



UNITED STATES SKI AND SNOWBOARD ASSOCIATION

## TECHNICAL DELEGATE - ALPINE

2011-2012

### STUDY GUIDE

*This Study Guide is intended as an educational and review aid for individuals interested in alpine officiating. Downloading, printing and reading the Study Guide must not be substituted for actual attendance at a 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, 2008 Edition
3. ICR Precisions
4. Rules of the FIS Points
5. 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:

Two certification examinations are available for Technical Delegates:

Technical Delegate Applicant Examination (Level 1) – allowed time limit 1.5 hours and

Technical Delegate Examination (Level 3) – allowed time limit 3.0 hours.

These certification examinations will be available at USSA-approved Alpine Officials' Clinics. The examinations are open book and must be administered only at scheduled Clinics. They are **NOT TAKE HOME EXAMS!** Completed examinations must be retained by the Clinic examiners; they are not returned to the individuals taking them. *Allowing use of computers in order to complete calculations or "search" rule books is strongly discouraged; the only items that may be carried into the examination are pencils, calculators, rule books and continuing education materials. In addition, examination materials (forms, etc.), provided by the clinic organizer are the only documents/forms that will be accepted.* 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.

The current Chair is: Thelma Hoessler  
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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 will aid in the ability to understand the layout of the applicable rule books and publications and will reinforce their content.**

### 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” which can be found on the USSA website.

- |   |   |
|---|---|
| 70. TD Candidate Nomination                           | 34. Minutes of Jury Decision (W/O Protest)  |
| 71. TD Candidate Performance Evaluation               | Jury Study Problems                         |
| 7. Advance Information                                | 26. Replacement Time (EET) Worksheet        |
| 17. Team Captains Meeting (USA)                       | 35. USSA Penalty Calculation                |
| 19. Program For/TC Minutes (Tech)                     | Transmittal Sheet                           |
| 20. Program For/TC Minutes (Speed)                    | 37. USSA TD Reports                         |
| 59. Concussion Medical Evaluation Form & Letter       | 54. & 55. American Specialty Rpt. Accident  |
| 39. Timing Checklist                                  | 56. Accident Guidelines (Serious Accidents) |
| 40. & 41. Timing & Data Technical Report Example/Form | 57. TD Accident Report (Serious Accidents)  |
| 31. Report by the Referee                             | 43. USSA Officials' Expense Report Form     |
| How to Prepare a Second Run Start List                | 50. USSA Race Result Packet                 |
| 32. Protest Form                                      | 42. USSA Add. Report of TD                  |
| 33. Minutes of Jury Decision (Protest)                |   |

Refer to all provisions of ACR 601.4.9 and 602.

***NOTE: Regarding USSA ACR: The FIS International Competition Regulations (ICR) and adjuncts shall govern any and all issues not addressed therein.***

### I. Introduction:

The goals of the Alpine Officials' community are to provide an education process for new Technical Delegates and to continue the education for current Technical Delegates so that they can perform their duties with higher levels of proficiency.

As the senior official assigned to an event, the role of the Technical Delegate (TD) is to verify that all areas of the competition are brought together in order to conduct the event in accordance with the USSA Alpine Competition Regulations, (ACR) and/or the International Ski Competition Rules, (ICR).

Similar to FIS Technical Delegate progression, USSA Technical Delegate I status is reserved for candidate/provisional/applicant Technical Delegates. This allows more latitude should the individual not develop into a proficient Technical Delegate.

Certification requirements for USSA Technical Delegate Applicants/Candidates include:

1. Level 1 Timing & Calculations and Level 2 Referee, or
2. Level 1 Timing & Calculations, Level 1 Chief of Race and Level 2 Jury Advisor, or
3. Level 1 Timing & Calculations, Level 2 Chief of Race and Level 1 Jury Advisor.
4. Nomination and 2 seconds from an upper-level Technical Delegate (“USSA TD Candidate Nomination” form available in the “Master Packet of Forms” posted on the USSA website.)

After fulfilling the above requirements, a Technical Delegate “Applicant” must:

1. Pass the Technical Delegate Applicant (Level 1) exam with a score of 75% or better.
2. Shadow at two USSA-sanctioned technical events under the supervision of a Level 3 or Level 4 USSA Technical Delegate or FIS Technical Delegate.
3. Prepare and file USSA race result packet for each shadow assignment with respective AO Chair. (Race penalties, if required, must be hand calculated.)
4. Receive favorable written evaluations (“USSA TD Candidate Evaluation” form available in the “Master Packet of Forms”), by both supervising Technical Delegates.

After completing shadow assignments, the Applicant, under the supervision of a Level 3 or Level 4 USSA Technical Delegate or FIS Technical Delegate must:

1. Perform the actual duties of a Technical Delegate at a USSA-sanctioned event (final evaluation).
2. Prepare and file USSA race result packet with respective AO Chair. (Race penalty, if required, must be hand calculated.)
3. Receive a favorable written recommendation (“USSA TD Candidate Evaluation” form), from the supervising Technical Delegate.

USSA Level 2 Technical Delegates who have fulfilled all requirements and who wish to advance to Level 3 must:

1. Pass the respective written exam with a grade of 80% or higher. The examination covers all aspects of race organization and documentation.
2. Shadow a Level 3 or Level 4 USSA Technical Delegate or FIS Technical Delegate at a speed event (DH or SG).
3. Prepare and file USSA race result packet with respective AO Chair. (Race penalty, if required, must be hand calculated.)
4. Receive a favorable written evaluation from the supervising Technical Delegate.

The approval of the applicable divisional Alpine Officials' Committee is required at each level of advancement. Advancement to Level 3 or Level 4 also requires the approval of the USSA Technical Delegate Working Group.

When a Technical Delegate Candidate is assigned to an event, the Candidate should:

1. Initiate contact with the supervising Technical Delegate.
2. Initiate contact with the Race Organizing Committee.
3. Initiate contact with the Race Administrator.

The ROC must provide the Candidate with a Jury radio and lift access. The ROC is not responsible for the Technical Delegate Candidate’s travel, housing, meal or miscellaneous expenses; the Technical Delegate Candidate is not entitled to USSA Technical Delegate per diem.

It is highly recommended that a Technical Delegate Candidate not take advantage of a two-gender, two-event competition in order to fulfill their Candidacy requirements. The education achieved by shadowing Technical Delegates who may have different management styles, and observing and cooperating with different ROC’s is an invaluable experience. In the same vein, the final evaluation should be administered by an independent Technical Delegate who can arrive at an evaluation unbiased by previous experience with the Candidate.

All official documents for shadow and final evaluation events must carry the name of the assigned, fully certified Technical Delegate. The Candidate must obtain copies of all required documents, strike through and insert his/her name and AO number as required. The Candidate then must affix his/her signature as required.

A USSA Technical Delegate should work as an assigned Technical Delegate a minimum of two (2) days every season, and must work as an assigned Technical Delegate at least once every two (2) years in order to maintain certification levels. [U602.1.8.1]

A USSA Technical Delegate must, at a minimum, biannually attend a USSA-approved Continuing Education Clinic. Failure to meet the above participation requirements will result in loss of Technical Delegate certification status. [U602.1.8.2, U602.1.8.3]

1. If a Technical Delegate has missed a Continuing Education Clinic for 2 years, he or she may be reinstated to the previous level by attending a recognized Continuing Education Clinic. [U602.1.8.4]
2. If a Technical Delegate has missed a Continuing Education Clinic for 3 or more years, he or she may be reinstated by passing the appropriate examination, e.g. Level 1 or 2 must pass the Level 1 examination; Level 3 or 4 must pass the level 3 examination. [U602.1.8.5]
3. A Technical Delegate may not violate the Continuing Education requirement for a second time and maintain Technical Delegate certification. [U602.1.8.6]

What is the progression of USSA Technical Delegate? [Refer to current USSA Certification Guidelines in Miscellaneous Study Guide Forms]

1. Prerequisites
2. Level 1
3. Level 2
4. Level 3
5. Level 4
6. Level 6 - FIS Technical Delegate

(Level 5 is reserved for retired (emeritus) Technical Delegates who maintain USSA Alpine Officials' membership.)

