE: For FIS events, competitors' names and nations must agree with the FIS Points List/website even if the name or nation is different on the U.S. Ski & Snowboard Points List/website.

C. Online Race Registration (SkiReg)
Organizers of all U.S. Ski & Snowboard sanctioned events are required to use SkiReg for event management and registration. ***FIS event's, however, require that the "FIS Entry Form" must also be submitted.***
The race registration system allows for the automatic loading of competitors into your race database. The online system may, however, only contain entries for individual events so you may have to take the time to create one main database. ***All auto-loaded data must be verified for accuracy.*** *Data must be verified against original source: U.S. Ski & Snowboard for non-FIS events and FIS for FIS events. This is where creation of one main database will eliminate the need for multiple verifications/edits.*

IV. CLINIC TEST RACE

We have covered some basics and it is now time to create an entire event using documents that are included in this Study Guide. Please refer to the PowerPoint Presentation developed for your software choice; it will help to guide you through its use.

A. Verify Defaults: Data keyed into "Defaults" is data that will not change and will be used for all new events. It is important that you verify all defaults, e.g., Factors, maximum seed points, FIS Penalty Adders.

B. Create Header: Do not use control characters or characters out of the Unicode ranges such as <, > ," etc. The autoscoring processor may not accept these characters, their use will result in the rejection of your XML file submittal, and you will receive a SYNTAX ERROR.
1. Key in race information: (**Refer to Computer Input Form – 1st Run)**
   a. Select discipline, e.g., Alpine, Snowboard.
   b. Select event, e.g., SL, GS, SG.
   c. Enter level of event, e.g., U.S. Ski & Snowboard-scored, FIS, ENL.
   d. Enter date of event, # in first seed (if scored event), and # to reverse for second run (this information must be verified)
   e. Key in proper U.S. Ski & Snowboard race code **– alpha character followed by 4-digit number assigned by U.S. Ski & Snowboard –** ***be careful to use the digit "zero" not alpha "O"***
   f. Key in proper FIS codex – **4-digit number assigned by FIS**, if applicable

2. Key in technical data from Homologation Certificate/Report – not old results!

a. Name of course
b. Homologation #
c. Start/Finish elevations as verified by the Technical Delegate

3. Key in location of event as noted on the applicable website.

4. Select type of timing equipment being used or key in name of timing company, if applicable.

C. Competitor Entry and Verification

1. Verify you have useable/current Points Lists:
   a. Current U.S. Ski & Snowboard/FIS Points must be used
   b. Competitors **who do not appear on the current Points List** must be seeded in the group "without points" regardless of points from previous events/seasons.
   c. Points noted on the current Points Lists may only be changed by official communication from the applicable office
      1.) U.S. Ski & Snowboard National Points – U.S. Ski & Snowboard Competition Services
      2.) FIS Points – FIS Office

NOTE: If a FIS competitor's points as listed on the FIS website are marked "C," this is an indication that the points have been "confirmed;" these "confirmed" points are then used even if different than those noted on the FIS Points List loaded into your computer.

2. Insert Racers:
   a. Non-FIS format – enter at least 20 competitors

NOTE: IF AVAILABLE, A U.S. SKI & SNOWBOARD MEMBERSHIP NUMBER MUST BE ENTERED. "PENDING" or "APPLIED FOR" *must not be entered* into the database in lieu of an actual U.S. Ski & Snowboard membership number!

   b. The **"**U.S. Ski & Snowboard Exceptional Athlete 'Ski Up' Assumption of Risk, Release and Indemnity Agreement" allows exceptional athletes to participate in an age group competition with a class of competitors that are older than the age group designated by U.S. Ski & Snowboard. The intention of the authorization is to accommodate the very top athletes nationally, ***but only in the events in which they are normally eligible and only in the specific competitions authorized by the U.S. Ski & Snowboard National Development Director (September 2001 ASC, as amended).*** *e.g., U14 and younger athletes are not "normally eligible" to participate in Downhill, so an actual U12 or younger athlete skiing up to U14 cannot compete/forerun a Downhill. U10 and younger athletes are not "normally eligible" to participate in Super G, so an actual U10 or younger athlete skiing up to U12 cannot compete/forerun a Super G.*

   When an entry is received that includes a request to honor an approved Ski Up Agreement (copy of the Ski Up Agreement must be provided), the athlete's class must be manually edited to reflect the class in which the athlete is actually competing; e.g., Ralph Racer is a U12 skiing up to U14; you must manually change the athlete's class in the database to U14. If a division allows an athlete to ski down, the athlete's class must also be manually edited to reflect the class in which the athlete is actually competing.

NOTE: FIS does not recognize ski up requests.

   c. FIS format – enter at least 20 competitors

NOTE: For FIS events, all competitors must have a FIS competitor designation number (code/inscription number). Competitors who do not appear on *current* FIS Points List, whose FIS code cannot be verified by National Office, or whose FIS inscription code does not appear on FIS website under "Competitor Biographies" as being "active" may not appear on Start List.

For foreign competitors without U.S. Ski & Snowboard membership numbers entered in a FIS race under a U.S. Ski & Snowboard sanction, you do not need to assign artificial U.S. Ski & Snowboard membership numbers; area may remain blank.

D. Additional Event Data
   1. If known, you can enter additional Race Data: e.g., Start Times, Forerunners.

   2. If officials are not part of your "Defaults," you can enter known Officials' names now or wait until all Officials' names are available.

   3. If you have foreign officials who also hold U.S. Ski & Snowboard "X" membership, the default nation will be "USA." You must verify the official's correct nation and edit accordingly. **NOTE:** *This does not apply to coaches who are U.S. Ski & Snowboard "staff" members; their nation remains as "USA."*

It is mandatory that downloaded and keyed data be verified for accuracy.

V. DUTIES PRIOR TO AND AT TEAM CAPTAINS' MEETING

A. What is a "Team Captains' Meeting"? (Refer to 604.3, 621.8)
According to U.S. Ski & Snowboard and FIS rules, the draw must be conducted (or confirmed) at a Team Captains' Meeting. A Team Captains' Meeting, attended in person or online by Team Captains, Jury, and race officials is an inseparable and mandatory part of the competition and is important for communication of Jury instructions, support of the Organizing Committee (OC), as well as conveying OC requests and information. It is also a critical element for risk management and liability-related matters. *(Refer to "Section 2. Event Administration" for information regarding online Team Captains' Meetings.)*

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., events where random sort – TRS – by class and gender is used to determine the start order), an informational meeting is still required. It may be held either early on the morning prior to a race or immediately after the completion of a race for the next day's event.

