

# U.S. Ski & Snowboard Event Organizer Handbook



*EDITION 2021-22*  
*Updated August 2021*

# Table of Contents

<b>1. Introduction</b>	<b>5</b>
<b>2. Organization</b>	<b>6</b>
2.1 Organizing Committee Structure	6
2.2 U.S. Ski & Snowboard Support	8
2.3 Event Crisis Team	9
<b>3. Competition</b>	<b>9</b>
3.1 Schedule	9
3.2 Agreements	9
3.3 Courses	10
3.4 Facilities & Venue	11
3.5 Officials	11
3.6 Personnel	12
3.7 Operations Transportation	13
3.8 Materials and Staffing	13
3.9 General Liability Insurance	14
3.10 Competition-Specific Communication	15
3.10.1 Administration Announcement and Invitation	15
3.10.2 Coach/Competitor Guide	15
3.10.3 Start and Result List	16
3.11 Accreditation	16
3.12 Awards and Prize Money	19
3.12.1 Awards Ceremonies	19
3.12.2 Prize Money	19
<b>4. Medical Organization</b>	<b>20</b>
4.1 Event Emergency Medical Services Action Plan (EAP)	21
4.2 Required Facilities & Resources	21
4.3 Scheduling for Event Medical Support Coverage	22
4.4 Recommended Medical Personnel/Staff	22
4.5 Training of Personnel	25
4.6 Communication and Radio Protocol	26
4.7 Incident Management	26
4.9 Published Information	28
4.10 Anti-Doping Controls	28
4.11 Event Injury Record - FIS Injury Observation	31
<b>5. COVID-19 Protocols</b>	<b>33</b>
5.1 COVID-19 Protocols	33

<b>6. Facilities</b>	<b>33</b>
6.1 Competition Headquarters	33
6.2 Media Facilities (Press Room)	34
6.3 Team Accommodations and Meals	34
6.4 Other Accommodations	35
6.5 Parking Facilities	35
6.6 Wax Facilities	35
6.7 Water Requirements (alpine-only)	35
6.8 Workout Facilities	35
6.9 Timing and Event Production Facilities	35
<b>7. Event Rights</b>	<b>36</b>
7.1 Event Rights	36
7.2 Title Sponsor Rights	36
7.3 Logo Standards	37
7.4 U.S. Ski & Snowboard Event Sponsor Rights	37
7.5 Broadcast Rights	37
7.6 Merchandising	38
7.7 U.S. Ski & Snowboard Licensees	38
<b>8. Marketing and Promotions</b>	<b>39</b>
8.1 Sponsor Servicing	39
8.2 Collateral and Advertising	39
<b>9. Media and Public Relations</b>	<b>41</b>
9.1 U.S. Ski & Snowboard Media Contacts	41
9.2 Site Staffing Assignments	42
9.3 Media Releases and Information Development Event Announcement	42
9.4 Results and Start Lists	43
9.5 Event Crisis Plan	44
9.6 Press Room Standards and Operation	45
9.6.1 Press Room Standards & Operation Overview	45
9.6.2 Press Room Standards & Operation Details	45
9.7 Sample Event Media Services Budget	48
<b>10. Television</b>	<b>52</b>
10.1 Host Broadcaster	52
10.2 International Rights Holding Broadcaster(s)	52
<b>11. Appendixes</b>	<b>53</b>
Appendix A - Sample Event Organizing Agreement	53
<b>RECITALS</b>	<b>53</b>

Appendix B - Sample Finish Areas	70
Appendix C - U.S. Ski & Snowboard Event Materials and Staffing Summaries	73
Appendix D - U.S. Ski & Snowboard Volunteer Race Worker Registration Form	82
Appendix E - Medical Organization Recommendations	84
Appendix F - Nutritional Guidelines	91
Appendix G - Sample Biography Form	94
Appendix H - Sport-Specific FIS Rules	95
Appendix I - Electronic Funds Transfer	96
Appendix J - Press Room Standards & Operation Overview	97
Appendix K - Sample Event Media Services Budget	99

# 1. Introduction

Skiing and snowboarding are exciting action sports bringing speed, danger and exhilaration to fans around the world. As a U.S. Ski & Snowboard event organizer, you have an opportunity to showcase the best athletes in the world, who also represent the high values of Olympic role models. You are an integral partner for the success of these great young athletes!

The Vision of the U.S. Ski & Snowboard is to make the United States of America the best in the world in Olympic Skiing and Snowboarding. The U.S. Ski & Snowboard Events Department supports this vision by conducting events that provide quality athletic competitions, sites, promotions, and financial opportunities. U.S. Ski & Snowboard partnerships with venues across the country are an integral part of its success, allowing U.S. Ski & Snowboard to conduct the highest quality competition and training for athletes, and develop marketable event assets.

The U.S. Ski & Snowboard, in cooperation with its partner resorts, conducts over 25 elite events every season, with the eyes of the world watching. This Handbook has been developed as a tool for use by elite-level U.S. Ski & Snowboard event organizers including organizers of FIS World Cups, U.S. Grand Prix and Revolution Tour, Continental Cups, U.S. Championships, and exhibition events. U.S. Ski & Snowboard relies on the experience and expertise of our event organizers and hope this Event Organizer Handbook will help you establish the highest standards for your event. This Handbook is designed to be a supplemental guide to the existing competition rules of the U.S. Ski & Snowboard and the International Ski Federation (FIS).

U.S. Ski & Snowboard is excited to be working with you. Please feel free to contact us if we can be of any assistance as you prepare to bid for or host a U.S. Ski & Snowboard event.

**1 Victory Lane**  
**Park City, UT 84060**  
**Telephone: 435-649-9090**  
[www.usскиandsnowboard.org](http://www.usскиandsnowboard.org)



## **USANA Center of Excellence** **U.S. Ski & Snowboard Headquarters**

The USANA Center of Excellence (COE) is a state-of-the-art national training and education facility designed to serve athletes of the U.S. Ski & Snowboard, from development athletes all the way to elite teams, with world-class support through sport science, sports medicine, education and program management. The Center was established in May 2009 and is located in Park City, UT.

## 2. Organization

### 2.1 Organizing Committee Structure

U.S. Ski & Snowboard events at the Elite level involve not only a series of competitions, but also additional promotional, organizational and infrastructure requirements. The development of a comprehensive Organizing Committee (OC) with experienced community leaders will be a critical component to the success of your event. As a basic rule, each OC should consist of the following positions:

**Chair** - The Event Chair is responsible for the leadership and management of all aspects of the OC. The Event Chair will be the key point of contact for U.S. Ski & Snowboard and the FIS in the development of each event and will likely be responsible for overseeing the U.S. Ski & Snowboard Event Organizing Agreement and budget.

**Chief of Competition** - The Chief of Competition is responsible for overseeing the preparation and conduct of the competition while ensuring the technical requirements of the competition (according to FIS and U.S. Ski & Snowboard rules and standards) are being met. The Chief of Competition represents the competition/venue on the OC and will work with U.S. Ski & Snowboard's Technical Advisor (TA) to ensure the highest quality competition. Additionally, there will be a Chief assigned to each venue for the purpose of managing the direct venue needs, i.e. Chief of Halfpipe, Chief of SBX, Chief of Moguls, Chief of Air, etc. This position requires US Ski & Snowboard membership, please reference membership requirements [here](#).

**Chief of Press** - The Chief of Press represents the OC in all communications with media and public relations activities. This person will be responsible for the management of the press room facilities, personnel, media accreditation and press release distribution. The Chief of Press will work with the U.S. Ski & Snowboard's designated Media Advisor to prepare for and service the media as outlined in [Section 8](#).

**Marketing Coordinator** - The Marketing Coordinator's primary responsibility will be to coordinate marketing and sales efforts on behalf of the organizer, develop event collateral and service of all VIP event guests. This person may be responsible for coordinating event advertising and promotional materials. This person will also oversee a staff to service sponsors including OC obligations for lodging, hospitality and signage.

**TV Liaison** - The TV Liaison will be responsible for working with the host broadcaster to coordinate their logistical needs on the venue. This may include coordination of venue transportation, communication with the competition jury, facility preparations (i.e. television compounds, camera platforms, cabling, power), etc.

**Lodging Coordinator** - The Lodging Coordinator's sole responsibility will be to manage the lodging block for the event, including reservations, changes/cancellations, billings,

donations, etc. This will consist of managing room blocks for athletes/teams, officials, sponsors/VIPs, television and press.

**Registration Coordinator/Support** - The Registration Coordinator/Support will be responsible for management of all athlete, coach, and staff registration for the event, including: event invitations & information packets, accreditation lists & distribution, and bib distribution. The Registration Coordinator/Support often becomes the informational point-of-contact for nations attending the event.

**Hospitality Coordinator** - The Hospitality Coordinator will be responsible for management of all food and beverage needs for the event, including: team meals, hospitality tent, banquets and social functions. The Hospitality Coordinator may also be responsible for coordinating all VIP functions, including cocktail receptions, parties, public draws, etc. This responsibility may also be delegated to VIP Function Coordinators.

**Ceremonies Coordinator** - The Ceremonies Coordinator will be responsible for developing and coordinating all special ceremonies for the event including opening ceremonies, awards ceremonies, national anthems, or other ceremonial functions.

**Event Medical Supervisor** - The Medical Supervisor will be responsible for directing and coordinating all medical services provided at the event in accordance with [Section 4](#).

**Volunteer Coordinator** - The Volunteer Coordinator is responsible for ensuring adequate, skilled manpower (on & off the hill) is available to support the event. Volunteers are generally needed for course maintenance, security, accreditation, hospitality, press room, etc.

**Operations Coordinator** - The OC's Operations Coordinator is responsible for managing and coordinating the installation of event material and all sponsor signage, along with the U.S. Ski & Snowboard's Operations Coordinator and crew. This person will work with the U.S. Ski & Snowboard's Operations Coordinator and crew to coordinate signage layouts, installation, materials, personnel, etc.

**Operational Support** - The event organizer is required to supply up to four (4) dedicated workers to support and work directly with the U.S. Ski & Snowboard Operations Coordinator.

## 2.2 U.S. Ski & Snowboard Support

U.S. Ski & Snowboard will assign specialized staff to work with the OC to ensure the highest quality competition. U.S. Ski & Snowboard's staff is meant to be a resource for the OC, acting as a partner in all aspects of the event's organization. Following is a list of specialized staff advisors, which may be assigned to your event:

**Event Manager or Director** - The Event Manager or Director will be the primary point of contact for the OC and will oversee all aspects of the event's production on behalf of U.S. Ski & Snowboard. The Event Manager or Director will coordinate communications and support between the OC and other U.S. Ski & Snowboard staff and contractors. This will include coordination of the Event Organizing Agreement or Sanction Agreement, budget, sponsorships, promotions, television, media, athletes, officials, etc.

**Technical Advisor** - The Technical Advisor (TA) will work with the OC to oversee the planning and preparation of each competition venue to ensure a safe, prepared, international-level competition venue is prepared. The TA will work closely with the Chief of Competition and mountain operations to ensure the highest quality competition

**Media Advisor** - U.S. Ski & Snowboard may assign a designated Media Advisor to work with the Chief of Press to coordinate the development of adequate press servicing facilities and personnel and to coordinate event public relations activities.

**Operations Coordinator** - The U.S. Ski & Snowboard Operations Coordinator and crew will manage and coordinate the installation of event materials and all sponsor signage, along with the OC. This person will work with the OC's Operations Support and crew to coordinate signage layouts, installation, materials, personnel, etc.

**Sponsorship Coordinator** - The U.S. Ski & Snowboard Sponsorship Coordinator will act as a liaison between U.S. Ski & Snowboard partners and the OC. This person will coordinate the partners on-site needs with the OC prior to the event and will execute these needs on-site with the Operations Coordinator and crew.

### 2.3 **Event Crisis Team**

In advance of each event, the OC, along with U.S. Ski & Snowboard, should identify an Event Crisis Team. The Event Crisis Team should include key/senior representatives of the venue, OC and U.S. Ski & Snowboard, and will be responsible for making decisions and managing the release of critical information in the case of an event emergency or crisis. Such situations could include event delays, postponements, cancellations, accidents or circumstances, security issues, or other extraordinary situations.



Freestyle World Cup at Deer Valley

## 3. Competition

### 3.1 Schedule

A detailed event schedule must be approved by U.S. Ski & Snowboard at least 60 days prior to the event.

The schedule must include the following:

- Arrival and Departure dates
- Training dates, times, and locations
- Competition schedule (lift operations, jury meetings, start times, course locations, etc)
- Team Captain's Meetings dates, times, and location
- Race Headquarters, registration and press room hours of operation and location
- Social Activities (VIP, Sponsor Village, etc)
- Weather Contingencies

### 3.2 Agreements

The OC and U.S. Ski & Snowboard will enter into a formal agreement:

#### **Event Organizing Agreement or Sanction Agreement**

A legal agreement, to be executed between the OC and U.S. Ski & Snowboard, will define the relationship between the parties regarding the conduct of an elite U.S. Ski & Snowboard event. This document will include information regarding the conduct of the competition, schedule, marketing and broadcast rights and obligations, budget, lodging and meals, etc. A sample Event Organizing Agreement is included in this handbook as Appendix A.

## **U.S. Ski & Snowboard Schedule Agreement**

If needed, a U.S. Ski & Snowboard Schedule Agreement will be executed.

If applicable, the OC, US Ski & Snowboard, and FIS will enter into one formal agreement:

## **FIS World Cup Agreement**

World Cup organizers will additionally enter into a third-party agreement between the FIS, U.S. Ski & Snowboard and the OC, which obligates all parties to conduct the event under FIS World Cup rules and obligations. World Cup organizers will enter into this agreement in addition to the Event Organizing Agreement.

## **3.3 Courses**

**3.3.1** All competitions must be conducted on homologated courses unless otherwise agreed to in writing by the FIS and U.S. Ski & Snowboard. The organizer is solely responsible for compliance with homologation and/or facility approval requirements according to each discipline and type of competition. U.S. Ski & Snowboard will not be responsible for any costs incurred to achieve this compliance.

**3.3.2** It is the responsibility of the organizer to dedicate all resources possible to ensure, at the highest international standard, a quality venue and competition. Courses and venues must be in competition condition the afternoon prior to the first day of training. This includes, but is not limited to, the use of course hardeners, course watering and/or water injection, snowmaking, snowcats, winch cats, blowers, pipe cutters, track setters, course workers, plastic shovels (for snow removal), sharp steel shovels (for course maintenance), rakes, pine needles and mulchers, dye, etc. Equipment and materials for course preparation and maintenance need to be available 24 hours a day during the event, preparation, and tear down periods.

**3.3.3** The OC is responsible for providing the minimum requirements for course preparation, safety installations, equipment and materials established during a pre-event site inspection of the FIS and/or U.S. Ski & Snowboard Technical Advisor.

**3.3.4** Courses must have FIS approved timing equipment and a dry, enclosed, heated timing building.

**3.3.5** Courses must provide a warming hut or facility for competitors at the start.

### 3.4 Facilities & Venue

All competition venues must provide the facilities outlined in [Section 5](#). Additionally, the layout of each competition venue must be reviewed with U.S. Ski & Snowboard at least 60 days prior to the event. Each venue should provide adequate space for a competitor corral, broadcast area, media corral, coaches' area, VIP viewing and spectator areas. Additional space may be necessary for scoreboards, large screen display boards, inflatables, etc. A sample finish area diagram and online resources may be found in Appendix B.

### 3.5 Officials

The OC must meet FIS and U.S. Ski & Snowboard requirements for assignment and duties of officials, which are established in the International Competition Rules (ICR) and U.S. Ski & Snowboard rules and officials manuals. The OC is also responsible for coordination and payment of all required competition officials (unless agreed to otherwise in writing), including Technical Delegates (TD), judges, race administrator (RA), etc. This includes travel, lodging, meals, fees, etc. The OC should contact the TD and head judge as early as possible to coordinate these arrangements. In addition to those officials assigned by FIS/U.S. Ski & Snowboard, the OC will be responsible to provide for the following officials:

#### **Chief of Competition**

The Chief of Competition needs to have a current US Ski & Snowboard Officials license. Additionally, Chiefs of Competition for elite U.S. Ski & Snowboard events must have extensive experience and knowledge in officiating the respective sports in the event.

#### **Competition Secretary**

For elite U.S. Ski & Snowboard events, Competition Secretaries should have a minimum of a current Level 2 certification. A Level 3 certification is preferred. The OC needs to provide at least two experienced assistants to work with the Competition Secretary full-time during the event.

#### **Chief of Timing and Scoring**

The Chief of Timing and Scoring must have a minimum of a current Level 2 certification and will be responsible for supervising the timing crew. A Level 3 certification is preferred. Timing equipment must meet FIS specifications and be FIS homologated.

#### **Other Officials**

All officials and jury members must be current members of U.S. Ski & Snowboard (if U.S. citizens), or members of a national federation recognized by FIS and U.S. Ski & Snowboard. Officials at elite U.S. Ski & Snowboard events should have the skill, certification and experience necessary to fulfill their competition responsibilities.

### **3.6 Personnel**

Course personnel must include adequate crews of course workers, slip crews, emergency crews and course stewards. Personnel requirements are summarized in Appendix C and will be reviewed by U.S. Ski & Snowboard's TA during a site inspection. Following is a general outline of duties and requirements:

#### **Course Workers**

This crew's sole responsibility is the preparation and maintenance of the competition venue and should be an independent group of personnel, separate from slip crews, gate judges, or other workers. Their duties will include the installation of safety materials, course maintenance, snow removal, etc. Course workers will be assigned in groups of 5-20 people to work in designated sections of the course. The U.S. Ski & Snowboard TA will review course worker requirements with the OC during a pre-event site inspection. Details on the number of course workers required for each type of competition can be found in Appendix C.

#### **Slip Crews**

The OC must provide slippers as agreed upon after each competition where necessary. Depending on turnaround time, this could require 40-50 dedicated slippers (for example halfpipe competitions require a dedicated crew of 16 experienced skiers for the duration of the training and competition. Refer to numbers outlined in Appendix C)

#### **Emergency Competition Crews (alpine only)**

This crew must be on-call 24 hours a day to assist in course preparation including watering, snow removal, slipping, etc. This crew will generally be called into action in the event of unfavorable weather conditions, which threaten the success of the competition. Emergency Competition Crew requirements will be reviewed with the OC during a pre-event site inspection by U.S. Ski & Snowboard and/or FIS. As a general rule, 60 people will be needed for World Cup events.

#### **Course Stewards**

Course Stewards will work at course entrances and crossings to control access and crossings on the course. The OC should provide 2-4 full-time stewards at each entrance or crossing.

#### **Venue Designer**

The Venue Designer will have specialized expertise in the design, construction and maintenance of each venue.

### **3.7 Operations Transportation**

Due to the amount and type of equipment needed to construct a world-class venue, display site and sponsor identification, on-hill transportation is required by the site.

On-hill transportation needs include:

- Large Haul- Snowcats with trailer and blade cage or bucket will be required for the primary load-in and load-out before and after the event.
- Small Haul- Snowmobiles with trailers or toboggans are needed for smaller ad-hoc transportation throughout the event.

OC should provide adequate parking for operations vehicles as needed. U.S. Ski & Snowboard staff will work with the OC to develop the scope of transportation requirements for the U.S. Ski & Snowboard and its vendors.

#### **TV Needs**

Operational TV needs, such as load-in and load-out of equipment; scaffolding, power, phone lines/data, crew transportation and meals/catering options will be communicated to the OC by the U.S. Ski & Snowboard events staff and/or TV producer. A conference call with TV, U.S. Ski & Snowboard and the OC is recommended to discuss the details and needs.

#### **U.S. Ski & Snowboard Vendors**

Vendors brought in to provide services to enhance the event will need transportation on and off-site, power, and communication/data. Needs will be communicated to the OC by the U.S. Ski & Snowboard Sponsorship Coordinator.

#### **Lift Operations**

As identified in [section 3.1](#) above, special lift operating schedules will be required to accommodate safety and operational needs as well as athlete and official access to the venues. The lift operation schedule should be developed with U.S. Ski & Snowboard staff that considers both the athletic and operational needs of the event before it is published on the event schedule.

### **3.8 Materials and Staffing**

In addition to the items and personnel listed above, the OC is also responsible for providing all necessary materials and staffing which is required to host an elite international event. A summary of material and staffing requirements by sport and by discipline is included for your reference in Appendix C of this Handbook.

#### **Banner Site Identification and Sponsor Inventories**

Sizing and quantities will be communicated through U.S. Ski & Snowboard Event Manager and/or U.S. Ski & Snowboard Operations Coordinator, and will vary based on discipline.

