



UNITED STATES SKI AND SNOWBOARD ASSOCIATION

CHIEF OF RACE – ALPINE

2011-2012

STUDY GUIDE

This Study Guide is intended to be used as an educational and review aid for individuals interested in alpine officiating. Downloading, printing and reading the Study Guide must not be substituted for actual attendance at a USSA-approved Clinic or used as a replacement for actual instruction at any USSA-approved Clinic.

A video for Gate Judge instruction, "**The Most Important Person on the Hill...**", is available on the USSA website. The video, however, does not include correct passage of a missed gate in single pole Slalom or single gate Giant Slalom; a separate presentation is planned and, when ready, will be posted on the USSA website to aid in training for these situations.

REFERENCE PUBLICATIONS:

1. USSA Alpine Competition Regulations (ACR)*
2. ICR of the FIS, online Edition
3. ICR Precisions
4. USSA Alpine Officials' Manual

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

CERTIFICATION EXAMINATION:

Chief of Race Certification Examination will be available at USSA-approved Alpine Officials' Clinics. Allowed time limit is 1.5 hours. The examination is an open book exam and must be administered only at scheduled Clinics. It is **NOT A TAKE HOME EXAM!** Allowing the use of computers in order to complete calculations or "search" rule books is strongly discouraged. **Examination materials provided by the clinic organizer are the only documents/forms that will be accepted.** Completed examinations must be retained by the Clinic examiners; they are not returned to the individuals taking them. Please refer to Regional/Divisional/State publications for schedules. *The Study Guide is not intended as a replacement for taking notes for use during an open-book examination at any USSA-approved Clinic.*

If you have problems with this Study Guide or have suggestions for improvements, please contact the current Chair of the Alpine Officials' Education Working Group. Thank you.

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There is much information available to us - no one can possibly know it all. What we SHOULD know is WHERE to find it. Most of the sections of this Study Guide require research by the user. This research will aid in the ability to understand the layout of the applicable rule books and publications and will reinforce their content. PLEASE USE CURRENT EDITIONS!

REFERENCE DOCUMENTS:

The following reference items can be found at the end of this Study Guide. *Document numbering is not sequential because it agrees with document numbering in the "Master Packet of Forms"*. The "Master Packet of Forms" can be found on the USSA website.

- Personnel at the Race
- Glossary/Job Descriptions
- Early Planning Considerations
- Schedule Agreement (2 pages)
- 5. Race Announcement
- 6. Race Personnel Assignment Sheet
- 7. Advance Information
- 17. Checklist Team Captains' Meeting - USA
- 18. Checklist Team Captains' Meeting - FIS
- 19. Program For/Team Captains' Meeting Minutes – Tech
- 20. Program For/Team Captains' Meeting Minutes – Speed
- 39. Timing Checklist
- 44. USSA Official's Expense Report Form
- 62. - 63. Gate Judge Card (Fault only)
- 64. - 65. Gate Judge Card (Fault/No Fault)
- How to Prepare 2nd Run Start Lists [621.11.2, 617.3.3]
- 69. Programming Change Request
- Jury Study Problems

I. ORGANIZATION OF A RACE (Refer to Personnel at Race and Glossary/Job Descriptions)

- A. Race Organizing Committee (ROC), consists of those members (physical or legal) who are delegated by the Organizer. It carries out the rights, duties and obligations of the Organizer. [600, AOM Chapter IV - Race Organization]
 - 1. Responsible for orderly preparation and conduct of the event
 - 2. Appointed by race organizers
 - 3. Essential members of committee for any size race
 - a. Chairman
 - b. Secretary (may or may not be the Race Secretary)
 - c. Chief of Race: Chief of Race [601.3.1] The Chief of Race directs and controls the work of all officials; is Chair of ROC at lower-level events, acts as Chairman of Team Captains' Meeting; acts as liaison between Organizing Committee and other event- related areas
 - d. Others, as needed

4. Upon appointment: Technical Delegate, Referee, Assistant Referee (speed events only) and Forerunners
5. Other appointments usually made by Organizing Committee:
 - a. Chief of Course [601.3.2]
 - b. Start Referee [601.3.3]
 - c. Finish Referee [601.3.4]
 - d. Chief Gate Judge [601.3.5]
 - e. Chief of Timing and Calculations [601.3.6] Supervises, documents and enforces quality control of timing operation. With the exception of lower-level non-scored events, (e.g. YSL), where staffing issues may require it, the Chief of Timing and Calculations should not also be the individual operating the electronic timing equipment or the timing/race result software.
 - f. Race Secretary [601.3.7]
 - g. Others as appropriate [601.3.8 - .3.9.4]

II. EARLY PLANNING STAGES (Early Planning Considerations)

- A. Important concerns in planning a race that ski area management, Organizing Committee and Chief of Race should consider:
 1. What runs are available?
 2. Does the ski area have special requirements or issues, e.g. liability waiver, other events, etc?
 3. Are the runs homologated?
 - a. If so, are the homologations valid? [650.6.6]
 - 1) Downhill
 - 2) Super G
 - 3) Giant Slalom
 - 4) Slalom
 - b. What can cause a homologation to be voided? [650.6.6.1 - .3]
 - c. What happens if you have exceptions or deviations? [650.1]
 - d. What if no file exists? [601.4.9.1]
 - e. What do the homologation numbers mean? [650.6.4]

Homologation number on new certificates indicates the total number of homologated courses in that year and the year in which the homologation certificate was issued. Older certificates show number of courses registered in that year instead of the month and year of issuance. Certificates are being updated as current homologations expire and are valid for 5 years (speed) and 10 years (tech) from November 1 of year of issuance. (Southern Hemisphere is July 1 of year of issuance.)
 4. Will the proposed race date fit into schedule?
 5. Is adequate time available for planning?
 6. Could poor course conditions change event? [650.6.9]
 7. What lift facilities are available to the race? Can they be dedicated to ONLY the race and officials or will a competitors', officials' and workers' lane be available?
 8. Is site easily reached by car? Bus? Plane?
 9. Are adequate housing and meal facilities available for racers/officials?
 10. Can the race hill be closed to recreational skiers? How many crossings would be needed?
 11. How will the crossings be controlled? Volunteers? Ski Patrol?
 12. Are special grooming preparations required? Will area provide these services?

13. Is there good communication/cooperation between ski area and organizing committee (club)?
14. Does the Ski Patrol have a Medical Plan in place that fits the requirements of the competition?
15. Are trained officials and where required, appropriately certified officials, as well as other personnel **and Forerunners** available?
16. What are the financial considerations? Sponsors?
17. Is the necessary equipment available, e.g. poles, flags, fencing, bibs, timing equipment, and radios?
18. Has result software been updated to the current version and the approved format?
19. Do the timing equipment, start gate and finish photocells meet specifications as required by the level of the event?
20. What on-hill competitor security measures are required? Is there a source for additional supplies?
21. Will on-site USSA competitor membership applications be accepted?
22. Are USSA memberships for officials appointed by the Organizing Committee: Chief of Race, Chief of Course, Chief of Timing & Calculations, Start Referee and Finish Referee, current?
23. If event is classified as National Championships, NorAm or World Cup event, is a Level 3 or higher Chief of Timing & Calculations available?

B. Schedule Agreement (**Schedule Agreement, 2 pages**)

The Schedule Agreement must be completed and signed by the representatives of the Organizing Committee and the Ski Area/Landowner for submittal to USSA for approval and signatures. Without a properly executed Schedule Agreement, event liability insurance is not in effect. The Schedule Agreement should be completed and submitted to USSA a minimum of 30 days in advance of the scheduled events.

C. Race Announcement (**Refer to #5. Race Announcement**)

Race Administrator usually prepares this document with input from the Chief of Race and should be available at a minimum, 4 weeks in advance of the scheduled event.

D. Staffing the Race (**Refer to #6. Personnel Assignment Sheet**) - **Membership Requirements**

The Chief of Race is responsible for staffing the race and should choose the most qualified, experienced and properly certified person available for each position. [AOM, Chapter IV. Race Organization]. As the event coordinator, the Chief of Race should have good rapport with ski area management, Organizing Committee and officials. An assistant can help staff, check people in/out and learn the job.

NOTE: Chief of Race at USSA-scored events must be certified either as a Chief of Race, Referee or Technical Delegate and must also attend a bi-annual USSA-approved Continuing Education Clinic in order to retain certification.

1. **USSA-SANCTIONED NON-FIS EVENTS:** Jury members, Jury Advisors (Start & Finish Referees), Chief of Course and Course Setters are required to be **participant members of USSA** as a Coach or Official. **USSA Associate members are not “participant members”**. Competitors are required to have an appropriate competitor’s USSA participant membership. Forerunners must have an appropriate USSA participant membership: competitor, master, student or youth. ***Qualified members of foreign federations recognized by FIS must hold a valid USSA membership in order to take part in any capacity at a USSA-sanctioned non-FIS event.***

2. **USSA-SANCTIONED FIS EVENTS:** Jury members, Jury Advisors (Start & Finish Referees), Chief of Course and Course Setters are required to be *participant members of USSA* as a Coach or Official. If a foreign FIS Federation lists a coach on their entry form, the Federation is certifying that the coach has the knowledge and ability to fulfill the duties of a Team Captain: e.g. serve as a Jury member or set a course; *this satisfies the “qualified member of foreign federation” requirement for FIS events*. Competitors are required to be FIS inscribed. Eligible USSA participant members who are **not** FIS inscribed and who are serving as Forerunners **must** sign the “FIS Athlete’s Declaration”.
3. ***USSA Coach or Officials members whose membership numbers on the USSA web site membership roster are highlighted indicates that USSA has received their completed membership applications. If the status, however, is marked “PENDING”, this is an indication that the member has not completed required background screening, and they must not be appointed to serve as Jury members, Jury Advisors, Chief of Course or Course Setters.***
4. Failure to comply with membership requirements will invalidate event liability insurance.

E. Staffing the Race – Special Certification Requirements

1. Referee for technical and speed events and Assistant Referee for speed events only, are appointed by Technical Delegate and should be from a visiting club. This appointment is from among most qualified, appropriately certified (Referee) individuals present. Inasmuch as these individuals are competitors’ representatives on the Jury, however, whenever possible, a coach should serve as the Referee.
2. Upon their appointment, the Referee and Assistant Referee (speed events) become members of the Organizing Committee.
3. For all USSA-sanctioned events – both scored and non-scored, officials serving on a competition Jury as a Referee or Assistant Referee or serving as a Course Setter must be certified Referees.

NOTE: An Assistant Referee may be assigned to a USSA sanctioned technical event for training purposes only. They participate with the Jury, but have neither voice nor vote in Jury decisions, and their names do not appear on any official documents.

F. Staffing the Race – Key Officials:

1. Start Referee: Can be home area or visiting official
2. Finish Referee: Can be home area or visiting official
3. Chief of Timing and Calculations (responsibilities may be split between two persons)
4. Chief of Race
5. Race Administrator, a.k.a. Race Secretary or Secretariat
6. Data Management person, other than RA, is helpful but not mandatory
7. Chief of Course: Should be knowledgeable about course preparation and snow maintenance, etc. as they relate to the event hill. They may be an area person or a volunteer
8. Chief Gate Judge: Referees, Technical Delegates and Chiefs of Race make excellent Chief Gate Judges.

G. Race officials that do not necessarily need to be certified are:

1. Starter is part of timing crew and should have experience
2. Timekeepers: Verify requirements with Chief of Timing
 - a. Assistant Timekeepers: Start manual/hand timekeeper/Start recorder
 - b. Assistant Timekeepers: Finish manual/hand timekeeper*/Finish recorder*

***It is suggested that each understand how to operate the manual timekeeping equipment being used and that they both operate a manual timekeeping device in case of a close finish by two competitors .**

(This suggestion is based on experience.)