B. Print seed cards.
U.S. Ski & Snowboard rules state that the Jury may authorize a computer-generated draw. For a FIS event, a signed (submitted) entry form is considered acceptance of a computer-generated draw.

It is important to remember that computer-generated draws are governed by a random identifier and unless this identifier is changed prior to each draw, results of a computer-generated draw containing the same competitors may only have minimal changes. Please note that only the software writer has the access required to change a random identifier. (This information is included only to explain why a computer-generated draw may only show minimal start position changes.)

Since you will not be preparing seed cards in this clinic, the following are suggested procedures for your review.
1. Software-generated procedure:
   a. Preferred method
   b. Several layouts available

2. Custom strips with spreadsheet (Suggested format):
   a. Open required fields with spreadsheet program
   b. Page setup: Open margins and set for "landscape" or "letter," as required

c. Change font and resize to 24 or 36, as desired
d. Change line height/cell width as required
e. Custom strips using mail merge function can be used to insert a logo on each strip

C. Using Electronic Draw/Seed Boards
Electronic 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."

D. Some Points about Seeding & the Draw. ***This is strictly for information purposes; the Referee supervises the Draw but the Race Administrator controls the additions/deletions to the Draw/Seed Boards.***

NOTE: Current U.S. Ski & Snowboard/FIS Seed Points must be used. Downhill, in particular, may require one set of seed strips for training, and if a new Points List goes into effect before race day, a new set with current Points for the race-day draw. The Draw is always based on the points that will be in effect on race day not the Team Captains' Meeting Day! ***Upper-level events allow for use of "most current" points; contact Regional/National Office for guidance if a Points List is changing between Downhill Training and the race.***

1. Points listed in **Season 2027 FIS Base Points List must not** be used for seeding or penalty calculation.

2. Foreign national points, **when verified by an official source, e.g., foreign federation's official points list,** are equal to U.S. Ski & Snowboard National Points *for seeding purposes only in non-FIS events*.

3. Foreign FIS members with U.S. Ski & Snowboard competitor membership but without valid U.S. Ski & Snowboard National Points are seeded with their valid FIS Points at U.S. Ski & Snowboard non-FIS competitions; these points, if required, are used for Penalty calculation. ***Competition Services must be notified when FIS Points are used in the calculation of a National Penalty.***

4. Foreign FIS members with valid U.S. Ski & Snowboard National Points are seeded with their U.S. Ski & Snowboard National Points at U.S. Ski & Snowboard non-FIS competition; these points, if required, are used for Penalty calculation.

5. Foreign FIS members without either U.S. Ski & Snowboard National Points or FIS Points are seeded with U.S. Ski & Snowboard Maximum Value Points.

6. Procedures for a Draw(s).
   a. U.S. Ski & Snowboard-scored and regional FIS events
   b. Jury may authorize that the 1st-seed Draw may be computer-generated
   c. Tie at 15th position
      When a tie occurs at 15th position, number of drawn competitors is increased to include tie.
   d. Tie in points
      Start positions are drawn for competitors with equal points
   e. Start positions for competitors without valid points are assigned by a draw
   f. Age Class, Masters, Adaptive ("Golden Rule"), Collegiate Events
      Refer to current rules regarding preparation of First Run Start Lists
   g. Upper level events: Championships, Continental Cup (Nor-Am), World Cup
      Refer to current rules regarding preparation of First Run Start Lists.
   h. Alternate Seeding Systems: There are numerous Alternate Seeding Systems that have been

approved for use in non-scored and scored non-FIS events. If your event is using an Alternate Seeding System, please contact your Division Office for details. One is the TRS (Butterfly) method that is fully explained later in this Study Guide.

E. Create your Start List

1. Assign bib and start numbers for your event:
   a. Automatic assignment
   b. Automatic assignment with missing bibs
   c. Manual assignment
   d. Assign a Snow Seed, also called a "Start Order in Extraordinary Conditions" **[**621.10**]**

2. Verify Information:
   a. Names/nations of Officials on Header
   b. Names/nations of Forerunners on bottom of last page
   c. Technical Data: Course name, etc.
   d. Date, race code # or codex #
   e. Start times for both runs
   f. Gate counts, if available (Super G, Giant Slalom, and Slalom gate counts are actual gate count as well as number of direction changes)
   g. Measured length of competition course for Downhill and Super G
      This is a **gate-to-gate measurement** of the length of the competition course. It is taken along the racing line with a measuring tape, measuring wheel, or GPS. Measured length of DH and SG competition courses is **not** the length of course or vertical drop listed on the homologation certificate. If the course is measured prior to the Start List being generated, it should be entered. The length of the competition course must be entered in the Official Results. ***(Measured length of a competition course is used to calculate competitors' average speed on course.)***
   h. Verify accuracy of assigned bib/start numbers

NOTE: Software may allow preparation of a "Condensed Start List" that eliminates the "Header." A "Condensed Start List" is useful for individuals who only want to view the actual start order. It is not recommended for distribution to Team Captains and officials who need to be able to identify members of the Jury or who require knowledge of an event's technical data. The layout of this type of Start List can also lead to confusion regarding bib number versus start number, and Gate Judges must be educated accordingly. Limiting the amount of displayed data may help eliminate confusion, e.g., only display Bib# and Name.

A Condensed Start List does not contain a list of approved Forerunners, so a list of these individuals must be provided for the Start Referee.

F. 1. Using Online Platforms
Live-Timing and other internet-based timing/result platforms are great tools that allow coaches and family members the opportunity to view competitors' start and finish in "real" time. These platforms require internet connectivity in the timing building, and if available, the 1st Run Results, Report by the Referee, 2nd Run Start Lists, Unofficial Results, etc., can be quickly posted to the site. ***Times posted on internet-based timing/result platforms are "unofficial."***

NOTE: Any event that includes U14 and younger athletes is not allowed to post "real-time" results or times on an internet-based timing/result platform during the run. Competitor lists: e.g., Club entries, Start Lists, Results, Referee Reports, may be posted, and standings/times should be updated at the conclusion of the run. For events that include U14 and older, this restriction does not apply.