### 3.9 General Liability Insurance

The OC is required to provide comprehensive general liability insurance in the amount specified in U.S. Ski & Snowboard's Request for Proposal and Event Organizing Agreement, but in no cases less than \$5,000,000 per occurrence. The OC's insurance must name U.S. Ski & Snowboard, then event title sponsor, and other sponsors (as requested by U.S. Ski & Snowboard) as additional insured for purposes of the event. The OC must provide a Certificate of Insurance to U.S. Ski & Snowboard 30 days in advance of the event.

U.S. Ski & Snowboard will ensure that the OC, the venue (if different than the OC), and competition officials are named as additional insureds under U.S. Ski & Snowboard's general liability and umbrella policies, subject to the conditions described below. Coverage under any U.S. Ski & Snowboard policy as an additional insured shall be primary coverage, and shall apply only to claims with (1) arise out of the conduct of eligible parties engaged in activities which are usual and customary for persons and entities engaged in the organization and operation of events, and/or (2) are brought to the written demand for compensation for any type by a claimant.

Notwithstanding anything to the contrary, eligible parties shall not be entitled to any coverage under any U.S. Ski & Snowboard insurance policy, and shall be barred from asserting any claim or seeking any indemnification from or against U.S. Ski & Snowboard for any claim involving any failure by an eligible party:

- a. to comply with any requirement of federal, state or local law, or any safety or eligibility regulation of U.S. Ski & Snowboard or FIS, in connection with the event;
- b. to exclude from competing in the event any person who lacks proof of either current U.S. Ski & Snowboard membership in good standing, current listing on the FIS points list, or has been properly entered by a national federation that is recognized by FIS;
- c. to exclude from forerunning or competing in the event any person whom the Jury has not deemed qualified to forerun or compete in the event if the event involves limitations on entries set forth in the U.S. Ski & Snowboard Schedule Agreement;
- d. to use its best efforts to exclude from physical presence within the event areas or courses, at all such times as any facet of the event may be underway, any workers who are not U.S. Ski & Snowboard members, properly credentialed FIS officials, coaches and trainers, or regular employees of eligible parties acting within the scope of their employment, unless such workers have properly executed a U.S. Ski & Snowboard "Race Worker Registration" form.

### **Race Worker Registration**

Course personnel who are not current members of U.S. Ski & Snowboard must sign the U.S. Ski & Snowboard volunteer race worker registration form prior to being accredited for the event. U.S. Ski & Snowboard's Race Worker Registration form is included as Appendix D of this Handbook.

## **3.10 Competition-Specific Communication**

### **3.10.1 Administration Announcement and Invitation**

The OC or the U.S. Ski & Snowboard Events Department will be responsible for disbursing an event announcement and/or competitor invitation for your event that has been reviewed and approved by U.S. Ski & Snowboard and FIS. The responsibility will be defined in the Event Organizing Agreement. This announcement should be sent out at least 60-90 days prior to the competition and include the following information:

- Organizer contact info: address, phone, fax, email
- Event name, site, dates
- Entry information- procedures, fees, deadline, contact
- Schedule of events
- Awards/prize money
- First team captain's meeting
- Notification of doping control (when applicable)
- Lodging contact- name(s), phone, fax, email

The event announcement/invitation should be sent to the following:

- All FIS National Federations (for international FIS events)
- U.S. Ski & Snowboard headquarters (Park City, UT)
- U.S. Ski & Snowboard regional managers
- Key competition programs including teams, ski clubs, etc.
- Individual athletes (where applicable)

### **3.10.2 Coach/Competitor Guide**

The OC should prepare a competition guide for the team captains and/or athletes, which includes key information regarding the competition and venue. The guide should be made available to the coaches or athletes at registration and include the following details:

- Schedule of Events
  - including times and locations for training, course inspection, competition start, team captain's meetings, social functions, etc.
- Event Headquarters Info
  - key locations, contact information, etc.
- Course Specifications
- Course Map(s)
- Accreditation Process/Restrictions

- including course access, lift line policy, lost credential replacement, etc.
- Medical Information
- Athlete Services
  - including meals, wax facilities, workout facilities, etc.
- Public Draw(s) and Social Activities
- Doping Control information
- Press Obligations
  - including press conferences, interviews, etc.
- Awards Ceremonies
  - including locations, times, and athlete obligations
- Television broadcast date and time of the event (if applicable)

### **3.10.3 Start and Result List**

The OC is responsible for providing all facilities and materials required by the Competition Secretary for the production of start and result lists. The OC & US Ski & Snowboard Event Manager must work together to ensure that proper sponsor identification is placed on all copies of start and result lists (official, unofficial, and interim results). The title sponsor must be incorporated into the “header” of the start and results lists. All other sponsor logos may be placed at the “footer” of the page. Start and results lists must be approved by the U.S. Ski & Snowboard Event Manager prior to the production of any competition materials.

The Competition Secretary must ensure the proper distribution of start lists and results from all competition phases.

## **3.11 Accreditation**

Unless otherwise agreed upon, the OC is responsible for managing accreditation of all event officials, competitors, coaches, press and guests. Different categories of credentials by an easily identifiable means for course stewards and security personnel. This can be accomplished with specifically marked or colored credentials for different groups of guests. The OC will work with U.S. Ski & Snowboard to create an acceptable accreditation plan in advance of the event, which outlines the accreditation process and specific credential access zones. In addition to providing complimentary entries and credentials to U.S. Ski & Snowboard as outlined in the U.S. Ski & Snowboard Event Organizing Agreement, the OC will need to provide accreditation for the constituent groups listed below.

FIS World Cups are accredited typically by FIS designated zones. Each zone and its access points are outlined in the most current ICR listed on [www.fis-ski.com](http://www.fis-ski.com).

## **Course Access**

Access to the course must be limited to competitors, coaches, competition officials, course workers, and approved media only. The total number of accreditations with course access will be limited and controlled by either the FIS Race Director, U.S. Ski & Snowboard TA, or U.S. Ski & Snowboard Event Manager. Course access credentials must be easily identifiable. Armbands or brightly colored "COURSE" credentials are recommended.

### **Constituent Groups:**

**Officials-** including the TD, Judges, Jury, Chief of Competition, Chiefs of Courses, Competition Secretary, Gate Judges, Course Workers, etc. These officials must be accredited with access to all areas of the competition venue necessary to perform their official duties.

**OC Personnel-** the OC, volunteers, security, vendors, etc. will need to have appropriate access to competition areas to perform their event functions.

**Competitors and Coaches-** only athletes and coaches who meet current U.S. Ski & Snowboard requirements are allowed to be accredited for the competition(s). Entries of foreign competitors must be made through their national FIS federation. Entry of any foreign competitor for US Ski & Snowboard competitions will need to be approved by US Ski & Snowboard.

**Sponsors and VIPs-** this group of guests should receive credential access to the VIP finish area, hospitality tent, lifts and all event social functions the Event Organizing Agreement will outline the minimum benefits, to be afforded U.S. Ski & Snowboard sponsors and VIPs. The OC may also credential OC sponsors and local VIPs in this category. The OC should make a concerted effort to invite your community's leaders and VIPs as guests of the event.

**Press-** the OC and Chief of Press will be responsible for accreditation of all media personnel in accordance with the guidelines outlined in [Section 8](#).

**Athlete Families-** the OC must provide a plan to U.S. Ski & Snowboard, which provides special viewing access for athlete families. At a minimum, the OC should provide finish area viewing access, in or near the athlete area, for two parents and/or spouses of competitors and forerunners on the day of their competition(s). Additional credential or lift access benefits are encouraged to be made available on a "wholesale" cost basis, but are not required.

**Industry Representatives-** Industry representatives who are current members of U.S. Ski & Snowboard's Official Supplier Program should receive accreditation that allows access to the following areas:

1. Lift Access
2. Start and Finish areas (in order to service their athletes)

Industry representatives will not receive course access unless approved by the FIS Race Director, U.S. Ski & Snowboard TA, or U.S. Ski & Snowboard Event Manager, as defined above. All industry representative requests must be approved by the Event Manager or OC Chair.

U.S. Ski & Snowboard will solicit industry credential requests from industry representatives and will provide an approved industry accreditation list to the OC at least seven days prior to the event. Industry representatives that approach the OC directly for accreditation should be referred to the U.S. Ski & Snowboard Event Manager.

U.S. Ski & Snowboard uses the following guidelines in the allocation of accreditation for this category:

**Ski Category**= up to two complimentary credentials

**Boot Category**= one complimentary credential

**Binding Category**= one complimentary credential

Companies involved in more than one of the above hard-good categories may request credentials based on the combined allocation for categories for which they are involved.

Official suppliers in all other categories (sunglasses, goggles, accessories, poles, etc.) receive one complimentary credential per category, up to a maximum of two total credentials per company.

U.S. Ski & Snowboard will also allocate VIP credentials to Industry Race Directors from U.S. Ski & Snowboard's VIP/Sponsor credential allocation.

**Athlete Agents-** Agents representing athletes on the U.S. Team is managed through the Industry Credential process.

## 3.12 Awards and Prize Money

### 3.12.1 Awards Ceremonies

The OC must provide an opportunity for the media to obtain photographs and interviews of the top competitors immediately following the competition. An awards ceremony should be staged in a location in close proximity to the finish area and in an area that will attract public spectators. This ceremony should take place immediately after the

competition and protest period. Awards, medals, and/or prize checks should be presented in a manner that will create a good “photo opportunity” for the media. The OC is responsible for assigning awards and medals presenters, and are encouraged to select representatives from the community, venue, and key partners.

### **3.12.2 Prize Money**

The U.S. Ski & Snowboard Event Organizing Agreement will specify whether the OC or U.S. Ski & Snowboard will be responsible for payment of prize money. If the OC is responsible for prize money disbursement, they should be prepared to disburse these prizes in the following manner:

- Check Presentation- for the awards ceremonies
- Electronic Funds Transfer- See Appendix I
- Tax Requirements- the OC will need to ensure disbursement of all cash prizes in accordance with federal tax laws. For U.S. citizens, the OC must have the competitor complete an IRS Form W-9 and send them an IRS Form 1099 at the end of the tax year. For international athletes without a social security number, the OC should check with their financial advisors regarding this disbursement. In general, the IRS requires the withholding of approximately 30% of the competitor’s prize money for federal taxes.



Alpine Championships at Copper Mountain

## 4. Medical Organization

The safety, health and wellbeing of all those involved in FIS events is a primary concern for all organizers. This includes the competitors, as well as volunteers, course workers and visitors. In organizing the medical response team for an event, this becomes the mission for the medical team.

The scope and specific composition of the medical support system (facilities, stations, mobile units, resources, and staffing) is dependent on many variables, including but not limited to:

- Nature of the sport demands
- Layout of the competitive “Field of Play”
- Size, level and type of the event being held (World Championships, World Cup, Continental Cup, FIS-level, etc. (together with the local medical standards of care, and geographic locations and circumstances)
- Estimated number of competitors and their support staff
- Estimated number of spectators
- The scope of responsibility for the event medical organization (competitors, support staff, spectators)
- In the absence of a specified FIS requirement to meet a particulate negotiated standard, the local medical standards of care must be met.
- Geography, topography, climate, and weather at the event location.
- Local law and customs regarding the provision of medical care.

The following represents a general overview of those recommended medical services that should be evaluated and provided for within established international guidelines with respect to “standards of medical care” for emergency situations. The end product of the system organized will incorporate special needs characteristic to the event being planned for. For example, the system set up for an alpine downhill event will be quite different from a cross country endurance event. This overview provides the foundation of the details to consider when structuring the system of the medical support for your particular event.

The specific requirements concerning facilities, resources, personnel and team physicians are contained in the respective discipline rules and the FIS medical guide provided on [www.fis-ski.com](http://www.fis-ski.com).

The FIS, and its national federations, require that each organizer strive to meet the highest possible medical standard of care in each member country and particular locality. It is the responsibility of the organizer to provide medical facilities and evacuation plans that meet or exceed the local medical standard of care in each event location.

#### **4.1 Event Emergency Medical Services Action Plan (EAP)**

The FIS medical guide contains a one-page summary for event organizers to utilize in their organization of the medical services to be provided at their respective event. This EAP provides the framework for organizers to outline various components necessary to coordinate required services that must be made available to meet standard of medical care for ski and snowboard events. This becomes the medical services plan and will guide the organizers in obtaining all the pieces necessary. This plan can also be provided to teams at event registration for communication regarding management of medical issues during official training and competition(s). See Appendix E for a sample of the EAP

This EAP summary is requested in FIS World Cups to be provided to the FIS offices by the annual October meetings for events being held in the upcoming season. For national level events within the United States, U.S. Ski & Snowboard will request the EAPs to be provided to the U.S. Ski & Snowboard Event Manager 60 days prior to the event.

#### **4.2 Required Facilities & Resources**

A general list of recommended medical resources and facilities includes:

##### **Required Facilities:**

- The OC must ensure that appropriate emergency medical services are available for each official day of training and competition.
- Medically equipped and properly staffed tent or clinic located in close vicinity to the finish area for initial triage and minor issues, or more extensive care, depending on the location.
- Non-race public facility or tent for medical care of spectators.
- Top-of-course care for any athlete needs prior to competition.
- Intermediate medical course stations depending on event
- A minimum of one Advanced Life Support (ALS) ambulance for transport must be available with a backup plan if transport is used.
- Competitions must have a fully equipped Advanced Life Support/ Team and replacement available with transport at all times during official training or competition.
- Competitions a rescue helicopter or medically equivalent evacuation method must be available on a basis consistent with local law. The chosen method of evacuation must be capable of immediate patient off-hill evacuation. Nearest trauma center and FIS requirements should be met.
- Anti-doping control station- if your event is chosen for controls to occur, organizers must be prepared to accommodate.

**Additional Resources:**

- Medically trained personnel, including: ski patrol, physicians, EMS, and other medical support personnel. Account for team physicians as part of the plan, if indicated.
- All equipment supplies, including: medical packs, ski patrol packs, trauma packs, toboggan kits, base tent equipment and supplies, etc.
- Outline equipment/supply lists for each pack or site
- Nearest fully equipped facility- hospital/clinic
- Additional ambulance services to nearest hospital from event location, including spectator use
- Nearest trauma I center- if indicated
- List of all local medical services, including: physicians, clinics/hospitals, dentist, therapy clinics, etc. List should include addresses and phone numbers in the competition guide.

**4.3 Scheduling for Event Medical Support Coverage**

The OC must ensure that emergency medical services are available for each official day of training and competition. Organization, coordination and scheduling of these services can best be accomplished and coordinated through an appointed individual for the event that is described below in suggested staffing as the Event Medical Supervisor (EMS) for the event.

**4.4 Recommended Medical Personnel/Staff**

Recruitment of all personnel should begin as soon as possible, especially when filling critical organizational/management positions. Specific job descriptions with requirements can be created according to the requirements of the event.

**Event Medical Supervisor or Event Medical Director**

This individual is responsible for directing and coordinating all medical services provided at the event. This person is usually a member of the OC and reports to the committee regarding medical issues with the event. This individual should be competent in emergency medical care (Advanced Cardiac Life Support ACLS), Advanced Trauma Life Support (ATLS), triage and evacuation procedures and have a good understanding of operational procedures of all systems with respect to the event and as such, have a good understanding of the sport with regard to possible injuries or incidents that could occur. If this person is not a medical doctor, a medical doctor should be additionally appointed as an advisor for the event.

The EMS must confirm with the FIS Race Director or TD that the required rescue facilities are in place before starting the official training or competition. In the event of an incident, or issue that prevents the primary medical plan from being utilized, the backup plan must be in place before recommencing the official training or competition.

Specific responsibilities for the EMS or Event Medical Director:

- Outline facilities and resources required for the event.
- Establish an evacuation plan for injured athletes for all possible locations within the “field of play” from site of injury to initial triage to hospital or trauma center if indicated.
- Secure availability of all necessary facilities, resources and personnel to support evacuation plan through working interrelationships.
- Create a backup plan/system that could be operational if one or more major evacuation is utilized.
- Establish a separate plan and/or staff for visitors and spectators of the event depending on expected crowds.
- Define specifically the personnel roles and responsibilities and communicate these clearly to all parties involved.
- Review the emergency medical plan with the OC and event staff to discuss the interactions with other aspects of the event, and clarify the communications protocol.
- Determine and schedule emergency services for all training and events day.
- Develop specific communications plans through the use of two-way radios, cell phones, event radios that will be used with all medical support resources (including on-hill staff, triage center, ambulance, hospital and air medical if indicated).
- Review the overall medical plan at the initial team captains meeting for all coaches and team medical personnel. At this time, this individual should establish a specific medical meeting with all team physicians and/or medical personnel to review the medical plan in detail. It is important that all teams and team medical personnel are comfortable with the plan and informed regarding the care of their athletes.
- Track all incidents that occur during official training and competition and complete FIS Injury Report for each athlete injury. These reports are given to the tD for the event to be included in the final report.
- Act as a liaison between OC, U.S. Ski & Snowboard and local health authorities.

### **Event Ski Patrol Officer (ESPO)**

This individual is responsible for overall course operations of ski patrol staff in the treatment and evacuation processes. The EMS and the ESPO work closely together to coordinate appropriate treatment and evacuation procedures during official training and competition days.

#### Specific responsibilities of the ESPO:

- Coordinate with EMS regarding medical treatment and evacuation plan for the course, providing guidance for ski patrol staff and trauma team placement.
- Determine necessary patrol staff, trauma teams and associated resources dependent on specific requirements for the particular event and the location of the course. This should be incorporated into the overall medical plan.
- Develop the competitor down protocol in coordination with EMS. This should be published for education of specific medical staff and for team physicians prior to the event.
- Coordinate all training sessions with volunteer staff for both on-course evacuation as well as the “non-race” viewing public.

#### **Event Physicians and/or Paramedics**

Additional advanced trained individuals should be on-site to:

- Provide for stabilization and treatment of the critically injured athlete as determined by specific event requirements.
- Be placed in key locations along the course and at base.
- Provide additional support through responding to needs set forth by the medical officer and patrol officer with respect to event, location and available services.

#### **Team Physicians**

- Team Physicians may only assist with field-of-play athlete care and stabilization under direction of event medical staff

#### **Ski Patrol**

- Act as first responders to a downed athlete and carry standard first aid and ski patrol backpacks.
- This staff should be stationed along the course so that they always have the athlete in view. Not having an athlete in view can pose problems if they should go down in those areas of limited view.
- Numbers and staffing will be determined by the nature and course of the event.
- Additional staffing may be needed to quickly and efficiently fill positions left open following response to an accident so as to not further delay competition.

#### **Trauma Teams**

- Determined from the overall medical plan regarding specific needs for the event. Generally, trauma teams are positioned along the course where they can reach any critically injured athletes within 3-4 minutes at the most.
- These teams generally consist of a physician (ACLS/ATLS qualified) and/or paramedic with capability of advanced airway management (intubation and rapid sequence induction), if necessary, and nurse or EMT-trained individual to assist.

## **Doping Control Site Coordinator**

Should your event be chosen for anti-doping control, a dedicated individual must be delegated the responsibility of organizing the event anti-doping control station and act as the liaison between either WADA or USADA, the NGB and event. Specific responsibilities for this individual are outlined in the USADA Site Coordinator's Handbook. Please ask the US Ski & Snowboard Event Manager for the most current version of the USADA Site Coordinator's Handbook.

### **4.5 Training of Personnel**

All personnel should be required to attend critical organizational meetings and training sessions to ensure staff safety, efficiency, and effectiveness in executing their specific responsibilities. Again, the specific number and content of meetings and training sessions depends on the event being held. Some suggestions include:

- Initial organization meeting
  - For all medical personnel to review overall plan, athlete down protocol, communication systems, and to introduce all staff and review safety issues for staff.
- Breakout meetings
  - To review specific scenarios for staff on-course, staff at-base, and staff for general public care.
- Training sessions on-course
  - To review athlete down protocols for minor as well as more severe accidents, incorporating activation of trauma team response, otherwise known as "Practice Scenarios." Communication systems for these protocols should be practiced as well.
- Pre-competition meeting
  - 1-2 weeks prior to event to review schedule for entire competition week, review overall plan, protocols, and communication with staff and coverage for training and competition.
- Daily debriefing
  - A brief evening or morning meeting following each day of training and competition to review any accidents or issues addressed that day to improve operations.
- Post-event debriefing
  - For educational purposes and documentation to prepare for future events.

All sessions should have written documentation provided summarizing information covered.

#### 4.6 Communication and Radio Protocol

There are many communication mechanisms utilized during an event, such as team/coaches radios, event staff/OC radios, course crew, medical teams, timing crew, competition jury radios, etc. A specific event communications plan is developed, with medical generally having its own system that coordinates with other operations.