All questions regarding USSA Technical Delegates that cannot be resolved by state/division/region AO Chairs should be forwarded to the Chair of the USSA Technical Delegates' Working Group: **Randy Rogers;** [snowmystr@yahoo.com](mailto:snowmystr@yahoo.com).

## II. Why, What, Who is the Technical Delegate?

A Technical Delegate will find situations where there is no right or wrong solution to an existing situation. Building upon experience, judgment, and reasoning capabilities will enable a Technical Delegate to develop the ability to assist a Jury in arriving at solutions that are just and are within the scope of the applicable rules.

### A. Why are there Technical Delegates?

To assure a uniform application of the race rules, thereby validating the seeding system and facilitating better and more uniform races.

### B. What is a Technical Delegate?

The ideal Technical Delegate should have those leadership qualities that, in cooperation with the Jury, enable him/her to:

- assess situations and assist the Jury in addressing the issues
- after consultation with Jury, make decisions and order the proper immediate measures
- assign clear-cut duties
- organize inspections
- consider how he/she will lead the Jury and decide on circumstances that may arise
- ski well enough to retain respect of competitors, coaches, and other officials
- be prepared to carry out administrative duties

### C. What is a USSA/FIS Technical Delegate?

As the USSA/FIS representative, he/she is the senior Alpine Official at a ski competition. The Technical Delegate is there:

- with the support of the Jury, to arrive at correct decisions to see that all USSA/FIS rules and instructions are followed;

- with the support of the Jury, to supervise the running of an event;
- with the support of the Jury, to assist the organizers.

## II. Duties and Responsibilities of the Technical Delegate

Organizer should contact the Technical Delegate well in advance of the event and provide him/her with pertinent race information. The Technical Delegate should then notify the Organizer as to:

### A. Time of Arrival (**Refer to #7. Advance Information**)

1. Speed Events (DH/SG) – should arrive 48 hours before 1<sup>st</sup> Draw
2. Technical Events – should arrive 24 hours before Draw

### B. Duties:

1. Prior to Arrival: Technological advances now allow the Technical Delegates to perform many of their duties prior to arrival at the site. These include, but are not limited to:
  - verifying course homologation
  - reviewing homologation report, including inspection report  
Inspector(s)' suggestions for placement of minimum on-hill competitor security measures are detailed in the inspection report. Due to terrain, snow cover, course set, ability level of field, etc., the Jury may decide that additional measures are required.
  - verifying Schedule Agreement has been processed and event insurance is in place
  - reviews previous Technical Delegate Reports for suggestions/problems and
  - verifies previous suggestions/problems have been addressed
  - reviews entries and, if applicable, verifies accuracy of seed points
  - verifies that an Event Medical Plan is available for review
  - verifies names of key support officials, e.g. Chief of Timing & Calculations and Race Administrator
  - verifies availability of qualified Forerunners
2. Upon Arrival: Addresses any of the above items that have not been successfully addressed and:
  - in cooperation with Chief of Race, prepares a proposed Team Captains' Meeting Agenda and race-day Program
  - inspects condition of the courses
  - verifies availability of course maintenance supplies and personnel
  - verifies availability of required security measures
  - verifies lift access
  - verifies availability and location of warm-up area
  - verifies the entry lists
  - verifies update status of points list, if applicable
  - verifies update status of race result software
  - verifies draw: whether double draw or if computer-generated draw proposed
  - verifies the technical data: actual start and finish elevations
  - verifies the sufficiency of radios for the Jury
  - appoints Referee and Assistant Referee (speed events)
  - verifies homologation of gate poles, gate flags, timing equipment
  - reviews timing installation and procedures
  - reviews Event Medical Plan with the Jury
  - verifies availability and placement of first aid service
  - supervises the course setting
  - accompanied by Jury, inspects course set and on-hill competitor security measures

**NOTE: 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 serve as a Jury member, Jury Advisor or Course Setter at any USSA-sanctioned scored or non-scored, non-FIS event.*

A USSA Coach or Official member whose membership number on the USSA website membership roster is highlighted indicates that USSA has received the completed membership application. If their status, however, is marked as “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.

3. Depending on the level of the event, additional items of concern include, but should not be limited to the following:
  - official notice from USSA is required in order to alter USSA Points List. Notice may be by letter, fax or e-mail; notice must originate from USSA National Office staff.
  - race result software must have the capability to produce Official Results and Penalty in the approved format (XML) that can be electronically transmitted to USSA.
  - timing equipment that meets specifications and that is homologated is mandatory at USSA-scored events. Please refer to current USSA ACR or FIS “Timing Booklet 2.45”. If timing software is used to calculate times, is it calculating net times using it must use the same precision of ToD as used in the timing device.
  - accuracy of Seed/Draw Board, if applicable to level of the event
  - accuracy of quotas, if applicable to level of the event
  - foreign athletes with current FIS inscriptions and who want to compete in USSA events must complete USSA membership requirements and be issued an “X” membership. FIS Points for these competitors must be used for seeding and the Penalty calculation. *Foreign competitors who have current USSA points must be seeded with their USSA points and their USSA points must be used in the Penalty calculation.*
  - 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.*
4. Race/Training Day Schedule
  - a. A maximum of two DH or SG races, or one SL or GS race, per gender, may be calendared per day by an organizer. [U202.2]
  - b. In cases of *force majeure* where more than two DH or SG races, or more than one GS or SL race, per gender, is conducted in one day and in one place, then the official Program showing inspection times, start times, course reset/redress times and start intervals for both races must be included with the race results packet submitted to USSA. [U202.2.1]
  - c. By signature on the Technical Delegate Report, the Technical Delegate confirms that the rules were followed in the execution of this procedure. [U202.2.2]
5. Team Captains' Meeting (**Refer to #17. Team Captains Meeting and #19. Program For/TC Minutes – Tech and #20. Program for TC Minutes - Speed**)
  - a. Reviews entries accompanied with “Ski-Up Waivers” [U607.5, U607.6, U607.6.1]
  - b. Verifies appointments of Referee and Assistant Referee – DH/SG; Referee – GS/SL  
*Appointments of Referee and Assistant Referee should be made from among the most qualified,*

*appropriately certified (Referee) individuals present. Inasmuch as these individuals are the competitors' representatives on the Jury, the Referee and Assistant Referees should be appointed from among the coaches present for the event.*

**NOTE:** Individuals serving on a competition Jury as a Referee or Assistant Referee or serving as a Course Setter at all USSA-sanctioned events – both scored and non-scored, must be certified Referees.

**NOTE:** Assistant Referee may be assigned for technical events for training purposes only. They participate with the Jury but are not members of the Organizing Committee, have neither voice nor vote in Jury meetings and their names do not appear on the official race documentation.