2. If required, obtain a login and password from U.S. Ski & Snowboard. The password will be similar to the Login and Password used for U.S. Ski & Snowboard Club logins. *May only be required by some software systems and FIS live-timing.*

3. Access U.S. Ski & Snowboard Live-Timing at: **usskiandsnowboard.livetiming.com**.

G. Race Administrator and the Team Captains' Meeting
If the Data Management person is also the event Race Administrator, he/she is also responsible for the following:

1. Preparing and circulating an Attendance in order to create a record of those attending the meeting.

2. Taking notes in order to generate Team Captains' Meeting Minutes.

3. If applicable, obtaining Jury members' records of votes and signatures on daily Jury Minutes

NOTE: The duties of the Race Administrator at the Team Captains' Meeting and during events is fully covered in Section 2. Event Administration Season 2027. Attending clinics that address both sections as well as passing the applicable written examination is required for certification as a Race Administrator.

The preparation of Team Captains' Meeting Minutes and Jury Minutes – both With or Without Protest – are also included in Section 2.

The PowerPoint presentation, "Minutes – A Guide," provides examples for both types of Jury Minutes (With or Without Protest) and Team Captains' Meeting Minutes.

VI. RACE DAY

A. First Run

1. Verify Header data.

2. Verify gate count(s). Official Results for SL, GS, and SG require both actual gate counts and direction changes.
3. Key in temperatures: air temperatures in the Start area and the Finish area at the **start of the event**.

4. Verify number of competitors that will be reversed (bibbo) for 2nd Run. Reverse 30 is the standard bibbo; reverse 15 must be announced by the Jury one hour prior to start of first run. *Depending on your software, a tie in time at the flip position (30 or 15) may require manual editing (31 or 16).*

5. Input First-Run electronic times **(Refer to MPF #32. Electronic Times – 1st Run)** The following are the most common input methods:
   a.) Through software directly from the timing equipment
   b.) Importing
      1.) Downloading and loading an email attachment into your software
      2.) External USB drive (memory stick/thumb drive). With this system either the race file or an import of specific data can be done, e.g., Bib# + time

      However, you are here to learn and if software allows, we will use the following:
      3.) Manual Input of "net time" (Split Second)
      4.) Manual Input of "ToD time" to generate "net times" (VOLA or Split Second)

6. Enter disqualifications **(Refer to MPF #35. Report by the Referee – 1st Run; U.S. Ski & Snowboard or FIS Rule number may be required.)** Protest Period is 15 minutes; understand the need for waiting for it to expire.

7. Verify NPS, DNS, DNF, DSQ status against Report by the Referee. *If the bib number for a disqualified competitor does not match the name associated with its original assignment, immediately contact the Technical Delegate.*

8. **BACKUP YOUR DATA TO AN EXTERNAL SOURCE!**

NOTE: Timing tapes from the homologated timer(s) are the ONLY OFFICIAL SOURCES used to verify official electronic times.

NOTE: If your software displays competitors' first-run start numbers, do not, under any circumstances, edit them so that they correspond to the second-run start positions. *The software's tie-breaking function may be controlled by the first-run start number. If possible, refrain from creating separate race files for each function/gender, e.g., First Run Women, First Run Men, Second Run Women, Second Run Men, Final Result Women, Final Result Men. The creation of multiple files for one event can result in multiple issues and errors.*

B. Second Run

1. U.S. Ski & Snowboard Scored non-FIS Events: Verify second-run status for first-run NPS, DNF, and DSQ competitors; **these competitors may be allowed to take a second run at the end of the second-run field**. They start with their original bibs and in their original order.

2. U.S. Ski & Snowboard non-scored Events: Verify second-run status for first-run NPS, DNS, DNF, and DSQ competitors; these competitors are allowed to take a second run either at the end of class or end of the second-run field. *For non-scored events where each run counts individually and some scored events (TRS with random seeding), first-run DNS, NPS, DNF, and DSQ competitors start the second run in their original start order.*

3. Generate Second Run Start List – Verify "bibbo" and cutoff, if required.

4. Check for ties (**Refer to Preparation of Second Run Start List):**
   a. Understand exceptions: e.g., "Golden Rule" (adaptive seeding), YSL, and Collegiate
   b. Understand rule for tie at 30/15 position
   c. Understand start order for ties in rest of field

5. Verify Header data **(Refer to Computer Input Form – 2nd Run):**
   a. Gate count(s)
   b. Start times

6. Enter & verify electronic times **(Refer to MPF #32. Electronic Times – 2nd Run).**

7. Enter disqualifications **(Refer to MPF #35. Report by the Referee – 2nd Run).**

8. Verify NPS, DNS, DNF, DSQ status against Report by the Referee. Be aware that in events where first-run DNS, NPS, DNF, DSQ competitors are allowed a second run, tracking can create a challenge!

9. **BACKUP YOUR DATA TO AN EXTERNAL SOURCE!**

C. Provisional Starts / Provisional Reruns

Understand the concept of provisional starts and provisional reruns and the necessity for verifying status and/or assigned time. ***A provisional rerun that is confirmed by the Jury is valid even if it proves slower than the original run or results in either DNF or DSQ.***

D. Protested Disqualification with a Provisional Run

If the disqualification is upheld, disqualification data must be entered in the run where the disqualification (fault) actually occurred. Example: The competitor is disqualified in the first run, files a protest, is

allowed a provisional second run. but the Jury upholds the disqualification: The disqualification data must be entered in the first run data section.

For a non-FIS event, "DSQ" status will be displayed with first run data and, if DNS, DSQ, DNF athletes were allowed a second run, the competitor's second run time will be displayed with second run data.

For a FIS event, DSQ status will be displayed with first run data, and the provisional second run time will not be displayed in the second run data section. (FIS event rules do not provide second runs for first run NPS, DNS, DNF, DSQ competitors.) *Entering the provisional second run time and then indicating "DSQ" for the second run instead of assigning the DSQ to the run where it actually occurred, does not provide an accurate record of actual occurrences. This action could cause issues if an appeal is filed, upheld, and the competitor is reinstated.*

E. Results
   1. Verify information necessary for Results.
      a. Snow conditions
      b. Weather conditions
      c. Start Area/Finish Area air temperatures at beginning of race
      d. Minimum/Maximum Penalty - if required, but only to override the calculated Penalty

   2. What is an "Applied Penalty?"

NOTE: U.S. Ski & Snowboard Results generated for a FIS race do not require application of U.S. Ski & Snowboard Minimum Penalty.