- EMS and ESPO determine the communication network for their support staff, as well as other aspects of the event, and will develop a plan specific for communication of medical issues that coordinates with other aspects of the competition. This plan will be reviewed with all medical support staff.
- Injury/illness or any medical issue requiring support should be categorized as to quickly identify the class of medical support required. The following is the general grading system developed and used by the FIS:
  - **Level I:** Minor injury; no dispatch of support necessary
    - Sprains, strains, contusions
  - **Level II:** Moderate injury requiring transport but not serious
    - Knee ligament, shoulder dislocation
  - **Level III:** Serious injury requiring additional stabilization
    - Possible fractures, mild-moderate concussion
  - **Level IV:** Life threatening or Fatal
    - Unconscious closed head injury, internal trauma, femur fracture
- A central dispatch point through which all medical communication flows is preferred for medical/safety and clear communication. One individual should be the main contact point and dispatch for all on-course medical responses (EMS and/or ESPO).
- Generally, the EMS and ESPO have multi-channel radios to enable communication with all other groups involved with the competition. Cell phones are also suggested for communication of confidential information.
- All other medical team members have a 2-way radio on the “medical” frequency to allow for independent communication/dispatch.
- Develop event-specific communications protocol with chain of command and final decision-making process clearly defined. This protocol should be practiced during training sessions.
- NO member of the medical team will discuss any circumstances or athlete injury status with anyone except the EMS or ESPO.
- **ALL communication with the media** will be handled through the EMS in conjunction with the OC Event Crisis Team.

#### 4.7 Incident Management

The EMS and ESPO will develop a protocol for potential incidents that can occur within the competition area. This could include care of competitors as well as care of event support staff. This protocol will be reviewed and coordinated with competition jury, OC and course crew so that all staff are educated regarding standard management, should an incident occur.

The protocol should include:

- Notification of incident
  - Sequence of notification
- Competition hold guidelines and communication sequence
- Procedures for deployment of ski patrol, toboggan units, and trauma teams
- Decision of evacuation process
  - Recommendations with respect to location and nature of incident
- Definition of decision process for interventions in competition areas
- Decision process for further treatment requirements and transport to another facility
- Decision process for deployment of ambulance or helicopter
- Reporting procedures
  - Documented record of any medical team response
  - Summary of all responses should be given to the TD and Chief of Competition following the competition
- If indicated, there should be a separate plan regarding incidents within the spectator areas with regard to normal management of the public care delivery system within the location so as not to impact the event.

Be prepared and have a plan for multiple major incidents that may occur.

- Organize on-hill coverage of first responders (i.e. ski patrol), event physicians, and team physicians. Plan for backup in case several incidents occur within one competition.
- Delineate response protocols for various grades of injury.
- Once the athlete is medically stabilized, evacuated the athlete off-course is the priority, and ski patrol is the best trained for this process. If ski patrol requires additional assistance from event physicians or team physicians in stabilizing prior to evacuation, they must indicate that need.
- Event physicians are first and second responders. They should be ATLS-qualified and well-versed in medical emergencies and evacuation procedures. Typically there are 1-2 physicians stationed at the top of the course and one at the bottom. There should always be one physician at the top, so if one is needed in an emergency, one should remain at the top for backup. If the accident is severe, one of these physicians will accompany the athlete to the hospital.
- Team physicians are working with athletes on their respective teams. They are available on-hill to assist in triage only **if requested** in case of their athletes and may assist in communication if there is a language barrier. Clearly define team physicians role at the pre-competition medical review and interaction in the overall medical plan to ensure cooperation and teamwork.
- Events must have a fully equipped EMT/paramedic team with transport available at all times during official training or competition. This is due to the nature for these events to possibly incur more serious injury with the potential need for life-saving measures.

#### **4.9 Published Information**

General medical plan of competition protocols must be published and given to all teams in their information packets for their medical personnel. The EAP should be completed and sent to U.S. Ski & Snowboard well in advance of the event in addition to being distributed amongst key organizational committee staff for their reference. A sample of this form is available in Appendix E. The EAP should include:

- On-course medical support map with detail of all stations (staffing/equipment/supplies)
- Evacuation protocols for each level of injury with criteria for helicopter dispatch identified
- Physical address and contact phone number for nearest clinic or Trauma I hospital that athlete would be transported to, depending on level of injury.
- EMS/ESPO contact information
- A listing of all local available medical services, including phone number and physical address for each location. This information should include: local medical clinics, physicians, dental offices, and pharmacies.
- A medical meeting should be scheduled in the finish area prior to the first official training session (for alpine downhill events, after the first course inspection). This meeting is intended to provide detailed information regarding evacuation procedures from the course. Details for this meeting should be communicated at the first team captain meeting.
- Anti-Doping control station location and control procedure following the event.

Team Physicians should receive above information with support maps at the first team captain meeting. A brief medical meeting should also be scheduled in the finish area on the first morning of training.

Competitor packets should include resources available for non-emergency medical issues, including physical address and phone number.

#### **4.10 Anti-Doping Controls**

U.S. Ski & Snowboard, USASA, and/or the FIS may require doping controls to occur at your event. The following is a brief explanation of the difference between USADA and WADA. Generally, USADA staff will perform most doping control for national-level events, with FIS staff doing so for international-level events.

##### **USADA**

USADA is the independent anti-doping agency for Olympic sports in the United States and is responsible for managing the testing and adjudication process for the athletes.

USADA is dedicated to eliminating the practice of doping in sport, including the U.S. Olympic, Pan American and Paralympic athletes; as well as preserving the well-being of

sport, the integrity of competition and ensuring the health of athletes through research initiatives and educational programs.

USADA is responsible for U.S. events only and does not handle testing for Olympic Games. USADA may execute anti-doping controls for a World Cup at the request of WADA. At times sample collection is shared between organizations. USADA informs WADA of positive test findings at the end of the adjudication process.

For more information, see USADA website: [www.usada.org](http://www.usada.org)

### **WADA**

WADA promotes and coordinates, at an international level, the fight against doping in all its forms.

WADA is involved with World Cup drug testing and Olympic Games testing and sets the list of prohibited substances and methods on a regular basis. Through this autonomous agency, the Olympic movement and the world's public authorities have intensified their efforts to keep drugs out of sports.

For more information, see WADA website: [www.wada-ama.org/](http://www.wada-ama.org/)

### **Event-Specific Anti-Doping Processes**

See most current Site Coordinator Handbook for detailed anti-doping process.

Should your event be chosen for doping control, the OC will be notified directly from the agency employed by FIS for World Cup events or USADA for US/FIS events. If your event is chosen, please notify U.S. Ski & Snowboard immediately and review Appendix E for a general overview of requirements.

In competitions where anti-doping controls are to occur, Event Manager or Director may help facilitate anti-doping procedures.

### **U.S. Ski & Snowboard Medical Staff Contact Information:**

**Gillian Bower**

**Medical Director**

(435) 640-8522

[Gillian.Bower@usskiandsnowboard.org](mailto:Gillian.Bower@usskiandsnowboard.org)

## Sequence of Tasks if Event is Selected for Anti-Doping

	<b>TASK</b>	<b>Individual(s) Responsible</b>
1.	Event notification of drug controls to take place. The OC may be notified directly by WADA or USADA that their event was selected for testing.	WADA or USADA
2.	Drug Control Officer (DCO) assigned and contact information communicated to OC.	WADA or USADA
3.	OC assigns Site Coordinator and relays information packet with DCO contact information	OC
4.	Site Coordinator & DCO work out all required specified location and logistics for controls. This will include blood screening, if indicated.	Site Coordinator OC
5.	OC arranges accommodation, accreditation for WADA staff (if USADA- recommend lodging arrangement).	OC
6.	Site Coordinator recruits chaperones as required	Site Coordinator
7.	Summarize and communicate the anti-doping control plan, location and logistics to US Ski & Snowboard.	OC
8.	Upon arrival to event, schedule a meeting between U.S. Ski & Snowboard, DCO, Site Coordinator, and FIS official to review entire anti-doping control procedures, location and troubleshoot any problems ahead of time. Schedule a chaperone meeting for event day.	Site Coordinator DCO U.S. Ski & Snowboard
9.	DCO informational presentation to team leader at meeting the night before doping control, if requested by FIS race director.	DCO
10.	Assure appropriate beverages for doping control are available for testing location.	Site Coordinator
11.	Educate chaperones one hour prior to event.	DCO
12.	Draw for random selections completed just prior to event per FIS protocol with U.S. Ski & Snowboard liaison, DCO, and FIS official	DCO U.S. Ski & Snowboard FIS Official
13.	Supervise execution of anti-doping control following event. Act as liaison between USADA, OC and U.S.	Site Coordinator

	Ski & Snowboard. Coordinate with U.S. Ski & Snowboard Event Manager to ensure good flow of award ceremonies and media with the anti-doping control process.	
--	---	--

#### 4.11 Event Injury Record - FIS Injury Observation

To continually evaluate safety issues within sport, a mechanism must exist which allows for data collection with regard to injuries sustained during participation in a respective sport. While it is complex to obtain all information for all participation, data collection from a consistent selected population of events provides a cross-section of typical incidents that occur in a particular sport.

##### FIS Injury Report

FIS is interested in collecting data on the injuries sustained during formal training and competitions in their sports and as such has developed a method to improve the collection of this information through the officials involved with the event. Please refer to Appendix E for a copy of the form.

##### FIS Injury Sampling Method

Participation in the FIS injury tracking system is voluntary and limited to injuries that occur only during official training or competition of FIS-sanctioned competitions. It is important to understand that this method for identifying snowsport injuries is NOT complete, recognizing that some injury could occur during the defined time parameters and not be reported nor recorded. This system is meant to represent a cross-section of the population of competitors in the disciplines of FIS.

##### FIS Injury Reporting Procedures

A reportable injury should be recorded preferably by a medically trained individual (physician, physiotherapist, trainer, ski patrol, event medical supervisor, etc) or by an event official who obtains the technical medical information from medical personnel. The information collected should be from the first day of official training to completion of the event over the duration of a competitive season. A reportable injury is defined as:

1. An injury that occurs during official training or competition. This includes warm up or cool down training for the event.
2. An injury that requires medical attention by a physician or medically trained individual
3. An injury that results in loss of time to training/competition for more than 1 day post injury
4. If a competitor's name is removed from the training "start list" then the injury report information will be required of the team as an injury that occurred during warm up or cool down and is a reportable injury.

A separate form shall be submitted for each injury and be described in as best detail with medical diagnosis when possible. It is important to complete the form with as accurate information as possible in addition to the individuals who witnessed and/or carefor or was fully medically informed regarding the injury and their contact information for possible clarification or further information as necessary.

An electronic version of the form is available on the FIS website:

[https://assets.fis-ski.com/image/upload/v1545059537/fis-prod/assets/InjuryReportForm\\_English.pdf](https://assets.fis-ski.com/image/upload/v1545059537/fis-prod/assets/InjuryReportForm_English.pdf)

### **U.S. Ski & Snowboard Concussion Policy**

Please review this policy on the U.S. Ski & Snowboard website:

<https://usskiandsnowboard.org/governance/policies/concussion-policy>

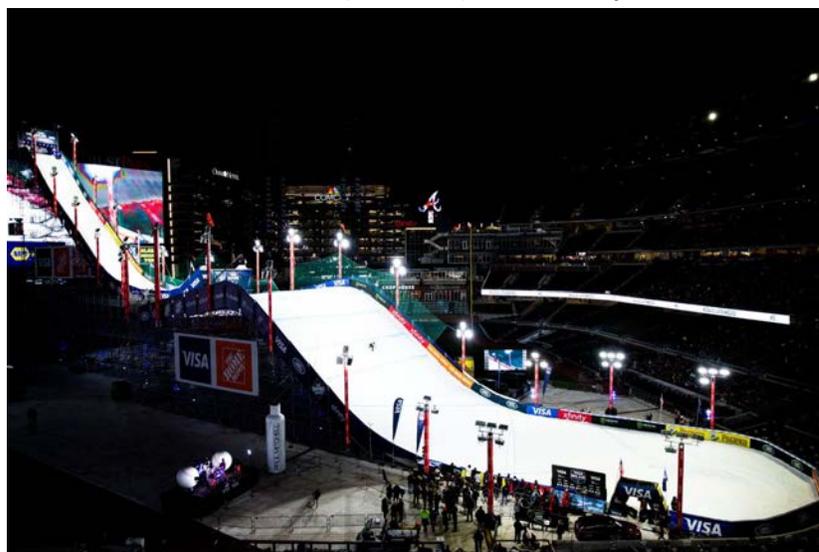
The U.S. Ski & Snowboard Concussion Policy results from Utah law that holds governance in any state a U.S. Ski & Snowboard event occurs, and therefore must be adhered to.

### **Technical Delegate Responsibility**

All reported injuries should be collected by the TD and included in their report to the FIS for tracking purposes. The TD will be responsible for collecting all reported and completed injury notice forms prior to closure of all official event business.

### **FIS Medical Liaison and Committee Responsibility**

All FIS Injury forms will be separated within the FIS offices and given to the medical committee liaison to be submitted to the medical committee for statistical analysis of data collected on an annual basis. A report from the medical committee will be generated with regards to trends observed in each respective sport annually.



Big Air World Cup at Suntrust Park

## 5. COVID-19 Protocols

### 5.1 COVID-19 Protocols

As the COVID-19 situation continues, please refer to the FIS and U.S. Ski & Snowboard protocols & guidelines for the most current information:

[FIS COVID-19 Information Hub](#)

[U.S Ski & Snowboard COVID-19 Information](#)

## 6. Facilities

### 6.1 Competition Headquarters

The OC must establish a central location to conduct event business including team & guest accreditation, competitors administrator room, jury room, etc. although convenient, it is not necessarily required to have one facility that accommodates all event services, but it is helpful to have each facility in close proximity to the other and to the competition venue. In general, your competition headquarters will need to provide facilities and staff for the following:

- **Race Headquarters**

A location for all competitors and guests to pick up credentials, get event information & updates, etc. This area should contain a phone line and access to high speed internet, dedicated wifi and copy machine.

- **Competition Office**

This room will be a work area for the Competition Secretary. This area should be a secluded room and be convenient to the registration area. The OC will provide the following equipment and supplies:

- Updated race results software that meets U.S. Ski & Snowboard & FIS XML specifications
- One heavy-duty, high-speed copy machine with duplexing, reducing and stapling capabilities. The machine should have the capability of 85-100 copies per minutes and be located in the competition office. A smaller copy machine should also be provided if there area satellite offices for the Race Administrator.
- Two phones and phone lines. These lines must be dedicated, open lines with international long distance access. Phone line access need to be direct and not require routing through a switchboard or other system.
- Access to high speed internet (10 Mbps upload and 50 Mbps download speed) via LAN, DSL or wireless connection, either on an open system or readily available to all authorized parties.
- Seed board and sufficient amount of seed strips.
- Miscellaneous office supplies as required by the Race Administrator

- Competitor bibs in sufficient sets and quantities and with proper sponsor identification. (Note- US Ski & Snowboard supplies the bibs for all elite events in which they own the title sponsorship rights)
- **Jury Room**  
A small room in close proximity to the competition venue for competition jury meetings.

## **6.2 Media Facilities (Press Room)**

The Press Room will serve as the central location for media workstations, as well as for media to obtain accreditation and information. The media serve a crucial role in promoting our sport and it is important that we provide them with good working facilities and services. The OC will be responsible for providing facilities and personnel as outlined in [Section 7](#).

## **6.3 Team Accommodations and Meals**

The OC will be responsible for providing accommodations and meals for athletes, officials, coaches and staff of U.S. Ski & Snowboard. The specific amount and duration of these services will be outlined in the U.S. Ski & Snowboard Event Organizing Agreement. Following is a general guideline on the minimum requirements and standards for these accommodations:

### **Accommodations**

All accommodations for athletes, coaches, officials and U.S. Ski & Snowboard staff should be based on double occupancy, hotel-type accommodations with two beds. In many cases, condo style accommodations are acceptable. However, at all times, accommodations must be based on one person to a bed. A bed is considered to be a standard twin, double, queen or king bed, a Murphy bed, or a bunk bed (for one person). Hide-a-beds (sofas) or rollaways are not permitted in the bed allotment for accommodations. Additionally, there must be a minimum of one bathroom with a shower and toilet for every two people per unit.

### **Meals**

Meals must meet nutritional requirements for athletes and be easily accessible. It is recommended that breakfasts be served at the athletes hotel or event site, lunch be served at the event site, and dinners be served at or near the athletes hotel. FIS World Cup organizers are required to meet all requirements in their FIS World Cup agreement. Additionally, U.S. Ski & Snowboard's Event Manager must approve the meal plan 60 days in advance of the event. In some cases, a per diem plan for athletes may be utilized, but the plan must be approved by U.S. Ski & Snowboard. Nutrition guidelines are outlined in Appendix F.

#### **6.4 Other Accommodations**

Accommodations for other event guests such as sponsors, VIPs, press, TV crew, etc, may be requested. Unless otherwise stated in the U.S. Ski & Snowboard Event organizing Agreement, the OC is not financially responsible for these accommodations. The OC is, however, responsible for offering discounted accommodations for TV production crew, media, U.S. Ski & Snowboard VIPs, and other event guests. The OC should provide these opportunities to these guests at least 30 days prior to the reservation deadlines.

#### **6.5 Parking Facilities**

The OC must provide adequate parking facilities for athletes, coaches, officials, industry, media and VIPs in close proximity to the competition venue. Access to the event parking lot(s) should be restricted by using event parking permits. The OC must submit a parking plan to U.S. Ski & Snowboard for approval at least 60 days prior to the competition.

#### **6.6 Wax Facilities**

The OC must provide adequate waxing facilities for athletes and their industry representatives. This facility must have good lighting, ventilation, heat, electrical hookups, and workstations to accommodate the athlete field and be in close proximity to team and staff accommodations or the competition venue. Recommendations on space calculations can be found in Appendix C.

Specific requirements for waxing facilities for each event may be reviewed with the U.S. Ski & Snowboard Event Manager and/or TA at least 60 days prior to the competition.

#### **6.7 Water Requirements (alpine-only)**

Water-treated snow is now an international standard for World Cup, National Championship, and Continental Cup alpine events to help guarantee the best quality competition. Therefore, U.S. Ski & Snowboard requires that all elite alpine race venues have access to snowmaking water lines that can be charged with accessible hydrants. Water accessibility will be discussed and agreed to between the U.S. Ski & Snowboard TA and the OC prior to the event.

#### **6.8 Workout Facilities**

The OC must ensure gymnasium and weight room facilities are available during the event for athlete use. The OC should secure facilities, which will provide complimentary access to athletes during the event. A nominal fee may be charged at some events if necessary and must be approved by U.S. Ski & Snowboard.

#### **6.9 Timing and Event Production Facilities**

The OC must provide adequate timing and event production facilities in a secure and heated building or trailer with power and lights. This facility should provide at least a 10x30 foot space for the timing crew and a 10x10 space for the announcer/event

producer and sound. Additionally, the timing crew will need at least two 3x6 foot tables and the announcer/event producer will need at least one 3x6 foot table.



Freeski Slopestyle World Cup at Aspen Snowmass

## 7. Event Rights

### 7.1 Event Rights

U.S. Ski & Snowboard is the owner of all commercial sponsorship and broadcast rights of any FIS/U.S. Ski & Snowboard sanctioned event. U.S. Ski & Snowboard may assign a portion of those rights to the OC. The U.S. Ski & Snowboard Request for Proposal and Event Organizing Agreement will outline the rights and responsibilities assigned to the OC by U.S. Ski & Snowboard.

### 7.2 Title Sponsor Rights

Unless otherwise directed by U.S. Ski & Snowboard, the OC should coordinate all title sponsor obligations through the U.S. Ski & Snowboard Event Manager. The title sponsors must be provided the following benefits by the OC:

- The title sponsor must be recognized more prominently than any other event sponsor of U.S. Ski & Snowboard or the OC.
- The title sponsor's name and/or logo must be incorporated into the event name and logo. The event name and logo must be approved by U.S. Ski & Snowboard and the title sponsor prior to the production of any event materials.
- The title sponsor has the first right to select locations for their identification within or on printed promotional and advertising materials.
- The OC must fulfill all other title sponsor obligations as outlined in Addendum 2 of the Event Organizing Agreement.

### 7.3 Logo Standards

FIS World Championship, World Cup and NorAm events are subject to FIS corporate identity standards relating to the use of the FIS logos, identification of the World Cup series title sponsor and the use of language such as “World Cup” and “World Championship”.

The OC and the U.S. Ski & Snowboard are required to adhere to these standards in the conduct of these events are specific to each sport. Guidelines for the OC’s rights and responsibilities in relation to FIS can be found on the FIS website:

<https://www.fis-ski.com/en/inside-fis/organisation/promotion>

U.S. Ski & Snowboard logos and corporate identity marks are to be used only in accordance with U.S. Ski & Snowboard published standards and by permission only. This includes the U.S. Ski & Snowboard and other event-specific identity marks.