- c. Electronic time operator(s): If ski area timing is used, this official is generally a ski area employee; however, knowledgeable volunteers may also be used
 - d. Electronic time recorder(s)
 - e. Runner(s) needed to move supplies and documents
 - f. Scoreboard poster: Posts competitors' unofficial times on a scoreboard posting sheet
 - g. Announcer: Depends on events' specific set of circumstances
 3. Finish Controller and/or Finish Spotter. At most low-level races, the Finish Referee assumes the responsibilities of this official and is certified as a Jury Advisor or Referee.
 4. Race Headquarters: Verify requirements with Race Administrator
 5. Gate Judges: Estimate 2-3 gates per person; for DH, 1 gate per person is preferred [669 - rules require "sufficient number"]
- H. Time frame for staffing:
1. Start staffing at least 3 weeks ahead - even sooner for larger races. The number of people needed is dependant on type and level of race.
 2. Verify availability of key officials first: Chief of Course, Race Administrator, Chief of Timing & Calculations, Chief Gate Judge, Jury Advisors (Start and Finish Referee). Verify certification and membership requirements for each position. (USSA Schedule Agreement requirement states that as appropriate to the discipline and type of competition all Referees, Judges (for Snowboard & Freestyle events), Course Setters, Chief of Timing and other senior officials must be appropriately certified.)
 3. Start recruiting Gate Judges early because of number required
 4. Use race personnel assignment sheet to make sure no position is overlooked.
 5. Co-ordinate with area concerning race officials' course access
 - a. Arm bands, identification card, bib?
 - b. Can they get on lift without skis?
 - c. Can they hike up the hill?
 - d. Are snowmobiles available?
 5. If single pole Slalom or single gate Giant Slalom is planned, verify Chief Gate Judge is aware of difference in procedures for hiking and completing clear passage of missed single pole/single gate and dual pole/dual gate sections.
 6. Co-ordinate nourishment provisions for Gate Judges and other race workers? [668.3] If nourishment is provided, will it be:
 - a. Distributed at check in?
 - b. Delivered to a central point or to the officials on the hill?
 7. Plan worker registration area and procedures. Verify the availability of adequate staff to help with check-in and check-out in the afternoon. Verify availability and location of your registration area.
- I. Availability of Race Officials (**Refer to #7. Advance Information**)
1. Technical Delegate [602.4.1]
 - a. **USSA – GS/SL/SG/DH:** [602.4.3]
 - 1) **GS/SL:** *Should* arrive 24 hours before the draw for the event
 - 2) **SG/DH:** *Should* arrive 48 hours before the draw for the first training
 - b. **FIS:** [602.4.3]

- 1) **GS/SL:** 24 hours before the draw for the event
 - 2) **SG/DH:** 48 hours before the draw for the first training
2. Other Race Officials
- a. **GS/SL:** Key officials (Jury Advisors and Chiefs), should be available for first Team Captains' Meeting
 - b. **SG:** Key officials (Jury Advisors and Chiefs) should be available for first Team Captains' meeting. Timing does not need to be in place for training scheduled for junior races; however, training runs are a good time to check all electronic systems.
 - c. **DH:** Key officials (Jury Advisors and Chiefs) should be available for first Team Captains' meeting. Rules require downhill be race ready from the first day of training, all officials, including Start Referee, Finish Referee, medical personnel (Ski Patrol), Gate Judges and manual/hand timekeeping should be in place for all training runs.
 - d. **SC:** Default to **DH** or **SG** and **SL** requirements.
- J. Miscellaneous items
1. FIS Races are conducted by rules of the current ICR, its current Precisions and, for USSA races, the ACR. USSA rules cannot supersede the ICR. For issues not covered by USSA rules, the following applies:
“The FIS International Competition Regulations (ICR) and adjuncts shall govern any and all issues not addressed therein.” (ACR, Intro.)
 2. Competitor Membership [200.3]
 - a. Who authorizes a racer's entry into an International race? [200.3]
 - b. Can a racer represent more than one country/club? [203.4, 203.5, 203.5.3]
 - c. Which country must a racer with dual nationality represent? [203.5.1, 203.5.2]
 3. Terminology you need to know:
 - a. **Seed Points** - a numerical indicator of a racer's individual ranking
 - b. **Race Points** - a numerical indicator showing the relationship between a racer and the winner of that specific race
 - c. **USSA and FIS Penalties** - numerical indicators that equalize differences between races held on various race hills
 4. Appointment of Technical Delegate Candidates. Both USSA and FIS Technical Delegates are required to complete “shadow” assignments under the supervision of a USSA Level 3 or USSA Level 4 or FIS Technical Delegate. Following successful completion of the “shadow” events, the Candidates are required to perform the duties of a Technical Delegate under the supervision of an Examiner (final evaluation). Prior to being appointed as the Technical Delegate for a USSA-sanctioned event, the Candidate must successfully complete “shadow” assignments and final evaluation assignment, and must be accepted by USSA or FIS.
 - a. Candidate is obligated to initiate contact with the applicable ROC
 - b. ROC is obligated to provide the Candidate with a Jury radio and lift access
 - c. ROC is not obligated to provide any financial support, e.g. housing, meals, per diem, etc.
 - d. Candidate is not considered a member of the ROC for “shadow” or final evaluation assignments
 - e. Technical Delegate may request Candidate’s opinion, but Candidate has no vote in Jury decisions
 - f. Candidate’s name does not appear on any official documents

III. THE JURY [601.4, AOM Chapter III - Rules, The Jury, And The Technical Delegate] and Duties of the Jury [601.4, 601.4.6]

- A. Members of the Jury, when appointed, become members of the Organizing Committee [601.2.2, 601.2.4]
1. Technical Delegate (TD)
 2. Referee (RF)
 3. Assistant Referee (speed events)*
 4. Chief of Race (CR)

***Assistant Referee may be appointed for USSA technical events for training purposes only. They participate with the Jury but are not members of the Organizing Committee, they have neither voice nor vote, and their names *will not* appear on any official documents.**

- B. Who votes on a Jury? [601.4.5]
1. Decisions are made by? [601.4.5.2, 601.4.5.3, 646.3]
 2. In case of a tie? [601.4.5.3, 601.4.5.4]
- C. Main responsibilities of the Jury? [601.4.6 - .7, 601.4.10]
- D. Who can be called into a Jury meeting? [646.2]
1. What types of evidence can be used?
 2. Who may be present for the vote?
 3. What is “due process”?

NOTE: Due process is "the conduct of formal proceedings according to established rules and principles for the protection and enforcement of private rights, including notice and the right to a fair hearing before a tribunal with the power to decide the case." The Jury shall provide the athlete a full and complete opportunity to present his or her side of the case before imposing any sanctions. Failure to allow due process will open the decision to appeal.

4. What are the possible consequences if due process is denied?
 5. If a competitor who has been granted a provisional start/provisional rerun is not allowed to start “when ready”, but is instead not inserted until end of class/field, is “due process” being observed?
- E. The Jury Advisors: Start Referee and Finish Referee [613, 601.3.3, 601.3.4]
“Jury Advisor” is a USSA distinction used to recognize two officials who, with the exception of high-level events such as World Championships and Olympic Winter Games, are not voting members of the Jury but who have the duty to supervise a necessary portion of the race arena. The Start Referee is authorized to allow provisional starts for delayed competitors in cases of *force majeure* but defers to the Jury in cases of doubt. Both Jury Advisors notify the Jury when situations arise that may require provisional reruns and, report violations of rules that may result in sanctions. (At high-level events such as World Championships and Olympic Winter Games, the Start Referee and the Finish Referee are members of the Jury and do have a vote.)

The term "Jury Advisor" is not found in the ICR. USSA-certified Jury Advisors are Start Referees and Finish Referees and are required to be participant members of USSA.

Upper-level races have coaches assigned as Connection Coaches or “Eyes of the Jury”. These officials are not to be confused with the Start Referee and Finish Referee.

- F. Race Administrator responsible for minutes [601.3.7]
At high-level events a Jury Secretary may fulfill this duty. Tape recorded notes and cell phones are suggested ways of notifying Race Administrator of items requiring minutes.

IV. MEETINGS

- A. Team Captains' Meetings [216] (**Refer to #17. Checklist TC Mtg. – USA, #18. Checklist TC Mtg. – FIS and #19. & #20. Program For/Team Captains’ Meeting Minutes Tech & Speed**)
1. How is room set up? Classroom style with a facing head table is recommended. At a minimum, the seating at head table should accommodate the Jury.
 2. Chief of Race is usually Chairman [601.3.1]
 3. Race Administrator responsible for minutes [601.3.7]
 4. Draw/Seed Boards should be positioned so they can be easily viewed
 5. It is recommended that the ROC maintain Team Captains’ Meetings as alcohol-free events.

According to USSA and FIS rules, the draw must be conducted (or confirmed) at a Team Captains' Meeting. An actual meeting, attended in person by Team Captains, Jury, and race officials is an inseparable and mandatory part of the competition and is important for communication of Jury instructions, support of the ROC, as well as conveying ROC requests and information. It is also a critical element for risk management and liability-related matters. (Refer to 621.8, 604.3; ICR Precisions.)

With the approval of the Jury and at a time and place announced to all Team Captains, and where a computer-assisted Draw has been approved or is not required (e.g. YSL where TRS by class and gender is used to determine the start order), an informational meeting is still required but may be held either early in the morning prior to a race or immediately after the completion of a race for the next day's event.

For all Team Captains’ Meetings for all USSA-sanctioned events—both scored and non-scored, and regardless of where and when they occur, an Attendance List must be available and signed by everyone attending the meeting and Meeting Minutes must be generated and must be included in the submitted race result packet.

Electronic draw/seed boards must have the capability to simultaneously and legibly display the entire competition field. Simultaneous display of all competitors allows all Team Captains and officials to verify the overall accuracy as well as additions and deletions to the starting order in “real time”. *Using the race result software to display portions of the competition field is not acceptable.*

For USSA non-FIS events, Jury can approve computer-generated draw. FIS events require acceptance of Team Captains by signature on entry form.

- B. Jury Meetings
1. Cannot meet until Referee(s) appointed by Technical Delegate [601.2.1, 601.2.3]
 - a. Olympic Winter Games and World Championships? [601.4.1]
 - b. World Cup races? [601.2.1]
 2. Co-ordinate meeting schedule with TD
 3. Meetings are usually held:

- a. After each course inspection
 - b. After each run
 - c. End of race, in case of race halt, etc.
 - d. Prior to Team Captains' daily meeting (Downhill)
 - e. When is the first meeting? [601.4.4.1]
 - f. What is the tenure of the Jury? [601.4.4 - 601.4.4.2]
4. Minutes of Jury Decision; signatures and votes. [601.4.5.5, 646.3]

V. COURSE PREPARATION/SETTING of the COURSES - Chief of Course [601.3.2, 603.7.1, AOM Chapter VII - The Racecourse]

Due to the rapidly changing nature of the sport, snow preparation requirements as well as requirements involved in the choice and placement of on-hill security measures, the duties of Chief of Course are best learned through mentorship and on-hill training with an experienced Chief of Course. Education materials, including an applicable examination are available for a Chief of Course Clinic. Certification Guidelines for Chief of Course were amended to include recommendation, Clinic attendance and successful completion of the written examination.

- A. Co-ordinate course preparation with Chief of Course and area. Chief of Course may be area employee and should have a good knowledge of the course and its condition.
1. Grooming: What type of grooming is required? When can it be done?
 2. Salting/chemicals to be used, if any? Some areas do not allow the use of salt/chemicals (Environmental Protection Agency regulations).
 3. Start/Finish Area preparations
 - a. Start - [611.2, 613, AOM Chapter VII]
Start Gate specifications/dimensions: ["FIS Timing Guidelines", 611.2.1.1]
 - b. Finish - [615.1, 615.2, AOM Chapter VII]
 - 1) Speed events: no less than 15 m wide
 - 2) Technical events: no less than 10 m wide
 - 3) Widths may be decreased by the Jury for technical reasons or because of terrain
 - 4) Finish line must be dyed horizontally with a coloring substance so that it is clearly visible to the approaching competitor. For areas where chemical dyes are not allowed, diluted food coloring, drink mixes or gelatin-type substances are acceptable substitutes
 4. Spectator control - is it needed? Who's in charge?
 5. Fencing and competitor security measures [AOM Chapter VII]
Minimum on-hill competitor security measures are included in the Inspection portion of the Homologation report. The Jury may, however, require additional measures.
 6. Equipment/supplies needed for course preparation [AOM Chapter VII]
 7. Equipment/supplies needed for course maintenance
- B. Co-ordinate with Course Setters: Course setting is not only an ability, it is also an art that can only be learned through experience; there is no Study Guide for Course Setting. Coaches' Education materials address particulars related to course setting.
1. Transportation to the start
 2. Equipment needed/available
 3. Assistance [614.1.2.1]
- C. Communications - on the hill/off the hill
1. Jury and Jury Advisors need radios [601.4.8]
 2. Timing: Start and Finish - hard wire and/or radios [611.2.1]

3. Radio use should be kept to necessary communications
4. Jury and Jury Advisors should be on a separate channel

VI. SPECIFIC COURSE PREPARATIONS AND INSPECTION

- A. All courses require
 1. Marking gate positions [601.3.5, 614.1.2.2]
 2. Numbering [601.3.5, 614.1.2.3]
Who has this responsibility? [601.3.5]

- B. Downhill - DH [700]
 1. Preparation: Course preparation, course setting, competitor security, etc. [701, 702]
 2. Length must be measured [701.2] & Gate count must be verified
 - a. Course is measured using tape, wheel or GPS are suggested. Measurement is actual gate-to-gate racing line
 - b. Measurement must be noted on Technical Data portion of TC Minutes for race day, race-day Start List and Official Results
 - c. Why is the course measured?
 - d. Gate count must be noted on Technical Data portion of TC Minutes for race day, race-day Start List and Official Results
 3. Time frame of preparation [703.2.1]
 4. Yellow flag zones [705]
Downhill and Super G courses have “yellow flag zones”. These are areas that have been designated by the Jury for stopping on-course competitors who are approaching a “start stop” situation.
 5. Racers course inspection [703.2.3] – prior to first official training; carrying their numbers. Time of inspection is determined by Jury
 6. Official training [704]
 - a. Basically 3 days should be scheduled for inspection and training; Jury may reduce this to 2 days [704.2]
 - b. Force majeure [704.2.1]
 - c. Timed training [704.8]
 - 1) Minimum participation requirement [704.8.3]
 - 2) Time of day for training [704.8.6]
 7. Start intervals
 - a. Training: Minimum interval **40 seconds** [622.2.3, 704.7]
 - b. Race intervals? [622] Exceptions? [622.2]
 8. Start order [217, 621.7, 704.7]

- C. Slalom - SL [800] **Please** refer to current ICR and Precisions for the Northern Hemisphere for FIS events and the ACR for USSA non-FIS events.
 1. Preparation of the course [802.1.4]
 2. Assistance to course setter [803.4.6]
 3. **Single pole Slalom** (Refer to 804 in current rule books; ACR & ICR Precisions for Northern Hemisphere.)
 - a. Where must both outside pole and turning pole be installed?
 - b. What is the definition of “gate line” for single pole slalom?
 - c. What is the definition of “clear passage”?
 - d. How far does a hiking competitor have to hike after missing a single pole gate?
 - e. At what levels of event is single pole Slalom **NOT** allowed?