   3. **BACKUP YOUR RACE FILE TO AN EXTERNAL SOURCE!**

   4. Official Results and Penalty – what is printed?

   5. Miscellaneous Documents - as required:
      a. By Nation
      b. By Club/Quota/Team
      c. By Class
      d. By Year of Birth (YOB)

VII. TRANSMISSION OF XML RACE RESULT FILE

XML FILES MUST NOT BE TRANSMITTED TO EITHER U.S. SKI & SNOWBOARD OR THE FIS OFFICE PRIOR TO THE TECHNICAL DELEGATE'S REVIEW AND ACCEPTANCE OF THE OFFICIAL RESULTS!

A. How to create a race result file for transmission in XML format. Prior to preparing the race result XML file, you may wish to print the "Transmittal Report" and use it to verify the accuracy of all data and officials!

   1. Using the U.S. Ski & Snowboard transmittal number – an alpha character plus 4 digits, (example U1234) as the identifier, log in and upload the XML file at: **race-results.usskiandsnowboard.org/.** Login for clubs hosting sanctioned events or a previously-approved login for individuals who do not have access to the club login will be required in order to access the upload platform. (If an official is unable to log in, contact Competition Services for assistance.)

If the upload system indicates an error is present in the XML file, it will allow multiple attempts to re-upload until accuracy is confirmed. If a correction needs to be made to an XML file that has already been accepted, contact Competition Services for assistance.

2. Specifying a storage location for your file allows you to save the file in a place where you can easily find it, e.g., your desktop, briefcase, or special folder.

3. Preview your XML file: verify the contents: header data, date, penalty, codex, etc.
   a. If errors are found, close the preview, return to the actual race file, make required corrections; repeat the preview/verification process.
   b. If no errors are found, submit XML file as required by level of event
   c. DO NOT open and edit an XML file with Word or other document editing software!

4. **DO NOT UNDER ANY CIRCUMSTANCES:**
   a. Submit your actual race file; it is not in the required transmission format
   b. Submit multiple race files; autoscoring systems can only accept 1 file at a time
   c. Submit hard copy of the results with your XML transmission

5. If using the option to transmit directly from the software and transmission errors occur, they are usually caused by a firewall or corporate network restrictions and can be adjusted by your IT folks.

SUGGESTION: Add yourself to the email list of results to verify that your server has accepted and sent the XML file

B. U.S. Ski & Snowboard Results - for U.S. Ski & Snowboard non-FIS events
   1. Select individual/correct race result XML file.

   2. Upload at **race-results.usskiandsnowboard.org/.** If errors are found after transmission, contact U.S. Ski & Snowboard Competition Services for instructions. (Login required; only available to clubs hosting sanctioned events or previously-approved officials.)

   3. **Verify the Timing & Data Technical Report (TDTR) has been submitted**. This duty is the responsibility of the Chief of Timing & Calculations. However, the RA should verify successful transmission of XML US Ski and Snowboard Timing & Data Technical Report (TDTR) to **tdtr@usskiandsnowboard.org. (**Multiple transmissions, as required for accuracy, are permitted.)

C. FIS Results - for U.S. Ski & Snowboard FIS events
   1. Create transmission email.

   2. Use Nation + FIS-assigned 4-digit codex number: (USA1234)

   3. Attach individual/correct race result XML file.

   4. Transmit electronically to: **alpineresults@fisski.com**

   5. Upload at: **race-results.usskiandsnowboard.org/.**

   6. If errors are found after transmission, FIS **will allow one** overwrite.

   7. If additional errors are found after the allowed overwrite to FIS, the Technical Delegate will have to contact the FIS Bureau for assistance.

8. Verify transmission of XML FIS Timing & Data Technical Report (TDTR) to **results@fisski.ch**; multiple transmissions, as required for accuracy, are permitted

NOTE: The Chief of Timing & Calculations – not the Race Administrator or other official – is the official responsible for overseeing the accuracy and the transmission of this document. A FIS Technical Delegate cannot submit an online Technical Delegate Report until the FIS race result XML and the FIS TDTR XML files have been received and processed by the FIS autoscore system.

NOTE: Occasionally, the FIS parser will go down - usually over the weekend. If you do not receive a confirmation email within approximately 15 minutes follow this procedure:

- Confirm that you are connected to the internet
- Have someone send an email to the email account that you are sending results from to confirm that you are receiving emails. (Setting up a secondary email account is helpful for testing yourself without relying on an outside person.)
- If you can send and receive emails to/from another account, the FIS parser is down. DO NOT PANIC and resubmit your race result file numerous times. If it is over the weekend, you may need to wait until Monday to resubmit, and the TD will have to delay online filing of required reports.
- Do not resubmit until you have verified that the results were not received!

VIII. SUBMITTING THE PDF "EVENT DOCUMENT PACKET"

U.S. Ski & Snowboard is the central repository for select race-related documents, and the Race Administrator is responsible for preparation of the packet in PDF format. The PDF "Event Document Packet" must be emailed to **resultpackets@ussa.org**. *The U.S. Ski & Snowboard transmittal number must be used as both the file name and the code email's subject.* ***(Refer to updated submittal options in Section 2. Event Administration.)***

IX. OTHER SOFTWARE OPTIONS

A. Add/Correct/Delete Data – It is strongly recommended that you do not wait until race day to learn how to add/correct/delete data.

1. Header Data - The following data must be verified and may need to be edited on race day:
   a. Officials' names and nations
   b. Homologation information
   c. Start Times
   d. Gate Counts

2. Insert/Edit/Delete Racer Data:
   a. Insert late racer by seed points, assign out-of-sequence bib number and edit start position.
      1.) If an insertion in the field is required, and software allows for manual manipulation of start numbers, assign an out-of-sequence bib number and correct start number, and adjust remaining start numbers; this will result in an offset of bib number to start number for remaining competitors.

      Using an alpha designation for an insertion, e. g. 15A, for an insertion between competitors 15 & 16 is not recommended because software may use the start number for sorting. A start number containing an alpha character may not be recognized as a "number," but instead may be recognized as zero and may result in unexpected and possibly erroneous outcomes.

NOTE: BIB versus START: If an out-of-sequence bib number is assigned, verify how your race result software sorts a tie in time. Split Second defaults to the "Start Number," but VOLA defaults to the "Bib Number".