- c. Accepts nominations for Course Setters
- d. Reviews “USSA’s Concussion Policy” [**USSA Membership Application**]
  - 1.) Competitors with suspected concussion must be immediately removed from training/competition
  - 2.) USSA Competition Services must be notified of injury
  - 3.) Competitor must not be allowed to train/compete until evaluated by medical personnel as required by “USSA’s Concussion Policy” and released to return to training/competition [**59. Concussion Medical Evaluation Form & Parents’ Letter**]
- e. Make comments - briefly explain rules that will be enforced, e.g. late starts, high speed skiing in public areas, etc.
- f. Verify accuracy of the Seed Board and the Draw, if applicable

**NOTE:** According to USSA and FIS rules, the draw must be conducted (or confirmed) at a Team Captains' Meeting; telephonic and online Team Captains' Meetings are not acceptable. 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.) *It is recommended that ROC's maintain Team Captains' Meetings as alcohol-free events.*

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 an event or immediately after the completion of an event 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. Meeting Minutes must be generated and must be included in the submitted race result packet.

For USSA non-FIS events, the Jury can authorize a computer-generated draw for the first seed. (Only exception to USSA rule would be USSA non-scored events, e.g. YSL, where Start Lists are prepared according to TRS – random draw within class and gender. FIS events require Team Captains must indicate their consent to a computer-generated Draw by signing their official entry.

- g. Verify accuracy of special seeding, e.g.: “Golden Rule” Seeding, if applicable [U621.3.1]
- h. Consider use of snow seed, if applicable
- i. Discuss race day schedule
  - 1.) Start times
  - 2.) Freeze times, if applicable
  - 3.) Yellow flag zones, if applicable
  - 4.) Location of Official Notice Board
  - 5.) Reviews Event Medical Plan as well as location of all first-aid services

6. **“START STOP” AND ITS PROCEDURES [705.5] Information** regarding “start stop” commands is found in the yellow flag section of DH rules; yellow zones may also be found on SG courses. “Start stop” commands are applicable at all levels of competition.
- a. 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.
  - b. 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 – again, 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.
  - c. The Start Referee must immediately, and in a concise manner, respond via radio that
    - 1.) The start is closed, and
    - 2.) Must state the start number of the last competitor to have started as well as
    - 3.) 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.)*
  - d. 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.
  - e. If the Jury/Eyes of the Jury/Jury Advisor call for medical assistance,
    - 1.) Ski Patrol assigned to the event first verifies that the course is clear, *e.g.: no racer is on course!*
    - 2.) Once Ski Patrol assigned to the event has verified that it has a clear course, it responds to the call for medical assistance.
    - 3.) **SKI PATROL ASSIGNED TO THE EVENT - NOT COACHES / TRAINERS / OFFICIALS / PARENTS / OTHER COMPETITORS - ARE THE FIRST RESPONDERS!**
  - f. 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.
  - g. 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.
  - h. 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.

C. Duties during the Event

1. Works closely with the Chief of Timing & Calculations [**Refer to #39 Timing Checklist**]
2. Works closely with the Jury evaluating equipment, rerun requests, etc.
3. Ensures the technical conduct of the event
4. Manages technical matters

D. After the Event

1. Considers necessity for special reports concerning suggestions for additional course security measures
2. Works with Jury regarding sanctions and protests

3. For DHT, helps identify competitors who do not possess the required technical skill and who should possibly be removed from the competition
4. Works with Jury regarding interruptions, cancellation and other matters not covered by applicable rules
5. Verifies USSA has been notified of any suspected head injuries
6. Verifies content and completes and signs all required documents

### III. Race/Training Day

#### A. Prior to race/training

1. Event course specifications/setting
  - a. Slalom has to be set as follows;
    - 1.) Minimum/maximum depending on gender and level
    - 2.) Minimum number of gates = those requiring direction change [U801.2.4]
  - b. Giant Slalom has to be set as follows:
    - 1.) Minimum/maximum depending on level of competition
    - 2.) Minimum/maximum decided by rounding up or down of the decimals.
    - 3.) Minimum number of gates = those requiring direction change [901.2.4]
  - c. Super G has to be set as follows:
    - 1.) Minimum/maximum depending on gender and level
    - 2.) Minimum number of gates = those requiring direction change [U1001.3.4]
  - d. Downhill courses are set as required by the track
    - 1.) Competitors and Forerunners should participate in all training runs; they are required to participate in at least one.
    - 2.) Competitors are entitled to start in all training runs
    - 3.) “Special training runs” must not be staged for either competitors or forerunners who have not participated in at least one timed training run. *All training runs have USSA transmittal numbers; “special training runs” do not and are not part of the event covered by the event liability insurance.*
2. On-hill competitor security. The Inspection Report notes the minimum protection required. Terrain, snow conditions and course set may require additional protection; supplies must be available for installation.

#### B. Start Area Inspection

1. Layout
2. Start gate width and wand height [**2012 USSA Alpine Competition Guide**; “FIS Timing Booklet 2.45” located at <http://www.fis-ski.com>]
3. Start ramp

#### C. Course Inspection

1. Accompany Jury/Course Setter; *Team Captains’ attendance encouraged.*
2. Start Area Inspection
  - a. Width and height of start posts
  - b. Plane of start area – is it level
  - c. Snow condition
  - d. Start wand – is an exact replacement available

- e. Is protected area available for competitors, if required
  - f. Is it closed off to the skiing public
3. Make note of installed on-hill competitor security measures
    - a. Spill zones
    - b. Trees, rocks, etc.
    - c. Fencing
    - d. Crowd control
    - e. Attachment of gate flags to poles. *The resultant buildup of the adhesive on tags/labels commonly used to number gates can inhibit the release of gate flags. If this numbering system is used, it is recommended that the tags be placed below the attachment area of the gate flag.*
    - f. Make note of additional on-hill competitor security requirements
  4. Finish Area Inspection
    - a. Width and horizontal marking of Finish Line with coloring substance – [615.2]
      - 1.) DH/SG
      - 2.) GS/SL
    - b. Layout - Does the event being contested affect the layout?
    - c. Snow conditions
    - d. Finish posts, timing equipment protection
    - e. Exit location
    - f. Legality
  5. Following Jury inspection
    - a. Gates numbered and dyed, as required.
    - b. Verify attachment of flags and banners
    - c. Open course for competitor inspection
    - d. Verify Gate Judge instruction/preparation – **ESPECIALLY IMPORTANT FOR SINGLE POLE SLALOM and SINGLE GATE GIANT SLALOM!**
    - e. Verify electronic timing and (manual) hand timekeeping synchronization (**Refer to #40. - 41. FIS Timing & Data Technical Report Sample/Form) same form for USSA and FIS events. Timing & Data Technical Report is required for all USSA-scored events and for non-scored Championship events, e.g. J4 Championships.**)
    - f. Verify Timing & Data Technical Report (TDTR) is being completed
      - 1.) Verify correct form is being used
      - 2.) Verify accuracy of equipment data
      - 3.) Verify procedures being used regarding warm-up and synchronization times
      - 4.) Verify size of second run bibbo [621.10.3]
        - a.) 30 or 15 – 30 is standard; 15 is valid for children
        - b.) If flip 15, Jury decision must be announced 1-hour notice prior to start of first run
        - c.) Golden Rule requirements – Adaptive athletes who qualify for special seeding in the first run [U21.3] will be seeded in special groups with start order: 16-20; 36-40; 56-60, etc. or according to 621.10.2 whichever is most favorable. (Placement within groups will be by the result list of the first run.) *In the case of 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. [621.11.3.1]*
  6. During the Race
    - a. 1st Run
      - 1.) Position on course. Be at the highest point where trouble may occur.
      - 2.) Shift position as required, to observe

- a.) Start Area
- b.) Gate Judges
- c.) Finish Area
- 3.) Observe course maintenance procedures
- 4.) Assist with Report by the Referee (**Refer to #31. Report by the Referee**)

**NOTE:** Due to *force majeure*, the Technical Delegate may need to prepare, sign and post the Report by the Referee. A Report by the Referee signed by the Technical Delegate is valid.