4. Gate count as well as direction changes required [801.2.4]
 - a. Minimum gate count is based on number of direction changes
 - b. Direction changes / actual gate count must be noted on Technical Data portion of TC Minutes and Official Results. If course is set prior to race day, gate counts should also be noted on the Start List.
 5. Inspection of the course [603.7.4. 804]
 - a. Jury determines method
 - b. Length of time [603.7.4]
 - c. May not ski down course or through gates [804.1]
 6. Practice slope [804.2]
 7. Start interval [805.1]
 8. Second run cutoff, if applicable [806.2]
 9. Second run Start Order
 - a. Reverse 30 is the standard bibbo
 - b. Decision to reduce to reverse 15 must be announced by the Jury 1 hour prior to start of first run [621.10.3]
- D. Giant Slalom - GS [900]
1. Preparation of the course [902.2]
 2. **Single gate Giant Slalom** (Refer to 904 in current rule books; ACR & ICR Precisions for Northern Hemisphere.)
 - a. Where must both outside gates and turning gates be installed?
 - b. What is the definition of “gate line” for single gate slalom?
 - c. What is the definition of “clear passage”?
 - d. How far does a hiking competitor have to hike after missing a single gate?
 - e. At what levels of event is single gate Giant Slalom **NOT** allowed?
 3. Gate count as well as direction changes required [901.2.4]
 - a. Minimum gate count is based on number of direction changes
 - b. Direction changes / actual gate count must be noted on Technical Data portion of TC Minutes and Official Results. If course is set prior to race day, gate counts should also be noted on the Start List.
 4. Course Setting. The course setter setting a course for children should take particular consideration of the physical ability of the competitors. [903.1.4]
 5. Methods of course inspection
 - a. Slowly skiing down alongside the course
 - b. Slipping down side of course and in/out of gate
 - c. Should not ski through a gate or ski parallel to course in racing fashion
 6. Start intervals: Minimum interval **30 seconds** [622.2.3]
 7. Second run Start Order
 - a. Reverse 30 is the standard bibbo
 - b. Announcement must be made by Jury 1 hour prior to start of first run to reduce bibbo to 15 [621.10.3]
- E. Super G - SG [1000]
1. Preparation of the course [1002.2]
 2. Jumps [1003.1.3]
 3. When should the course be set? [1004.1]
 4. Length of course
 - a. Length must be measured with measuring tape, wheel or GPS [1001.2]

- b. Length must be noted in Technical Data portion of TC Minutes for race day, Start Lists and Official Results
 - c. Length is used to calculate racers' speed
 - 5. Gate count as well as direction changes required
 - a. Minimum gate count is based on number of direction changes [1001.3.4]
 - b. Direction changes / actual gate count must be noted on Technical Data portion of TC Minutes, Start Lists and Official Results.
 - 6. Inspection of the course [1004]
 - a. Course closed on day of race, if no inspections
 - b. Method of inspection?
 - 7. Start intervals: Minimum interval **40 seconds** [622.2.3]
 - 8. For children's competition (J3-J4), USSA states the schedule will include one training run *without posted times*. [U1256.3]
- F. Super Combined – SC [1100]
- 1. Super Combined event consists of two runs: a Downhill or Super G run, and a single run of Slalom.
 - 2. The speed events must be held on courses specifically approved for DH or SG respectively.
 - 3. The Slalom may be held on the same courses.
 - 4. If possible, both runs should be held on one day; exceptions can only be decided by the Jury.
 - 5. If the Slalom run takes place before the DH or SG, competitors who DNS, DNF or DSQ will start in DH or SG with original bib after the last competitor who qualified in the SL run. (Refer to current Precisions.)

VII. FORERUNNERS [605]

- A. Organizer is obliged to provide minimum of three [605.1]
 - 1. Downhill: Should participate in all training runs
 - 2. When appointed, become members of the Organizing Committee
 - 3. Number can be increased
 - 4. USSA event: Forerunners must hold valid USSA *participant* membership
 - 5. FIS event: Forerunners must hold valid USSA *participant* membership and FIS inscription or membership in a foreign federation recognized by FIS. In cases of *force majeure*, where a sufficient number of FIS-inscribed forerunners are not available, an eligible USSA *participant* member may forerun after signing a FIS Athlete's Declaration. [605.1]
 - 6. COC Forerunners for DH/SG: 6-10 who should have FIS Points [COC Book of Duties for Organizers]
 - 7. Forerunners are not allowed to start in the competition [605.4] *If both genders are competing, Ladies' competitors must not be used to forerun Men's event and Men's competitors must not be used to forerun Ladies' event.*
- B. Must wear Forerunners' start numbers (bibs) [605.2]
- C. Able to ski course in racing manner [605.3]
- D. May not forerun if? [605.4]

- E. Jury determines Forerunners and start order [605.5, 601.4.6.1]
- F. Are Forerunner times published or announced? [605.6]
- G. Upon request, should report to Jury? [605.7, 601.4.6.1]
- H. Names and nation of Forerunners should appear where? [617.3.4]
- I. Are Forerunners members of the Organizing Committee? [605.1]

VIII. AT THE START OF THE RACE

- A. Verify that Referee and Chief Gate Judge have coordinated collection of Gate Judge Cards. Verify where and when you are to meet the Referee and review the cards. *It may be more time efficient for more than one person to pick up Gate Judge Cards.*
- B. Forerunners start prior to scheduled race start. [605.4]
- C. Snow Seed starts prior to start #1 but at scheduled race start.
- D. Be ready to start on time

IX. THE RACE

- A. Chief of Race SHOULD BE PRESENT during the Jury's course inspection.
- B. Chief of Race SHOULD BE ON THE RACE HILL during the race and positioned according to Technical Delegate's request.
- C. At end of first run coordinate and verify:
 - 1. Course maintenance crew and equipment ready to go?
 - 2. Course Setter and equipment ready to reset for second run (GS/SL)?
 - 3. When was the Report by the Referee posted?
 - 4. If an announcer is present and is announcing competitors' *unofficial* times, is it permissible to announce DSQ information and not post the Report by the Referee? What requirement must be met? [617.2.2]
 - 5. Will there be a Jury meeting?
 - 6. What else needs your attention?
 - 7. Have timing requirements been met? [611.2.1]
 - 8. Will all officials be ready?
 - 9. Does the schedule need to be adjusted for the second run?
 - 10. What is the availability of the Second Run Start List? (Refer to Section X. Item P)

X. MISCELLANEOUS POINTS OF DISCUSSION

A. USSA CONCUSSION POLICY:

- 1. Any USSA athlete under the age of 18 years suspected of having sustained a concussion must be removed immediately from participation in USSA sporting event (e.g. sanctioned training, practice, camps, competitions or tryouts), by the Technical Delegate or USSA member coach overseeing such sporting event. The minor athlete will be prohibited from further participation until evaluated and cleared in writing to resume participation in USSA sporting events by a qualified health care provider trained in the evaluation and

management of concussive head injuries. The health care professional must certify to USSA in the clearance letter that he/she has successfully completed a continuing education course in the evaluation and management of concussive head injuries within three years of the day on which the written statement is made.

2. Upon removal of a minor athlete from participation for a suspected concussion, the USSA TD or member coach making the removal must inform USSA Competition Services. Athletes who have subsequently been medically cleared to resume participation must provide such medical clearance (as described above) to USSA Competition Services in order to be permitted to participate in USSA sporting events. (A “*Head Injury Evaluation*” is available in the “*Master Packet of Forms*”.)
 3. For all athletes competing in a FIS event, refer to current edition of the “USSA Concussion Policy” and the “FIS Medical Guide containing Medical Rules and Guidelines”.
 4. The USSA Concussion Policy requirements must be followed. However many states have also enacted head injury laws that may include additional requirements/restrictions. Please review the law for your state and, if required, contact USSA for direction. Additionally, if working in another state, you may wish to discuss with the Head Coach or Chief of Race, how the local club usually handles head injuries. This is a developing area of responsibility and it is important to be aware that USSA may provide further guidance in the future.
 5. Additional USSA Concussion Policy information is available at:
<http://www.ussa.org/magnoliaPublic/ussa/en/formembers/clubs/resourcecenter/concussion.html>
- B. **USSA Ski Up Agreement:** At all USSA events, including training, an athlete who is not “age-eligible” for the vertical drop of the actual course set on the piste may never participate in competition or training as a competitor or forerunner. The USSA Ski Up Agreement allows exceptional athletes to ski-up one class and *authorizes the athlete to compete in the next older age group, but only in the disciplines in which they are normally eligible and only in the specific competitions authorized by the appropriate Regional staff member (September 2001 ASC executive)*. Ski-Up Waivers must be processed by the Regional Office, cannot be applied for on-site, and are not accepted by all USSA regions/divisions/states. A copy of the approved Ski-Up Waiver must accompany the entry. *FIS does not recognize requests to ski-up in class.*
- C. What are the pace skiers’ responsibilities? What problems will be encountered if the pace skiers do not “actually compete”?
- D. What are the rules regarding provisional starts/provisional reruns?
1. What would make a provisional rerun invalid?
 2. Should having to hike prior to requesting a provisional rerun have any effect on the Jury’s acceptance of the provisional rerun?
 3. Where should a competitor who has been allowed a provisional start/provisional rerun be inserted in the starting order?
 4. Is your Start Referee aware of protocols?
- E. Equipment regulations
1. FIS Equipment
 - a. Stack Height
 - b. Ski Boot Height

- c. Ski Length and Radius
 - d. Suit Plomb (COC and WC)
 - e. Helmets - required for **ALL events**.
2. USSA Equipment: USSA will comply with FIS helmet rules. Refer to current Competition Guide for all USSA equipment rules.
- F. Protest Rules:
- ICR 640.1 A Jury may only accept a protest if it is based upon physical evidence. USSA has supplemented this with: “or eyewitness testimony” [U604.1].
 - 640.2 A Jury is only permitted to re-evaluate its previous opinions where new evidence exists that relates to the original Jury opinion.
 - 640.3 All Jury decisions are final except those that may be protested under 641 or appealable under 647.1.1
 - 641.6 Against instructions of the Jury.
- G. Instructions at Team Captains Meeting: What type of information would be helpful for the Team Captains, competitors and officials?
- H. **“START STOP” AND ITS PROCEDURES [705.5]**
1. The command **“start stop!”** is called via radio by a Jury member, eyes of the Jury (a coach positioned at a yellow flag zone) or Jury Advisor when it is necessary to control the departure of the next racer – usually because the preceding racer has fallen and the racer or racer’s equipment is blocking the course. When this command is issued, the Start Referee must immediately close the start.
 2. The command **“start stop, yellow flag stop!”** is called via radio by the Jury member, eyes of the Jury or Jury Advisor who called the **“start stop”** when it is necessary to control the departure of the next racer and also to **“yellow flag” (stop)** a racer who is already on course because the preceding racer has fallen and the racer or racer’s equipment is blocking the course. When this command is issued, the Start Referee must immediately close the start.
 3. The Start Referee must immediately, *and in a concise manner*, respond via radio
 - a. That the start is closed, and
 - b. Must state the start number of the last competitor to have started as well as
 - c. The start number of the competitor held at the start.

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

9. The course is reopened at the direction of the Jury: either from top to bottom, bottom to top or from the position where the incident requiring the “start stop” occurred.
 10. The Technical Delegate is responsible for confirming that all Jury members, Jury Advisors, and Eyes of the Jury have reviewed and are aware of “start stop” and “start stop/yellow flag stop” procedures.
- E. What are Organizing Committee’s responsibilities regarding timing? (**Refer to #39. Timing Checklist**)
- F. What are the Organizing Committee’s responsibilities regarding USSA’s Technical Delegate’s out-of-pocket expenses and per diem? (**Refer to #44. USSA Officials’ Expense Report Form**)
- 602.5 lists allowable expenses for FIS TD’s, however, ***North American (USA and CAN) FIS Technical Delegates officiating at USSA/CAN FIS events are entitled to reimbursement of “reasonable” expenses per an agreement with FIS. In addition to reimbursement of expenses, they are also entitled to per diem; the per diem for USA/CAN FIS TD’s is at a higher rate than that allowed for TD’s from other federations and TD’s at USSA non-FIS events.***
- NOTE: FIS TD’s officiating at USSA non-FIS events are only allowed to charge/collect per diem at the rate allowed USSA TD’s.***
- G. What is the Organizing Committee’s responsibility regarding Gate Judges? (**Refer to #62.-63. Gate Judge Card (Fault Only), #64. & 65. Gate Judge Card (Fault/No Fault)**) In addition to these documents, the ROC should supply clip boards, pencils and plastic covering to protect the clip boards/documents in case of inclement weather. Procedures for accurate completion of the applicable Gate Judge card must be reviewed.
- Time should be allotted for viewing the USSA video, “The Most Important Person on the Hill”; materials regarding clear passage of single pole/single gate gates should also be viewed.
- H. What procedure should be followed if the race result software needs review? (**Refer to #69. Scoring Software Change Request Form**) If a bug, change or enhancement of USSA Race Software (Split Second) requires attention by USSA, completed form should be e-mailed to **compservices@ussa.org**. Notification of bugs, changes or enhancement requests for software other than USSA Race Software (Split Second), must be submitted to appropriate software vendor.
- I. What are Organizing Committee’s responsibilities regarding forerunners? [605]
1. USSA
 2. FIS
 - a. Regional FIS
 - b. COC
- J. **Two Races/Same Day/Same Field.** A maximum of two DH or SG races or one GS or SL race, per gender, may be calendared per day by an organizer. In cases of *force majeure* where more are conducted in one day and in one place, then the official Program must show inspection times, start times, course reset/redress times and start intervals for both races. [U202.2 – U202.2.2]