2.) Once a copy of a start list has been published, and an addition to the field does not require an insertion according to points, the insertion must be no later than the last actually starting racer on the previously published start list. *(DNS or Snow Seed selection can affect the printed list.)*
3.) At a minimum, the Jury, Start Referee, and timing personnel must be notified of any changes!
4.) Contact experienced Race Administration personnel for assistance, if required.

b. Delete racer and, if allowed, edit start positions
c. Verify/correct points

X. CREATE NEW RACE WITH EXISTING COMPETITORS

(Using same competitors, and if software allows for this function, create new race from an old race. This is not a mandatory exercise, but the procedure needs to be understood.)

A. Enter and verify new U.S. Ski & Snowboard event code

B. Enter and verify new FIS codex number

C. Enter and verify new Header information

D. Explore updating competitors' data.
1. Reloading/updating all data e.g., membership names, numbers, nations, will overwrite your additions; e.g., age class, quota, notes and may *require re-verification of your Competition Database.*

2. Selecting points reload/update will only reload/update either the applicable Points List or selected points and is the preferred option.

XI. TRS (BUTTERFLY) OR AGE CLASS START LIST PREPARATION METHOD

A. TRS seeding may be used for non-scored and scored events. There are many variations of a TRS system; this is an example of one that is also often used for Age Class events:
Start Lists are prepared as follows:
1. First event/run: start order is randomly drawn within each gender, class or group, e.g., Year-of-Birth.

2. Second event/run (may be the same day or the following day): start order of first event/run is reversed within each gender, class or group.

3. Third event/run (may be the same day or the following day): begins with the second half of the first event/run order in each gender, class or group, and continues with the first half of the first event/run order in each gender, class or group.

4. Fourth race (may be the same day or the following day): the start order for the third event/run is reversed within each gender, class or group.

NOTE: *NPS/DNS/DNF/DSQ competitors start subsequent events/runs in their actual start positions.*

Example:
Event/Run 1= 1,2,3,4,5,6,7,8,9,10
Event/Run 2= 10,9,8,7,6,5,4,3,2,1
Event/Run 3= 6,7,8,9,10,1,2,3,4,5
Event/Run 4= 5,4,3,2,1,10,9,8,7,6
Athletes that are only entered in the second day of a multi-day event using TRS (Butterfly) seeding will be inserted after the top middle portion of the start order by class/gender for run 3.

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.)

B. Additional Alternate Seeding Systems
Not all regions use the TRS Butterfly system to prepare start lists for their events. A list of additional alternate seeding systems is available on the U.S. Ski & Snowboard website or from Division/Region Offices. Please verify and understand the system used in your Division/Region.

C. Application of the Golden Rule and TRS (Butterfly)
Athletes who have been granted Golden Rule Seeding will start 16+ in all runs unless initial start list preparation (random sort)/flip/butterfly affords them an earlier start position.

XII. MISCELLANEOUS

A. Understand all "Import/Export" functions
These functions are used to import online registration lists and may also be used to transfer data to/from timing computers. **The software's data import format must be adjusted to match the format of the source from which you are importing.** (Refer to "Split Second 101" PowerPoint presentation for complete details.)

B. Calculation of a Replacement Time (Equivalent Electronic Time – EET)
Providing official times is the responsibility of the timing staff. However, situations may arise where Race Administration personnel will be required to assist in the process. Becoming familiar with this tool now will be to your benefit.

C. Understand requirements for the level of your event: U.S. Ski & Snowboard scored, U.S. Ski & Snowboard non-scored, and FIS.

D. Understand the usefulness of creating a "Competition Database."

E. Understand the correct preparation of a Second Run Start List with a tie at 30/15
Edit assigned times to create a tie at 30/15 and test 30/15 bibbo function.

F. Understand the importance of ***never*** overwriting any race result software function without:
1. Verifying the accuracy of your input
2. Understanding the outcome
3. Having the capability to undo the action

G. If a situation arises that you and your team cannot solve, ask for help – preferably before you attempt to electronically submit your results!

H. Create scenarios and prepare the required documents, e.g., First-run DSQ protests and is given a provisional second run; Jury cannot meet until after the race but eventually upholds first run DSQ.

I. Remember competitors' times, regardless of how they are loaded into the race result software, must be verified against the timing tapes from the homologated (primary) timing equipment. These tapes contain the only "official" times.

J. Review/test solutions to additional issues.

K. Establish contact with an experienced Race Administrator as a "Dial-A-Friend" option in the eventuality you encounter issues/problems that you cannot solve. Do not be hesitant in asking for help. At some point, every experienced official had (or still has), a mentor who helped them understand, address, and solve issues.

XII. THE "GOLDEN RULE" – ADAPTIVE COMPETITORS

A. The "Golden Rule" is Alternate seeding proposed by the late Adaptive World Champion, Diana Golden. Its intent is to encourage adaptive competitors' participation in regular-calendared competitions. Request for "Golden Rule" seeding may only be made by athletes who have met adaptive competitor requirements; request for "Golden Rule" seeding must be conveyed to the Race Administration (preferably before the Draw). Adaptive athletes are allowed to compete using the equipment required by their disability.

The "Golden Rule" is not valid for FIS events!

B. **1st Run**: Seeded in special groups (16-20... 36-40... 56-60), or by National Points, whichever is more favorable. e.g., athletes 1-5 are seeded in group 16-20; athletes 6-10 are seeded in group 36-40.

C. **2nd Run**: Seeded in same special groups or by bibbo, whichever is more favorable. *In the case of a "flip-30" 2nd run, the special group starts in the 31st position. In the case of a "flip-15" 2nd run, the special group starts in the 16th/31st, etc., position.*

D. Adaptive athletes who have been granted Golden Rule Seeding and who are shown as DNS, DNF, DSQ, or NPS in the first run can start in the second run with their original bib immediately after the last qualified competitor has completed their run. It is recommended they be run in bib order. Announcement of this procedure should be made at the team captains' meeting.

E. The Golden Rule and TRS (Butterfly)
Adaptive athletes competing in events using an Alternate Seeding System (TRS) start 16+ in all runs unless the initial start list preparation (random sort)/flip/butterfly affords them an earlier start position.

XIII. RACE RESULT SOFTWARE SOLUTIONS:

A. Verify that all event-related computers are using the same/current versions of the software.

B. Verify that all event-related computers are using the same/current Points Lists.

C. Store previous seasons' races on external storage.

D. Delete previous seasons' Points Lists.
When deleting lists, remember that the lists may be stored in more than one area. If not sure of actual storage location, use search function, identify actual storage locations and delete all copies.