- 5.) Chair necessary Jury meetings
- 6.) Verify accuracy of Second Run Start List bibbo and distribution [if applicable] (**Refer to How to Prepare a Second Run Start List**)
- b. 2nd Run
  - 1.) Accompany Course Setter, if possible
  - 2.) Accompany Jury for inspection
  - 3.) Verify resynchronization of timing equipment and completion of Timing & Data Technical Report (TDTR), if applicable
    - a.) Verify accuracy of data
    - b.) Verify times against timing tapes
    - c.) Verify calculations
    - d.) Steps a) – c) may be deferred to the end of the race.

7. Rules of Protest

- a. FIS ICR Art. 640.1 states the Jury may only accept a protest if it is based upon physical evidence. USSA ACR U640.1 supplemented this with the addition of: “or eyewitness testimony”.
  - 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.
  - 2.) Art. 640.3 All Jury decisions are final except those that may be protested under 641 or appealable under 647.1.1

8. Jury meetings (**Refer to #32. Protest Form, #33. Minutes of Jury Decision (Protest), #34. Minutes of Jury Decision (Without Protest) & Jury Study Problems**)

- a. Proper conduct of Jury meetings
  - 1.) Who may attend?
  - 2.) Who may vote? In case of tie?
  - 3.) Minutes signed with votes recorded. [601.4.5.5]
  - 4.) The protesting party may withdraw their protest prior to the Jury meeting. In this case, the protest fee is returned and no minutes are required.
- b. Due Process
 

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. A Jury decision that has not included due process is subject to appeal.
- c. Jury Minutes for protests/sanctions must contain the following information:
  - 1.) The offense alleged to have been committed
  - 2.) The evidence (of the offense) reviewed by the Jury
  - 3.) The rule(s) or Jury directives that have been violated
  - 4.) The penalty imposed – note rule that allows the penalty
  - 5.) Names and functions for all witnesses
 

Names of Start and Finish Referee, if witnesses, appears only in “Others Present” because they are not members of the Jury

- d. Jury Minutes regarding Delays, Postponements, Terminations or Cancellations
    - 1.) If a training run/race is rescheduled to a time slot later in the same day, it is **delayed**.
    - 2.) If an event is rescheduled to another day, it is **postponed**.
    - 3.) When a training run/race is started but cannot be finished, it is **terminated**.
    - 4.) When an event is **canceled**, the USSA race code/FIS codex number is vacated and the event liability insurance is no longer valid.  
*Announcers may use “canceled” to describe an event that has been “postponed”.  
 Announcer’s statement does not affect event; Jury Minutes (W/O Protest) do!*
  - e. Other Comments Regarding Jury Minutes:
    - 1.) Using **“MUST”** implies an action is mandatory.
    - 2.) Using **“SHOULD”** implies an action is strongly recommended.
    - 3.) Using **“MAY”** implies an action is optional.
    - 4.) Using **“SAFE”** implies an action/situation is “free from danger” and **MUST NOT** be used.
    - 5.) **“ASSURE, INSURE and ENSURE”** should not be used.
    - 6.) Should you use “will” or “shall”?
      - a. **“Will”** can imply volition or intention
      - b. **“Shall”** can imply necessity or mandatory nature of an action and can stray into the neighborhood of **Must!**
    - 7.) Jury Minutes must only be written regarding actual decisions. Do not write Minutes similar to: “1<sup>st</sup> Run completed, no issues, no DSQ’s” or “Team Captain will file an appeal.”
    - 8.) Decisions regarding sanctions should be prepared on a separate form.
    - 9.) With the exception of OWG and WSC, the Start and Finish Referee are not voting members of the Jury, and 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 for speed events, (DH, DHT, SG), **MUST** include wording similar to the following: “Course and competitor on-hill security inspected by the Jury, found to meet (FIS or USSA) requirements and with the approval of the Team Captains, accepted as set.” (Due to increasing speeds being attained in technical events, the Technical Delegate may also require this type of Jury Minute for GS and SL.)
    - 11.) Jury Minutes must be written for events terminated or canceled after everyone has arrived on site. (A Technical Delegate Report may also need to be filed.)
  - f. As applicable, notify the following of Jury decisions
    - 1.) Protesting party for decisions on protest
    - 2.) Team Captains for all event-related issues
    - 3.) Other officials and organizations, as required
9. After the Race
- a. Verify USSA has been notified of any head injuries
  - b. Verify USSA race codes
  - c. Verify all header data, e.g.: Jury, Course Setters, Forerunners, Gate Counts and other course technical data
  - d. Verify official times, and any replacement times (EET) (**Refer to #26. Replacement Time - EET Worksheet**)
  - e. Calculate/verify race points
  - f. Calculate penalty independently of computer
  - g. Verify Official Results - **sign Results and Penalty (Refer to #35. USSA Penalty Calculation)**
    - 1.) Account for all racers: Start List - DNS's - DNF's - DSQ's = of Ranked Competitors
    - 2.) Verify that an ampersand (&) or similar code-writing symbol was not used in the race header information.
    - 3.) Verify ranking of tied competitors

- h. Verify all Jury Minutes have been prepared and have been signed as required
- i. Verify that Programs/Minutes of Team Captains Meeting have been prepared and that Race Administrator has signed the Team Captains Minutes
- j. Verify and **sign** Transmittal Sheet (**Refer to #49. Transmittal Sheet**)
- k. Complete and sign USSA TD Report - **One per race per gender**; required (**Refer to #37. USSA TD Report**)

**NOTE:** The Technical Delegate's Report must record all injuries, protests and sanctions. [223.8]

- l. Verify and sign Timing & Data Technical Report – **One per race per gender, if applicable to the level of event**
  - 1.) Verify accuracy of all data
  - 2.) Verify times against timing tapes from homologated timing equipment
  - 3.) Verify calculations
  - 4.) Verify signatures
- m. Verify completion of American Specialty First Report of Accident Report for ALL injuries involving USSA members where a claim may be filed (**Refer to #54 & #55. American Specialty First Report of Accident**)
- n. Verify completion of TD Accident Report for a serious accident during training or the race. (**Refer to #56. Accident Guidelines and #57. TD Accident Report**)

**NOTE:** If required, this form is completed in addition to the American Specialty First Report of Accident

- o. Submit expense report (**Refer to #43. Expense Report Form**)

**NOTE:** In addition to reasonable out-of-pocket expenses including transportation, meals, lodging, lift tickets, etc., USSA Technical Delegates for **all** USSA events – both scored and non-scored – are entitled to per diem of \$50/travel, inspection, training, competition day. A copy of the Expense Report must be submitted as noted on the updated form. *FIS Technical Delegates serving as the Technical Delegate at USSA non-FIS events are only entitled to USSA per diem of \$50 per travel/inspection/training/competition day.*

**NOTE:** *The Technical Delegates MUST know what MUST be submitted in Race Result Packets and is responsible for the accuracy of the packet as well as its mailing. Preparation of the paperwork and assembling of a race packet for the Technical Delegate's review and acceptance is the responsibility of the Race Administrator. A packet that is incomplete will delay scoring of an event.*

- p. Check contents of Race Result Document Packet. (**Refer to #50. USSA Race Result Packet**)
  - 1.) Head Tax worksheet with check or invoice, if applicable
  - 2.) Transmittal Sheet
  - 3.) TD Report, 1 per race per gender
  - 4.) Timing & Data Technical Report (TDTR), 1 per race per gender
  - 5.) Official Results - verify header information against Transmittal
  - 6.) Penalty calculation, if applicable
  - 7.) Corrected Start List **with all entries regardless of status – DNS, DNF or DSQ. DH and SG Start Lists must include all gate counts and measured length of course.**
  - 8.) Report by the Referee in order to verify DNS, DNF, DSQ data
  - 9.) Program/Minutes of Team Captains' Meeting
  - 10.) Minutes of Jury Decisions (Without Protests). Minutes documenting acceptance of course and on-hill competitor security as well as acceptance and review of Event Medical Plan are mandatory.