### 7.4 U.S. Ski & Snowboard Event Sponsor Rights

Unless otherwise directed by U.S. Ski & Snowboard, the OC should coordinate all event sponsor obligations through the Event Manager. The OC must provide the following to U.S. Ski & Snowboard and its event sponsors:

- Exclusivity of all sponsorship categories retained by U.S. Ski & Snowboard.
- Prominent recognition in all promotions, materials and functions connected with the event including radio and/or television advertisements.
- Inclusion in all advertising, promotional and printed materials in relation to the event.
- At least 30 days advance written notice of any publication deadlines.
- Written approval of U.S. Ski & Snowboard on all print materials representing U.S. Ski & Snowboard sponsors prior to production of materials.
- Participation in all social functions, as agreed to with U.S. Ski & Snowboard, in connection with the event.

### 7.5 Broadcast Rights

U.S. Ski & Snowboard owns all broadcasting rights for U.S. Ski & Snowboard sanctioned events including television, radio, film, videotape, internet and photography rights. Event organizers are responsible for protecting the rights of such television companies, both on-site during a competition, and through careful monitoring of the media accreditation process. U.S. Ski & Snowboard has approved the use of photography and/or radio, film, videotape, or television segments of sixty seconds or less for the sole purpose of news coverage and/or area promotion, with the understanding that the coverage cannot show final results of the competition(s). U.S. Ski & Snowboard has sold many event rights to various broadcast partners (including NBC, NBCSN, Infront, etc) and will notify the OC of the broadcast agreements in effect for their event during contract negotiations. U.S. Ski & Snowboard and the OC must make every effort to protect the interests of the host broadcaster and all rights holding broadcaster(s).

Internet, radio and other broadcast media are encouraged to provide coverage of U.S. Ski & Snowboard events provided that such coverage is not in conflict with a rights-holder. Exclusive or 'official' relationships with broadcasters can only be made through U.S. Ski & Snowboard.

## **7.6 Merchandising**

The OC will be offered the opportunity to work cooperatively with U.S. Ski & Snowboard's licensees' to distribute and sell event specific merchandise. Organizer must work with U.S. Ski & Snowboard to facilitate the sale of co-branded merchandise items between U.S. Ski & Snowboard and resort retailers. The OC cannot merchandise any materials bearing the names or logos of U.S. Ski & Snowboard, its affiliates nor event title without prior written agreement with U.S. Ski & Snowboard.

In specific cases, U.S. Ski & Snowboard can grant event-merchandising rights to the OC for a 10% royalty fee on the gross sales to be paid to U.S. Ski & Snowboard for event merchandise without the U.S. Ski & Snowboard marks. The OC must secure approval from U.S. Ski & Snowboard on the logo and merchandise application to be used. The OC will also be required to provide event sales reports and royalty payments to U.S. Ski & Snowboard within 30-days of the event and upon closure of the event merchandise line.

## **7.7 U.S. Ski & Snowboard Licensees**

U.S. Ski & Snowboard asks that all OCs give U.S. Ski & Snowboard licensees the first right of refusal to provide products and/or services to your event. If U.S. Ski & Snowboard licensees are not able to provide your OC with the product or service you need at a competitive price, the OC may pursue other vendors. A list of U.S. Ski & Snowboard's current licensees and contact information is located on the U.S. Ski & Snowboard website:

Corporate Partners: <https://usskiandsnowboard.org/partners/corporate-partners>

Medical Partners: <https://usskiandsnowboard.org/partners/medical-partners>

Competition Suppliers: <https://usskiandsnowboard.org/partners/competition-suppliers>

Licensees: <https://usskiandsnowboard.org/partners/licensees>

Media Partners: <https://usskiandsnowboard.org/partners/media-partners>



Freestyle World Cup, Deer Valley Resort

## 8. Marketing and Promotions

### 8.1 Sponsor Servicing

The U.S. Ski & Snowboard Marketing & Sales Department will provide an Account Executive to work with the OC in servicing U.S. Ski & Snowboard sponsors at the event. It is the responsibility of the OC to provide an information and service center for all sponsors (this can be the same as the VIP registration). Additionally, the OC should provide guest services to assist all VIP guests with their special requests, such as arranging ski rentals, mountain tours, dinner reservations, lodging, daycare, etc.

### 8.2 Collateral and Advertising

The OC is responsible for developing a local advertising and public relations campaign to promote awareness and attendance at their event. This campaign must meet the minimum requirements outlined in the U.S. Ski & Snowboard Request for Proposal.

The following guidelines should be met when producing collateral:

- The OC must provide U.S. Ski & Snowboard with a list of all deadlines for materials 30 days in advance of those deadlines. Ad specifications for print materials should be provided at this time. This advertising schedule should include dates and amounts of collateral and advertising materials to be produced, broadcast and/or distributed.
- All collateral and advertising materials must be sent to the U.S. Ski & Snowboard Event Manager for their approval at least 10 business days prior to any deadline. U.S. Ski & Snowboard then has 10 business days to either approve or deny the materials.

In addition, event collateral materials should incorporate the following (where applicable):

- Photos should be U.S. Ski & Snowboard athletes, and whenever possible, wearing a bib with the title sponsor's logo
- The current U.S. Ski & Snowboard logo should always be incorporated in event materials

### **Event Program**

The U.S. Ski & Snowboard Request for Proposal may require the OC to provide an Event Program with a designated number of free pages of advertising for U.S. Ski & Snowboard and its sponsors. The title sponsor must have the first opportunity to select their advertising location in the program. For example, the title sponsor often selects the back cover for their advertisement.

### **U.S. Ski & Snowboard Name and Logo Usage**

The OC must comply with the standards established for use of the U.S. Ski & Snowboard logos. Special observations must be made by event organizers to refer to the proper name of U.S. Ski & Snowboard as the "U.S. Ski & Snowboard". The names "U.S. Skiing" or "U.S. Ski Association" should no longer be used. Please refer to the U.S. Ski & Snowboard Image Center for detailed guidelines on the use of the U.S. Ski & Snowboard marks (<https://usskiandsnowboard.org/media-center>)

### **U.S. Ski & Snowboard**

Should be used when promoting the participation of the U.S. Ski & Snowboard Team, such as on posters, advertisements, and broadcast campaigns. The OC must be sure that the correct logos are applied to their event.

For branding guidelines, please ask the U.S. Ski & Snowboard Event Manager for the most current Brand Book.

### **U.S. Ski & Snowboard Content & Creative Team Contacts:**

#### **Kyle Kilcomons**

**Director, Creative Services**

(435) 647-2087      [kyle.kilcomons@usskiandsnowboard.org](mailto:kyle.kilcomons@usskiandsnowboard.org)

#### **Sarah Brunson**

**Photography Manager**

(435) 647-2012      [sarah.brunson@usskiandsnowboard.org](mailto:sarah.brunson@usskiandsnowboard.org)

#### **Tom Horrocks**

**Website & Communications Content Editor**

(802) 770-8985      [tom.horrocks@usskiandsnowboard.org](mailto:tom.horrocks@usskiandsnowboard.org)

## 9. Media and Public Relations

Media services are an integral part of U.S. Ski & Snowboard events. The success of a U.S. Ski & Snowboard event and especially the success of U.S. athletes, is largely measured by the impression of the public. Oftentimes, that impression is developed by the media response to an event.

U.S. Ski & Snowboard takes a very serious approach to management of media services at its events. As a U.S. Ski & Snowboard event organizer, you have an opportunity to truly capitalize on your company or organization's investment in producing a high-quality event by how you interact with the news media.

The goal of this section is to help you capitalize on your event through high-level media services. We want to share our experiences with you and build consistency across the USA in media services at U.S. Ski & Snowboard events.

This manual is designed for use by all levels of U.S. Ski & Snowboard events, including:

- FIS Worlds Cups in USA
- U.S. Grand Prix
- U.S. Revolution Tour
- U.S. Championship events
- Selected Continental Cups
- U.S. Ski & Snowboard special events
- Other selected major U.S. Ski & Snowboard events

Any coordination you need to make on media operations should be made through your U.S. Ski & Snowboard Event Manager, who can easily interface with the media services team.

### 9.1 U.S. Ski & Snowboard Media Contacts

**Andrew Gauthier**

**Marketing & Communications Director**

**Freeski & Snowboard Communications Manager**

(775) 342-7056      [andrew.gauthier@usskiandsnowboard.org](mailto:andrew.gauthier@usskiandsnowboard.org)

**Megan Harrod**

**Alpine Communications Manager**

(435) 714-9393      [megan.harrod@usskiandsnowboard.org](mailto:megan.harrod@usskiandsnowboard.org)

**Lara Carlton**

**Freestyle Communications Manager**

(435) 647-2038      [lara.carlton@usskiandsnowboard.org](mailto:lara.carlton@usskiandsnowboard.org)

**Tom Horrocks**  
**Cross Country Communications Manager**  
(802) 770-8985      [tom.horrocks@usskiandsnowboard.org](mailto:tom.horrocks@usskiandsnowboard.org)

**Spence Volla**  
**Echo Entertainment**  
(310) 562-0799

## **9.2 Site Staffing Assignments**

U.S. Ski & Snowboard has a simple guideline for on-site staffing which has proved effective at every level of event. The OC is responsible for making these staffing assignments to manage specific aspects of media and public relations. These assigned staff, professionals or volunteers, will work with U.S. Ski & Snowboard staff on specific elements of the events.

## **9.3 Media Releases and Information Development Event Announcement**

U.S. Ski & Snowboard will issue an initial formal announcement on all U.S. Ski & Snowboard events. The initial announcement should be coordinated between U.S. Ski & Snowboard and the OC to ensure an appropriate announcement local and nationally through a coordinated release. Any public discussion of the event should be avoided until the event is announced.

### **Television or Major Sponsor Announcement**

U.S. Ski & Snowboard will issue a formal announcement on television and major sponsors in a separate release following the initial event announcement. Any public discussion of television or major sponsor should be avoided until formal release is announced.

### **Event Promotional Releases**

U.S. Snowboard & the OC will coordinate appropriate, timely releases from both the site and U.S. Ski & Snowboard, designed to build media and public enthusiasm in the months leading up to the event.

### **Press Kit**

The event organizer, with U.S. Ski & Snowboard direction and approval, will assemble a general press kit. This general press kit, to be used for advance publicity and for on-site information should contain the following:

- All appropriate releases to date
- Release on television and major sponsors (may be incorporated in the overall release)
- Event fact sheet
- Outline of top participants with mini-bios
- Appropriate area and course maps

- Accreditation information
- Timetable of all appropriate competitions and activities
- Complete outline of press room schedule and logistics
- Telephone directory of important contact, including U.S. Ski & Snowboard

### **Regional Advance Press Conferences**

U.S. Ski & Snowboard encourages the OC to develop appropriate local and regional press conference opportunities where it is appropriate and where it will attract media attention. While not required for most events, local and regional press conferences, both off-site as well as in the event community, are excellent tools to develop media enthusiasm for the event. Such press conferences are not required and should be undertaken only if U.S. Ski & Snowboard and the OC feel that it will be worthwhile in generating interest for the event.

Another option that is oftentimes easier and more productive is an advanced teleconference. Following are general parameters for advance press conferences:

- Press conference must focus on some news aspect or formal announcement
- Focus of the press conference must highlight athletes
- If a press conference format is used, the conference must be a well-run, formal press conference with appropriate audio-visual, pertinent news releases, public address system, etc.
- Major event sponsors must be represented with appropriate banner, except in rare cases where such banner may be prohibited (must be determined in advance)
- A U.S. Ski & Snowboard banner or placard must be prominently displayed either on or behind the podium.
- U.S. Ski & Snowboard must be involved in the planning and development of the press conference.
- In general, a U.S. Ski & Snowboard official will be present and must be involved in the presentation.
- In many cases, U.S. Ski & Snowboard will request that an athlete(s) be involved in the press conference. The expenses for athlete participation (i.e. travel) are the responsibility of the OC.

### **9.4 Results and Start Lists**

U.S. Ski & Snowboard or FIS officials will provide start lists and results through event timing or judging & data processing services. Each event organizer must be prepared to properly manage these areas. It is recommended that a staff person, outside a professional or capable volunteer in the media area, be responsible for liaison and distribution of such information, which is vital to the success of event media services.

### **Biographical Listings**

Biographical listings of all principal competitors in an international event, or all participants in a domestic event, must be readily available in the main press center through either a master notebook or printed copies. These biographies must include the name, age, and hometown of each competitor.

In domestic events, the Registration Coordinator should obtain a completed athlete biography form from all competitors for the use of the media, broadcasters and public address announcers. A sample athlete biography form is attached as Appendix G.

### **Competitor Listings**

A listing of all competitors taking part in the event should be readily available in the press center beginning the day prior to any competition.

### **Start Lists**

Start lists for all competitions must be available in the main press center or at the designated media hotel, immediately following any draw or other selection process to determine the starting order- usually the day or evening prior.

### **Results**

The availability of results is critical to the job of the working press. Event organizers should be prepared to provide complete results from all competitions and exhibitions taking place during the event period.

Results should be made available in sequence of finish of all competitors. Unofficial results, showing the unofficial finishing places and times/scores of all athletes, must be immediately available in the appropriate press centers and be available for transmission to deadline media including news agencies. Media are accustomed to working with unofficial results, however, these results should clearly indicate that they are unofficial. Official results, when available, should be clearly noted. In appropriate events, such as seeded alpine competitions and cross-country competitions, intermediate results should be available in the press center.

Any series standings, which are impacted by the competition, should be immediately updated and made available in the press center and for transmission to news agencies.

## **9.5 Event Crisis Plan**

In advance of each event, the Event Crisis Team will create an Event Crisis Communications Plan in case of an event emergency. Such situations could include event delays, postponements, cancellations, accidents or circumstances, security issues, or other extraordinary situations. The Event Crisis should include communication and contact information, meeting location(s), etc.

## **9.6 Press Room Standards and Operation**

U.S. Ski & Snowboard provides these general standards as a guideline to its event organizers. In general, these guidelines should be used as a minimum standard. These standards are divided into three different categories of events:

### **Category A (125-250 media)**

Highest-level events, such as World Cups, attracting national, regional and international media.

### **Category B (25-125 media)**

Medium-level events attracting strong international, regional and national media, including major U.S. Championships.

### **Category C (10-25 media)**

Smaller events, where on-site media is regional, including certain special events, NorAms and some U.S. Championships.

#### **9.6.1 Press Room Standards & Operation Overview**

See Appendix J for Press Room Standards & Operation Overview

#### **9.6.2 Press Room Standards & Operation Details**

##### **Staffing**

Staffing is covered in detail earlier in this section

##### **Press Room**

A Press Room and hotel should be located within 5-1 minutes of the competition finish area, ideally together. The Press Room must be the required size, preferably with a separate work area and information/admin area, especially for larger events. Working space should consist of basic long tables with chairs, with telephone access at the worktables.

An Information Desk with results and other general information must be available. A separate registration area for media is recommended, but may be combined with the Information Desk- especially after the onset of the event. A photocopier should be located in the Press Room and be stocked with white, yellow, pink and blue paper. A separate administration area is recommended, including a private office.

Parking must be provided for media within a short distance (no more than a 5 minute walk) to the Press Room or competition area. Advance assignment of parking passes may be selective to media who have the most significant needs, such as television, film or still photographers.

Priority use of space should be provided to news wire services, such as the Associated Press, to address needs for deadline news filing to a broad range of media. This may include complimentary reserved space in the Press Room or assistance in arranging supplementary facilities such as film processing.

### **Crisis Communications**

Prior to each U.S. Ski & Snowboard event, a basic crisis communications plan should be developed. This plan should address the process by which any public information is distributed in case of a serious accident, significant event schedule change or cancellation, disqualification of an athlete, or other extraordinary situations. This basic plan should include the name of the representative spokesperson for the OC and U.S. Ski & Snowboard. Additional information, such as how the OC and U.S. Ski & Snowboard will communicate when such situations occur and how they will be presented to the public, should also be included.

### **Course & Finish**

The competition finish area setup is critical to managing on-site media needs. The competition finish area must include the following areas:

- **TV Zone:** This zone is immediately inside the athlete gate from the finish area. This area is completely reserved for athletes and an officially designated team representative. There is no credential that allows access to this area itself. The only access is through the Chief of Press or U.S. Ski & Snowboard media liaison. Rights holding television are the only media with access to athletes in this area and should be located over a fence allowing for ease of interviewing athletes in this zone. In special cases, designated representatives of newswires may be permitted into an area adjacent to rights holding television. This area should also be viewable from the finish area photographer's platform. This area exits the athletes into the mixed zone as its only exit.
- **Mixed Zone:** This area is generally open to athletes and team representatives, with media access to athletes across a fence. This is the area where the majority of athlete interviews will take place. There should be sufficient space to accommodate athletes and team staff in the zone. Organizers and team representatives must work together to ensure that athletes mix with media for interviews. Athletes must traverse the entire mixed zone to reach an exit.
- **Media Zone:** This fenced-in area is adjacent to the mixed zone, providing media with direct 'over-the-fence' interview access to athletes and coaches.
- **On-Course Photo Access:** Organizers are responsible for working with U.S. Ski & Snowboard to coordinate access for photographers. Access to the course should be limited to experienced photographers who are capable of working in a restricted environment and have the ability to stay in position for the duration of the competition. Such photographers must be issued an additional armband or bib, which signifies that they are accredited to be on-course. At most major events, U.S. Ski & Snowboard or FIS will restrict the number of photographers

who may be accredited to be on-course. U.S. Ski & Snowboard will provide direction through its on-site professionals as to appropriate locations for 'photo zones' on a course or in a competition arena.

- **Photo Areas:** Organizers should construct a suitable area for photographers in the finish area to provide full access to the finish and the finish area corrals for close-up photographs of competitors.

### **Hospitality & Gifts**

On competition days, event organizers should provide a basic level of hospitality service in the Press Room. This includes continental breakfast items (coffee, juice, rolls, etc) on mornings of competitions and light snacks (soda, cheese, pretzels, etc) during mid-day events. There should also be nearby access to quick food service areas (at their expense) for media who are working on deadlines. Event organizers are encouraged to expand Press Room food service beyond this minimum at their discretion.

Organizers should provide selected media with a gift unique to the event as a memento. Such gifts may include event clothing items or other items. Organizers may use a selective list for distribution.

### **Social Event**

A social event should be organized during the competition period for media at multi-day events. This social event does not need to be a separate function from already scheduled functions in conjunction with the event. Organizers may use a selective list for invitation to this function.

### **Days & Times**

The Press Room should be in full operation on the specific schedule noted for the category of event. In general, Press Room hours should be 8am - 5pm on non-competition days. In general, typical competition day Press Room hours are 7am - 7pm. On the final day of an event, care should be exercised so as not to begin disassembling the Press Room until well after the finish of the competition. This includes any partial tear down of facilities.

### **Press Conferences**

Formal press conference facilities are required for Category A or B events. The Chief of Press, or designee, will conduct all press conferences. In the case of a press conference for an agency or company outside of U.S. Ski & Snowboard or the organizer, U.S. Ski & Snowboard must approve and either the Chief of Press or a U.S. Ski & Snowboard designee must introduce and supervise the press conference.

An area for press conference should be established in close proximity to the Press Room. a suitable public address system must be available with a 'multi-box' for connection by TV and radio media.

Press conferences should be held within one hour following each competition or combination of competitions (i.e. after completion of men's and women's competition). The moderator, and questions from the media moderated by the press conference leader, should conduct press conferences in a formal fashion, with an appropriate introduction of athletes.

In general, press conferences are required for World Cup level events. At other events, the Chief of Press and U.S. Ski & Snowboard should determine in advance if press conferences are required. In many cases, finish area interviews will suffice below the World Cup level. But in all cases, a specific plan should be developed and conveyed to the media.

### **Phone & Fax**

Telephone numbers for the Press Room and its incoming fax line must be available for publication one month prior to any U.S. Ski & Snowboard event. Any lines must be direct dial from outside without the need to go through a switchboard. The main Press Room number should have the ability to 'roll over' to at least two additional lines.

Event organizers are not expected to provide complimentary long distance service for media. However, there may be no additional charges for use of telephones. All telephones and faxes must be readily useable through direct billing or telephone cards.

## **9.7 Sample Event Media Services Budget**

Each event organizer's media budget will be unique based on special characteristics of that event or site. For a sample budget, see Appendix K.

## **9.8 U.S. Ski & Snowboard Media Accreditation Standards**

(Prepared for distribution to news media)

### **General Principles**

U.S. Ski & Snowboard's general principle is to provide reasonable, open access to all of its events to all working media, and to provide a high level of service to working media covering those events. These guidelines are designed to identify specific working media with a very concise outline on the steps necessary to secure credentials.