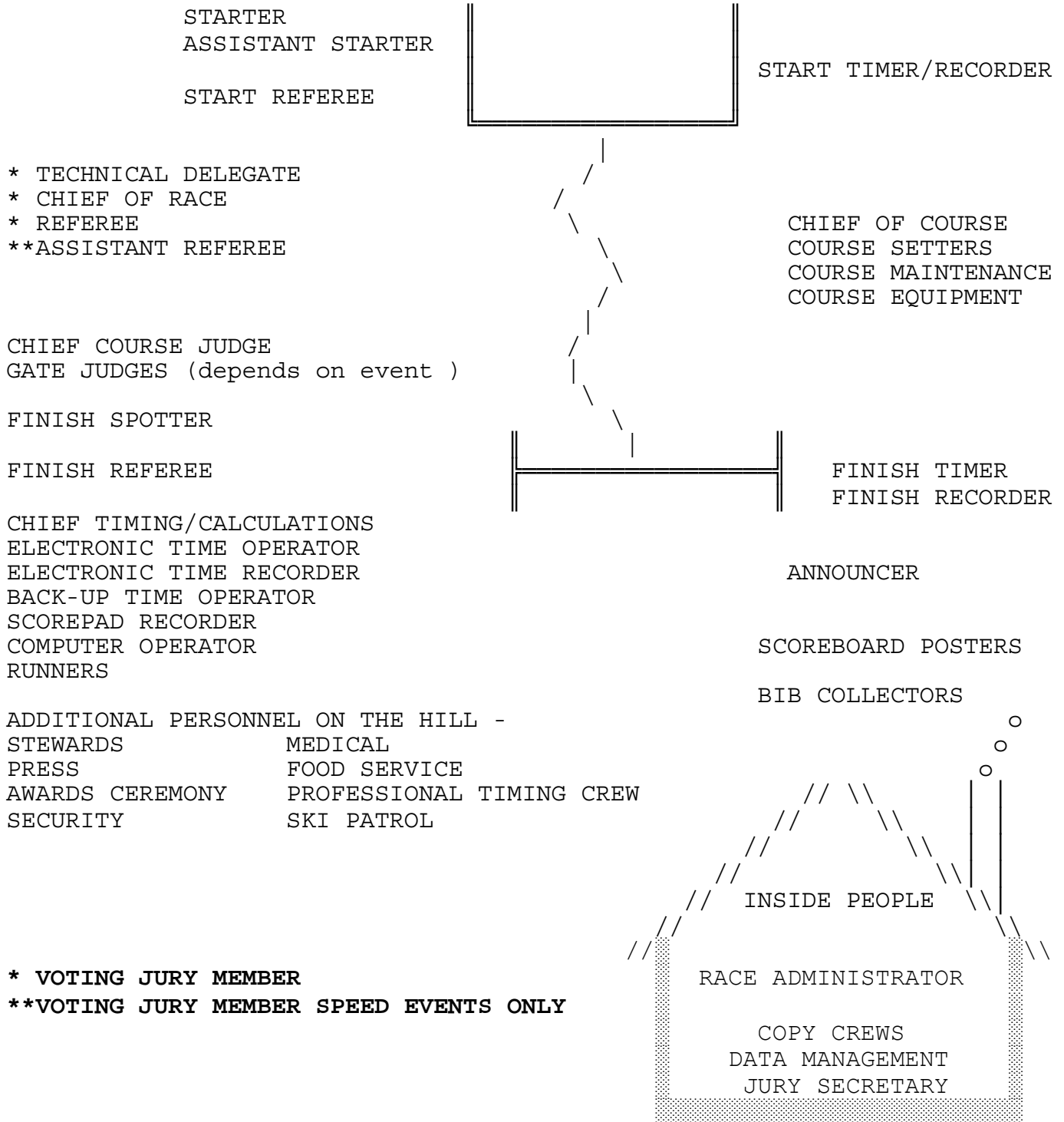
- K. Jury Minutes Relating to **delays, postponements, terminations or cancellations:**
1. If a run (training or part of race) is rescheduled for a later time slot *on the same day*, it is **delayed**.
 2. If it is rescheduled for a *different day*, it is **postponed**.
 3. When a run (training or part of a race) is started but cannot be finished, it is **terminated**. *This terminology is used even if only one Forerunner starts.*
 4. When Jury Minutes Without Protest document that a run (training or part of a race) is **canceled**, there is no possibility of it being staged at a later date. When an event is canceled, the USSA race code/FIS codex number is vacated and the event liability insurance is no longer valid.
- L. Other Comments Regarding Jury Minutes:
1. Using **“MUST”** means an action is mandatory.
 2. Using **“SHOULD”** means an action is strongly recommended.
 3. Using **“MAY”** means an action is optional.
 4. Using **“SAFE”** means “free from danger” and MUST NOT be used.
 5. **“ASSURE, INSURE or ENSURE”** are not acceptable terms.
 6. Should you use **“will”** or **“shall”**?
 - a. **“Will”** implies volition or intention
 - b. **“Shall”** implies necessity or mandatory nature of an action and can stray into the neighborhood of **Must!**
 7. Jury Minutes should only be written for actual decisions. Do not write Minutes similar to: “1st Run completed, no issues, no DSQ’s.” or “Competitor sanctioned and indicated an Appeal will be filed.”
 8. Decisions regarding sanctions should be prepared on separate forms.
 9. With the exception of OWG and WSC, the Start and Finish Referee are not voting members of the Jury; their names must not be included as such on the form. If their presence and testimony is required at a Jury Meeting, it must be noted under section “Others present at the meeting.”
 10. Jury Minutes must be generated indicating Jury’s review and acceptance of Event Medical Plan.
 11. Jury Minutes related to course setting and placement of on-hill competitor security measures **MUST** include wording similar to: “Course and competitor on-hill security inspected by the Jury, found to meet USSA (or FIS) requirements and with the approval of the Connection Coach (if assigned) and Team Captains, accepted as set.” (This type of Jury Minutes may be required for all events, including Downhill Training runs.)
- M. Who has authority to interrupt the race in an emergency? [601.4.6.2, 624]
- N. Who may grant a provisional rerun? [601.4.6.2]
Are there prerequisites and conditions? [623]
- O. Who can be nominated as a Course Setter? [216.3, 603.1.1] **According to current rules, the only requirement for a Course Setter is an individual that has been accredited by the organizer according to quota. USSA requires that USSA Course Setters be participant members of USSA, and also certified Referees for all USSA-sanctioned events – both scored and non-scored.**

- P. Preparation of a Second Run Start List with a tie at the reversal point – 30th/15th – in time after the first run. (**Refer to How to Prepare a Second Run Start List – due to space constraints, reverse 15 is illustrated.**)
- Q. “Reverse 15.” What condition must be met? [621.11.3]
- R. “Golden Rule” and a Bibbo: For a Flip 30 second run, the special group starts in the 31st position or in the position immediately following the first run leader when the flip is other than 30 unless their first run time allows more favorable seeding. [U621.3.1, U621.11.3.1, “Adaptive Competition Rules” end of Chapter 8, current Alpine Competition Guide.]
- S. Can competitor display skis during awards ceremony? [206.6, 206.7, 628.12]
- T. The Chief of Race's responsibility is to find the staff required to run the race. However, the "chief" of the particular crew assigns the persons to the best position.

XI. CREDIT FOR ADVANCEMENT – AO CERTIFICATION GUIDELINES

As with the Assistant Referee, individuals may, after attending a specialty area Clinic, serve in a training capacity in the specialty area with the understanding that although their training position may require participation with the Jury, they are not members of the Organizing Committee, have neither voice nor vote in any Jury meetings and their names will not appear on any of the official race documentation. An individual who is serving in a training capacity is responsible for documenting all training days and submitting this information to the respective Alpine Officials’ Chairperson.

UNITED STATES SKI AND SNOWBOARD ASSOCIATION PERSONNEL AT THE RACE - ALPINE



UNITED STATES SKI AND SNOWBOARD ASSOCIATION GLOSSARY OF JOB DESCRIPTIONS - ALPINE

Assistant Referee - (Downhill and Super G only) works closely with the Technical Delegate and the Referee on technical matters within closed the competition area. [601.4]

Assistant Starter - calls the competitors to the start in the correct order. [612.2]

Assistant (Manual/Hand) Timekeepers - separate and independent of electronic timing at start and finish is required. Art. 611.2.2 - Two individuals operate manual timekeeping equipment; one maintains complete record with registered times of all competitors. [612.5]

Chief Gate Judge - organizes/supervises work of Gate Judges; designates gates to supervise; places them in position. At end 1st run/end of race, will collect control cards for delivery to Referee. Should distribute to each Gate Judge material needed; be prepared to offer assistance either to help keep spectators off the course, or to help maintain the course, etc. Should make sure that the numbering and the marking of the gates are done within the required time. [601.3.5]

Chief of Calculation - responsible for quick and accurate calculation of results; supervises immediate duplication of unofficial results/publication of official results after expiration of protest time, or after any protests. [612.7]

Chief of Course - responsible for preparation of courses in accordance with decisions of race committee and Jury. He should be familiar with local snow conditions on terrain concerned. [601.3.2] **Chief** of Course must have access to all necessary equipment and should lead the course crew and be responsible for dispatch of the course crew during the event.

Chief of Course Equipment - responsible for provision of all equipment/any tools for preparation/maintenance of courses, conduct of race, diffusion of information when these duties have not specifically been assigned to another official. [601.3.9.2]

Chief of Medical and Rescue Services - responsible for organizing adequate first aid, medical coverage during official training periods/actual competition. Should ensure that telephone or radio communication is available over entire length of course and coordinate plans with CR before start of official training. Race doctor should meet with team doctor to coordinate plans. He should be in telephone or radio communication with his assistants. [601.3.8]

Chief of Race/technical director - directs/controls work of all officials, summons meetings of race committee for consideration of technical questions and acts as chairman of team captains' meetings after consultation with TD. [601.3.1]

Chief of Timing and Calculation - responsible for coordination of officials at start and finish, including timing and calculations. In agreement with Jury, decides interval between starts in slalom. [805.1] Following officials under his directions: Starter, assistant starter, start recorder, chief timekeeper, assistant timekeepers, finish controller, chief of calculation/assistants [601.3.6]

Chief Steward - is responsible for keeping spectators off the course. [601.3.9.1]

Chief Timekeeper - is responsible for accuracy of timing; synchronizes watches with starter as shortly before and after race as is possible; should publish unofficial times as quickly as possible (on scoreboard, etc.); if electronic timing fails, should communicate immediately with start referee and the TD. [612.4]

Course Setter - with proof of appropriate experience, is nominated at team captains' meeting. If setting a DH, should be acquainted with peculiarities of particular racecourse; supervised by Jury; takes into consideration terrain, snow cover/caliber of competitors; responsible for setting of racecourse. [603]

Finish Controller - supervises section between last gate and finish [612.6] supervises proper crossing of finish line according to art. [611.3.1] Records order of finishing of all racers who complete course. [612.6]

Finish Referee - must remain at Finish from beginning of official inspection time until the end of the training/race; makes sure rules for organization of finish and in-run and out-run of finish are observed; supervises finish controller, timing/crowd control; must be able to communicate immediately with the Jury at all times; reports to Referee names of DNF competitors and informs Jury of all rule infringements; mark Finish with coloring substance [601.3.4, 615.2]

Gate Judges - responsible for supervision of one or more gates; should observe accurately; whether passage of competitor was correct through his area of observation; should also fulfill a number of other important functions described in detail under article [660]

Jury Advisor – A general category of Alpine Officials' classification describing those individuals serving as Start Referee or Finish Referee. JA classification is used to record work history for those positions; they are in radio communication with the Jury.