May also contain:

- 1.) Protests and Minutes of Jury Decisions (Protests)
- 2.) Copies of Ski Up Agreements, if applicable

- 3.) American Specialty First Report of Accident, if applicable (In front of packet.)
- 4.) TD Accident Reports, if applicable (In front of packet.)
- 5.) USSA Volunteer Race Worker Registration
- 6.) If required and not faxed and shredded, completed USSA Membership Applications and signed Assumptions of Risk and Release of Liability, and necessary membership fees, including late/rush fees, addressed to Membership Department, Attn: Lois.

**NOTE:** Protest and Minutes of Jury Decision (Protest) are in the “might be included” group because not all events have Protests and accompanying Jury Minutes. In accordance with instructions received at FIS TD Updates and implemented at USSA level, the only items that require Jury Minutes are those with “definite” decisions.

For clarification/additional information, contact:

Randy Rogers, USSA Technical Delegates’ Working Group Chairman – [snowmystr@yahoo.com](mailto:snowmystr@yahoo.com) or Paul VanSlyke, USA FIS TD Commissioner – [paul@twitchellsportswear.com](mailto:paul@twitchellsportswear.com)

Many Technical Delegates limit Minutes. 601.4.5.3 and 601.4.5.5 state minutes are to be kept of all Jury meetings; HOWEVER, not all Jury meetings require written documentation.

- Jury review and acceptance of the Event Medical Plan must be documented with Jury Minutes. (In addition to other items, the Team Captains’ Minutes must refer to review of the Event Medical Plan.)
- DH, DHT, SG and, depending on the courses – GS and SL, course approval and acceptance of on-hill competitor security must always be documented with Jury Minutes.
- A long delay would be documented; a short one would not.
- If a competitor who competed with an incorrect bib is sanctioned, the sanction would be documented; the issuance of a replacement bib would not.
- Monetary fines (FIS only), disqualification, impaired start position, etc., must be documented; verbal sanctions should not.

The “why and when” of Jury Minutes can be discussed at length. The point to remember regarding the content of Jury Minutes is the Technical Delegate’s instructions prevail.

- q. Verify race XML transmission file has been submitted to [alpineresults@ussa.org](mailto:alpineresults@ussa.org) and that receipt has been confirmed
- r. Verify Race Result Document Packet is being submitted; this is your responsibility!

**NOTE: Organizers will be invoiced a \$50 processing fee for each event packet that is not postmarked within 3 working days after the event. [601.4.9.3]**

#### D. Miscellaneous Duties

1. Retain full set of race documents including all accident reports; do not leave the venue without these documents
2. Compile and retain personal notes regarding the race and/or the race personnel

### IV. Review & Update for Continuing Education

#### A. USSA’s Concussion Policy

1. USSA Competition Services must immediately be notified of injury
2. Competitor must be immediately removed from training/competition
3. Competitor must be evaluated in accordance with standards
4. Competitor is not allowed to return to training/competition until “Head Injury Medical Evaluation” allowing competitor’s return is submitted

#### B. Event Medical Plan Requirements

- C. Single pole Slalom and single gate Giant Slalom
1. Where must both outside pole and turning pole be installed?
  2. What is the definition of “gate line” for single pole slalom?
  3. What is the definition of “clear passage”?
  4. How far does a hiking competitor have to hike after missing a single pole gate?
  5. How far does a hiking competitor have to hike after missing a dual pole gate?
  6. Must width of a Giant Slalom course be observed if only single gates are used?
- D. 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.*
- E. USSA Additional Report of the Technical Delegate is used to notify USSA that a racecourse needs reinspection/rehomologation. Form is not included in the USSA Race Result Packet; it is submitted as noted on bottom of form; electronic submittal is allowed. **(Refer to #42. USSA Additional Report of Technical Delegate)**
- F. Pace Skiers’ Event Responsibility
- G. Helmet Requirements: Required for all events; soft ear allowed only for Slalom
- H. Protest Rules
- I. Due Process: What is it and why is it required?
- J. On-hill competitor security measures and the inspection section of the homologation file
- K. Membership Requirements: Jury; Forerunners; Competitors; Key Officials, e.g. Chief of Timing & Calculations (Schedule Agreement requires appropriate certification; certification is a membership benefit.)
- L. Certification Requirements: Chief of Race, Referee and Assistant Referee and Course Setters, “Key Officials”
- M. On-site Memberships; if the required membership isn’t current, can it be renewed on-site?
- N. Timing Equipment Requirements: Electronic Timing, Start Gates, Finish Photocells
- O. Competitors’ Equipment Requirements
- P. Flip 30/15 and the Second Run Start List
- Q. Referee Report – rule # for infractions other than gate fault, early/late starts, etc.

## R. Sanctions

### 1. Delayed Start Sanctions [613.6]

Delayed start refers to competitors who are either not present at the start or, if present at the start, are not ready to enter the start gate when called. Current rules require that these competitors be *sanctioned; sanction would be disqualification only if an advantage is gained by the delayed start.* [223.3.3] (*Start Referee (force majeure) and Jury (in cases of doubt) decide on whether or not delayed competitors are allowed a provisional start.*)

### 2. Early / Late Start Disqualification [613.7, 628.5, 805.3, 805.4]

Early / Late start refers to competitors who are in the start gate but who do not start within specified time either before or after the official start command – “GO”!

### 3. Application of sanctions where no advantage is gained and the action is not a violation of specific rule.

## S. Application of Vertical Drop, Minimum Time and Minimum Penalty

1. Race meets all technical standards but penalty calculates below 25.00

2. Race does not meet vertical drop requirements

3. Race meets neither vertical drop nor minimum time requirements

## T. Content of Jury Minutes

## U. Start Stop and Start Stop/Yellow Flag Stop Procedures



**USSA TD Working Group  
USSA TD Candidate Nomination Form**

Nomination \_\_\_ Second \_\_\_ (2 seconds required)  
Date \_\_\_\_\_

**(Please Print)**

**Nominee** \_\_\_\_\_ DOB \_\_\_\_\_ USSA # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Tel \_\_\_\_\_ Cell \_\_\_\_\_ e-mail \_\_\_\_\_

**Nominator or Seconder** \_\_\_\_\_ USSA/FIS TD # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Tel \_\_\_\_\_ Cell \_\_\_\_\_ e-mail \_\_\_\_\_

**Instructions for Nominator or Seconder:** Indicate dates, place, event(s), conditions, your position, Nominee's assignment under which you personally observed Nominee.

Nominations are submitted to the responsible USSA AO Chairperson and must be approved either by the Divisional/State/Zone AO Chairperson.