### **Media Access**

- **Working Press Room-** Generally open to all accredited media with space on a first-come first-serve basis. Media with special needs should make advance arrangements with the Chief of Press.
- **Finish Area TV Zone-** Reserved for rights-holding broadcasters only

- **Working Media Finish Area Mixed Zone-** Generally open to all accredited media, although some limitations may be imposed in some cases. Finish interviews with athletes may be conducted in this area.
- **On-Course-** Generally available to select photographers only. In cases where access is limited, the event organizer should have a photographer liaison to communicate credential procedures and times of any mandated course inspections or briefings.

### **Rights-Holding Television**

U.S. Ski & Snowboard will generally exercise its commercial rights through sale of rights to an appropriate television broadcaster or agency. This broadcaster or agency will be afforded all appropriate rights and exclusivity under U.S. Ski & Snowboard and FIS rules. U.S. Ski & Snowboard or the event organizer will provide a contact to the rights-holding broadcaster upon reasonable request. Credential requests for the rights-holding broadcaster will be managed as part of the broadcaster's contract with U.S. Ski & Snowboard and the event organizer. In general, rights-holding broadcast staff is credentialed separately from news media, and must have media access.

### **U.S. Ski & Snowboard Film, Video, Photographers**

U.S. Ski & Snowboard film, video, or still photography crews will be accredited at all U.S. Ski & Snowboard events.

### **National Broadcast**

Any national broadcast of U.S. Ski & Snowboard events may occur only with the written consent of U.S. Ski & Snowboard and the rights-holding broadcaster. With that consent in place, the event organizer will provide reasonable credential access for working broadcasters. Costs of services such as broadcast booths, access to television signals and other services will be the responsibility of the broadcaster.

### **Television News Access**

U.S. Ski & Snowboard encourages television news access to its events, subject to U.S. Ski & Snowboard and FIS rules. In general, FIS rules stipulate that such news reports are less than three minutes in duration as part of a regularly scheduled news broadcast, and that they only air after the initial rights broadcast airing in any country. Because most U.S. events are not televised "same day", U.S. Ski & Snowboard can oftentimes obtain a waiver from the rights-holding broadcaster.

### **Local Television**

U.S. Ski & Snowboard encourages local television coverage, subject to U.S. Ski & Snowboard and FIS rules. Local television that wishes to provide expanded local coverage of the event should work with U.S. Ski & Snowboard in advance both for assistance and for management of any rights questions.

### **News Wires**

U.S. Ski & Snowboard encourages coverage of news wires and agencies. Assignment verification should be submitted from the appropriate bureau including the names of those assigned to work the event, along with any special needs for transmission of news stories or photographs from the event site.

### **Magazines**

Credentials will be issued to working writers, editors, and photographers of magazines, which have a consistent publishing history of two years or more. An assignment verification letter must be submitted for any writer or photographer not appearing in the magazine's masthead as either a staff member or regular contributor. Startup or new publications will be accredited on an individual basis through approval by U.S. Ski & Snowboard.

### **Daily Newspapers (including newspapers with multiple issues each week)**

Credentials will be issued to working writers, editors, and photographers of daily newspapers.

### **Weekly Newspapers (or less frequent)**

Credentials will be issued to working writers, editors, and photographers of weekly newspapers which have a consistent publishing history of two years or more. An assignment verification letter must be submitted for any writer or photographer not appearing in the magazine's masthead as either a staff member or regular contributor. Startup or new publications will be accredited on an individual basis through approval by U.S. Ski & Snowboard.

### **Newsletters**

U.S. Ski & Snowboard recognizes newsletters if those newsletters offer regular, ongoing editorial coverage of the sport or the business trade. An assignment verification letter must be submitted.

### **Online News Services**

U.S. Ski & Snowboard recognizes online news services as media and will provide credential access to appropriate working writers, editors and photographers based on the following guidelines:

- Online services must have a consistent track record of six (6) months or more in providing news and information content which is professionally developed, edited and posted ('chat' or other services limited solely to user-interactive commentary are not included, nor are individual 'home pages').
- A letter of assignment including the responsibility of each requested credential holder must be provided from management level of the service.

- U.S. Ski & Snowboard reserves the right to limit use of its trademarks, including the logo or trademark of the event. In general, editorial use will be permitted but no commercial use of U.S. Ski & Snowboard's marks may be made without a written agreement with U.S. Ski & Snowboard.
- Any use of video or moving images on the online service is subject to the rights of the host broadcaster and may not be made without written agreement with U.S. Ski & Snowboard

### **Freelance Writers & Photographers**

U.S. Ski & Snowboard encourages attendance by freelance writers & photographers and will provide credential access to working writers and photographers based on the following guidelines:

- Freelance writer or photographer should submit a very brief personal resume showing a background and direction of editorial placements.
- An outline of suggested story ideas from event and placement ideas should be included.
- Photographers must indicate any commercial assignment with the understanding that U.S. Ski & Snowboard retains commercial rights from the event and understand the physical 'on-course' limitations of that particular event.

### **Commercial Photographers**

U.S. Ski & Snowboard encourages attendance by commercial photographers shooting for U.S. Ski & Snowboard suppliers and sponsors and will provide credential access to working commercial photographers based on the following guidelines:

- Photographers must provide a letter of assignment from U.S. Ski & Snowboard suppliers or sponsor (long standing photographers who have a history of covering U.S. Ski & Snowboard events may submit a listing of assignment from themselves).
- Photographers must indicate any commercial assignment with the understanding that U.S. Ski & Snowboard retains commercial rights from the event and understand the physical 'on-course' limitations of that particular event,

### **Photo Agencies**

U.S. Ski & Snowboard encourages attendance by photo agencies shooting for editorial or commercial stock purposes. Credentials will be issued based on the guidelines listed above for freelance photographers and commercial photographers.

### **Athlete Agents**

Accreditation through Industry credential, as approved by U.S. Ski & Snowboard. All agents must register with the US Ski & Snowboard Sport Director prior to the event. Athlete Agents that approach the OC directly for accreditation should be referred to the

U.S. Ski & Snowboard Event Manager. Approval of Athlete Agent credential requests will be included in the full accreditation list that is submitted to the OC as agreed upon.

## 10. Television

### 10.1 Host Broadcaster

Specific requirements of the Host Broadcaster will be reviewed during a pre-event television production meeting with the OC, U.S. Ski & Snowboard and the Host Broadcaster. Following is a summary of general OC obligations for support of our rights-holding broadcasters:

- Provide an OC television liaison to be solely dedicated to working with the rights-holding broadcasters to accommodate their needs and to communicate with the OC.
- Provide a broadcast compound area in close proximity to the venue that can accommodate the broadcaster's mobile unit, satellite uplink, office space, parking, etc.
- Provide TV camera platforms (scaffolding or snow), as agreed upon during a pre-event meeting.
- Install all cable (for truck produced events) under the direction of the Host Broadcaster.
- Provide on-hill transportation of personnel and equipment, specifically including snowmobiles and cat transportation on setup, teardown, and production days.
- Secure storage area and room for Host Broadcaster's equipment as well as for charging radios, etc. (Rooms must be locked and heated).
- Assist in securing discounted lodging opportunities in close proximity to the venue for the broadcaster (at broadcaster's expense).
- Assistance in arranging catering and meals for production crews (at broadcaster's expense).

### 10.2 International Rights Holding Broadcaster(s)

For selected events (including most World Cups), U.S. Ski & Snowboard will sell or broker international broadcast rights for distribution beyond the United States. For those events with international distribution, the OC must provide similar services to the international rights holding broadcaster as described in 9.1 above. These services include:

- Assistance in securing discounted lodging and meal service in close proximity to the venue.
- Provide working space for the international rights holder near the venue or within the Press Room.
- Establish a "live interview" area within the finish corral for those broadcasters transmitting live coverage.

- Work with the FIS and U.S. Ski & Snowboard for the allocation of “on-course” credentials for international rights holding broadcasters.
- Provide commentator booths for international rights-holding broadcasters in close proximity to the finish area with direct line of sight to the finish area (cost to be borne by broadcasters; number of booths to be reviewed during a site inspection).

# 11. Appendixes

## Appendix A - Sample Event Organizing Agreement

### United States Ski and Snowboard Association Event Organizing Agreement

This Agreement is made and entered into this [redacted] day of [redacted], 201-, by and between the United States Ski Association dba U.S. Ski and Snowboard, the Olympic National Governing Body for Olympic skiing and snowboarding in the United States of America (hereinafter “NGB”), a Utah non-profit corporation having its principal offices at 1 Victory Lane, P.O. Box 100, Park City, Utah 84060, and [redacted], (hereinafter “Organizer”), with its principal office at [redacted].

#### RECITALS

A. NGB has been recognized by the United States Olympic Committee (“USOC”) and the International Ski Federation (“FIS”) as the national governing body for all disciplines of Olympic skiing and snowboarding in the United States of America. As such, NGB has been delegated all authority and responsibility for organizing and conducting elite level national and international ski and snowboard competition events in the United States.

B. Organizer either owns or operates [redacted] (“the Venue”), or represents that it has the legal right to use such portions of the Venue as may be necessary for the purposes of this Agreement.

C. NGB and Organizer desire to hold and conduct certain snowsport competitions and related practice and training at the Venue.

NOW, THEREFORE, for and in consideration of the mutual agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto, intending to be legally bound, hereby agree as follows:

#### 1. Events, Dates, Term and Termination.

1.1. NGB and Organizer agree that the Venue will be the site for the \_\_\_\_\_ (“the Event”) scheduled on \_\_\_\_\_, 200\_\_.

1.2. The Event will encompass the following individual competitions:

1.2.1. \_\_\_\_\_;

1.2.2. \_\_\_\_\_;

1.2.3. \_\_\_\_\_; and

1.2.4. \_\_\_\_\_.

1.3. Organizer shall be responsible for ensuring the completion of the entire Event, including each of the competitions listed above, except to the extent all or any portion of any competition is called off or canceled by decision of the FIS and/or NGB.

1.4. Inability of Organizer to complete each of the competitions listed in section 1.2 in accordance with the schedule set forth in section 1.1 due to occurrences beyond its control shall not relieve Organizer of its obligation to complete each such competition. Instead, Organizer shall complete each such competition as soon as possible after the scheduled dates, except to the extent all or any portion of each such competition is canceled by decision of the FIS and/or NGB. Postponements or cancellations of all or any portion of the competition may give rise to site fee reductions as set forth in section 3.1 below.

1.5. The term of this Agreement shall be from the date set forth above until the completion or cancellation of the Event. Neither party shall have any right unilaterally to terminate this Agreement.

## 2. Duties and Responsibilities of Organizer.

2.1. FIS and NGB Compliance. Organizer shall conduct the Event in accordance with all applicable FIS and NGB competition rules and regulations, which are subject to change at any time. Organizer shall be responsible for compliance with all FIS and/or NGB competition rules and regulations as they exist on the date of the Event.

2.2. Compliance with NGB Event Standards. For each competition, Organizer shall provide a properly homologated and prepared competition course, qualified officials and support facilities and personnel in strict compliance with minimum

standards set forth in the NGB Event Organizer Handbook, which Organizer represents that it has reviewed prior to executing this Agreement. Organizer understands and agrees that it must comply with the standards set forth in the NGB Event Organizer Handbook, as they may be modified from time to time, in accordance with the following provisions:

2.2.1. The NGB Event Organizer Handbook may be modified at any time and for any reason. In case of such modification, Organizer shall have ten (10) days after receiving notice of any modification to register a written objection. Failure to object shall constitute a waiver of any objections, and Organizer shall thereafter be bound by any such modification. Within ten (10) days after receiving timely written notice of such an objection, NGB shall, at its election, either excuse Organizer from compliance with the modification or give Organizer the option to terminate the Agreement within an additional five (5) days.

2.3. Budget and Event Expenses. Organizer shall comply with the detailed budget for the Event, which is attached as Addendum 1, and hereby incorporated by reference. Organizer shall be solely responsible for, and shall indemnify NGB against, all costs and expenses incurred by Organizer or any of its representatives, consultants or contractors in connection with the Event. NGB shall not be responsible for any payments or expenses other than those specifically listed herein as responsibilities of NGB.

2.3.1. Prizes. Organizer shall be responsible for [payment OR disbursement] of cash prizes and awards to competitors in accordance with applicable FIS and NGB rules and regulations.

2.4. Sponsor Exclusivity and Fulfillment. Organizer and NGB shall each possess the right to sell exclusive and non-exclusive sponsorships in accordance with Addendum 2 to this Agreement. Organizer shall provide fulfillment to NGB sponsors as set forth in Addendum 2, and shall cooperate with NGB and with any sponsors of the Event to accommodate other reasonable benefit programs not described in this Agreement or in the addenda attached hereto, provided that Organizer shall not be required to bear any material cost in connection with such other programs.

2.5. Sponsor Exhibits. Organizer shall provide space and electrical hook-ups in close proximity to the competition area for product and service exhibits and displays by NGB sponsors. Space and hook-ups shall be provided at no cost to NGB or its sponsors other than the actual out-of-pocket expenses documented by Organizer in preparing such space and hook-ups. Organizer shall identify the location of the space to be provided, and an estimate of preparation costs, within

two weeks after receiving written notice from NGB of the estimated needs of NGB sponsors.

2.6. Banner Operations Team. Organizer and NGB shall form a Banner Operations Team comprised of representatives of both parties. The banner team shall be responsible for determining placement of all race banners, whether such banners are inventory of Organizer, NGB or any sponsor or third party marketing agency. The Banner Operations Team shall ensure the fair and equitable distribution of available banner space among Organizer and NGB and their respective agents or sponsors. Installation of all banners shall be performed in accordance with the directions of the banner team by a work detail furnished by Organizer in accordance with the NGB Event Organizer Handbook.

2.6.1. Organizer shall provide a minimum of [REDACTED] skilled operations crew who shall work solely with the Banner Operations Team for the duration of the Event.

2.7. Lodging, Food and Additional Event Benefits. Unless otherwise provided herein as the responsibility of NGB, Organizer shall provide all food, lodging and per diem allowances required under applicable FIS and NGB rules and regulations and/or the NGB Event Organizer Handbook. In addition, Organizer shall also arrange and provide the following:

2.7.1. NGB Athletes and Coaches. Organizer shall arrange and provide [REDACTED] complimentary double rooms, and [REDACTED] complimentary full access credentials and gift bags for designated NGB athletes and coaches;

2.7.2. Other Athletes and Coaches. Organizer shall arrange and provide [REDACTED].

2.7.3. NGB Personnel. Organizer shall arrange and provide [REDACTED] complimentary double rooms, and [REDACTED] complimentary full access credentials for designated NGB personnel;

2.7.4. Sponsors. Organizer shall arrange and provide discounted lodging, [REDACTED] complimentary VIP credentials and [REDACTED] complimentary VIP gift bags for NGB Event sponsors. VIP credentials shall provide NGB sponsors full access to lifts, hospitality tents, and all Event social functions.

2.7.4.1. NGB may obtain additional VIP credentials for a price of \_\_\_\_\_ dollars (\$) with notification to Organizer by \_\_\_\_\_.

2.7.4.2. NGB may obtain additional VIP gift bags for a price of \_\_\_\_\_ dollars (\$) with notification to Organizer by \_\_\_\_\_.

2.7.5. Television. Organizer shall assist the domestic host broadcaster and the international rights holding broadcasters in arranging discounted lodging and meals, and shall provide appropriate credentials for all broadcaster representatives.

2.7.6. Media. Organizer shall provide assistance to all national and international print and broadcast media representatives in arranging lodging and meals, and shall provide appropriate credentials for all media representatives.

2.8. Hospitality. Organizer shall host the following hospitality functions during the Event:

2.8.1. Organizer will provide a VIP hospitality tent with food and beverage service on \_\_\_\_\_ for all Event guests referred to in section 2.7 of this Agreement. The hospitality tent will be accessible by appropriately credentialed Event officials and guests. NGB will pay Organizer, at Organizer's usual prices, for the cost of service to additional NGB guests in excess of those specified in section 2.7 above.

2.8.2. Organizer will host a \_\_\_\_\_ on \_\_\_\_\_, for all appropriately credentialed \_\_\_\_\_ guests (menu, set-up and entertainment to be mutually agreed upon), with full-service alcoholic and non-alcoholic beverages. NGB will pay Organizer, at Organizer's usual prices, for the cost of service to additional NGB guests in excess of those specified in section 2.7 above.

2.8.3. Organizer will host a \_\_\_\_\_ on \_\_\_\_\_, for all appropriately credentialed \_\_\_\_\_ guests (menu, set-up and entertainment to be mutually agreed upon), with full-service alcoholic and non-alcoholic beverages. NGB will pay Organizer, at Organizer's usual prices, for the cost of service to additional NGB guests in excess of those specified in section 2.7 above.

2.9. Event Promotions. Organizer shall develop a promotion plan for the Event that provides for all minimum standards set forth in the NGB Event Organizer Handbook. In addition, Organizer agrees that NGB's sponsors, as defined in Addendum 2 of this Agreement, shall receive prominent recognition in all promotions, materials and functions connected with the Event, and that NGB's title sponsor of the Event shall be recognized more prominently than any other Event sponsor of NGB or Organizer.

2.9.1. Organizer shall provide NGB at least thirty (30) days advance written notice of any publication deadlines. Organizer shall be liable for any cost, loss or expense resulting to any NGB sponsor as a result of Organizer's failure to provide sufficient advance notice of such deadlines.

2.9.2. Organizer shall obtain the prior written approval of NGB on all print materials representing NGB sponsors prior to production.

2.10. Media. Organizer shall prepare and submit to NGB a media service plan no later than sixty (60) days prior to the scheduled start of the Event which shall provide for all necessary physical and operational support to any television and/or radio broadcaster(s) designated by NGB or FIS, as well as for national and international press and print media. Organizer's media service plan shall comply with all minimum standards set forth in the NGB Event Organizer Handbook.

2.11. Television Support. Organizer shall provide support to the Event host broadcaster to include:

2.11.1.1. Installation of television cable to each venue (cable to be provided by NGB and/or its production company);

2.11.1.2. Installation of camera platforms on each venue (snow and/or scaffolding platforms to be provided by Organizer);

2.11.1.3. Venue transportation and communication support and coordination during the Event.

2.11.1.4. Adequate parking area and power access in close proximity to the competition venue(s) for TV production support facilities which may include production units, satellite trucks, office trailers, cars, etc. (production facilities will be provided by NGB and/or its production company).

2.11.1.5. [Secured storage room with power to be used to recharge batteries and store equipment.]

2.12. Medical. Organizer shall develop a medical plan for the Event that provides for all minimum standards set forth in the NGB Event Organizer Handbook and shall include but not be limited to, a Medical Supervisor, Event Physician, EMT/Ski Patrol support, Evacuation Plan, and should athletes be subject to anti doping testing at the particular Event, a Doping Control Site Coordinator.

2.13. Competition Venue Layout. Organizer shall review the competition venue layout with NGB at least sixty (60) days prior to the Event. Layout of the athlete corral, media areas, television areas, spectator areas and sponsor exhibition areas shall be subject to NGB approval. Organizer agrees that upon conclusion of the Event, any man made “features” created to conduct the competition, including but not limited to, halfpipes, quarterpipes, skicross or snowboardcross venues shall be demolished and if not demolished, any use of said features by Organizer after the completion of the Event shall be entirely at Organizer’s risk and Organizer holds NGB harmless, defends, and indemnifies NGB from any and all claims arising from use of same.

2.14. Security. Organizer shall provide reasonable security services for the competition venue(s), media, television production, broadcasting, timing and sponsor exhibit facilities. Organizer shall not be liable for losses, which could not have been prevented by the provision of such reasonable security services.

2.15. Schedule of Events. Organizer shall implement the schedule of Event functions described on Addendum 3 hereto and hereby incorporated by this reference.

2.16. Additional Duties and Responsibilities of Organizer. In addition to the duties and responsibilities of Organizer described above, Organizer shall also provide for the following:

2.16.1. \_\_\_\_\_ .

2.16.2. \_\_\_\_\_ .

2.16.3. \_\_\_\_\_ .

2.17. Insurance and Indemnity. Organizer shall maintain comprehensive general liability insurance in the amount of at least five million dollars (\$5,000,000) per occurrence for occurrences arising out of the conduct of the

Organizer or its officers, directors, employees, agents, contractors, consultants, or volunteers in respect to the regular business operations of Organizer and in respect to the activities of Organizer in connection with the Event. Organizer's insurance shall name NGB, and any other sponsors designated by NGB, as additional insureds for purposes of the Event. Organizer's insurance may not include exclusions for participants and spectators. Organizer shall hold harmless, defend and indemnify NGB from any cause of action, cost, loss or claim of any type in connection with the Event arising out of the actions of Organizer or its officers, directors, employees, agents, contractors, consultants or volunteers.