Race Secretary - responsible for all secretarial work for technical aspects of competition/preparation of draw; should ensure that official results contain information required by Art. [617.3.4]. Responsible for minutes of race committee, Jury/Team Captains' meetings; should ensure all forms for start, finish, timing, calculation, and gate judging are well prepared, handed over to officials concerned; receives protests; should facilitate calculation of results by appropriate preparation and then ensure they are duplicated/published as quickly as possible after completion of competition. [601.3.7]

Referee - draws start numbers; inspects course immediately after it is set, alone or accompanied by members of Jury; may change course; receives reports of Start/Finish Referees about rules infractions/gate faults at end of 1st run/end of race and posts immediately on Official Notice Board also at Finish a list of recommended sanctions; signs Report/Referee; works very closely with TD; in critical cases, directions of TD binding. [All sections of 601.4.6, 601.4.7, 601.4.10]

Start Recorder - responsible for recording actual start times. [612.3]

Start Referee - must remain at the Start from beginning of official inspection time until the end of the training/race; makes sure regulations for start and start organization are properly observed; determines late/false starts; must be able to immediately communicate with the Jury at all times; reports name of DNS competitors to Referee; informs Jury of all infringements against the rules such as false/or late start or other violations against the rules for equipment. The Start Referee must ensure that reserve bibs are at the start. [613, 601.3.3]

Starter - should synchronize his watch with those of assistant starter, and by telephone or radio with chief timekeeper within ten minutes of start; is responsible for warning signal and start command as well as for accuracy of the intervals between these signals; assigns supervision of competitors to assistant starter. [612.1]

Technical Delegate - makes sure rules and directions of USSA/FIS are adhered to; sees that event runs faultlessly; advises organizers within scope of duties; is official representative of FIS; casting vote in case of tie; *TD decides on questions which are not covered or are insufficiently covered by the Alpine Competition Rules or FIS Rules, in so far as these have not already been decided by the Jury and do not fall within the scope of other authorities.* [601, 602]

Technical Advisor - appointed by Committee for Alpine Skiing for all categories of races to support the Jury; has right to express opinion within Jury; has no vote. [601.4.11]

UNITED STATES SKI AND SNOWBOARD ASSOCIATION
CHIEF OF RACE - ALPINE
EARLY PLANNING

1. What runs are available?
2. Does the ski area have special requirements or issues, e.g. liability waiver, other events, etc?
3. Are the runs homologated?
 - a. If so, are the homologations valid?
 - 1) Downhill
 - 2) Super G
 - 3) Giant Slalom
 - 4) Slalom
 - b. What can cause a homologation to be voided?
 - c. What happens if you have exceptions or deviations?
 - d. What if no homologation files exists?
 - e. What considerations could affect the use of a homologated course?
 - f. What do the homologation numbers mean?
 - g. What on-hill competitor security measures are available? If the Jury requires additional measures, what is the availability?
4. What lift facilities are available to the race? Can they be dedicated to ONLY the race and officials? Is this an important consideration for your race? Is it a requirement?
5. What snow conditions could be expected?
6. Is site easily reached by car? Bus? Plane?
7. Are there adequate housing and meal facilities available for racers/officials? Proximity to site?
8. Can the race hill be closed to recreational skiers? How many crossings would be needed?
9. Can courses be prepared by machine? Will area provide these services?
10. Is there good communication/co-operation between ski area and organizing committee (club)?
11. Will trained/certified officials, other personnel and forerunners be available?
12. What are the financial considerations? Sponsors?
13. Has an event medical plan been prepared that meets the requirements of the competition?
14. Is the necessary equipment available, e.g., poles flags, fencing, bibs, timing equipment, radios, etc.?
15. Has race result software been updated to currently approved format?
16. Do timing equipment, start gate and finish photocells meet specifications required by level of event?
17. Will the proposed race date fit into schedule?
18. Is there adequate time for planning?

ALPINE SCHEDULE AGREEMENT
Additional Terms on Back Side of Agreement
 Please review front and back carefully before signing

Return all copies & fees to:

USSA use	Reviewed _____
	Date _____
	Processed _____
	Date _____

USSA
 PO Box 100
 Park City UT 84060
 Tel: 435.647.2030



Title of Competition: (30 characters or less)		Dates:	
Location of Competition: (30 characters or less)		State:	Division/Region: (Circle one) A C E F I N P R

FIS: _____ USSA/Scored: _____ Not Scored: _____ Masters: _____ Other: _____

One Agreement per Competition - use additional Agreement(s) if necessary for the number of Events							
1.	Date:	M or F (not both)	SL	GS	SG	DH	Class(es):
	Entry Fee:	Includes Lifts: Y N	Lift Cost:				
2.	Date:	M or F (not both)	SL	GS	SG	DH	Class(es):
	Entry Fee:	Includes Lifts: Y N	Lift Cost:				
3.	Date:	M or F (not both)	SL	GS	SG	DH	Class(es):
	Entry Fee:	Includes Lifts: Y N	Lift Cost:				
4.	Date:	M or F (not both)	SL	GS	SG	DH	Class(es):
	Entry Fee:	Includes Lifts: Y N	Lift Cost:				
5.	Date:	M or F (not both)	SL	GS	SG	DH	Class(es):
	Entry Fee:	Includes Lifts: Y N	Lift Cost:				
6.	Date:	M or F (not both)	SL	GS	SG	DH	Class(es):
	Entry Fee:	Includes Lifts: Y N	Lift Cost:				
7.	Date:	M or F (not both)	SL	GS	SG	DH	Class(es):
	Entry Fee:	Includes Lifts: Y N	Lift Cost:				
8.	Date:	M or F (not both)	SL	GS	SG	DH	Class(es):
	Entry Fee:	Includes Lifts: Y N	Lift Cost:				

FIS DH, SG, GS and SL events and USSA DH and SG events require advance course approval

Name of trail to be used: _____
 Homologation/registration number(s): _____
 Limitations on entries (explain if Competition is part of a series, by qualification or invitation, or otherwise limited). Please describe your Competition, if other than standard format; i.e. team scoring, terrain course, etc.

Competition Organizer:			Contact Name:		
Mailing Address:			Mailing Address:		
Street Address:			Street Address:		
City:	ST:	Zip:	City:	ST:	Zip:
Phone:	Email:		Phone:	Email:	
USSA Member Club Name:	USSA Member Club Number:	USSA Member Club Phone:	USSA Member Club Fax:		

1) Organizer hereby acknowledges, accepts and agrees to the terms on the back side of this Agreement.	2) Ski Area/Landowner hereby confirms that it has an agreement with the Organizer for the conduct of the Competition in accordance with this Agreement, and agrees to any terms on the back side of this Agreement.
Organizer Name: (print)	Ski Area or Landowner: (print)
By: (signature)	By: (signature)
Title or Position:	Title or Position:
Date:	Date:
3) USSA Alpine Regional endorsement recommends calendaring of the proposed Competition according to the terms of this Agreement.	4) USSA National Office executing calendaring of the proposed Competition according to the terms of this Agreement.
By: (signature)	By: (signature)
Date:	Date:

USSA Member Club dues and for USSA and FIS calendar fees are payable with the Schedule Agreement and are not refundable.

For Office Use Only	Calendar Fees: \$	Ck#	USSA Member Club Dues: \$	Ck#
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Version Date: September 2007

**UNITED STATES SKI AND SNOWBOARD ASSOCIATION
SCHEDULE AGREEMENT FOR USSA OR FIS SANCTIONED COMPETITION**

This Schedule Agreement (hereinafter "Agreement") is made and entered into by and between the United States Ski and Snowboard Association, (hereinafter "USSA"), in behalf of itself and/or as local representative of the International Ski Federation (hereinafter "FIS"), ski area/landowner, and the specific local competition organizer (hereinafter "Organizer") shown on the front side of this Agreement.

For and in consideration of the mutual covenants set forth herein, as well as other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. Organizer agrees that it shall be bound by and shall conform to all current competition requirements as established by USSA or FIS, as the case may be. Such regulations are incorporated herein by this reference.
2. "Competition" shall mean the specific events listed on the front side of this Agreement and such official training and other activities as may be specifically outlined by the rules and regulations in effect at the time of the Competition. The terms of this Agreement shall apply only to the Competition as described on the front side of this Agreement at the time of execution by USSA. A separate Agreement must be executed for any additional events or competitions.
3. Organizer shall be responsible for payment of all costs and expenses associated with the conduct of the Competition listed on the front of this Agreement, including calendar fees, head taxes, awards, as well as competition official's fees and expenses as required by current USSA or FIS rules.
4. USSA agrees that the Competition shall be known and listed as either an official USSA competition or FIS competition, and USSA agrees to place the Competition on the appropriate Calendar and certify the results of such Competition as official upon receipt of the specified fees from Organizer.
5. Notice of postponement, change, or cancellation, shall be made in writing, preferably on the official form and by fax or email, to the USSA national office. Concurrent notice shall be made to the regional/divisional/state offices of USSA and to the assigned technical delegate. In the case of cancelled competitions or events, Organizer shall remain responsible for all fees due USSA and/or FIS.
6. A duly constituted competition jury shall be named and empowered by Organizer, USSA or FIS (where applicable). For USSA sanctioned Competitions, all jury members and judges must have a current USSA Officials membership. For FIS sanctioned Competitions, all jury members and judges must be current Officials members of USSA or of a national federation recognized by FIS. As appropriate to the discipline and type of Competition, all referees, course-setters, judges, and chief of timing and calculations and other senior officials must be appropriately certified. USSA (and FIS where applicable) reserves the right to nominate referees, judges, and course-setters for the Competition, according to policies and procedures of the USSA Board of Directors and FIS. Unless insufficient qualified individuals are available to perform such functions, the referee, assistant referee, and one-half of the course setters and/or judges shall be individuals who are not officers, directors, regular employees or members of Organizer itself or any of its parent entities or subsidiaries.
7. The portions of the facilities (trails, slopes, jumps, half-pipes, etc.) that are to be used in the actual competition must conform with applicable USSA or FIS rules as applied by the technical delegate and competition jury. Organizer shall be responsible for working with the ski area/landowner, USSA or FIS, and the competition jury to select these facilities and ensure that they are prepared in conformity with applicable rules, and homologation or facility approval requirements according to discipline and type of competition. USSA and FIS shall not be responsible for any costs incurred to achieve compliance.
8. Organizer agrees that entries for the Competition shall be accepted only according to the respective USSA or FIS rules then in effect. Organizer agrees that entry of any foreign competitors shall be through the USSA national office only, unless such competitors have a current USSA membership and conform to all requirements for entry, including local, divisional, regional, state, and national qualifications.
9. The parties hereto understand and agree that USSA or FIS respectively, retain all commercial sponsorship rights and media exploitation rights arising in connection with the Competition.
10. For competitions in which U.S. Ski or Snowboard Team participation is expected, a separate event agreement may be required by USSA in addition to this Agreement. For such competitions, failure of Organizer to execute such separate agreement if requested by USSA shall render this Agreement null and void.
11. Organizer shall either pay or waive admissions charges, entry fees, and any lift ticket fees for members, coaches and officials of the U.S. Ski or Snowboard Team and other FIS national ski or snowboard teams, in accordance with USSA and/or FIS policy.
12. Organizer shall process and submit proper results, as verified by the original signature of the technical delegate, and shall remit applicable USSA Head Taxes or other fees, according to USSA and FIS rules then in effect. Results shall not be certified by USSA or FIS until any outstanding financial obligations of Organizer to USSA and/or FIS have been satisfied in full.
13. For information on applicable insurance coverages for Organizers and ski area/landowners, please visit <http://www.amerspec.com/ussa/summary.pdf>. All coverage is contingent on the proper execution of this Agreement including all appropriate detail as to date, location, discipline, type of event, and class(es) of participants.
14. Organizer agrees:
 - (a) to comply with any requirement of federal, state or local law, or any safety or eligibility regulation of USSA or FIS, in connection with the Competition;
 - (b) to exclude from competing in the Competition any person who lacks proof of either current USSA membership in good standing, current listing on the FIS points list, or has been properly entered by a recognized federation that is a member of the FIS;
 - (c) to exclude from the Competition any person whom the Jury has not deemed qualified to forerun or compete;
 - (d) to exclude from physical presence within Competition areas or courses, at all such times as any facet of the Competition may be underway, any workers who are not USSA members, properly credentialed FIS officials, coaches and trainers, or regular employees or agents of Organizer or ski area/landowner acting within the scope of their employment, unless such workers have properly executed a "Race Worker Registration" form.Failure to abide by the provisions of this Agreement may void any insurance coverages provided by USSA or FIS.
15. Once witnessed by the signatures on the front side of this Agreement, the terms set forth herein may be altered only by such supplemental agreements and other supplemental materials incorporated therein as are witnessed by these same parties or their authorized agents in writing. This Agreement shall extend to and be binding upon the successors and assignees of the parties hereto. The Agreement shall supersede all prior agreements between the parties relating in any way to the subject matter hereof (except for any event agreements as described in paragraph 10 above). This Agreement may be executed in counterparts, and 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 addition, 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.



RACE ANNOUNCEMENT FORM

(SUGGESTED FORMAT)

At least six weeks prior to a race, the following information should be posted on the appropriate website and/or sent to the USSA Alpine Office, National Ski Associations and participating USSA Regions/Divisions/States/Clubs, as applicable to the level of the event..

Events Included

Race Name: _____

Men: DH SG GS SL SC/K

Competition Level: USSA non-scored / USSA scored / FIS

Ladies: DH SG GS SL SC/K

Ski Area: _____

Other: _____

Membership Requirement: _____

Dates: _____

Classes: _____

Entry Fee: _____

Lift Fee: _____

Entry Deadline: _____

Entry Procedure: _____

Chief of Race: _____

e-mail: _____

Race Administrator: _____

e-mail: _____

Phone: _____ Fax: _____

Headquarters (address/location): _____

Hours Open: _____ Phone: _____

Technical Delegate: _____

Housing Chair (if applicable): _____ Phone: _____

Mailing Address: _____

Schedule of Events:

Date

Time

Location

Team Captain's Meetings _____

Downhill Training – Men _____

Downhill Training – Ladies _____

Downhill – Men _____

Downhill – Ladies _____

Super G – Men _____

Super G – Ladies _____

Giant Slalom – Men _____

Giant Slalom – Ladies _____

Slalom – Men _____

Slalom – Ladies _____

Start List Preparation: Computer-Generated Draw: _____ Double Draw _____ N/A _____

Waxing Facilities _____

Awards _____

Miscellaneous _____

RACE PERSONNEL ASSIGNMENT SHEET

Chairman/Race Organizing Committee _____
 * Chief of Race _____
 Assistant _____
 * Chief of Course _____
 Assistant #1 _____
 Assistant #2 _____
 Assistant #3 _____
 Assistant #4 _____
 * Start Referee _____
 * Finish Referee _____
 * Race Administrator _____
 Registration #1 _____
 Registration #2 _____
 Registration #3 _____
 Registration #4 _____
 Computer Person #1 _____
 Computer Person #2 _____
 Copy Person #1 _____
 Copy Person #2 _____
 * Chief of Timing _____
 * Chief/Calculations _____
 1. Timing _____
 2. Timing _____
 3. Timing _____
 4. Timing _____
 5. Timing _____
 6. Timing _____
 Posting Board #1 _____
 Posting Board #2 _____
 Runner #1 _____
 Runner #2 _____
 Runner #3 _____
 Finish Controller _____
 Announcer _____

 Forerunner #1 _____
 Forerunner #2 _____
 Forerunner #3 _____
 Forerunner #4 _____
 Forerunner #5 _____

 Forerunner #6 _____

 * Assigned TD _____

 * Referee _____
 (Athletes Representative; usually Team Captain)
 * Ass't Referee _____
 (Athletes Representative; usually Team Captain - appointed for speed events only)

*Chief Gate Judge _____
 Ass't Chief GJ _____
 Gate Judges needed # _____
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____
 7. _____
 8. _____
 9. _____
 10. _____
 11. _____
 12. _____
 13. _____
 14. _____
 15. _____
 16. _____
 17. _____
 18. _____
 19. _____
 20. _____
 21. _____
 22. _____
 23. _____
 24. _____
 25. _____
 26. _____
 27. _____
 28. _____
 29. _____
 30. _____

LARGER EVENTS MIGHT ALSO REQUIRE:
Chief of Manual/Hand Timekeeping
Chief of Medical Services
Chief of Ski Patrol
Chief Steward
Chief of Forerunners
Chief of Communications (Phone, Fax, Internet)
Press/Media Chief
Chairman of Awards
Food Chairman - On Hill
Food Chairman - Social Events
Chairman of Lodging
VIP/ Sponsor Coordinator
Transportation Coordinator



ADVANCE RACE INFORMATION FOR OFFICIALS

Race Organizers: Please complete and forward to assigned TD and guest officials at least TWO weeks in advance of event(s).