**Nominee Background Information:**

1. List current USSA Officiating Levels below and date when received.

CC \_\_\_\_\_ CO \_\_\_\_\_ CR \_\_\_\_\_ DM \_\_\_\_\_ JA \_\_\_\_\_ RA \_\_\_\_\_ RF \_\_\_\_\_ TC \_\_\_\_\_

**(Please attach past three (3) seasons Alpine Officials History to this Nomination.)**

2. List all Alpine Officials Clinics where Nominee attended or served as staff for the past three (3) seasons.

<u>Date</u>	<u>Clinic Location</u>	<u>Type/Level</u>	<u>Attendee or Staff</u>
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Use back of sheet to document additional clinics

3. List all USSA-sanctioned events where Nominee served as Referee, Assistant Referee, Chief of Race, Chief of T & C or Jury Advisor during the past three (3) seasons.

Use back of sheet to document additional assignments

4. List experience as coach, competitor, instructor, race organizer, committees etc., in order to document Alpine skiing involvement.

Use back of sheet to document additional experience

**Nominator's/Seconder's Evaluation:** On a scale of 1 - 5 (1 = poor, 5 = excellent), please evaluate the candidate on the following items. If you have not observed the nominee in any item, use N/A

**General Knowledge** – Knows both general and event rules and demonstrates ability to apply them. \_\_\_\_\_

**Dependability** – Plans ahead: arrives at the race site well in advance; is on time for course inspections, does what is promised; completes reports in a timely manner; arrives equipped to handle task. \_\_\_\_\_

**Ability to build a consensus** – Works in a constructive rather than an abrasive manner; is able to win the confidence of Jury, ROC, Coaches and Competitors; is perceived as knowledgeable and firm, but fair. \_\_\_\_\_

**Enthusiasm** – Displays a positive attitude; is able to help ROC, area management, Jury, etc., in overcoming difficult situations, e.g. weather, staffing, etc. \_\_\_\_\_

**Judgment under pressure** – Maintains composure and helps others to do so; displays ability to make sound decisions based upon applicable rules, displays experience and judgment, becomes part of solution of problem not part of problem; maintains perspective on competitor security. \_\_\_\_\_

Signature: **Nominator/Seconder** \_\_\_\_\_ **USSA TD Level** \_\_\_\_\_



**USSA TD Working Group**  
**USSA TD Candidate Performance Evaluation**

Date \_\_\_\_\_

Candidate \_\_\_\_\_ USSA # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Tel \_\_\_\_\_ Cell \_\_\_\_\_ e-mail \_\_\_\_\_

Evaluator \_\_\_\_\_ USSA/FIS TD # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Tel \_\_\_\_\_ Cell \_\_\_\_\_ e-mail \_\_\_\_\_

- TD Candidates must submit one Nomination and two Second forms and must also successfully complete the USSA Level 1 TD Exam prior to participating in two on-hill training (shadow) events directly under the supervision of a Level 3 or Level 4 USSA or FIS TD.
- Following completion of these requirements and with the approval of their respective AO Committee, the Candidate must successfully complete a final evaluation. This final evaluation will consist of performing the duties of the actual TD directly under the supervision of a Level 3 or Level 4 USSA or FIS TD.
- The supervising TD's for all on-hill training sessions\* as well as the final evaluation must complete this 2-page form and submit it, attached to the Candidate's race result packet, to the respective AO Chairperson. \*(On-hill speed event training session (shadow) required for advancement to Level 3 USSA TD.)

Site of Assignment \_\_\_\_\_ Date \_\_\_\_\_

Event: SL \_\_\_\_\_ GS \_\_\_\_\_ SG \_\_\_\_\_ DH \_\_\_\_\_ Gender: M \_\_\_\_\_ F \_\_\_\_\_ Level \_\_\_\_\_

**Pre-Event Coordination with Evaluator:**

	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Initiated contact well in advance of the event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Completed pre-event inspection trip (DH/SG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Arrived at site in advance as suggested by rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Arrived properly prepared (forms etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Provided adequate notice of assignment to Race Organizer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Administrative Performance:**

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Understands proper use of all forms/documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Familiar with computer scoring capabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Properly calculated race points for event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Properly calculated USSA Race Penalty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Properly completed a Candidate's USSA Technical Delegate Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Reviewed TD report and results with Evaluator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Worked constructively with Race Administrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**TD Performance Evaluation:** Use a scale of 1-5 (1 = poor – 5 = excellent N/A = not evaluated)  
 Please rate the Candidate's performance that you personally observed while Candidate was working in actual race conditions.

**Personal Conduct:**

1. Availability during the span of the competition \_\_\_\_\_
2. Overall Personal Appearance \_\_\_\_\_
3. Conduct at Jury and Team Captains' Meetings \_\_\_\_\_
4. Degree of enthusiasm and involvement in event \_\_\_\_\_
5. Respect for Jury, Team Captains, Race Administration \_\_\_\_\_

**Knowledge and Application of Rules**

- 1. Demonstrates Knowledge of rules for the assigned event \_\_\_\_\_
- 2. Understands function of the Jury as a whole as well as that of its members \_\_\_\_\_
- 3. Understands procedures for handling protests \_\_\_\_\_
- 4. Understands the procedures required for Jury Minutes \_\_\_\_\_

**Decision Making and Judgment**

- 1. Has the ability to make timely and informed decisions \_\_\_\_\_
- 2. Has the ability to anticipate and defuse problem situations \_\_\_\_\_
- 3. Judgment reflects a solid background of experience \_\_\_\_\_
- 4. Has the ability to gather and solicit opinions from others \_\_\_\_\_

**On-Hill Performance**

- 1. Skiing ability is commensurate with the requirements of the event \_\_\_\_\_  
(Candidates need not be racers, but need to ski well enough that they gain the respect of coaches, competitors and race organizers)
- 2. Has the ability to perform knowledgeable course inspection \_\_\_\_\_
- 3. Has knowledge of proper techniques of course preparation \_\_\_\_\_
- 4. Has knowledge of proper/timely use of chemicals \_\_\_\_\_
- 5. Has the ability to recognize competitor on-hill security issues that may result from course setting \_\_\_\_\_
- 6. Has the ability to recognize issues created by natural obstacles \_\_\_\_\_
- 7. Has the ability to make suggestions to resolve problems \_\_\_\_\_
- 8. Has credibility with Jury, Coaches, and Organizer staff \_\_\_\_\_

**In the Evaluator’s opinion, this Candidate meets the requirements for becoming a USSA Level 1 Technical Delegate** YES  NO

**Evaluator’s General comments on Candidate’s performance OR justification for not recommending this Candidate for Level 1 Technical Delegate Certification.**

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Signature:

**Evaluator** \_\_\_\_\_ **USSA TD Level** \_\_\_\_\_



# 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\_\_\_ GS\_\_\_ SG\_\_\_ SC/K\_\_\_
- 3. Roll Call by Teams W\_\_\_ DH\_\_\_ SL\_\_\_ GS\_\_\_ 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 #)
  - 1<sup>st</sup> Run Men \_\_\_\_\_ USSA \_\_\_\_\_
  - 2<sup>nd</sup> Run Men \_\_\_\_\_ USSA \_\_\_\_\_
  - 1<sup>st</sup> Run Women \_\_\_\_\_ USSA \_\_\_\_\_
  - 2<sup>nd</sup> 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 - 1 <sup>st</sup> run/training run	_____	_____
Course Open for Inspection	_____	_____
Course Closed	_____	_____
Snow Seed (yes or no)	_____	_____
1 <sup>st</sup> Run/Training Run - Forerunners	_____	_____
1 <sup>st</sup> Run/Training Run Start	_____	_____
Start Interval	_____	_____
Course Setting - 2 <sup>nd</sup> run	_____	_____
Jury Inspection - 2 <sup>nd</sup> run	_____	_____
Course Open for Inspection	_____	_____
Course Closed	_____	_____
2 <sup>nd</sup> Run Forerunners	_____	_____
2 <sup>nd</sup> 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

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



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

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



PROGRAM FOR / PROGRAMME POUR / PROGRAMM FÜR

L  / M

ALPINE SPEED

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



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

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



**USSA CONCUSSION MEDICAL EVALUATION FORM**

To be completed by a licensed health care provider who is trained in the evaluation and management of a concussion and who has, within three years before the day on which the written statement is made, successfully completed a continuing education course in the evaluation and management of a concussion.