**3. Duties and Responsibilities of NGB.**

3.1. Payment of Fees. NGB shall pay to Organizer only the following fees, and shall have no further monetary obligation to Organizer in connection with the Event:

3.1.1. Site Fee. NGB shall pay a total site fee of \_\_\_\_\_ (\$ \_\_\_\_\_), subject to any reductions to which NGB may be entitled under section 3.1.3 below. The site fee shall be payable in installments, as follows:

3.1.1.1. The amount of the first installment shall be \$ \_\_\_\_\_, and shall be due and payable \_\_\_\_\_.

3.1.1.2. In the absence of any reductions, the amount of the second installment shall be \$ \_\_\_\_\_, and shall be due and payable \_\_\_\_\_.

3.1.1.3. In the absence of any reductions, the amount of the third and final installment shall be \$ \_\_\_\_\_, and shall be due and payable \_\_\_\_\_.

3.1.1.4. If a reduction is to be assessed under 3.1.3 below, the second and third installments shall not be due until fifteen (15) days after the amount of any such reduction can be calculated with reasonable certainty or on the scheduled payment date, whichever is later.

3.1.2. Prize Money Fee. NGB shall pay a total prize money fee of \_\_\_\_\_ (\$ \_\_\_\_\_), which shall be due and payable \_\_\_\_\_ . Should any prize money not be distributed due to cancellation of a competition or for any other reason, Organizer shall refund any unpaid prize money to NGB within 7 days after the conclusion of the Event.

3.1.3. The total amount of the site fee in section 3.1.1. shall be reduced by an amount equal to the actual revenue lost and/or additional expenses incurred by NGB as the direct and proximate result of any of the following occurrences:

3.1.3.1. Cancellation or material postponement of any race which could have been prevented but for Organizer's neglect. For purposes of this section, a postponement is deemed "material" if there is a proximate cause of any reduction in sponsorship or television revenue to NGB. As used herein, the term "neglect" shall mean the following: (i) failure to utilize all resources (including, without limitation, manpower and equipment) at Organizer's disposal to avoid the delay, postponement, abbreviation or cancellation; and/or (ii) failure to manage or direct such resources with the degree of knowledge, skill and expertise typical of organizers of similar events in the United States. Neglect shall not include any failure to perform under this contract with the design or intention causing the delay, postponement, abbreviation or cancellation of the Event, which failure shall be deemed to constitute a unilateral termination and which shall be governed by the provisions of section 1 of this Agreement;

3.1.3.2. Failure of Organizer to provide adequate manpower, equipment, services or facilities, which in the discretion of NGB, necessitates supplementation by, or at direct expense to, NGB.

3.1.3.3. Unavailability of signage, materials or other sponsor fulfillment items which Organizer is obligated to provide under this Agreement.

3.1.3.4. Force Majeure. Neither party shall be liable for any failure or delay in performance under this Agreement to the extent said failures or delays are

proximately caused by causes beyond that party's reasonable control, including, but not limited to, weather-related issues. If a force majeure event causes the cancellation of the Event, NGB and Organizer shall share equally in documented costs expended by Organizer directly attributable to preparation for the Event. Notwithstanding the foregoing, in no event shall NGB's share of Organizer's documented costs exceed **one-third (1/3) of the Site Fee specified in section 3.1.1. above.**

3.2. If any reduction due under the preceding sections exceeds the amount of any remaining installments due, Organizer shall pay such excess to NGB within fifteen (15) days of receiving reasonable notice from NGB of revenue lost by direct and proximate result of any of the preceding occurrences.

3.3. Television Coverage. NGB shall contract with a television broadcast or cable network for the production, distribution and broadcast of television programming covering the Event. Both parties understand and agree that airdates and times are subject to change by the broadcaster, and neither party shall bear any liability to the other for scheduling changes by the broadcaster.

3.3.1. NGB will provide [redacted] hour(s) of programming on [redacted], tentatively schedule to air [redacted] at [redacted] AM/PM.

3.3.2. **[Broadcast coverage shall include live international transmission of the Event in accordance with all FIS rules].**

3.4. Sanctioning of Event. NGB shall ensure that all necessary FIS or other sanctions are properly issued for the Event.

3.5. Operational Support. NGB shall arrange for or provide at its expense the following operational support:

3.5.1. NGB shall provide a designated Event Manager who shall have final authority, except as otherwise provided herein, for managing the relationship between NGB and Organizer.

3.5.2. NGB shall provide a designated Technical Advisor who shall coordinate with Organizer the preparation of competition venues according to FIS and NGB rules and standards.

3.5.3. NGB shall provide a designated Operations Coordinator who shall coordinate with Organizer the placement of all event structures and sponsor signage as described in section 2.6 of this Agreement.

3.5.4. NGB shall provide a designated press and media representative who shall coordinate with Organizer in connection with all press and media issues.

3.5.5. NGB shall provide a [REDACTED] [ANY OTHER NGB STAFF SUPPORT] who shall [REDACTED].

3.6. Event Signage. NGB shall provide [REDACTED] [competitor bibs, gate panels/course markers, start façade, finish line banners, exit gate, awards signage and NGB sponsor signage for the Event].

3.7. Additional Duties and Responsibilities of NGB. In addition to the duties and responsibilities of NGB described above, NGB shall also provide for the following:

3.7.1. [REDACTED].

3.7.2. [REDACTED].

3.7.3. [REDACTED].

3.8. Insurance and Indemnity. NGB shall obtain comprehensive general liability insurance in an amount not less than five million dollars (\$5,000,000) per occurrence for occurrences arising out of the conduct of NGB, any of its officers, directors, agents, contractors (other than Organizer), consultants or volunteers, or NGB or FIS competition officials in respect to their activities on behalf of NGB in connection with the Event. NGB shall also hold harmless, defend and indemnify Organizer from any cause of action, cost, loss or claim of any type connected in any way with the Event arising out of the actions of NGB or its officers, directors, employees, agents, contractors, consultants or volunteers.

#### 4. **Ownership and Sponsorship Rights.**

4.1. The parties affirm and agree that NGB is, and shall remain, the sole and exclusive owner of the Event and all sponsorship, promotional, licensing, broadcast, and other rights associated with the Event.

4.2. NGB agrees to license certain rights to Organizer as set forth below, and both parties agree to work cooperatively to maximize the revenue opportunities of both parties from the marketing and sale of such rights in accordance with the terms of this Agreement.

4.3. NGB hereby grants to Organizer the right to sell sponsorships of the Event to sponsors subject to the restrictions and limited promotional inventory set forth in Addendum 2.

4.4. NGB hereby grants to Organizer a license to include references to and photographs, descriptions and accounts of the Event in materials generated and distributed by Organizer promoting the Event itself, the Venue, or any related services offered directly or indirectly by Organizer or the Venue. Notwithstanding anything in this section to the contrary, Organizer shall not make any use of the marks or emblems of NGB, or its affiliates without prior written consent. Nothing in this section shall be construed as conferring upon Organizer any rights with respect to the names, images, likenesses or publicity rights of any athletes who compete in the Event who have not assigned such rights to NGB. It shall be Organizer's sole responsibility to obtain any consents necessary for the use of the same.

4.5. NGB hereby grants to Organizer the right to merchandise Event-specific merchandise as outlined in the NGB Event Organizer Handbook. NGB shall retain the sole right to merchandise materials bearing its names and/or marks. Organizer shall not merchandise any materials bearing the names or marks of NGB or its affiliates without a prior written licensing and royalty agreement with NGB.

## **5. Miscellaneous.**

5.1. Governing Law. This Agreement shall be construed in accordance with, and governed by the substantive laws of the State of Utah, without reference to principles governing choice or conflicts of laws. In any action filed to enforce or otherwise construe the terms of this Agreement, the prevailing party shall be entitled to its reasonable costs incurred, including attorney's fees.

5.2. Forum. Organizer consents and agrees that all legal proceedings relating to the subject matter of this Agreement shall be maintained in state courts sitting in Summit County, Utah or federal district courts sitting in the District of Utah, Central Division and Organizer consents and agrees that jurisdiction and venue for such proceedings shall lie exclusively with such courts.

5.3 Confidentiality. Both parties agree to maintain the confidentiality of the terms set forth in this Agreement, except to the extent disclosure is required as a matter of law or in order to protect the rights of the parties hereunder.

5.4 Headings. The headings used herein are for ease of reference only and shall not define or limit the provisions hereof.

5.5 Entire Agreement. This Agreement and the exhibits and addenda attached hereto constitute the entire agreement between the parties hereto with respect to the subject matter contained herein, and there are no covenants, terms or conditions, express or implied, other than set forth or referred to herein. This Agreement supersedes all prior agreements between the parties hereto relating to all or part of the subject matter herein. No party has made any representations, oral or written, modifying or contradicting the terms of this Agreement. The parties may not amend, modify or cancel this Agreement except as provided herein or by a written agreement signed by all the parties to this Agreement.

**U.S. Ski & Snowboard**

**Organizer**

**By Gale H. "Tiger" Shaw**

**By:**

**President and Chief Executive Officer**

**Its**

**ADDENDUM 1**

**Budget**

**ADDENDUM 2**

**Sponsorship Exclusivity, Fulfillment and Inventory**

1. NGB Exclusive Product and Service Categories. NGB hereby reserves and retains the exclusive right to enter into sponsorship agreements in connection with the Event with persons and/or entities doing business in the following product and/or service categories:

1.1. Automotive, including without limitation, manufacture, sales, leasing and rental of foreign and domestic automobiles;

- 1.2. [REDACTED];
- 1.3. [REDACTED];
- 1.4. [REDACTED];
- 1.5. [REDACTED]; and
- 1.6. [REDACTED].

2. NGB hereby reserves the right to disapprove sponsorship agreements in connection with the Event with persons and/or entities doing business in the following product and/or service categories:

- 2.1. [REDACTED];
- 2.2. [REDACTED]; and
- 2.3. [REDACTED].

3. Organizer agrees not to grant any sponsorship rights in connection with the Event,

3.1. to any provider(s) of products and/or services of the same types or in the same categories as those set forth in section 1 above; or

3.2. to any provider(s) of products and/or services of the same types or in the same categories as those set forth in section 2 above without the prior written approval of NGB. In order to obtain such prior written approval from NGB, Organizer shall provide to NGB a copy of any such proposed agreement at least twenty (20) business days before entering into or executing such agreement. NGB shall then be entitled to disapprove the proposed agreement within such twenty (20) day period if the agreement would conflict in any way with any agreement then under negotiation by NGB. If NGB fails within such twenty (20) day period to disapprove the proposed agreement (the receipt of which by NGB has been confirmed), then NGB shall be deemed to have approved the agreement.

4. Organizer Exclusive Product and Service Categories. NGB grants to Organizer the exclusive right to enter into sponsorship agreements in connection with the Event with persons and/or entities doing business in the following product and/or service categories:

4.1. \_\_\_\_\_; and

4.2. \_\_\_\_\_.

4.3. NGB agrees not to grant any sponsorship rights in connection with the Event to any other providers of products and/or services of the same types or in the same categories as those set forth above.

5. Non-Exclusive Sponsorships. Organizer may enter into a sponsorship agreement with any person or entity doing business outside of the reserved product and/or service categories set listed above only with the prior written approval of NGB. Organizer shall notify NGB of each such proposed agreement at least ten (10) business days before entering into any such agreement. NGB shall then be entitled to disapprove the proposed agreement within such ten (10) day period if the proposed agreement would conflict with any sponsorship agreement then being negotiated by NGB.

6. NGB Sponsor Fulfillment. Organizer shall provide the following fulfillment benefits to each sponsor which is certified by NGB as being entitled to such benefits under its contract with NGB:

6.1. Prominent recognition in all promotions, advertising, and printed materials produced or distributed in connection with the Event. Such recognition shall be provided to NGB and its Event sponsors at no cost, other than normal and customary layout and design charges. This may include, but is not limited to, radio and/or television advertisements, posters, programs, print ads, promotional functions, start lists, results, etc.

6.2. Placement of banners, placards and other such promotional items in or on the start houses, gate panels, competition courses, finish areas, platinum circles, and other locations approved for promotional use by the FIS. The parties understand and agree that the cumulative rights of all NGB sponsors to such benefits shall not exceed the total promotional inventory retained by NGB as set forth in Addendum 2, section 8.2 of the Agreement.

6.3. Participation in all parties, receptions, banquets and similar events organized or conducted by Organizer in connection with the Event in which Organizer's sponsors at similar levels of support are entitled or permitted to participate.

6.4. Use of sponsor exhibit facilities provided under section 2.5 of the Agreement.

6.5. Right to use official Event trademark in sponsor promotions.

6.6. Delivery of Sponsor features in Event public address announcements and mobile vision screen (if available).

7. Title Sponsorship. NGB reserves the right to grant title sponsor designation for this Event and has granted this designation to [REDACTED]. In addition to the exclusivity rights and fulfillment benefits set forth above, the title sponsor designation carries with it the following additional rights which Organizer hereby recognizes and agrees to provide and/or protect:

7.1. The title sponsor shall be recognized more prominently than any other sponsor of NGB or of Organizer in all promotions, materials and functions connected with the Event.

7.2. The title sponsor shall enjoy VIP access and treatment at every event, party, reception or other social function conducted in connection with the Event.

7.3. The title sponsor shall have the first right to select locations within or upon such printed program materials and other advertising and promotional materials generated in connection with the Event.

7.4. The title sponsor's name and logo shall be incorporated into the official Event trademarks used on stationary, printed materials, and Event merchandise. The title sponsor shall have the opportunity to approve the Event trademarks prior to the production of any Event materials bearing the marks.

7.5. [REDACTED].

7.6. [REDACTED].

7.7. Other reasonable title sponsor benefits as may be requested by NGB.

8. Promotional Inventory.

8.1. Organizer's promotional inventory in connection with the Event shall consist of the following:

8.1.1. Site identification on the bottom of all competitor bibs, gate panels/course markers, start structure, awards stand and collateral material. Organizer shall be responsible for providing signage for site identification where necessary.

8.1.2. \_\_\_\_\_ percent (\_\_\_\_%) of all banner inventory for site identification and/or site sponsors who have been approved by NGB.

8.1.3. \_\_\_\_\_ percent (\_\_\_\_%) of all banner inventory outside of the TV viewing area for site identification and/or site sponsors who have been approved by NGB.

8.1.4. \_\_\_\_\_ .

8.2. NGB's promotional inventory shall consist of all inventory not specifically granted to Organizer in the preceding sections.

### **ADDENDUM 3**

#### **Schedule of Events**

## Appendix B - Sample Finish Areas

Following are photo examples of finish areas. For sample diagrams, please see the Sponsor Guide for the specific disciplines of your event on the FIS website at:

<https://www.fis-ski.com/>



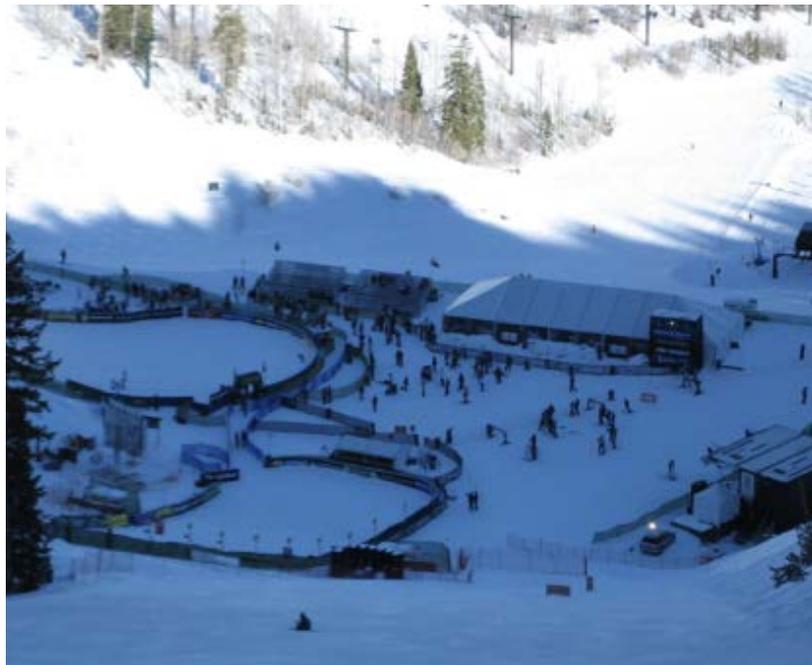
Aspen Winternational Finish Area  
Aspen, CO 2009



Audi Birds of Prey Finish Area  
Vail, CO 2014



U.S. Grand Prix Halfpipe Finish Area  
Copper Mountain, CO 2014



FIS Freestyle World Cup Finish Area  
Deer Valley, UT 2009



Killington FIS Alpine World Cup Finish Area  
Killington Resort, VT 2019



Land Rover U.S. Grand Prix at Mammoth Mountain Halfpipe World Cup Finish Area  
Mammoth Mountain, CA 2020

## Appendix C - U.S. Ski & Snowboard Event Materials and Staffing Summaries

### Alpine World Cup

MATERIALS	DH	SG	GS	SL
Screw in Gates	100	100	275	150
Static Gates	150	150	275	150
Spare Gates	20	25	30	30
Wrenches	15	15+	20	20
Snowmaking hoses	8 – 50' lengths			
Safety Materials	Determined by Safety Report			
B-Fence	Determined by Safety Report			
Willy Bags	Determined by Safety Report			
Air Fence	Determined by Safety Report			
Start and warm up tents	Recommended minimum 10' x 20' Recommended 20' x 20' with heat			
Start				
Warm up				
Clipboards	One per Gate Judge			
Radios (estimate 25)	Adequate communication to maintain efficient race flow			
Blue Dye				
Dye Backpack Sprayers	10	8	8	
Red Dye for Finish Area				
Chemicals	TBD case-by-case for each venue, event and time of year			
Buckets (5 gal. minimum)	10	10	10	10

Spreaders (if necessary)	6	6	6	6
Drills (inc. 2 batteries + charger per drill)	1/work station	1/work station	10+	10+
Shovels - Steel w/8"-10" flat blade	40+	40+	40+	40+
Shovel - Aluminum or Plastic grain-type	60+	60+	60+	60+
Rakes - Asphalt-type w/24"-36" blade	40+	40+	40+	40+
Wedges	2 per gate	2 per gate	2 per gate	2 per gate
Hammers	10-20	10-20	10-20	10-20
Power requirements: Finish Exit Score Board/Video Board Broadcast Platforms Waxing Facilities	110v single phase at finish exit As defined by supplier As requested by broadcaster As defined by World Cup Rules			
<b>STAFFING</b>				
	DH	SG	GS	SL
Gate Keepers	1 per gate	1 per gate	1 per 2 gates	1 per 2 gates
Side Slippers	45	45	40	40
Race Crew Chiefs	TBD by Number of Work Sections			
Course Maintenance	350 Minimum	350 Minimum	250 Minimum	250 Minimum
Emergency Night Crew	30	30	30	30
Finish area supervisor with crew	5	5	5	5

## Alpine Super Series or U.S. Championship

MATERIALS	DH	SG	GS	SL
Screw in Gates	50	80	80	80 per sex
Static Gates	100	120	200	120
Spare Gates	20	25	30	30
Wrenches	15	15+	20	20
Snowmaking hoses		8 – 50' lengths per discipline		
Safety Materials		Determined by Safety Report		
B-Fence		Determined by Safety Report		
Willy Bags		Determined by Safety Report		
Air Fence		Determined by Safety Report		
Clipboards		One per Gate Judge		
Radios (estimate 25)		Adequate communication to maintain efficient race flow		
Pine Needles		6"-8" boughs as needed to line turns		
Chemicals		TBD case-by-case for each venue, event and time of year		
Buckets (5 gal. minimum)	10	10	10	10
Spreaders (if necessary)	4	4	4	4
Drills (inc. 2 batteries + charger per drill)	1/work station	1/work station	10+	10+
Shovels - Steel w/8"-10" flat blade	30+	30+	25+	25+
Shovel - Aluminum or Plastic grain-type	20+	20+	20+	20+

Rakes – Asphalt - type w/24"-36" blade	15	15	15	15
Wedges	2	2 per gate	2 per gate	2 per gate
Hammers	10	10	10	10
Power requirements: Finish exit			110v	
Scoreboard			110v - 220v	
Start area dimensions			20' x 25'	
Waxing Facilities	Wall space –approx 3' per competitor Waxing bench space – approx 12'x6' per bench with access to power. approx 1 bench space per 4-5 competitors			
<b>STAFFING</b>				
	DH	SG	GS	SL
Gate Keepers	15	20	25	30
Side Slippers	25	25	30	30
Race Crew Chiefs	TBD by Number of Work Stations			
Course Maintenance				
- Super Series	30 Minimum	30 Minimum	30 Minimum	30 Minimum
- U.S. Championship	40 Minimum	40 Minimum	40 Minimum	40 Minimum
Emergency Night Crew	0	0	0	0