Name of Competition: _____

Event(s): DH SG GS SL SC/K Gender: M F

Site of Race: _____ Run(s) _____

Day(s) and Dates(s): _____

Category: SR J1 J2 J3 J4 J5 J6 MASTER SCORED OTHER

The Team Captains' Meeting is scheduled for: _____

Location: _____

Seeding of the race will take place: _____

Computer-Generated Draw _____ Double Draw _____ N/A _____

Chief of Race: _____ Phone: (H) _____

Address: _____ Phone: (W) _____

Race Administrator: _____ Phone: (H) _____

Address: _____ Phone: (W) _____

Housing is reserved for you:

Dates(s): _____ Phone: _____

Motel/Hotel/Private Housing: _____

Address: _____

Meal Arrangements:

1. Please secure meals and submit receipts Yes No

2. Your meals will be provided at: _____

3. Meal tickets will be issued for meals at: _____

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

NOTE: The race organizers will upon presentation of Expense Report, invoices, and receipts by the TD, before departure, pay the necessary expenses incurred for room, meals, mileage and Technical Delegate's per diem (scored events only) according to current guidelines.



TEAM CAPTAINS MEETING
SITE _____

- 1. Welcome/Introductions Date: _____
- 2. Attendance List (everyone please sign) Event: M__ DH__ SL__ SG__ SC/K__
- 3. Roll Call by Teams W__ DH__ SL__ SG__ SC/K__
- Homologation # W: _____
- 4. Jury - Appointment Homologation # M: _____
- (For USSA Races - must have USSA #)
- Technical Delegate _____ USSA _____
- Chief of Race _____ USSA _____
- Chief of Course _____ USSA _____
- Referee _____ USSA _____
- Asst. Referee _____ USSA _____
- Start Referee _____ USSA _____
- Finish Referee _____ USSA _____
- 5. Course Setters - Appointment (For USSA Races - must have USSA #)
- 1st Run Men _____ USSA _____
- 2nd Run Men _____ USSA _____
- 1st Run Women _____ USSA _____
- 2nd Run Women _____ USSA _____
- 6. Forerunners: Number _____
- 7. Presentation of Event Medical Plan
- 8. Update of Entries/Review of Board/Snow Seed?
- 9. Draw
- 10. Report of the Organizing Committee
- 11. Report by the Technical Delegate/Safety items/Medical
- 12. Report by Jury Members/Secretary
- 13. Weather Forecast _____
- _____
- 14. Awards Location _____ Time _____

15. Protests in writing with \$ _____ within 15 minutes of posting of the Report by the Referee

16. Official Notice Board Location

17. Schedule Men's Schedule Women's Schedule

Race Headquarters Opens _____ _____

Lifts Open _____ _____

Training Courses _____ _____

Course Name _____ _____

Course Setting _____ _____

Jury Meets for Radios _____ _____

Jury Boards Lifts _____ _____

Jury Inspection - 1st run/training run _____ _____

Course Open for Inspection _____ _____

Course Closed _____ _____

Snow Seed (yes or no) _____ _____

1st Run/Training Run - Forerunners _____ _____

1st Run/Training Run Start _____ _____

Start Interval _____ _____

Course Setting - 2nd run _____ _____

Jury Inspection - 2nd run _____ _____

Course Open for Inspection _____ _____

Course Closed _____ _____

2nd Run Forerunners _____ _____

2nd Run/Training Run Start _____ _____

Start Interval _____ _____

18. Lift Tickets/Bibs: Location _____ Time _____

19. Training Areas: Location _____ Time _____

20. Equipment Storage/Lift Lines/Fast Skiing/Racer Etiquette - Safety

21. Comments/Questions from Team Captains

22. Next Team Captains Meeting _____ _____

23. Adjourn _____



PROGRAM FOR / PROGRAMME POUR / PROGRAMM FÜR

L / M

ALPINE TECHNICAL

Date / Date / Datum		Site / Lieu / Ort		Country / Pays / Land		Event (GS/SL/SC)	
Name of event Nom de l'événement Name der Veranstaltung				Category / Catégorie / Kategorie COC <input type="checkbox"/> FIS <input type="checkbox"/>			
Place of jury inspection / lieu d'inspection du jury/ Ort der Besichtigung Jury				Time			
Radios / Radios / Funkgeräte							
Lift open / Ouverture des remontées mécaniques / Lift öffnet							
Warmup and training area / Piste d'échauffement et d'entraînement / Aufwärm- und Trainingspiste							
Course setter / Traceur / Kurssetzer				Run / manche / Lauf			
				1st / 1er / 1. 2.		2nd / 2me / 2.	
Inspection (one) / Reconnaissance (une) / Besichtigung (eine)							
Entry for racers closed / Entrée fermée pour coureurs / Zutritt für Wettkämpfer geschlossen							
Entry for all closed / Entrée fermée pour tous / Zutritt für alle geschlossen							
Coaches on place / Entraîneurs en position / Trainer am Platz							
Forerunners		Start time 1st forerunner / Heure de départ no 1 / Startzeit Nr. 1					
Number / Nombre / Anzahl							
Start time racer no. 1 / Heure de départ no 1 / Startzeit Nr. 1							
Start interval / Intervalle de départ / Startintervall							
Yellow zones/flags		Places		Back to Start			
Zones jaunes/drapeaux		1 st					
Gelbe Zonen/Flaggen		2 nd					
Slip crews / Lisseurs / Rutschkommandos							
Intermediate times / Temps intermédiaires / Zwischenzeiten							
Prize giving ceremony / Remise des prix / Siegerehrung				Place		Time	
Public draw / Tirage au sort / Öffentliche Auslosung							
Course setter next race / Traceur prochaine course / Kurssetzer nächste Rennen				Run / manche / Lauf			
				1st / 1er / 1.		2 nd / 2me / 2.	
Next team captains' meeting / Prochaine séance des chefs d'équipes / Nächste Mannschaftsführersitzung							
Miscellaneous / Divers / Verschiedenes							



Team Captains' Meeting of <i>Réunion des Chefs d'équipe du</i> Mannschaftsführersitzung vom				Codex <i>Codex</i> Kodex		Factor <i>Facteur</i> Faktor	F:
Jury/Jury/Jury	Name-Surname/Nom-Prénom/Name, Vorname		Nat	Technical Data/Donnees Technical/Technische Daten			
TD DT TD				Course Name <i>Nom de la piste</i> Name der Strecke			
Referee <i>Arbitre</i> Schiedsrichter				FIS Hom. No. <i>No. Hom. FIS</i> FIS Hom. Nr.			
Assistant Referee <i>Arbitre Adjoint</i> SR-Assistent*)				Start <i>Départ</i> Start	m		
Chief of Race <i>Directeur de</i> <i>l'épreuve</i> Rennleiter				Finish <i>Arrivée</i> Ziel	m		
Start Referee <i>Juge au Départ</i> Startrichter**)				Vertical drop <i>Dénivelée</i> Höhendifferenz	m		
Finish Referee <i>Juge à l'arrivée</i> Zielrichter**)				Length <i>Longueur</i> Länge**)	m		
1st RUN <i>1ère MANCHE/1. LAUF</i>				2nd RUN <i>2ème MANCHE/2. LAUF</i>			
Course Setter <i>Traceur</i> Kurssetzer				Course Setter <i>Traceur</i> Kurssetzer			
Number of turns/gates <i>Nombre de tours/portes</i> Anzahl Umdrehungen/Tore			Turns	Gates	Number of turns/gates <i>Nombre de tours/portes</i> Anzahl Umdrehungen/Tore		Turns
Forerunners / Ouvreurs / Vorläufer				Forerunners / Ouvreurs / Vorläufer			
A			G				
B			H				
C			I				
D			J				
E			K				
F			L				
Weather Forecast <i>Prévisions du temps/Wetterprognose</i>							
Opening times of race office <i>Heures d'ouverture bureau des courses/Öffnungszeiten Wettkampfbüro</i>							
Miscellaneous/Divers/Verschiedenes							
Timing <i>Chronométrage</i> Zeitmessung				Signature of Race Secretary / Signature du secrétaire de la course / Unterschrift Wettkampfsekretär			
Computer <i>Ordinateur</i> Computer							

(*DH/SG; ** OWG/WSC)



PROGRAM FOR / PROGRAMME POUR / PROGRAMM FÜR

L / M

ALPINE SPEED

Date / Date / Datum		Site / Lieu / Ort		Country / Pays / Land		Event (DH/SG)	
Name of event Nom de l'événement Name der Veranstaltung				Category / Catégorie / Kategorie COC <input type="checkbox"/> FIS <input type="checkbox"/>			
Place of jury inspection / lieu d'inspection du jury/ Ort der Besichtigung Jury				Time			
Radios / Radios / Funkgeräte							
Lift open / Ouverture des remontées mécaniques / Lift öffnet							
Warmup and training area / Piste d'échauffement et d'entraînement /Aufwärm- und Trainingspiste							
Inspection (one) / Reconnaissance (une) / Besichtigung (eine)							
Entry for racers closed / Entrée fermée pour coureurs / Zutritt für Wettkämpfer geschlossen							
Entry for all closed / Entrée fermée pour tous / Zutritt für alle geschlossen							
Coaches on place / Entraîneurs en position / Trainer am Platz							
Forerunners Number / Nombre / Anzahl		Reserve Number / Nombre / Anzahl		Start time / Heure de depart / Startzeit			
Start time racer no. 1 /Heure de départ no 1 / Startzeit Nr. 1							
Start interval / Intervalle de départ / Startintervall							
Yellow zones/flags Zones jaunes/drapeaux Gelbe Zonen/Flaggen			Places		Back to Start		
			1 st				
			2 nd				
			3 rd				
			4 th				
			5 th				
Slip crews / Lisseurs / Rutschkommandos				Continuous			
Intermediate times / Temps intermédiaires / Zwischenzeiten						& speed	
Prize giving ceremony / Remise des prix / Siegerehrung				Place		Time	
Public draw / Tirage au sort / Öffentliche Auslosung							
Course setter at start / Traceur au départ / Kurssetzer am Start							
Next team captains' meeting / Prochaine séance des chefs d'équipes / Nächste Mannschaftsführersitzung							
Miscellaneous / Divers / Verschiedenes							



Team Captains' Meeting of Réunion des Chefs d'équipe du Mannschaftsführersitzung vom			Codex Codex Kodex		Factor Facteur Faktor	F:
Jury/Jury/Jury	Name-Surname/Nom-Prénom/Name, Vorname	Nat	Technical Data/Donnees Technical/Technische Daten			
TD DT TD			Course Name Nom de la piste Name der Strecke			
Referee Arbitre Schiedsrichter			FIS Hom. No. No. Hom. FIS FIS Hom. Nr.			
Assistant Referee Arbitre Adjoint SR-Assistant*)			Start Départ Start			m
Chief of Race Directeur de l'épreuve Rennleiter			Finish Arrivée Ziel			m
Start Referee Juge au Départ Startrichter**)			Vertical drop Dénivelée Höhendifferenz			m
Finish Referee Juge à l'arrivée Zielrichter**)			Length Longueur Länge**)			m
1st RUN 1ère MANCHE / 1. LAUF			2nd RUN 2ème MANCHE / 2. LAUF			
Course Setter Traceur Kurssetzer			Course Setter Traceur Kurssetzer			
Number of turns/gates Nombre de tours/portes Anzahl Umdrehungen/Tore	Turns	Gates	Number of turns/gates Nombre de tours/portes Anzahl Umdrehungen/Tore	Turns	Gates	
Forerunners / Ouvreurs / Vorläufer			Forerunners / Ouvreurs / Vorläufer			
A			G			
B			H			
C			I			
D			J			
E			K			
F			L			
Weather Forecast / Prévisions du temps / Wetterprognose						
Opening times of race office / Heures d'ouverture bureau des courses / Öffnungszeiten Wettkampfbüro						
Miscellaneous / Divers / Verschiedenes						
Timing Chronométrage Zeitmessung		Signature of Race Secretary / Signature du secrétaire de la course / Unterschrift Wettkampfsekretär				
Computer Ordinateur Computer						

(*DH/SG; ** OWG/WSC)

UNITED STATES SKI AND SNOWBOARD ASSOCIATION

TIMING CHECKLIST

- Interconnects** 1. Is there wire? Does it work? Are you sure?
- Equipment** 2. Is the equipment on the current list of timing equipment homologated by the FIS Timing Working Group? (www.fis-ski.com)
- Setup** 3. Do the timer tapes each report time to 1/1000th (.001) precision?
- Software** 4. If timing software is used to calculate times, is it calculating net times using the precision of ToD as used in the timing device?
- Hand Timing** 5. Is manual/hand timing that records to 1/100th (.01) precision available?
- Quality** 6. Is the timing crew aware that manual/hand times, even if not used, should be within acceptable limits?
- Start Gate** 7. Does the Start Gate meet the following requirements?
a. Separate contacts?
b. One wand?
c. Installed at proper height?
d. Is an identical Start Gate mechanism available for replacement?
e. Is the placement marked on the Start Posts?
f. Are the Start Posts solidly installed?
- Finish Eyes** 8. Do the Finish Photocells meet the following requirements?
b. Are 2 sets available?
c. Are 4 posts available for mounting photocells?
(2 are acceptable; replacements must be available
d. Is the vertical separation between the beams no greater than 20cm?
- Power On** 9. Is the Power-On Time (this is the “warm-up” time, which is not the same as the Synchronization Time) done at least 30 minutes prior to synchronization in order to allow the quartz time bases to stabilize?
- Synchronization** 10. Have system A and System B been synchronized no more than one hour (60 minutes) prior to first racer start time for each run?
11. Has the synchronization been performed from start wand installed at the Start or from one single contact switch for all timing devices?
- Systems** 12. If System B times are used, is the timing crew aware of the requirement for an EET as per manual/hand timing techniques?