This athlete is being referred for evaluation after sustaining a suspected concussion. This athlete is prohibited from participating in skiing and/or snowboarding training, competition, camps and practice until evaluated by a qualified health care provider who is trained in the evaluation and management of a concussion. Please evaluate the athlete's readiness to return to sport based on the description of their particular sport listed below. The athlete is required to return this completed form to the USSA's Competition Services before being allowed to resume participation in USSA training, competitions, camps and practice. The completed form should be submitted to Jeff Weinman either by email [jweinman@ussa.org](mailto:jweinman@ussa.org) or by fax 435.940.2770.

Athlete's name: \_\_\_\_\_

Date of suspected concussion \_\_\_\_\_ Date of evaluation \_\_\_\_\_

As a qualified health care provider trained in the evaluation and management of a concussion, I certify that \_\_\_\_\_ (athlete) is cleared to resume participation in USSA training, competition, camps and practice. I have, within three years before the day on which this statement is made, successfully completed a continuing education course in the evaluation and management of a concussion.

\_\_\_\_\_  
Signature Phone Date

\_\_\_\_\_  
Name Printed Email

\_\_\_\_\_  
Clinic or Practice name and address

- I understand that the athlete I am clearing may be involved in the following activities:
- o Alpine Speed Skiing (DH/SG): Athlete skiing at speeds of over 60 mph for up to 2-3 minutes.
  - o Alpine Technical Skiing (SL/GS): Athlete skiing up to 45-55 turns on course in 40-75 seconds.
  - o Freestyle Aerial: Jumping 40-50 feet in the air with multiple flips and twists.
  - o Freestyle Moguls: Skiing through mogul field with two turns per second and inverted and/or upright multiple jumps 12-15 feet in air.
  - o Snowboard and Skiing Halfpipe: Riding in a U-shaped ditch with walls 18-22 feet high performing a series of 4-8 tricks 12-15 feet above the lip of the pipe, landing on a steep incline.
  - o Snowboard Alpine: Multiple turns in a 40-80 second course at speeds of 20-40 mph
  - o Snowboardcross and Skicross: Multiple jumps, turns and terrain changes with multiple competitors on course at same time traveling at speeds upwards of 25 mph
  - o Snowboard and Skiing Slopestyle: A series of jumps that are anywhere from 40-120 feet, a series of rails and other terrain park features.
  - o Nordic Ski Jumping: Jumping for 90-130 meters off Nordic ski jumps.
  - o Nordic Cross Country: Skiing with multiple competitors on course with possibility of collision between athletes or with other objects.



Box 100, Park City, Utah 84060 • tel 435.649.9090 • fax 435.649.3613  
usskiteam.com • ussnowboarding.com • ussa.org



Dear Parent or Guardian,

Your athlete is suspected of having suffered a concussion either in training or in competition.

Because of that suspicion, and due to recent legislation, your athlete has been removed from training and competition and will be placed on medical hold with the United States Ski and Snowboard Association (USSA). This hold will prevent your athlete from training or competing in USSA sports.

What now?

On the reverse of this letter is a form that should be completed by a licensed health care provider who is trained in the evaluation and management of a concussion and who has, within three years before the day on which the written statement is made, successfully completed a continuing education course in the evaluation and management of a concussion. The form needs to be returned to me at USSA before your athlete can be removed from medical hold and return to snow – contact information below.

Once the form is submitted to USSA, your athlete will be removed from medical hold as soon as possible, however please know that depending upon timing this may take up to 48 hours.

A listing of some trained medical professionals can be found here [www.impacttest.com](http://www.impacttest.com). While this list is not exhaustive, it is a starting point. You can also check with your primary care physician for a referral.

We understand that you are anxious to get your athlete back to training and competition and we will work to facilitate that return as soon as possible. However, we cannot allow that return to training and competition until the athlete is cleared.

For more information on concussions, please see the resources at the U.S. government's Centers for Disease Control and Prevention [www.cdc.gov/concussion/](http://www.cdc.gov/concussion/).

If you have any questions, please let me know.

Jeff Weinman  
Assistant national Competition Director  
United States Ski and Snowboard Association

Tel: 435.647.2030  
Fax: 435.940.2770  
Email: [jweinman@ussa.org](mailto:jweinman@ussa.org)



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Box 100, Park City, Utah 84060 • tel 435.649.9090 • fax 435.649.3613  
[usskiteam.com](http://usskiteam.com) • [ussnowboarding.com](http://ussnowboarding.com) • [ussa.org](http://ussa.org)

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## 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](http://www.fis-ski.com))

### Setup

3. Do the timer tapes each report time to 1/1000<sup>th</sup> (.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 1/100<sup>th</sup> (.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?

- Separate contacts?
- One wand?
- Installed at proper height?
- Is an identical Start Gate mechanism available for replacement?
- Is the placement marked on the Start Posts?
- Are the Start Posts solidly installed?

### Finish Eyes

8. Do the Finish Photocells meet the following requirements?

- Are 2 sets available?
- Are 4 posts available for mounting photocells?  
(2 are acceptable; replacements must be available)
- 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?



# Timing & Data Technical Report

Alpine

CODEX example 0247

6332

Version 7.1

To accompany TD Report immediate transmittal.- One form required for each Codex

Location:	SUGARLOAF, MAINE	DH: <input type="checkbox"/> SL: <input type="checkbox"/> GS: <input checked="" type="checkbox"/> SG: <input type="checkbox"/> SC: <input type="checkbox"/>
Nation:	USA	MEN: <input type="checkbox"/> LADIES: <input checked="" type="checkbox"/>
Event Name:	NATURE VALLEY 2008 U.S. ALPINE CHAMPIONSHIPS NC GS	
Date (dd/mm/yy):	26/03/2010	

	Brand	Model	Serial Number	Homologation #
Sys A Timer:	TAG HEUER	PTB 605	388	TAG.005.97
Sys B Timer:	TAG HEUER	PTB 605	550	TAG.005.97
Start Gate:	TAG HEUER	HL 7-1	996	TAG.S54.03
Finish Cells A:	TAG HEUER	HL 2-32	193	TAG.L49.03
Finish Cells B:	TAG HEUER	HL 2-32	194	TAG.L49.03

Software	Brand	Version	Date	Results = Tapes
Scoring and Results Preparation:	National/FIS Scoring Software	Version 6.06, rev 5	10-Oct-09	Confirmed

Connections to Start:	System A	System B	Voice Comm.
Cable, Radio or other- (Specify)	CABLE	CABLE	CABLE/RADIO

POWER ON Time (warm-up):  At least 30 minutes before Synchronization.