E. Loading new Points Lists.

1. Use software's option and load required list (verify list is not already loaded).

2. After loading required list, verify competitors' points against the appropriate source.

3. If you are having problems retrieving both U.S. Ski & Snowboard and FIS data for the same competitor, rekey the last name.

4. U.S. Ski & Snowboard database only capitalizes the first character of a competitor's last name but FIS database capitalizes the entire last name. If your List of Competitors has different formats for competitors' last names, it is usually caused by the software having to search the U.S. Ski &

Snowboard List for a competitor's name, etc. This is usually only encountered for U.S. Ski & Snowboard members with new FIS inscriptions; please edit your race database as required by the type of race. **EXAMPLE: FIS - O REILLY; U.S. Ski & Snowboard - O'Reilly**

F. If it is necessary to load a "corrected Points List," accessing U.S. Ski & Snowboard's FTP points list site and reloading the lists may not be adequate. When you request a download, the FTP site will check your computer. If it recognizes the list is already loaded, it may not overwrite the previous points list file; you must delete all copies of the original version.

G. If allowed by software, clear "Drop Down" caches where information you enter, e.g., ski area name, weather, is stored for future use. Keeping these storage areas clean may eliminate software issues.

H. If software freezes, verify that you do not have an excessive number of programs running in the background. If you do have additional programs open, start shutting them down until your software starts responding. Accessing and using a race file stored in the "cloud," a network drive, or a thumb drive can also cause a "freeze;" *storage to hard drive with backup to "cloud," etc., is recommended.*

Key CTRL+ALT+DEL and a TASK MANAGER window will appear. Click the "Applications" tab for a list of running programs; select individual open programs and select "End Task." A new box will appear that lists the program as not responding and allows you the option to shut it down. After closing other programs, if the race result software is still not responding, use the same procedure to and close the software. You should then be able to successfully reopen the software.

If the software is still not responsive, close it and, using either CTRL+ALT+DEL again or the RESTART functions reboot the computer. The rebooting function should solve remaining issues. If RESTART or CTRL+ALT+DEL are not allowing you to reboot the computer, your next option is to power off and restart the computer. A "hard" powering off - pressing the power button until the computer shuts down - should be used only as a last resort. A "hard" powering off is the equivalent of dropping a phonograph needle directly onto a phonograph record. (If you don't know what a phonograph is, Google it!)

If using Live-Timing with intermittent or no internet connection, it may cause the software to appear to be frozen. Step back and let the software cycle through. This may appear to take several minutes (it's actually about 30 seconds). If you are connected wirelessly or by wire, disable your internet connection to see if this helps the "freeze." You can also try to uncheck the "send data" box on the Live-Timing tab.

I. The downloaded versions of the U.S. Ski & Snowboard National Points List and/or the FIS Points List are a type of "membership list," and the competitor's FIS data must be verified against the FIS database.

J. **Inserting a competitor after the Start List is prepared:** If an insertion in the field is required, and software allows for manual manipulation of start numbers, assign an out-of-sequence bib number and correct start number, and adjust remaining start numbers; this will result in an offset of bib number to start number for remaining competitors.

Using an alpha designation for an insertion, e. g. 15A, for an insertion between competitors 15 & 16 is not recommended because software may use the start number for sorting. A start number containing an alpha character may not be recognized as a "number," but instead may be recognized as zero and may result in unexpected and possibly erroneous outcomes.

NOTE: BIB versus START: If an out-of-sequence bib number is assigned; verify how your race result software sorts a tie in time. Split Second defaults to the "Start Number", but VOLA defaults to the "Bib Number."

Refer to these defaults when inserting an athlete in a start order or assigning an out-of-sequence bib:

- **Split Second**: inserting an athlete after the first group and assigning 15A will affect Split Second's tie breaking capability because Split Second will not accept the start number + alpha character
- **VOLA**: assigning an out-of-sequence high value bib number to replace a missing bib; e.g., Start 6 wearing Bib 106 will affect VOLA's tie breaking capability should a tie in time occur, for example, between Start 6 Bib 106 and Start 20 Bib 20; (Bib 106 will be ranked before Bib 20 regardless of the earlier start.)

FINAL NOTES: You have probably noticed the constant reminder to**: "BACKUP YOUR RACE FILE TO AN EXTERNAL SOURCE!"** Please accept this reminder in the spirit in which it is offered from someone who has been there, didn't backup data, and spent many hours reconstructing an event file.

In addition, there is some repetition of information and/or procedures. These repetitions are generally items that are initially skimmed over as being basic but that are actually critical and easily missed.

Alpine Skiing

2026/2027

1st FIS points list 2026/27

Valid from 02-07-2026 to 08-07-2026

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

MEN							GENERAL		WOMEN						
ADDER						Z-Value	Men/Women		ADDER						Z-Value
Disc.	Level 0	Level 1	Level 2	Level 3	Level 4		F Value	Max points	Disc.	Level 0	Level 1	Level 2	Level 3	Level 4	
DH	0	0	8	8	8	0.00	1250.00	330.00	DH	0	0	8	8	8	0.00
SL	0	0	8	8	8	0.00	730.00	165.00	SL	0	0	8	8	8	0.00
GS	0	0	8	8	8	0.00	1010.00	220.00	GS	0	0	8	8	8	0.00
SG	0	0	8	8	8	0.00	1190.00	270.00	SG	0	0	8	8	8	0.00
AC	0	0	8	8	8	0.00	1360.00	270.00	AC	0	0	8	8	8	0.00

FÉDÉRATION INTERNATIONALE DE SKI
INTERNATIONAL SKI FEDERATION
INTERNATIONALER SKI VERBAND

COMPUTER INPUT INFORMATION

NOTE: INSERT REQUIRED INFORMATION FOR YOUR EVENT.