USSA OFFICIALS' EXPENSE REPORT

USSA Technical Delegates are entitled to expense reimbursement per USSA Divisional/Regional standards for meals, lifts, lodging, mileage/transportation/car rental, etc. Please observe the expense limits established by the respective Divisions/Regions for these items. **In addition to this expense reimbursement**, a per diem of \$50 per travel/inspection/training/competition day has been approved for USSA Technical Delegates at all USSA-sanctioned non-FIS events – both scored and non-scored. This \$50/day per diem also applies to USSA Course Inspectors. Other officials may also be eligible for expense reimbursement per prior arrangements with the race sponsor. (Note: FIS Course Inspectors, FIS Technical Delegates and other FIS Officials are eligible for a higher rate of per diem.) Please complete this form and submit it to the Race Organizer to request reimbursement. Receipts for rooms, meals, airfare, and auto rental must be attached.

EVENT NAME: _____ LOCATION: _____

DATE(S): _____ EVENT CHAIRPERSON: _____

OFFICIAL CAPACITY: _____

TRAVEL: Own Auto _____ miles at _____*per mile: \$ _____
(*May not exceed IRS Guidelines)

Rental Car: \$ _____

Airfare (Economy Class): \$ _____

LODGING (Please indicate if private home) \$ _____

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

TD PER DIEM: _____ days @ \$50.00/day \$ _____

OTHER EXPENSES (Itemize and attach receipts) \$ _____

TOTAL REIMBURSEMENT REQUESTED \$ _____

OFFICIAL'S NAME _____

ADDRESS _____

PHONE _____

FAX _____

E-MAIL _____

SIGNATURE _____ Date: _____

Please forward a copy of **Technical Delegate's** expense form either to:
Randy Rogers; 1980 Gilham Rd.; Eugene OR 97401
 or to: Snowmystr@yahoo.com

INSTRUCTIONS FOR GATE JUDGES

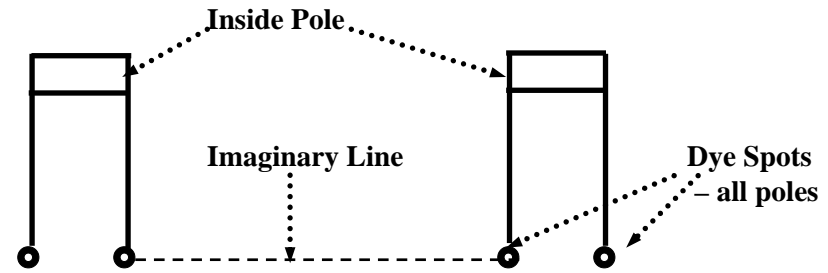
Wear clothing appropriate for varying and unknown weather conditions.

1. Stand where you can see all your gates and can take prompt action to repair course.
2. Record all faults (F):
 - a. Mark all faults (F) and OKs immediately. If F, draw a diagram and indicate which gate was the source of the fault and mark the athlete's bib # next to the diagram
 - b. Be prepared to explain all faults.
 - c. Do not discuss the fault with anyone except the Chief Gate Judge or Jury members.
 - d. If you have reported an F, it is sometimes necessary to attend a jury meeting. Check with the Chief Gate Judge after the race.
 - e. Do not report an F if you are in doubt. Give the racer the benefit of the doubt.
3. Record on card the circumstance of any interference to a racer's run.
4. If a racer questions a Gate Judge or commits an error that might lead to disqualification, the Gate Judge MUST communicate with the racer by saying "GO" or "BACK".
5. Avoid conversations and other distractions. Concentrate on your job.
6. Avoid interference of any kind with a racer.
7. Maintain the course in equal condition for all racers, if possible.
 - a. Replace broken poles in exact position and keep vertical.
 - b. Put flags back in place.
 - c. Maintain and repair course.
 - d. Keep spectators, photographers and other competitors clear of course.
8. Remain in place until notified that race is over.

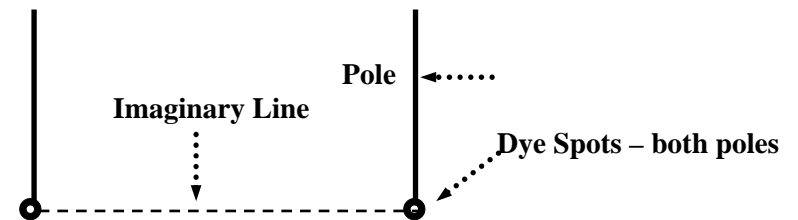
REASONS TO DECLARE A FAULT

1. Racer trains on a course closed to competitors.
2. Racer alters the course.
3. Racer behaves in an unsportsmanlike manner.
4. Racer trains and/or inspects contrary to Jury instructions.
5. Racer fails to give way to an overtaking competitor at the first call.
6. Racer fails to pass through the gate line with both ski tips and both feet.
7. Racer does not comply with security regulations.
8. Racer accepts outside help in any form.

DH, GS, SG

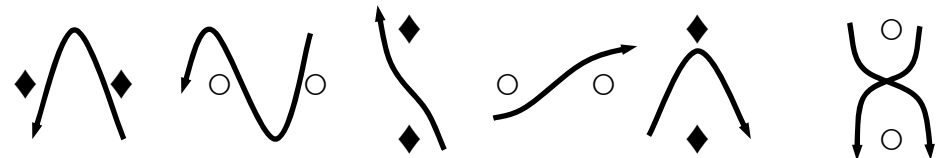


SL



WATCH THE SKI TIPS AND THE FEET

At each gate BOTH SKI TIPS AND BOTH FEET must cross the imaginary line joining the bases of the inside poles. They may cross from any direction to any direction (forward, backward, left, right, in and out the same side, etc.) and at any distance above the snow.



As long as BOTH SKI TIPS AND BOTH FEET cross the imaginary line, the racer is OK, even though:

1. He knocks down one or all poles of a gate,
2. He slides through the gate on some part of his body other than his feet,
3. He hikes back up to a gate,
4. He enters and exits from the same side,
5. He enters gates from a direction that differs from other racers,
6. He passes through the gates out of their numerical order.

INSTRUCTIONS FOR THE GATE JUDGES

1. Upon arriving at your assigned gate(s) remove your skis and place them in a designated area.
2. Stand where you can best see all your gates while maintaining a position of maximum security. Most often you will be assisted in task 1 & 2 by your Section Chief, the Chief Gate Judge or the Technical Delegate.
3. Fill out the front of the card and then immediately draw a picture of your assigned gates. Draw the @ symbol to indicate your position. Mark all blue gates with a diamond ◊ symbol and all red gates with a circle O symbol.
4. Mark only faults (F) and note the racer's number in the corresponding box.
 - a. Draw a detailed diagram of the fault on the pre-drawn gate picture.
 - b. Be prepared to explain all faults.
 - c. Do not discuss the fault with anyone except the Chief Gate Judge or Jury Members.
 - d. If you are a witness to a fault be prepared to attend a jury meeting and do not leave the finish area until dismissed by the Chief Gate Judge. This rule applies even if the fault occurs at a gate that you are not assigned (i.e. witness).
 - e. Do not record a fault if in doubt. Give the athlete the benefit of the doubt.
5. Record on the card the circumstances of any interference with a racer's run.
6. If a racer questions a Gate Judge or commits an error that might lead to disqualification the Gate Judge must communicate with the racer by saying "go" or "back."
7. If necessary replace any gate poles and/or retie any gate flags until assistance from the Race Crew arrives.
8. Remain in place until your card is picked up by your Section Chief or the Chief Gate Judge.

••••• **REMEMBER** •••••

BOTH SKI TIPS AND BOTH BOOTS MUST CROSS THE IMAGINARY LINE JOINING BASE OF TURNING POLE(S).



Gate Judges Card

Race: _____

Date: _____

Men **Women** **Run #** _____

DH **SL** **GS** **SG** **SC/K**

Faults

No Faults

Gate No(s): _____

Name: _____

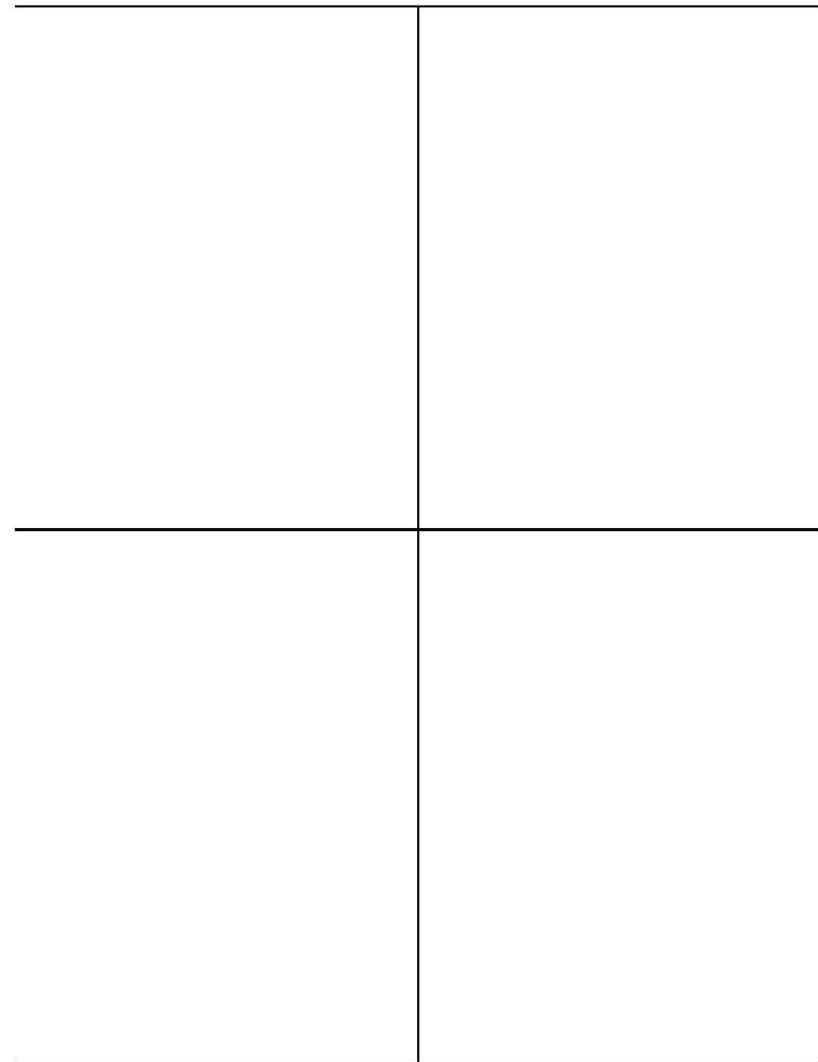
Signature: _____

11-12

Bib Number	Gate Number

Bib Number	Gate Number

DIAGRAM

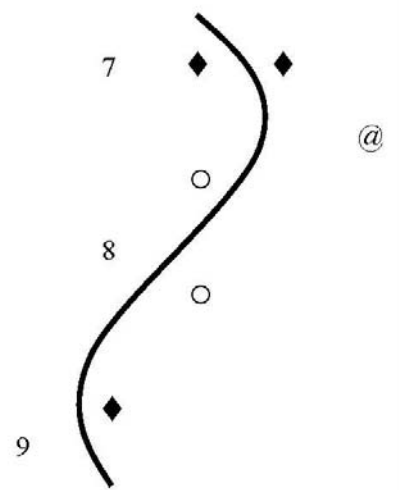


◇ - Blue ○ - Red @ - Your Location

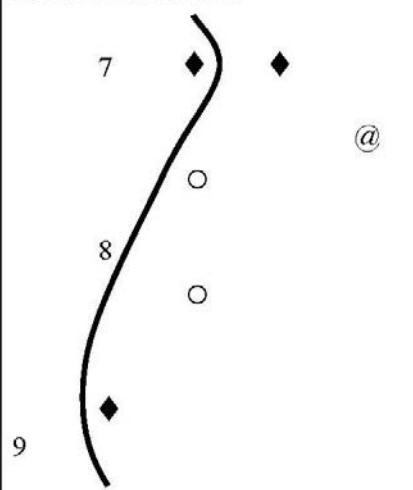
GATE JUDGE DIAGRAM CARD

◆ = Blue Flag ○ = Red Flag @ = Gatekeeper's position

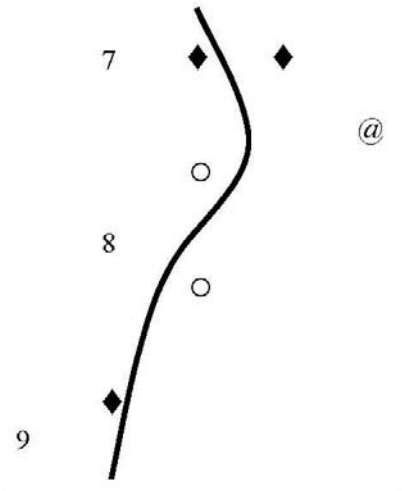
Sample drawing of your gate(s)