## Snowboarding /Freeskiing

MATERIALS	PGS (Snowboard)	SS/SBS	HP	SX/SBX	Exhibition
Static Gates	60			60	
Stubby Gates	30 Red/30 Blue			30 Red/30 Blue	
Spare Gates	20			20	
Stubby Wrenches	2			2	
Gate Wrenches	4			4	
Safety Materials					
B-Fence	Determined by Technical Advisor Site Visit / Inspection				
Willy Bags	Determined by Technical Advisor Site Visit / Inspection				
Air Bags	Determined by Technical Advisor Site Visit / Inspection				
Radios	20+	20+	20+	20+	20+
Clipboards	1 per gate judge	1 per gate judge	1 per judge	1 per gate judge	1 per judge
Pine Boughs	6"-8" boughs as needed to line turns and landings for exhibition landings				
Chemicals	TBD case-by-case for each venue, event and time of year				
Buckets (5 gal. Min.)	As needed for chemicals and pine boughs				
Spreaders	6	4	4	4	4
Dye	1 gallon	8-12 gallons	8-12 gallons	8-12 gallons	6 gallons
Dye Dispensers			4	4	4
Drills (inc. 2 batteries + charger per drill)	6	6	6	6	6

Shovels (steel w/8"-10" flat blade)	10	10	10	16	10	
Rakes (asphalt type with 24"-36" blade)	10	10	4	16	4	
Wedges	2 per gate			2 per gate		
Hammers	10	10	10	10	10	
Judges scaffold and tent						
Power required at:						
Judges Stand		110v				
Start area		110v				
Finish exit		110v				
Scoreboard		110v – 220v				
Video Board		As per Vendor				
Start area dimensions:		Requirements				
HP/SS-		35'x 25' min.				
SX/SBX-		40'x 25' min.				
PGS-		40'x 25' min.				
Exh		Determined by event				
Waxing Facilities	Wall space – approx 3' per competitor	Waxing bench space – approx 12'x6' per bench with access to power/ approx 1 bench space per 4-5 competitors	Wall space – as available	Same as SS/SB S	Same as PGS	Not required

STAFFING		PGS (Snowboard)	SS/SBS	HP	SX/SBX	Exhibition
Gate Keepers / Section Chiefs	One per 2 gates			0	10-12	

Course Crew	30	20	20	25	20
Judges Asst.		1	1		1
Start Referee	1	1	1	1	1
Starter	1	1	1	1	1
Asst. Starter	1	1	1	1	1
Finish Referee		1	1	1	1
Asst. Finish Ref	1	0	0	6	0
Chief of Course	1	1	1	1	1
Chief of Comp.	1	1	1	1	1
Timing/Scoring Asst	1	1	1	1	1
Hand Timers	2	0	0	2	0
Hand Timer Recorders	2	0	0	2	0
Finish Area Posting Board	1	1	1	1	
Start Area Posting Board	1	1	1	1	0
Race Sec. Asst	1	1	1	1	1
Security/VIP Area	4	8	8	8	15 (night only)

### Freestyle

MATERIALS	Moguls	Dual Moguls	Aerials	HP
Control Gates (double panel)	22	11red/11 blue/11blk	0	0
Spare Gates	2	3	0	0
Meter Markers	0	0	20	0
Timing Pads	2	3 or 4	2	0

Safety Materials				
B-Fence		Determined by Technical Advisor Site Visit / Inspection		
Willy Bags		Determined by Technical Advisor Site Visit / Inspection		
Air Bags		Determined by Technical Advisor Site Visit / Inspection		
Clipboards	1 per judge	1 per judge	1 per judge	1 per judge
Radios (estimate 25)	Adequate communication to maintain efficient race flow			
Pine Boughs	As Needed	As Needed	As Needed	As Needed
Chemicals	TBD case-by-case for each venue, event and time of year			
Table Salt	0	0	15 lbs.	0
Dye	0	0	0	8-12 gallons
Dye Dispensers	0	0	0	4
Buckets (5 gal. Minimum)	As needed for chemicals and pine boughs			
Spreaders	4	4	2	4
Water			As Needed	As Needed
Snow Blower	0	0	1+	1+
Red Spray Paint	6 cans	6 cans	25 cans	25 cans
Drills (inc. 2 batteries + charger per drill)	4	4	For set-up only	6
Shovels - Steel w/8"-10" flat blade	1/chopper	1/chopper	1/chopper	10
Rakes - Asphalt-type w/24"-36" blade	16	10	10	4
Wedges	0	0	5	0
Scoops	0	0	10	10
Hammers	0	0	0	10
Power required:				
Start area		110v		
Finish exit		110v		
Scoreboard		110v – 220v		
Video board		As per Vendor		
Start area dimensions:		Req.		
Mogul/ DM				
Skier X		45' x 25' min.		
Skier HP		35' x 25' min.		
		35' x 25' min.		

Aerials	N/A			
Waxing Facilities	Access to 1 waxing bench per 30 athletes			
STAFFING				
	Moguls	Dual Moguls	Aerials	HP
Course Maintenance (slippers, choppers, etc.)	15	15	30	20
Chief of Competition	1	1	1	1
Chief of Moguls/Dual Moguls	1	1	0	0
Chief of Aerials	0	0	1	1
Asst. Chief of Aerials (Landing)	0	0	1	0
Chief of Halfpipe	0	0	0	1
Starter	1	1	1	1
Assistant Starter	0	1	0	1
Finish Referee	0	0	0	1
Timing/Scoring Asst.	0	0	0	1
Start Area Posting Board	0	0	0	1
Finish Area Posting Board	0	0	0	1
Race Secretary Asst.	0	0	0	1
Security/VIP Area	TBD	TBD	TBD	8

## Appendix D - U.S. Ski & Snowboard Volunteer Race Worker Registration Form

**Volunteer Name (Please Print):**

**Address:**

This Assumption of Risk and Release and Waiver of Liability ("Release") executed as of the date written below by the Volunteer name above in favor of U.S. Ski & Snowboard, a nonprofit corporation. The Volunteer desires to work as a volunteer for U.S. Ski & Snowboard.

**Read the following warnings carefully before signing this form. This is a release and waiver of certain legal rights:**

Ski and snowboard competitions involve **many inherent risks, dangers and hazards**. These risks, dangers and hazards may exist at any time and at any place in and around the competition course or facility. They may threaten not only the competitors themselves, but may also threaten me as a competition volunteer.

By working as a volunteer, you acknowledge that participation is inherently and obviously dangerous. Due to high speeds, extremely firm and slick surfaces, and icy conditions, you will be at risk of injury, including but not limited to falling, being struck by competitors and/or runaway equipment. These risks include **SERIOUS PHYSICAL OR EMOTIONAL INJURY, PARALYSIS, DEATH, HEAD INJURY, AMPUTATION, BROKEN BONES, LACERATIONS AND OTHER BODILY INJURY TO YOU, AND/OR THIRD PARTIES, AND DAMAGE TO PERSONAL PROPERTY OF ANY OR ALL SUCH PERSONS**. While you **must pay close attention to the intervals between competitors**, you must also be aware that such intervals are sometimes irregular. You must **pay special attention to competitor fall zones and likely trajectories of competitors** who may lose control and/or fall. If you have any questions or concerns about fall zones and/or trajectories, you should inquire with a member of the Competition Jury.

You acknowledge that potential injuries could necessitate calling of emergency personnel and/or medical treatment and agree to be responsible for any such expense or cost. You also acknowledge that **INJURIES RECEIVED MAY BE COMPOUNDED OR INCREASED BY NEGLIGENT RESCUE OPERATIONS OR PROCEDURES OF U.S. SKI & SNOWBOARD**.

The Competition Jury is responsible for controlling the competition. You agree to comply with instructions of the Jury regarding opening and closing of courses, and regarding your positioning on the course. However, given the unpredictability of ski and snowboard competition and the winter mountain environment, following the advice of Competition Jury members or any other person **does not and cannot guarantee your safety**. If you believe that complying with a Competition Jury instruction would expose you to risk of injury, you should clearly state your concern to a Jury member and state your intention not to follow the instruction.

Competition equipment may be cumbersome and heavy. Exercise caution in carrying and handling such equipment to avoid injury from strain or exertion, particularly when working on steep and uneven terrain. Also, pay attention to climatic conditions and protect yourself from exposure and dehydration.

Side-slipping of race courses involves many of the risks and dangers inherent in the sport of skiing. These risks may be exacerbated by short time periods between racers in which side-slipping must be completed. If you lack advanced skiing skills or are otherwise unwilling to assume the risks inherent in this activity, do not participate in side-slipping of courses.

The use of alcohol and illegal drugs by race volunteers is strictly prohibited while volunteering in U.S. Ski & Snowboard competitions. The presence of any detectable amount of any illegal drug, illegal controlled substance or alcohol in a volunteer's body system, while performing volunteer duties is prohibited.

This Release is a legally binding agreement and will be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law. Any provisions found to be void or unenforceable shall be severed from this Release, and not affect the validity or enforceability of any other provisions. This Release will be construed pursuant to the laws of the State of Colorado and I agree not to contest this choice of laws provision in any legal action.

THIS RELEASE DISCHARGES U.S. SKI & SNOWBOARD FROM ANY LIABILITY OR CLAIM THAT YOU MAY HAVE AGAINST U.S. SKI & SNOWBOARD WITH RESPECT TO ANY BODILY INJURY, PERSONAL INJURY, ILLNESS, DEATH, OR PROPERTY DAMAGE THAT MAY RESULT FROM YOUR ACTIVITIES WITH U.S. SKI & SNOWBOARD, WHETHER CAUSED BY THE NEGLIGENCE OF U.S. SKI & SNOWBOARD OR ITS OFFICERS, DIRECTORS, EMPLOYEES, OR AGENTS OR OTHERWISE. YOU ALSO UNDERSTAND THAT U.S. SKI & SNOWBOARD DOES NOT ASSUME ANY RESPONSIBILITY FOR OR OBLIGATION TO PROVIDE FINANCIAL ASSISTANCE OR OTHER ASSISTANCE, INCLUDING BUT NOT LIMITED TO MEDICAL, HEALTH, OR DISABILITY INSURANCE IN THE EVENT OF INJURY OR ILLNESS.

By affixing my signature below, I represent that I am over the age of eighteen (18) years, have read the foregoing warnings and in spite of the risks, dangers and hazards involved in such activities, I nevertheless choose to volunteer my services as a U.S. Ski & Snowboard Race Volunteer. By so doing, I agree to release, indemnify, defend, and hold harmless the United States Ski and Snowboard Association dba U.S. Ski & Snowboard, its employees, affiliates, insurers, and sponsors from any and all claims arising from my participation as a volunteer. I also understand and agree that as a volunteer I am not entitled to workers compensation coverage for injuries arising from my participation in these activities and specifically agree not to seek workers compensation coverage for any injuries sustained while volunteering. In the event that any clause or provision of this Release shall be held to be invalid by any court of competent

jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Appendix E - Medical Organization Recommendations

### Addendum 1

### Event Emergent Medical Services Action Plan

Location:

Event:

Date:

#### **Prepared Documents for Medical Plan**

- Map with Medical Station Locations
- Outline of Staff/Equipment/Supplies for each Station
- Team Information Booklet should include all the information outlined on this plan with a local area map in addition to course specific maps, medical station locations and staffing capabilities

#### **Local Medical Facilities**

- Medical Clinic: \_\_\_\_\_
- Contact Name: \_\_\_\_\_  
Capabilities: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Location: \_\_\_\_\_  
Directions from Course: \_\_\_\_\_  
Hours: \_\_\_\_\_

Pharmacy  
(Location/Hours/Phone): \_\_\_\_\_

#### **Event On-Course Injury Protocol**

- Medical Meeting(s) Time & Place:  
\_\_\_\_\_
- Event Medical Supervisor (Name/Phone):  
\_\_\_\_\_
- Base Medical Station (staffing/Equipment/supplies/capability):  
\_\_\_\_\_
- Course Medical Stations (personnel/Equipment/Capability):  
\_\_\_\_\_

**Event Course Evacuation Protocol**

- Level I – Minor - Strains/Sprain  
\_\_\_\_\_
- Level II/III – Moderate – Stable Concussion/Stable Fractures/Knee Ligament/Shoulder  
\_\_\_\_\_
- Level IV Injuries – Life Threatening – Closed Head/Internal Trauma/Unstable  
\_\_\_\_\_

- Radio Communication Protocol:
- Ambulance Location: \_\_\_\_\_
- Transport to: \_\_\_\_\_
- Helicopter Location(s):  
\_\_\_\_\_
- Trauma I Hospital: \_\_\_\_\_  
Phone: \_\_\_\_\_
- Anti-Doping Control Station Location:  
\_\_\_\_\_

**Addendum 2**

**Doping Control Site Coordinator Responsibilities**

US Ski & Snowboard events selected for anti-doping controls could be done so by either a national anti-doping agency (USADA) or by an international agency on behalf of the FIS. The following check list represents those details that should be considered when working with USADA in addition to some specific comments if your event is an international level event where another testing agency may contact the race organizer directly for the arrangement of anti-doping controls.

## Pre – Event Communication Check List

- £ Event site information form completed by USSA staff for USADA
- £ Event site anti-doping coordinator receives event testing site coordinator booklet from USADA describing site requirements
- £ Event site anti-doping coordinator contacted by USADA DCO and USSA liaison
- £ USSA liaison contacts USADA DCO to discuss logistics and specific nature of sport with regard to event and test location
- £ FIS selected events are done so by FIS with no notification to USSA or national anti-doping agency. Event organizers are contacted directly. Thus organizers should notify USSA to assist with planning and any questions

## National - USADA/International – FIS Testing Agency Communication with Event

- q Determine arrival/departure dates, # staff – communicate with Site Coordinator
  - q Organizer suggests accommodation and USADA DCO arranges all accommodations, meals and transport
  - q Organizer arranges event credentials, parking (if necessary) for DCO and one other possibly for access to finish area and doping control station
  - q Organizer/Site Coordinator determines and sets chaperone meeting for morning of event communicating the time and location with USADA DCO
- 
- q Drug test agency contacts event organizer directly to announce anti-doping control testing of event with # of staff from agency and arrival/departure information for agency staff
  - q Event organizer/Site Coordinator are required to provide all requested anti-doping facilities required for drug testing (see below), accommodations, meals, credentials for agency staff and transportation to and from venue
  - q Event organizer notifies USSA regarding contact from the international anti-doping test agency and USSA provides liaison USSA staff support to organizer for assistance in anti-doping control planning and logistics

## Event Logistics Discussed between Organizer, USSA & Test Agency

- q Determine event site anti-doping coordinator and communicate contact information to test agency and USSA

- q Discuss and summarize post event logistical requirements of event with regard to awards, media, press, etc and outline for anti-doping test agency and USSA liaison. Trouble shoot possible problematic areas with back-up plans
- q Confirm # athletes to be tested as requested from agency
- q Communicate with RD or TD the plan for anti-doping controls and confirm plan through these officials with regard to overall event flow
- q Determine how random athletes will be selected and the event official needed (RD or TD) – when and where for drawing of random athletes

## Event Organizer Responsibilities

- £ Determine Location of Drug Testing Station w/ following Considerations:
  - Proximity to finish area and press conference - logistics of transport between finish and station must be considered
  - Station must be secured away from general public traffic
  - Available toilet facilities – 1-2 secured from general public
  - Waiting area – large enough for athletes, chaperones & athlete representatives
  - Processing area for drug testing – secured separated from waiting area
  - Arrange for appropriate tables/chairs required for both waiting area and processing area
  - Set-up informational meeting with drug testing crew on-arrival
- £ Secure area in Competition Finish for Notification
  - An area should be arranged at athlete exit area from competition arena that is secure from public for chaperones to officially notify the athletes. It is best that this area be away from the media and cameras
  - Chaperones and liaison should have area to stand that has easy access to athletes as they finish
- £ Chaperones
  - Volunteers that can be available for duration – prefer same sex as testing and older than age 18
  - Preferred 1 to 1 ratio of chaperone to athlete with additional person that coordinates chaperones in finish area and serves to check in at station
  - Have appropriate credentialing to be in finish area and be appropriately attired, ie., skis if necessary to get from finish area to doping control station
  - Available for pre-event meeting with anti-doping agency
- £ Liquid Refreshments
  - Adequate Quantities – estimate 3-4 per athlete some chilled and some not
  - Must be in sealed containers - individually sealed and opened only by athlete
  - Recommend non-alcoholic, non-caffeinated beverages – mineral water, soft drinks, juice, etc.

## Addendum 3



FÉDÉRATION INTERNATIONALE DE SKI  
INTERNATIONAL SKI FEDERATION  
INTERNATIONALER SKI VERBAND

To all World Cup Organizers and their race doctors

Oberhofen, August 2007

### Injury surveillance system

Dear Ski friends,

To reduce the number of injuries suffered by top-level skiers and snowboarders, FIS has developed an injury surveillance system for all FIS disciplines. In World Cup competitions, injury report forms are collected by the TDs. The main objective of the FIS Injury Surveillance System (FIS ISS) is to provide reliable data on injury trends in international skiing and snowboarding at the elite level. To develop effective methods to prevent injuries, we need to understand the causes of injury, their risk factors and injury mechanisms. The FIS ISS can provide such information and in the future we may be able to reduce injury rates, for example through changes in rules and regulations, venues, equipment or coaching techniques based on these data.

The Technical Delegates from FIS are responsible for reporting back if an injury happens during official training or competition in all FIS races. However, we strongly recommend that the TDs enlist the assistance of the official race doctors to complete the injury reports. During the 2006-2007 season only about half of all injuries were reported by the TDs, but with your help we hope to get a more complete picture of all injuries occurring next season.

With this letter we kindly ask you to inform the race doctor for your upcoming World Cup competition about the FIS ISS. The injury report form, which is enclosed, is collected by FIS for medico-legal purposes. We would like to ask the race doctors to complete this injury report together with the TD for any injury occurring during official training or competition during your World Cup event. An electronic version of the form is also available on the FIS website (<http://www.fis-ski.com/uk/rulesandpublications/medicalanddoping/injury-prevention.html?todo=visualiser&rand=463585159>).

We appreciate the help you as the organizers as well as the race doctors can provide to the TDs to complete this important task.

If you have any questions, do not hesitate to contact us.

