



Cross Country TD Report Instructions

- ✓ A report is to be completed for each race that has a unique NRL Race Code; each Race Code represents a unique sex, race distance, start time, and penalty.
- ✓ There may be multiple age classes within a single code.
- ✓ There will be a minimum of two Race Codes (men and women) and as many as eight (depending on the separation of age classes) on each competition day.
- ✓ Sprint competitions only have one Race Code for Qualifying and another for Heats. A separate report must be filed for a Sprint Heat if there is an incident to report (Sanction, Protest, Timing Issue, etc). In this case select “no” for “Valid for NRL Points” and enter “999” for the Calculated Penalty”.
- ✓ FIS competitions require a separate report and it is not required to file the U.S. Ski & Snowboard TD Report for those competitions.
- ✓ Section 2 **Race Information**, Section 3 **Timing and Results**, and Section 4 **Protests and Sanctions** must be completed for each Race Code. These sections contain required questions which must be answered in order for the form to be submitted.
- ✓ Section 5 **Jury Information**, Section 6 **Course Information**, and Section 7 **Stadium Information** must be filled out for each competition day.
- ✓ Section 8 **Control Measures**, Section 9 **Venue Information**, Section 10 **Safety Information**, Section 11 **Organizing Committee Operations**, and Section 12 **General Comments** need only to be filled out once for the event (typically a weekend).
- ✓ Any information relevant to a specific Race Code can be added in Sections 5 through 12 at the discretion of the TD. For example, reporting accidents or changes in the course due to weather.
- ✓ Section 12 allows the TD to upload documents, videos, or photos. These include signed sanction forms, protest forms, jury minutes, photos of areas of concern (or high quality), video. The max size for each upload is 100 Mb. The TD must have their own Google account to upload. The alternative is to email these items to ussacofficials@gmail.com.
- ✓ You must click through all 12 sections to complete the form even if you do not provide information in a section. The button to submit is on the final section. The report is not complete until it is submitted.
- ✓ Sanctions at all levels are reported on separate google form [located here](#).
- ✓ Sanctions that require offender signature require a hard copy that can be uploaded to the TD report or emailed. The hard copy form can be downloaded [here](#) or from [the Nordic Officials Page](#)
- ✓ Upon submission, form responses are uploaded into a [Google sheet](#) where they can be reviewed and downloaded.
- ✓ The TD will need to send this report information to the OC. You will be given the option to email your responses to yourself. Selecting this option is an easy way to share the information as you can forward the response email to the OC.