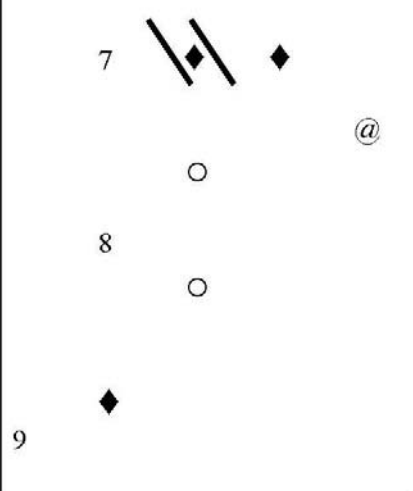
Racer(s) # 5, 11, 18
MISSED GATE # 8



Racer(s) # 23
MISSED GATE # 9



Racer(s) # 25
STRADDLED GATE # 7



FOR EVERY FAULT MAKE A DIAGRAM

UNITED STATES SKI AND SNOWBOARD ASSOCIATION
GATE JUDGES CARD

NO FAULTS FAULTS X

Men Women X Run # 1 Gate(s) #

DH SL X GS SG SC/K Date 7-1-01_

Gate Judge (print full name) G. Gatejudge _____

Alternate (mark at 1st racer) _____

For every racer who reaches your gates note the Bib # and mark the ✓ or F. FOR EVERY FAULT ALSO MAKE A DIAGRAM.

✓ = Legally passed			F = Fault								
BIB NO.	OK	F	BIB NO.	OK	F	BIB NO.	OK	F	BIB NO.	OK	F
1	✓		21	✓							
2	✓		22	✓							
3	✓		23		F						
4	✓		24	✓							
5		F	25		F						
6	✓		26	✓							
7	✓		27	✓							
8	✓		29	✓							
9	✓		30	✓							
10	✓										
11		F									
12	✓										
13	✓										
14	✓										
15	✓										
16	✓										
17	✓										
18		F									
19	✓										
20	✓										

GATE JUDGE DIAGRAM CARD

◆ = Blue Flag ○ = Red Flag @ = Gatekeeper's position

Sample drawing of your gate(s)

Racer(s) #

Racer(s) #

Racer(s) #

Racer(s) #

UNITED STATES SKI AND SNOWBOARD ASSOCIATION

GATE JUDGES CARD

NO FAULTS FAULTS

Men Women Run # _____ Gate(s) # _____

DH SL GS SG SC/K Date _____

Gate Judge (print full name) _____

Alternate (mark at 1st racer) _____

For every racer who reaches your gates note the Bib # and mark the proper column

✓ or F. FOR EVERY FAULT ALSO MAKE A DIAGRAM.

✓ = Legally passed F = Fault

BIB NO.	OK	F	BIB NO.	OK	F	BIB NO.	OK	F	BIB NO.	OK	F	BIB NO.	OK	F

FOR EVERY FAULT MAKE A DIAGRAM

HOW TO PREPARE 2nd RUN START LISTS

[621.11.2]

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

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

1. Rank all first run competitors in time order.
2. Remove DSQ competitors from the field unless they are being given a provisional second run.
3. Break all ties, regardless of where they occur, by ranking the tied competitor(s) with the higher bib number(s) before the tied competitor(s) with the lower bib number(s).
4. Verify the number of competitors that are to be reversed (bibbo).
5. Check for a tie at the reversal position.
6. If a tie has occurred at the reversal position – 30 or 15, include those ties in the reversal number. This will result in the lower bib number starting first and the racer with the fastest first run time starting 31/16 (with a 3-way tie at the reversal position, the racer with the fastest first run time would start 32/17, etc.)
7. Reverse correct number of competitors including ties, if applicable.
8. When ties occur elsewhere in the field other than in the reversed group, the tied racer(s) with the higher bib number(s) will start prior to the tied racer(s) with the lower bib number(s).

NOTE: Due to space constraints, bibbo of 15 is illustrated.

<u>1st RUN TIMES</u>		<u>1st RUN RESULTS</u>			<u>2ND RUN START LIST</u>		
BIB	TIME	PL	BIB	TIME	ST	BIB	1 st RUN TIME
1	52.11	*** 1	7	49.63	1	12	52.56 \
2	51.56	2	4	49.71	2	17	52.56 / TIE AT 15TH POSITION
3	52.52	3	8	50.30	3	3	52.52
4	49.71	4	9	50.51	4	10	52.20
5	51.48	5	11	51.15	5	1	52.11
6	51.46	6	15	51.20	6	2	51.56
7	49.63	7	16	51.45	7	13	51.51
8	50.30	8	6	51.46	8	5	51.48
9	50.51	9	5	51.48	9	6	51.46
10	52.20	10	13	51.51	10	16	51.45
11	51.15	11	2	51.56	11	15	51.20
12	52.56	12	1	52.11	12	11	51.15
13	51.51	13	10	52.20	13	9	50.51
14	51.31 DSQ	14	3	52.52	14	8	50.30
15	51.20	15T 17	52.56	15	4	49.71	
16	51.45	15T 12	52.56	16	7	49.63	- FASTEST 1ST RUN TIME
17	52.56	17 19	52.57	17	19	52.57	
18	53.47	18T 20	53.47	18	20	53.47 \	
19	52.57	18T 18	53.47	19	18	53.47 / TIE OUTSIDE OF BIBBO	
20	53.47						

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



USSA/SplitSecond Timing Programming Change Request

Please fill out this form as completely as possible and email to
compservices@ussa.org

Category: (BUG, CHANGE, ENHANCEMENT)
Requested By: _____
Date: _____

Description of Problem/Change:

Details:

Priority: 1 = Extremely High, 2 = High, 3 = Medium, 4 = Low

FOR USSA OFFICE USE ONLY

Vendor:
Date Resolved:

Notes:

JURY STUDY PROBLEMS – ALPINE

DECISIONS MUST BE SUPPORTED BY RULE REFERENCES

1. The Jury receives a report that a competitor was observed drinking a beer while eating his lunch; the competitor is over 21 years of age. What options, if any are open to the Jury? What rule(s), if any did the competitor violate?
2. Due to weather/venue teardown issues, the Report by the Referee is not posted. DSQ's are announced, but many of the Team Captains are not in the vicinity of the Announcer. When the Data Management person receives the original Report of the Referee, she notes that the name of the DSQ competitor does not match the assigned Bib#. Investigation reveals that the Snow Seed was used and the DSQ competitor's noted Bib # was his actual Start #. The Technical Delegate instructs her to correct the Start # to the assigned Bib # and to DSQ the named competitor. What should the Technical Delegate have done? What options are available to the Team Captains for the affected competitors? What option is available to the Jury? What option is available to the Technical Delegate?
3. Racer is not present when called to the start, approaches the Start Referee and requests a provisional start. The Jury is unable to verify the validity of the request and a provisional start is approved. When should the racer be allowed to start? Should a competitor's right to due process have any impact on start position decision?
4. A racer falls and hikes in order to complete passage of a missed gate. Because of the length of time involved, it becomes apparent that he will be overtaken prior to crossing the finish line. What options are available to the approaching racer? What options are available to the overtaken racer? Are sanctions available in a technical event? Are sanctions available in a speed event or training run?
5. A racer in a USSA-sanctioned Giant Slalom loses a ski after completing the third gate before the finish and while initiating the turn into the second gate. What is the racer's status? Is there a difference between USSA ACR and FIS ICR?
6. It is determined that several competitors were not wearing assigned bibs as listed on the official Start List. How could the Assistant Starter have helped to address this prior to it becoming a problem? What is the first question that the Jury must ask? Is DSQ mandatory?
7. A Downhill competitor was physically unable to start the first training run. Because of weather conditions, subsequent training runs are canceled and the race is scheduled. What is the competitor's status?
8. In an effort to provide a better penalty, the ROC has invited several low-point pace skiers to participate in an event. One of the pace skiers competes while wearing warmup clothing; another is observed checking his speed prior to entering several gates. What rules, if any, have been violated? What options, if any, are available to the Jury? Would the fact that this is a USSA non-FIS event make a difference?
9. A racer falls, misses a gate and hikes back up. Because of the delay, a course worker mistakenly believes the racer is DNF and moves into the race line. The racer, who is back on course, sees the course worker, stops and immediately skis out and requests a provisional rerun based on interference. His provisional rerun is successful and the Jury must now decide whether or not to confirm the rerun. What issues must the Jury address? Does the fact that the racer had to hike prior to the interference have any bearing on the Jury's decision? What is the racer's status?
10. At an upper-level event, one of the low-point holders is physically unable to compete. He offers to go to the start and "kick open the wand". What problems could arise if this practice is allowed?
11. A competitor misses a gate just before crossing the finish line. He quickly stops; he then hikes back up through the finish line, completes passage and crosses the finish line a second time. What is the competitor's status? What if he makes an attempt to stop *prior* to crossing the finish line but is unsuccessful? What should the Finish Referee do? What should the manual timekeepers do? What is the decision of the Jury?
12. After a competition, a Team Captain reports to the Jury that his competitor was lined up prior to starting when

he was approached by a Team Captain from another club. This Team Captain proceeded to tell the competitor that his equipment appeared to be illegal, that the Team Captain is going to notify the Jury and that the competitor can expect a disqualification. How should the Jury handle this situation?

13. A Team Captain reviews the posted Report by the Referee and notes none of his competitors are listed. Accessing the online Official Results when he arrives home that night, he is surprised to find that one of his competitors (bib #15 who started #14) is now listed as a disqualification, and a competitor who did miss a gate (bib #14 who started #13) is listed in the Official Results. Inasmuch as the Jury has been disbanded, what options are available to the Team Captain? How could this error have occurred? Would the fact that the Technical Delegate and not the Referee signed the Report by the Referee have any impact?
14. Prior to the first day of Downhill Training, the Jury is informed that Start Referee, Finish Referee, Gate Judges, Manual Timekeepers and medical personnel will only be available for the actual race. What problems could be encountered if this procedure is allowed?
15. For a multi-day event, the OC has only scheduled one Team Captains' meeting for the evening prior to the first competition. The plan is that the RA will conduct computer-generated draws for the first seed and for those competitors without points. The daily Program, as well as the Start List will then be available online. What rules address this issue? What problems could be encountered if this procedure is allowed?
16. The OC plans to use an overhead projector to display the draw/seed board and conduct a computer-generated draw. The Team Captains voice their displeasure because although they don't object to the use of the electronic board, they prefer to conduct a physical double draw. Is the use of the electronic board against the rules? Do the Team Captains have a valid complaint regarding the draw? What can the Jury do?
17. A competitor is entered and represented for both the first and second day of Downhill Training but does not actually start until the third day. It is brought to the attention of the Jury that the competitor did not start the training runs because he was competing in events at another area. How must the Jury address this situation?
18. In Slalom, a competitor falls, slides past a combination and hikes back up. What is the competitor's responsibility? What is the Gate Judge's responsibility to the competitor? If the event is a Single Pole Slalom, how far does the competitor have to hike to clear a missed single pole gate? A missed double pole gate?
19. In a field of 85 racers, racer #79 requests a provisional re-run. Where is the last possible insertion point where this re-run can occur? Give reasons.
20. A competitor falls and is experiencing some disorientation. After being examined at a medical facility and being diagnosed with a possible Grade 1 concussion, the Team Captain wishes to leave her on the Board for the next event because the medical facility has released the competitor with instructions to resume her normal activities and seek additional medical attention only if additional symptoms develop. What action should be taken by the Race Administrator, the Technical Delegate and the Jury? What are normal activities?
21. After the first day of Downhill Training, a request is made to allow additional entries because the estimated Penalty is not going to benefit the majority of the field. How should the Jury address this issue? If it is discovered that an individual who has been forerunning has very low points, should he be allowed to become a competitor in this event?
22. A Team Captain tells a Jury member that a competitor's equipment is illegal according to the current rules regarding 1) Stand Height; 2) Boot Sole Thickness; 3) Ski Radius. How should the Jury handle this situation: 1) At a USSA-sanctioned non-FIS event; 2) At a FIS event? If the equipment is questionable, what action must the Jury take? Who bears the costs?

PLEASE DISCUSS SPECIFIC PROBLEMS THAT HAVE OCCURRED IN YOUR AREA.