U.S. Ski & Snowboard Race Code: _____ FIS Codex: _____

Event Name: _____ Event Site: _____

Event Date: _____ Gender: M / W Event: DH / SL / GS / SG / AC / K / P

Training Dates: #1 _____ #2 _____ #3 _____

Training Times: #1 _____ #2 _____ #3 _____

EVENT OFFICIALS	TECHNICAL DATA
TD: _____	
U.S. Ski & Snowboard/FIS TD #: _____	
Referee: _____	Name of Course: **DM TRAIL**
U.S. Ski & Snowboard #: _____	
Asst. Referee: _____	Start: **794** m
U.S. Ski & Snowboard #: _____	Finish: **583** m
Chief of Race: _____	Vertical Drop: **211** m
U.S. Ski & Snowboard #: _____	Measured Length of Course (DH & SG Only)
Chief of Course: _____	**NA** m
U.S. Ski & Snowboard #: _____	Homologation #: **3149/139/12**
Start Referee: _____	
U.S. Ski & Snowboard #: _____	
Finish Referee: _____	
U.S. Ski & Snowboard #: _____	

1st Run	2nd Run
Course Setter: _____	Course Setter: _____
Forerunners:	Forerunners:
A: **Nagler, Andrew** **USA**	A: **Nagler, Andrew** **USA**
B: **Graham, Harry** **USA**	B: **Graham, Harry** **USA**
C: **Mabboux, Joe** **USA**	C: **Mabboux, Joe** **USA**
D: _____	D: _____
Number of Gates/Turns: **65 / 63 (GS, SL & SG, need 2 counts)**	Number of Gates/Turns: _____
Start Time: **10:00**	Start Time: **13:00**
Weather: **CLEAR**	
Snow: **PACKED POWDER**	
Temp Start: **- 2 C** Temp Finish: **- 1 C**	
Timing: **YOUR TIMING**	Data Processing: **YOUR SOFTWARE***
	***If not automatically inserted**

ENTRY FORM

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

COMPETITORS

FIS Code	Surname, First Name	YB	DH	SG	GS	SL	AC	PAR	Arrival (dd.mm.yy)	Departure (dd.mm.yy)

ENTRY FORM

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

12.08.2022.

ELECTRONIC TIME RECORDING FORM
(USE FOR SPLIT SECOND TRAINING)

DATE: ***YOUR EVENT*** **PAGE:** ***1*** **of** **1st RUN** ***X*** **2nd RUN ☐**
WOMEN ☐ MEN ☐
TIMEKEEPER NAME: ***OPERATOR'S NAME*** **DH☐ GS☐ AC☐**
RECORDER NAME: ***RECORDER'S NAME*** **SL☒ SG☐ K☐ P☐**

BIB #	ELECTRONIC TIME
1	59.01
2	59.50
3	54.41
4	58.77
5	59.36
6	57.96
7	59.40
8	59.15
9	1:00.35
10	DNF
11	59.51
12	59.46
13	59.90
14	59.78
15	NPS
16	59.22
17	1:00.75
18	1:00.74
19	1:00.70
20	1:00.70

BIB #	ELECTRONIC TIME

BIB #	ELECTRONIC TIME

START/FINISH TIMEKEEPER RECORDING FORM
(USE FOR VOLA or SPLIT SECOND TRAINING)

DATE: ***YOUR EVENT***_____ PAGE: ***1***__of ____ 1st RUN ***X*** 2nd RUN ☐

MARK ONE: START ***X*** FINISH ***X*** WOMEN ☐ MEN ☐

TIMEKEEPER NAME: ***OPERATOR'S NAME***_____ DH ☐ GS ☐ SL ***X***

RECORDER NAME: ***RECORDER'S NAME***_____ SG ☐ AC/K ☐ P ☐

START TIME OF DAY

BIB #	TIME OF DAY		
	MM	SS	ss
1	06	58	5438
2	07	47	3324
3	08	26	8415
4	10	02	4597
5	10	46	4810
6	11	30	3194
7	12	16	4217
8	13	03	0181
9	13	47	9598
10	14	25	8735
11	15	14	1347
12	16	01	1453
13	16	46	3704
14	17	29	3011
15	NPS		
16	18	17	3106
17	19	04	4595
18	19	48	9102
19	20	26	8406
20	21	15	1021

FINISH TIME OF DAY

BIB #	TIME OF DAY		
	MM	SS	ss
1	07	14	2470
2	08	03	6791
3	09	40	8233
4	11	04	5100
5	11	50	6056
6	12	34	3381
7	13	18	4930
8	14	03	8046
9	14	48	8028
10	DNF		
11	16	17	3403
12	17	03	2100
13	17	47	4104
14	18	32	1421
15	NPS		
16	19	19	3313
17	20	06	0121
18	20	51	0616
19	21	30	1989
20	22	18	9599

REPORT BY THE REFEREE

PROCES VERBAL DU JUGE ARBITRE

PROTOKOLL DES SCHIEDSRICHTERS

Place / Lieu / Ort	***YOUR SITE***	**Country** / Pays / Land	***YOUR NAT***	**Codex**	***U.S. Ski & Snowboard or FIS***
Name of event Nom de l'événement Name der Veranstaltung	***NAME OF YOUR RACE***		**Date** Date Datum	***RACE DATE***	
Category	***U.S. Ski & Snowboard SCORED, U.S. Ski & Snowboard NON-SCORED COC, WC, ETC.***	**Gender**	***COMPETING GENDER***	**Event**	***GS/SL/SG/DH/SC 1ST RUN***

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 Famillenname, Vorname	**Nat**	**Gate No.** No. porte Tor Nr.	**Gate judge** Juge de porte Torrichter	**Notes** Notes Bemerkung
1	***COMPETITOR'S NAME***	***NAT***	***31***	***GJ NAME***	***REASON FOR DSQ or APPLICABLE RULE NUMBER***

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* Famillenname, Vorname	**Nat**	**Notes** / *Notes* / Bemerkung
15	***COMPETITOR'S NAME***	***NAT***	***REASON FOR NPS OR APPLICABLE RULE NUMBER***

Did not start (No.)/Pas au départ (No.)/Nicht am Start (Nr.)											
Did not finish (No.)/Pas à l'arrivée (No.)/Nicht im Ziel	***10***										

Time published / Heure D'affichage / Anschlagzeit	**Deadline** / *Délai* / Ablauf	**Date** / Date / Datum	**Signature Referee** Signature du jude arbitre Unterschrift des Schiedsrichter
11:00	***11:15***	***DATED***	***SIGNED***

FÉDÉRATION INTERNATIONALE DE SKI
INTERNATIONAL SKI FEDERATION
INTERNATIONALER SKI VERBAND

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

2ND RUN START LISTS
[617.3.3, 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, however, announce a bibbo of 15. ***Due to space constraints, bibbo of 15 is illustrated.***

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.

