



ALPINE OFFICIALS' MANUAL

CHAPTER VI

WORKING PAPERS

SEASON 2022

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U.S./FIS RACE DOCUMENTS: Updated documents can be found in the Master Packet of Forms (MPF) on U.S. Ski & Snowboard website. The forms are arranged in order of use.

- Introduction to the Season
- Procedures for Sending Race Result Files
- Non-FIS Event Document Packets
- FIS Event Document Packets
- Common Errors in FIS Race Documentation
- Distribution of Documents - FIS Events
- Event Announcement Form
- Event Personnel Assignment Sheet
- Advance Event Information for Officials
- Non-FIS Team Entry Form
- FIS Entry Form
- Alpine Officials' Certification Guidelines Mission Statement
- Alpine Officials' Certification Guidelines
- Guidelines Equipment Control/Protest U.S. non-FIS
- FIS Athlete Declaration
- Acceptance of Liability by a Team Captain
- Venue Access
- Volunteer Competition Worker Registration
- Technical Delegate's Event Worksheet
- Checklist for Parallel Events
- Checklist for Team Captains' Meeting
- Program/Team Captains' Meeting Minutes – Non-FIS
- Program/Team Captains' Meeting Minutes – Non-FIS Parallel Events

Program/Team Captains' Meeting Minutes – FIS
Program/Team Captains' Meeting Minutes – FIS Parallel Events
Attendance List
Start/Finish Referee Recording Form
Start/Finish Timekeeper Recording Form
Electronic Time / (Tod) Recording Form
Replacement Time (Manual/Hand) ToD (EET) Worksheets & Example
Report by the Referee
Protest Form
Minutes of Jury Decision (With Protest)
Minutes of Jury Decision (Without Protest)
U.S. Penalty Calculation
FIS Penalty Calculation
U.S. Technical Delegate Report
FIS Report of Technical Delegate Notes
Timing Checklist
U.S. Timing & Data Technical Report (TDTR) **
Why Do We Complete a TDTR?
U.S. Additional Report of the Technical Delegate
FIS Additional Report of the Technical Delegate
Officials' Expense Report
USA FIS Technical Delegate Expense Report Form
Head Tax Procedures
Head Tax Accounting Sheet
Head Tax Waived Athletes
Head Tax List of Approved Waived Athletes (July 2021)
U.S. First Report of Accident Instructions
U.S. First Report of Accident Form
FIS Notice of Injury (ISS)
Guidelines for Actions in Case of Serious Accident
TD Accident Report Form (Major injuries according to Guidelines; FIS/U.S. events.)
Concussion Medical Evaluation Form & Parents' Letter
Jury Appeal Form
Gate Judge Card Instructions including Single Pole Slalom
Gate Judge Card Fault Only
Gate Judge Card Fault/No Fault Example
Gate Judge Card Fault/No Fault
Venue Dismantling Recommendations
All You Ever Wanted to Know...About Conversions
Checklist for Draw for Nor-Am Cup
Programming Change Request
Non-FIS TD Nomination Form
Non-FIS TD Evaluation Form (for initial Level 1 and Level 3 Speed Evaluations)
Alpine Officials' Personal Activity Record
Alpine Officials' Recommendation Form

The Certificate of Insurance Request form is no longer available in the MPF; it must be requested online with buckner.com@us-ski-andsnowboard/ (Certificate Request). A minimum of two (2) days must be allowed for processing.

TDTR for FIS events must be electronically submitted to FIS in XML format; PDF copy must be printed for required signatures and inclusion in Event Result Document Packets. FIS software that provides both formats is available at:

fis-ski.com/en/inside-fis/document-library/timing-data.

The FIS software is also used for producing a TDTR in XML format for electronic submittal to U.S. Ski & Snowboard for non-FIS events. A PDF copy must be printed for required signatures and inclusion in Event Result Document Packets submitted to U.S. Ski & Snowboard.