Kind regards

For the FIS ISS Project Team

Tonje Floerenes, MD  
Oslo Sports Trauma Research Centre  
e-mail: [tonje.wale.florenes@nih.no](mailto:tonje.wale.florenes@nih.no)



CH-3653 Oberhofen (Switzerland), Tel. +41 (0)33 244 61 61, Fax +41 (0)33 244 61 71  
FIS-Website: <http://www.fis-ski.com/> ftp-site: <ftp://ftp.fis-ski.ch>  
TVA – VAT – MWST: 377 542

## Addendum 4 FIS Injury Report

	<b>FÉDÉRATION INTERNATIONALE DE SKI INTERNATIONAL SKI FEDERATION INTERNATIONALER SKI VERBAND</b>	
<b>Injury report / Verletzungsmeldung / Rapport de blessure</b>		
<p style="font-size: small;">All injuries that occur during official training or competition and require attention by medical personnel should be reported/ Alle Verletzungen, die während des offiziellen Trainings oder des Wettkampfs auftreten und Betreuung durch medizinisches Personal erfordern, sollen gemeldet werden/Toutes les blessures qui se produisent pendant l'entraînement officiel ou la compétition et qui nécessitent l'attention du personnel médical doivent être rapportées</p>		
<b>Event information/ Informationen zum Bewerb/Information sur l'évènement</b> Discipline/ Disziplin/Discipline: <input style="width: 100%;" type="text"/>  Site/ Ort/Leu: <input style="width: 150px;" type="text"/> Country/ Land/Pays: <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> Category/ Kategorie/Catégorie: <input style="width: 150px;" type="text"/> Code: <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/>  Date (DD.MM.YYYY) / Datum/Date: <input style="width: 30px;" type="text"/>	<b>Athlete information/ Informationen zum Athleten/Données sur l'athlète</b> Name/ Name/Nom: <input style="width: 100%;" type="text"/> FIS Code: <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> Country/ Land/Pays: <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> <input style="width: 30px;" type="text"/> Gender/ Geschlecht/ Sexe: <input type="checkbox"/> Male/ Mann/Homme <input type="checkbox"/> Female/ Frau/Femme Birth date (DD.MM.YYYY) / Geburtsdatum/ Date de naissance: <input style="width: 30px;" type="text"/>	
<b>Injury information/ Information zur Verletzung/Information sur la blessure</b> <p style="font-size: x-small;">To be completed in collaboration with event or team medical staff (if possible) / Bitte in Zusammenarbeit mit den medizinisch Verantwortlichen der Veranstaltung oder des Teams ausfüllen (wenn möglich) / À compléter en collaboration avec le personnel médical de l'évènement ou de l'équipe (si possible)</p>		
<b>Body part injured/ Verletzter Körperteil/Partie du corps blessée:</b> <input type="checkbox"/> Head-face/ Kopf-Gesicht/Tête-Face <input type="checkbox"/> Neck-cervical spine/ Nacken-Halswirbel/Nuque-Vertèbre cervicale <input type="checkbox"/> Shoulder-clavicular/ Schulter-Schulsschambein/Épaule-Clavicule <input type="checkbox"/> Upper arm/ Oberarm/Bras <input type="checkbox"/> Elbow/ Ellenbogen/Coudes <input type="checkbox"/> Forearm/ Unterarm/Avant-bras <input type="checkbox"/> Wrist/ Handgelenk/Poignet <input type="checkbox"/> Hand-finger-thumb/ Hand-Finger-Daumen/Main-Doigt-Pouce <input type="checkbox"/> Chest (sternum-ribs-upper back)/ Brustkasten (Brustbein-Rippen-Brustwirbelsäule)/Thorax (Sternum-Côtes-Haut du dos) <input type="checkbox"/> Abdomen/ Bauch/Sabdomen <input type="checkbox"/> Lower back-pelvis-sacrum/ Lendenwirbelsäule-Becken-Kreuzbein/Bas du dos-Pelvis-Sacrum <input type="checkbox"/> Hip-groin/ Hüfte-Leiste/Hanche-Aîne <input type="checkbox"/> Thigh/ Oberschenkel/Cuisse <input type="checkbox"/> Knee/ Knie/Genou <input type="checkbox"/> Lower leg-Achilles tendon/ Unterschenkel-Achillessehne/Jambe-Tendon d'Achille <input type="checkbox"/> Ankle/ Fussgelenk/Cheville <input type="checkbox"/> Foot-heel-toe/ Fuss-Ferse-Zehen/Pied-Talon-Ongles <input type="checkbox"/> Information not available/ Information nicht verfügbar/Information non disponible	<p style="font-size: x-small;">Note: Injuries occurring during warm-up, free skiing/snowboarding or between runs need NOT be recorded/ Anmerkung: Verletzungen die während des Aufwärmens, bei freien Skifahren/Snowboarden oder zwischen zwei Läufen passieren müssen NICHT gemeldet werden/Note: Des blessures se produisant pendant l'échauffement, le ski/snowboarding libre ou entre les manches n'ont pas besoin d'être enregistrées</p> <b>Injury type/ Art der Verletzung/Type de la blessure:</b> <input type="checkbox"/> Fractures and bone stress/ Frakturen und Ermüdungsrisse/R fracture et fracture de fatigue <input type="checkbox"/> Joint (non-bone) and ligament/ Gelenke (nicht Knochen) und Bänder/Joint (articulation) et ligament <input type="checkbox"/> Muscle and tendon/ Muskel und Sehnen/Muscle et tendon <input type="checkbox"/> Contusions/ Quetschungen/Contusions <input type="checkbox"/> Laceration and skin lesion/ Fleischwunden und Hautverletzung/Plaie et lésion de la peau <input type="checkbox"/> Nervous system including concussion/ Nervensystem incl. Behirnhirnrüttelung/Système nerveux y compris commotion cérébrale <input type="checkbox"/> Other/ Anderes/Autres <input type="checkbox"/> Information not available/ Information nicht verfügbar/Information non disponible	
<b>Side/ Seite/Part:</b> <input type="checkbox"/> Right/ Rechts/Droite <input type="checkbox"/> Left/ Links/Gauche <input type="checkbox"/> Not applicable/ Nicht anwendbar/Non applicable	<b>Expected absence from training and competition/ Verstättlichte Abwesenheit von Training und Wettkämpfen/Prévision d'absence à l'entraînement et en compétition:</b> <input type="checkbox"/> No absence/ Keine Absenz/Pas d'absence <input type="checkbox"/> 1 to 3 days/ 1 bis 3 Tage/1 à 3 jours <input type="checkbox"/> 4 to 7 days/ 4 bis 7 Tage/4 à 7 jours <input type="checkbox"/> 8 to 28 days/ 8 bis 28 Tage/8 à 28 jours <input type="checkbox"/> >28 days/ >28 Tage/>28 jours <input type="checkbox"/> Information not available/ Information nicht verfügbar/Information non disponible	
<b>Specific diagnosis (if available) / genaue Diagnose (wenn verfügbar)/Diagnostic spécifique (si disponible):</b> <input style="width: 100%; height: 20px;" type="text"/>		
<p style="font-size: x-small;">Note: If there are multiple injuries resulting from the same accident, please describe the most serious injury above and the less serious injuries here/ Anmerkung: Wenn aus dem gleichen Unfall mehrere Verletzungen resultieren, bitte beschreiben Sie die schwereren Verletzungen oben und die leichteren Verletzungen hier/Note: Si y a des blessures multiples résultant du même accident, veuillez décrire les blessures les plus sérieuses ci-dessus et les blessures moins sérieuses ci-dessous:</p> <input style="width: 100%; height: 20px;" type="text"/>		
<b>Contact information to obtain further medical information/ Kontakt für weitere medizinische Informationen/Contact pour obtenir des informations médicales supplémentaires:</b> Name/ Name/Nom: <input style="width: 150px;" type="text"/> Mobile telephone/ Mobiltelefonnummer/ Numéro mobile: <input style="width: 150px;" type="text"/> E-mail: <input style="width: 150px;" type="text"/>		

**Injury circumstances/  
Umstände der Verletzung/Circonsances de la blessure:**

- Competition/ Wettkampf/Compétition
- Official training/ offizielles Training/Entraînement officiel

**Type of snow/ Schneeanart/Type du neige:**

- Natural snow/ Naturschnee/Neige naturelle
- Artificial snow/ Kunstschnee/Neige artificiel
- Plastic/ Plastik/Plastique

**Course conditions (multiple choices possible)/ Streckenzustand (mehrere Antworten möglich)/Condition de la piste (choix multiples possibles):**

- Ice/ Eis/ glace
- Soft/ Weich/Doux
- Compact/ Kompakt/Compact
- Injected snow/ Wasserbehandelter Schnee/Neige traitée par l'eau
- Chemicals used (salt, snow solidifier, others)/ benutzte Chemikalien (Salz, Schneeverfestiger, andere)/Produit chimique utilisé (sel, solidification de neige, autres)

**Weather conditions (multiple choices possible)/ Wetterbeingen (mehrere Antworten möglich)/Conditions météorologiques (choix multiples possibles):**

- Sunny-clear/ Sonnig-klar/Beau temps-clair
- Cloudy/ Bewölkt/Couvert
- Raining/ Regensch/Puieux
- Snowing/ Schneefall/Chute de neige
- Foggy/ Nebel/Brouillard
- Flat light/ diffuses Licht/Mauvaise visibilité
- Artificial light/ künstliche Beleuchtung/Éclairage artificiel

**Wind conditions/ Windkonditionen/Condition de vent:**

- No wind/ kein Wind/Pas de vent
- Some wind/ etwas Wind/Peu de vent
- High wind/ starker Wind/Vent fort

**Video/ Video/Vidéo:**

**Video available from accident (multiple choices possible)/ video vom Unfall verfügbar (mehrere Antworten möglich)/video de l'accident disponible (choix multiples possibles):**

- No/ Keine/No
- TV broadcast/ Fernsehansicht/Chaine TV
- Other video/ Andere Video/Autres video:

**Explain/ Erklärung/Expliquez:**

**Contact information to obtain copy of video/ Kontakt um das Video zu erhalten/Contact pour obtenir une copie de la vidéo:**

Name/ Name/Nom:

E-mail:

Mobile telephone/ Mobiltelefonnummer/ numéro mobile:

**Other comments/  
Weitere Bemerkungen/Autres commentaires:**

Please send this injury report as soon as possible to/  
Bitte schicken Sie diese Verletzungsmeldung so rasch als möglich an/  
Veuillez envoyer ce rapport de blessure le plus vite possible à la:

FIS, Blochstrasse 2, CH-3653 Oberhofen, SUI

Fax: +41 33 244 61 71

**E-mail:** Alpine: [luessy@fisski.ch](mailto:luessy@fisski.ch) Freestyle/Snowboard: [hostettler@fisski.ch](mailto:hostettler@fisski.ch)  
Cross Country/Telemark: [lessing@fisski.ch](mailto:lessing@fisski.ch) Ski Jumping/Nordic Combined: [friedrich@fisski.ch](mailto:friedrich@fisski.ch)

## Appendix F - Nutritional Guidelines

### Main Concepts and Guidelines for providing food to athletes:

1. **Provide food constantly**
2. **Ensure a wide variety of foods**
3. **Provide plenty of carbohydrate-rich foods**
4. **Provide plenty of fluid sources**

The following are only guidelines and specific menus are designed based on meal cost, feasibility and team preferences. However, these guidelines will give event organizers and the potential vendors a common ground from which to add or subtract foods.

Remember to consider the special needs of team members such as religion-based food limitations. For example, Catholics often eat fish on Friday, Muslims omit pork from their diet, Seventh Day Adventists are strict vegetarians.

Different athletes have different nutritional needs, depending on age, size and characteristics of their sport. In addition, each athlete's timetable of training and competing can be different. Providing a brief questionnaire to elicit such needs is an excellent means of serving the athlete's special needs.

#### 1. **Provide food constantly**

A major part of athletic performance is adequate food intake. Athletes generally have high caloric needs. Athletes do not follow the traditional 3 meals a day schedule. Eating at least 6 times per day is the average for athletes. It is suggested that 3 meals and 3 snack options are provided.

#### 2. **Ensure a wide variety of foods.**

Athletes have a wide variety of nutritional needs. The best way to meet the diverse needs of the team is to offer a self-serve buffet. This allows quick service of food to large numbers or groups of hungry athletes and ensures each athlete eats according to their individual needs.

#### 3. **Provide plenty of carbohydrate-rich foods**

Carbohydrate is the most important fuel for exercising muscles. Unfortunately it can only be stored in small amounts and therefore needs to be replaced regularly. Carbohydrate-rich foods consist of breakfast cereal, grains, fruit, starchy vegetables, legumes, sweetened fat dairy products and sugar-based drinks.

#### 4. **Provide plenty of fluid sources**

Each day athletes need to replace 3+ liters of fluid to replace sweat and body fluid losses. Dehydration can impair performance and usually before the athlete notices.

The following are sample guidelines for menus.

### **Breakfast**

- Beverages:** juices, milks, water, coffee, tea
- Cold items:** assorted cereals  
toast or bagels  
low fat muffins or waffles  
fruit  
yogurt
- Hot items:** hot cereal - oatmeal  
eggs - boiled, poached or scrambled  
grilled tomatoes, baked beans or creamed sweet corn  
low fat pancakes, waffles, or French toast
- Condiments:** regular and lite versions of cream cheese, margarine, syrup, etc.

### **Lunch & Dinner**

- Beverages:** milks, juices, sport drinks, water, soft drinks, coffee, tea
- Salad Bar:** lettuce salad with toppings  
(chopped eggs, cheese, tomato, cucumber, raisins, sunflower seeds, garbanzo beans, chickpeas, etc.)  
salad dressings with lite or fat-free options  
raw vegetables (carrots, celery, cauliflower, broccoli, etc.)  
low fat pasta salads, rice salad and /or potato salad  
fresh and chopped fruit (apples, bananas, grapes, kiwi, oranges, berries, melons)  
cottage cheese
- Hot Foods:** soup  
1-6 oz. lean grilled meat portion (fish, pork chop, steak, chicken, ham, etc)  
1 pasta meal with tomato based sauce  
1 "favorite" dish, such as pizza, burritos, stuffed potatoes, stir fry / stew  
\*entrees should not be fried & one vegetarian option should be available
- Condiments:** regular & lite versions of condiments such as butter & margarine, sour cream etc.
- Sides:** grain (rice, pasta)  
baked beans or other legumes

vegetables  
rolls, bread, bagels

**Desserts:** ice cream or yogurt  
fruit puddings or crumbles  
low fat fruit muffins

**Cold Buffet:** deli sandwiches  
(breads, pita, crackers, meats, cheeses, humus, peanut butter,  
and condiments) and self serve option  
salad bar, per above  
bakery items (rolls, breads, muffins, cookies, and bars)  
fresh fruits and vegetables  
dairy items (yogurt, pudding, and ice cream)  
assorted baked chips and pretzels

**Snacks** sports drink, fruit juice or/and soft drink  
low fat fruit muffins and bars  
yogurt  
soup and rolls  
fruit  
breakfast cereal and milk  
waffles and bagels

## Appendix G - Sample Biography Form

Full Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Height/Weight: \_\_\_\_\_

Birthplace: \_\_\_\_\_ Sport (Alpine, Snowboard, Freestyle, Nordic): \_\_\_\_\_

Hometown: \_\_\_\_\_

School last attended / degree: \_\_\_\_\_

Major Sponsors: \_\_\_\_\_

Home Ski Area: \_\_\_\_\_

Home Club: \_\_\_\_\_

Age when you started skiing / riding: \_\_\_\_\_ Age when you started competing: \_\_\_\_\_

Did you switch from another snow sport (e.g., from Cross Country to Freestyle, Alpine to Snowboarding), when and why?

\_\_\_\_\_

What's your favorite event? \_\_\_\_\_

Best place to ride / ski? \_\_\_\_\_

Comment on your performance from last season: \_\_\_\_\_

Favorite trick / maneuver / course? \_\_\_\_\_

Goals for this season: \_\_\_\_\_

What's the one thing you must travel with? \_\_\_\_\_

Do you have any superstitions or rituals? What? \_\_\_\_\_

If your athletic philosophy could be summed up on a bumper sticker, what would it say? (personal motto?)

\_\_\_\_\_

Anything else you like to tell us? \_\_\_\_\_

## Appendix H - Sport-Specific FIS Rules

FIS releases updated competition rules at the beginning of every season. Please familiarize yourself with the FIS rules specific to the sport and level of event that your site will be hosting.

[Alpine](#)

[Cross Country](#)

[Freeski Park & Pipe](#)

[Freestyle](#)

[Nordic Combined](#)

[Ski Cross](#)

[Snowboard Cross](#)

[Snowboard Park & Pipe](#)

# Appendix I - Electronic Funds Transfer



## BANK TRANSFER FORM FOR PRIZE MONEY

GIVEN NAME (as shown on passport):	<input type="text"/>
FAMILY NAME (as shown on passport):	<input type="text"/>
MAIDEN NAME (former family name):	<input type="text"/>
DATE OF BIRTH (D, M, Y):	NATIONALITY:
<input type="text"/>	<input type="text"/>
PLACE OF BIRTH:	COUNTRY OF BIRTH:
<input type="text"/>	<input type="text"/>
GENDER: male <input type="checkbox"/> female <input type="checkbox"/>	
STREET ADDRESS:	POSTAL CODE:
<input type="text"/>	<input type="text"/>
TOWN:	COUNTRY:
<input type="text"/>	<input type="text"/>
E-MAIL (for the confirmation):	PASSPORT NO (Please enclose copy!):
<input type="text"/>	<input type="text"/>

### BANK INFORMATION

ACCOUNT NUMBER:	<input type="text"/>
BENEFICIARY'S NAME:	<input type="text"/>
FULL NAME OF BANK:	<input type="text"/>
FULL ADDRESS OF BANK:	<input type="text"/>
BANK CLEARING NUMBER:	<input type="text"/>
IBAN (International Bank Account Number e.g. IT60 X054 2811 1010 0000 0123 456)	BIC (Bank Identifier Code) SWIFT e.g. ABCDITRRXXX
<input type="text"/>	<input type="text"/>
Account Currency (e.g. Euro)	VAT NUMBER (Tax Number)
<input type="text"/>	<input type="text"/>
ABA (for USA, CAN)	ROUTING NUMBER (for USA, CAN)
<input type="text"/>	<input type="text"/>

I herewith confirm, that FIS and the Organisers of the FIS Snowboard World Cup may file and use the above information for the purpose of prize money payment only. I also accept that this information may be transferred to an Organiser abroad.

<input type="text"/>	<input type="text"/>
Signature	Date

## Appendix J - Press Room Standards & Operation Overview

<b>Staffing</b>	<b>Category A</b>	<b>Category B</b>	<b>Category C</b>
<b>Chief of Press</b>	Required	Required	Required
<b>Press Room Manager</b>	Required	Required	Recommended
<b>Information Manager</b>	Required	Recommended	Recommended
<b>Press Room</b>			
<b>Location</b>	5-10 minutes from finish	5-10 minutes from finish	5-10 minutes from finish
<b>Hotel</b>	5-10 minutes; direct dial phone with reasonable rates	5-10 minutes; direct dial phone with reasonable rates	5-10 minutes; direct dial phone with reasonable rates
<b>Press Room Size</b>	1,500 square feet	500 square feet	250 square feet
<b>Working Spaces</b>	75	25	10
<b>Info Desk</b>	Available	Available	Available
<b>Internet Terminal</b>	4-5	1-2	1
<b>Free Wireless Internet</b>	Required	Required	Recommended
<b>Photocopier</b>	Required	Required	Required
<b>Private Press Admin Office</b>	Required	Recommended	N/A
<b>Reserved Private Space for Press</b>	Available	N/A	N/A
<b>Press Parking</b>	35 spots	20 spots	10 spots
<b>Wire Service Work Area</b>	Available, if needed		
<b>Course &amp; Finish Areas</b>			
<b>On-Course Photo</b>	Special Credential	Special Credential	Special Credential
<b>Finish Area - TV Zone</b>	Required	Required	Recommended
<b>Finish Area - Mixed Zone</b>	Required	Required	Recommended
<b>Finish Area Stand</b>	Required	Required	Recommended
<b>Hospitality &amp; Gifts</b>			
<b>Press Room Hospitality</b>	Required	Recommended (Basic food)	Not required

<b>Press Gift</b>	Highly Recommended	Highly Recommended	Not required
<b>Social Event</b>	Required (doesn't need to be a separate function)	Recommended	Not required
<b>Days &amp; Times</b>			
<b>Days of Operation</b>	2 full days prior to first "official" activity, through morning after last "official" activity	1 full day prior to first "official" activity, through evening of last "official" activity	1 full day prior to first "official" activity, through evening of last "official" activity
<b>Hours of Operations</b>	Minimum 2 hours prior to start, at least 4 hours after official results	Minimum 2 hours prior to start, at least 4 hours after official results	Minimum 2 hours prior to start, at least 4 hours after official results
<b>Press Conference &amp; Other Services</b>			
<b>Press Conference Room</b>	Required	Required	Work Room
<b>PA System</b>	Required	Recommended	N/A
<b>Daily Event-Day Press Conference</b>	Required	Recommended	N/A/
<b>Phone &amp; Fax</b>			
<b>Admin Phone</b>	2	2	1
<b>Admin Fax</b>	1	1	1
<b>Cell Coverage, Press Room</b>	Required	Required	Recommended
<b>Cell Coverage, Finish Area</b>	Required	Required	Recommended
<b>Press Phones</b>	25 minimum	5 minimum	1 minimum
<b>Press Fax</b>	3	1 minimum	1 minimum

### Appendix K - Sample Event Media Services Budget

This sample budget is a basic outline of the types of expenses for which sites should plan. Not all sites will have all of these expenses. Actual amounts will vary between sites, but this guide will provide a roadmap to completing actual planned expense amounts.

Promotion	Costs (vary by site)
News Releases	
Photography	
Media Tours	
Press Kit Development	
Advance Media Solicitation	
Staffing	
Chief of Press	
Press Room Manager	
Other Press Room Staff	
Press Room	
Room Rental	
Tables/Chairs Rental	
TV Monitors, VCR	
PA System for Press Conferences	
Room Setup Feed	
Security	
Copier Rental	
Paper & Supplies	
Staff Radios	
Credentials	
Daily Hospitality Service	
Phone & Internet	
Internet Access with Wireless Access Point	
Phone Line Installation & Activation	

<b>Telephone Purchase</b>	
<b>Administrative Long Distance</b>	
<b>On-Course and Finish Area</b>	
<b>Bibs For On-Course Photographers</b>	
<b>Finish Area Setup (generally not a media area expense)</b>	
<b>Broadcast Booths (cost borne by rights holding broadcaster)</b>	
<b>Special Media Expenses</b>	
<b>Travel Expense to 'Host' Media (organizer choice)</b>	
<b>Media Social Event</b>	
<b>Media Gift</b>	