1st RUN TIMES		**1st RUN RESULTS**				**2ND RUN START LIST**			
BIB	**TIME**		**PL**	**BIB**	**TIME**	**ST**	**BIB**	**1st RUN TIME**	
1	52.11	***	1	7	49.63	**1**	**12**	**52.56**	\
2	51.56		2	4	49.71	**2**	**17**	**52.56**	**/ 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.**31DSQ**		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 racer's bib number!

COMPUTER INPUT INFORMATION

NOTE: INSERT REQUIRED INFORMATION FOR YOUR EVENT.

U.S. Ski & Snowboard Event Code: _____ FIS Codex: _____

Event Name: _____ Event Site: _____

Event Date: _____ Gender: M / W Event: DH / SL / GS / SG / AC / K / P

Training Dates: #1 _____ #2 _____ #3 _____

Training Times: #1 _____ #2 _____ #3 _____

RACE OFFICIALS	TECHNICAL DATA
TD: _____ U.S. Ski & Snowboard/FIS TD #: _____ Referee: _____ U.S. Ski & Snowboard #: _____ Asst. Referee: _____ U.S. Ski & Snowboard #: _____ Chief of Race: _____ U.S. Ski & Snowboard #: _____ Chief of Course: _____ U.S. Ski & Snowboard #: _____ Start Referee: _____ U.S. Ski & Snowboard #: _____ Finish Referee: _____ U.S. Ski & Snowboard #: _____	Name of Course: **DM TRAIL** Start: **794** m Finish: **583** m Vertical Drop: **211** m Measured Length of Course (DH & SG Only) **NA** m Homologation #: **3149/139/12**

1st Run	2nd Run
Course Setter: _____ Forerunners: A: **Nagler, Andrew** **USA** B: **Graham, Harry** **USA** C: **Mabboux, Joe** **USA** D: _____ Number of Gates/Turns: **65 / 63 (GS, SL & SG, need 2 counts)** Start Time: **10:00** Weather: **CLEAR** Snow: **PACKED POWDER** Temp Start: **- 2 C** Temp Finish: **- 1 C** Timing: **YOUR TIMING**	Course Setter: _____ Forerunners: A: **Nagler, Andrew** **USA** B: **Graham, Harry** **USA** C: **Mabboux, Joe** **USA** D: _____ Number of Gates/Turns: **64 / 62** Start Time: **13:00** Data Processing: **YOUR SOFTWARE*** ***If not automatically inserted**

ELECTRONIC TIME RECORDING FORM
(USE FOR SPLIT SECOND TRAINING)

DATE: ***YOUR EVENT*** **PAGE:** ***1*** **of** ___ **1st RUN ☐ 2nd RUN *X***
WOMEN ☐ MEN ☐
TIMEKEEPER NAME: ***OPERATOR'S NAME*** **DH☐ GS☐ AC☐**
RECORDER NAME: ***RECORDER'S NAME*** **SL☒ SG☐ K☐ P☐**

BIB #	ELECTRONIC TIME
19	59.32
20	58.59
9	57.99
13	DNS
14	DNF
11	55.41
2	59.51
12	59.09
7	59.19
5	59.78
16	59.99
8	58.82
4	58.28
6	57.81
3	58.78
18	59.84
17	57.79

BIB #	ELECTRONIC TIME

BIB #	ELECTRONIC TIME

START/FINISH TIMEKEEPER RECORDING FORM
(USE FOR VOLA or SPLIT SECOND TRAINING)

DATE: ***YOUR EVENT***_____ PAGE: ***1***__of ____ 1st RUN ☐ 2nd RUN ***X***

MARK ONE: START ***X*** FINISH ***X*** WOMEN ☐ MEN ☐

TIMEKEEPER NAME: ***OPERATOR'S NAME***_____ DH ☐ GS ☐ SL ***X***

RECORDER NAME: ***RECORDER'S NAME***_____ SG ☐ AC/K ☐ P ☐

START TIME OF DAY

BIB #	TIME OF DAY		
	MM	SS	ss
5	00	55	3854
6	01	40	4233
20	02	21	5148
19	03	05	7594
11	04	41	1048
14	05	37	4913
18	06	11	7124
7	07	09	1801
12	07	40	1918
4	08	29	3545
16	09	11	7654
17	10	09	3124
13	DNS		
9	11	21	1103
8	12	10	6101
3	13	09	6695
2	14	22	6406

FINISH TIME OF DAY

BIB #	TIME OF DAY		
	MM	SS	ss
5	02	01	4201
6	02	46	4133
20	03	24	5568
19	04	09	7144
11	05	49	1352
14	DNF		
18	07	14	4632
7	08	13	1135
12	08	46	1147
4	09	31	3264
16	10	19	1473
17	11	11	3254
13	DNS		
9	12	28	1563
8	13	15	2781
3	14	14	1295
2	15	29	7389

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

Place / Lieu / Ort	***YOUR SITE***	**Country** / Pays / Land	***YOUR NAT***	**Codex**	***U.S. Ski & Snowboard or FIS***
Name of event Nom de l'événement Name der Veranstaltung	***NAME OF YOUR RACE***		**Date** Date Datum	***RACE DATE***	
Category	***U.S. Ski & Snowboard SCORED, U.S. Ski & Snowboard NON-SCORED COC, WC, ETC.***	**Gender** ***COMPETING GENDER***	**Event**	***GS/SL/SG/DH/SC 2nd RUN***	

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 Famillenname, Vorname	**Nat**	**Gate No.** No. porte Tor Nr.	**Gate judge** Juge de porte Torrichter	**Notes** Notes Bemerkung
	NONE				

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* Famillenname, Vorname	**Nat**	**Notes** / *Notes* / Bemerkung

Did not start (No.)/Pas au départ (No.)/Nicht am Start (Nr.)	***13***									
Did not finish (No.)/Pas à l'arrivée (No.)/Nicht im Ziel	***14***									

Time published / Heure D'affichage / Anschlagzeit	**Deadline** / *Délai* / Ablauf	**Date** / Date / Datum	**Signature Referee** Signature du jude arbitre Unterschrift des Schiedsrichter
15:00	***15:15***	***DATED***	***SIGNED***

FÉDÉRATION INTERNATIONALE DE SKI
INTERNATIONAL SKI FEDERATION
INTERNATIONALER SKI VERBAND