**The paper copy TDTR included in the MPF is intended for making note of data required by the TDTR software.

Note: U.S. Membership Application and FIS Inscription forms are not included with “Working Papers” section. U.S. Ski & Snowboard membership application is an online process; the FIS Inscription form can be found in the Membership Tools section of the U.S. website.

Refer to the following AOM Chapters for additional miscellaneous forms and documents:

- Chapter IV - Race Organization
- Checklist for Event Organizers
- Chapter V - Secretariat
- Secretariat Checklist
- Suggested List of Supplies
- Chapter XII - Computers and Ski Racing
- Computer Input Information

INTRODUCTION

In order to simplify procedures, standardized forms are used to document/report all U.S. Ski & Snowboard and FIS events. This standardization allows for more efficient and accurate documentation of events, regardless of the race site

Forms contained in the “Master Packet of Forms” (MPF) posted on the U.S. website have all been reviewed, and where required, updated as of September 2021. Basic instructions for preparation, use, and distribution of these forms are also included.

STANDARD DOCUMENTATION OF ALPINE COMPETITIONS

LAYOUT: The format is basically divided into three parts, which are always present.

- Header: *Reserved for repetitive information, such as competition site, name of the competition, dates, type of event, technical data such as homologation number, start/finish elevations, gate counts, Jury member names, measured length of competition course for DH and SG, etc.
- Body: Reserved for the printing of all the competitor data required during the preparation and running of the competition. (Race result software may produce different dimensions of the printed area (the body) to cope with different sized header or footer as required by type of competition.)
- Footer: Reserved for document identification codes and event identification number – FIS codex or U.S. Ski & Snowboard transmittal/race code, timing company, date, and location.

This 3-part division allows for clear and efficient presentation of the information even in the case of extremely varied graphical solutions, which are common for the header and footer of the form.

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

ORGANIZATION OF THE INFORMATION ABOVE THE FOOTER OF THE PAGE:

Forerunners’ names and nations, weather conditions, and course conditions were previously noted on the first page. “Legend” has been newly added.

- **Forerunners for each run:** Only three (3) listed - last name, first name, and Nation
- **Conditions on Course:** Weather conditions, Snow conditions, and air temperatures at Start area and Finish area at beginning of event
- **Legend:** Currently contains explanation of “ST#” (Start Number) and “YB” (Year of Birth)

ORGANIZATION OF THE FOOTER OF THE PAGE: The most important innovation regards the first line of the footer which is repeated on each page. The footer groups all the information required for *identification* of the *document* as well as the page number within the document.

This information has been organized in two different groups, the first of which is aligned to the left-hand margin, while the second is aligned to the right.

The meaning of the symbols is as follows:

<u>1st Line – Left:</u>	Date of the event followed by Location of the event: Ski Area (Nation) / transmittal # or codex #. <i>Date & Location are separated by a slash (/).</i>
<u>1st Line – Left:</u>	Actual page / total number of pages in document (<i>Example: Page 1/3</i>)
<u>2nd Line - Left:</u>	Data Processing Information <i>Includes name of software, Version #, Revision #</i>
<u>2nd Line - Middle:</u>	Date and Time document was created: (<i>Example: 11/18/2021 at 17:05.45.</i>)
<u>2nd Line - Right:</u>	Identification of Timing Equipment or Timing Company

It is obvious that this solution has the considerable advantage of identifying documents in a complete, efficient, and legible manner. This procedure facilitates the preparation, verification, and consultation of the whole report.

The following point should be noted with regard to the remaining information given in the body of the documents.

- Each document has been organized to allow optimal presentation of the essential information obligatory for the competition and to avoid optional data that can best be included in the informative technical documentation.
- The type of competition followed by the title of the document is always given in full on the first page. This is followed by the data concerning the Jury and the Course (technical data), as required by the rules. It is followed by the information specific to the particular document in tabular form. Additional pages only contain column headings.