Time of day expressed in thousandths.	1st Run			2nd Run		
	System A (TOD) #	System B (TOD) #	Hand Sync,	System A (TOD) #	System B (TOD) #	Hand Sync.
Synchronization Time	9:10		7:46	12:04		7:46
Synch confirm at +1 minute	09:10:59.981	09:10:59.980		12:04:59.949	12:04:59.949	
Start TOD First Competitor *	09:36:57.709	09:36:57.707	Net Time	12:33:40.979	12:33:40.977	Net Time
Finish TOD First ( 1 ) ( 43 ) *	09:38:05.043	09:38:05.048	1:07.33	12:34:52.767	12:34:52.767	1:11.78
Hand Time First Competitor *			1:07.41			1:11.76
Start TOD Last Competitor *	10:31:27.518	10:31:27.514		13:07:25.484	13:07:25.491	
Finish TOD Last ( 63 ) ( 53 ) *	10:32:40.943	10:32:40.938	1:13.42	13:08:39.998	13:08:39.997	1:14.50
Hand Time Last Competitor *			1:13.73			1:14.65
* First and Last to Finish with complete data.						
Best run-time System A		Bib : ( 8 )	1:07.18		Bib : ( 12 )	1:07.71
Were all Results from system A?	Indicate: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					

List any or all bib numbers used in the results timed on any system other than system A in all runs (indicate run):

WHY?  Batteries  Snow obscuration  wire break  Photocell alignment  Other? (describe)

Data Source for replacement system A time. (resp. ICR 611.2.1) ?  System B  System C  Manual

Comments:

We certify that the timing and calculations of this event adhered to the FIS rules.

YES :  NO

Chief of Timing - Name (Print)	Email, Telephone	Signature	
LNAME, Fname	email address XXX-XXX-XXXX		
Technical Delegate - Name, NAT (Print)	Email, Telephone	Signature	FIS TD #
LNAME, Fname NAT	email address +1 (xxx) xxx xx xx		NNN

Download this form from [www.fis-ski.com](http://www.fis-ski.com)



# Timing & Data Technical Report

**Alpine**

CODEX example 0247

To accompany TD Report immediate transmittal.- One form required for each Codex

Version 7.1

Location:		DH: <input type="checkbox"/> SL: <input type="checkbox"/> GS: <input type="checkbox"/> SG: <input type="checkbox"/> SC: <input type="checkbox"/>
Nation:		MEN: <input type="checkbox"/> LADIES: <input type="checkbox"/>
Event Name:		
Date (dd/mm/yy):		

	Brand	Model	Serial Number	Homologation #
Sys A Timer:				
Sys B Timer:				
Start Gate:				
Finish Cells A:				
Finish Cells B:				

Software	Brand	Version	Date	Results = Tapes
Scoring and Results Preparation:				

Connections to Start:	System A	System B	Voice Comm.
Cable, Radio or other- (Specify)			

POWER ON Time (warm-up):  At least 30 minutes before Synchronization.

Time of day expressed in thousandths.	1st Run			2nd Run		
	System A (TOD) #	System B (TOD) #	Hand Sync,	System A (TOD) #	System B (TOD) #	Hand Sync.
Synchronization Time						
Synch confirm at +1 minute						
Start TOD First Competitor *			Net Time			Net Time
Finish TOD First ( ) ( ) *						
Hand Time First Competitor *						
Start TOD Last Competitor *						
Finish TOD Last ( ) ( ) *						
Hand Time Last Competitor *						
* First and Last to Finish with complete data.						
Best run-time System A		Bib : ( )			Bib : ( )	
Were all Results from system A?	Indicate: <input type="checkbox"/> Yes <input type="checkbox"/> No					

List any or all bib numbers used in the results timed on any system other than system A in all runs (indicate run):

WHY?  Batteries  Snow obscuration  wire break  Photocell alignment  Other? (describe)

Data Source for replacement system A time. (resp. ICR 611.2.1) ?  System B  System C  Manual

Comments:

We certify that the timing and calculations of this event adhered to the FIS rules.

YES :  NO

Chief of Timing - Name (Print)	Email, Telephone	Signature

Technical Delegate - Name, NAT (Print)	Email, Telephone	Signature	FIS TD #

Download this form from [www.fis-ski.com](http://www.fis-ski.com)



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

<b>Place / Lieu / Ort</b>				<b>Country / Pays / Land</b>				<b>Codex</b>			
<b>Name of event</b> Nom de l'événement Name der Veranstaltung								<b>Date</b> Date Datum			
<b>Category</b>				<b>Gender</b>				<b>Event</b>			
<p><b>The following competitors have been disqualified according to ICR / Les coureurs suivants ont été disqualifiés selon le RIS /</b> Die folgenden Wettkämpfer wurden im Sinne der IWO disqualifiziert:</p>											
<b>No.</b> No. Nr.	<b>Surname, First Name</b> Nom de famille, Prénom Famillename, Vorname			<b>Nat</b>	<b>Gate No.</b> No. porte Tor Nr.	<b>Gate judge</b> Juge de porte Torrichter		<b>Notes</b> Notes Bemerkung			
<b>Did not start (No.)/Pas au départ (No.)/Nicht am Start (Nr.)</b>											
<b>Did not finish (No.)/Pas à l'arrivée (No.)/Nicht im Ziel (Nr.)</b>											
<b>Time published / Heure d'affichage / Anschlagzeit</b>		<b>Deadline / Délai / Ablauf</b>		<b>Date / Date / Datum</b>		<b>Signature Referee</b> Signature du juge arbitre Unterschrift des Schiedsrichter					

## 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, reverse 15 is illustrated.**

<u>1st RUN TIMES</u>		<u>1st RUN RESULTS</u>			<u>2ND RUN START LIST</u>		
<b>BIB</b>	<b>TIME</b>	<b>PL</b>	<b>BIB</b>	<b>TIME</b>	<b>ST</b>	<b>BIB</b>	<b>1<sup>st</sup> RUN TIME</b>
1	52.11	*** 1	7	49.63	<b>1</b>	<b>12</b>	<b>52.56 \</b>
2	51.56	2	4	49.71	<b>2</b>	<b>17</b>	<b>52.56 / TIE AT 15TH POSITION</b>
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 <b>DSQ</b>	14	3	52.52	14	8	50.30
15	51.20	<b>15T 17</b>	<b>52.56</b>	15	4	49.71	
16	51.45	<b>15T 12</b>	<b>52.56</b>	<b>16</b>	<b>7</b>	<b>49.63 - FASTEST 1ST RUN TIME</b>	
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	<b>19</b>	<b>18</b>	<b>53.47 / TIE OUTSIDE OF BIBBO</b>	
20	53.47						

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



**PROTESTS / RECLAMATIONS / PROTESTE**

<b>Place / Lieu / Ort</b>		<b>Country / Pays / land</b>		<b>Codex</b>	
<b>Name of event</b> Nom de l'événement Name der Veranstaltung				<b>Date</b> Date Datum	
<b>Category</b>		<b>Gender</b>		<b>Event</b>	
<b>Reasons for protest / Motifs de la réclamation / Gründe des Protestes</b>				<b>ICR References /</b> Références RIS Bezugsquellen IWO	
				<b>Name of protester / Auteur de la réclamation / Verfasser des Protestes</b>	
<b>Function</b> Fonction Funktion	<b>Surname, First Name</b> Nom de famille, Prénom	<b>Team</b> Equipe Mannschaft	<b>Date and time of submission</b> Date et heure du dépôt Datum und Zeit der Zustellung	<b>Payment of deposit</b> Versement de la caution Einzahlung des Betrages	
<b>Protest and deposit received by / Réclamation et caution reçues par / Protest und Betrag hinterlegt bei</b>					
<b>Function</b> Fonction Funktion	<b>Surname, First Name</b> Nom de famille, Prénom Familienname, Vorname	<b>Signature</b> Signature Unterschrift (please print and sign)			
<b>Date / Date / Datum</b>	<b>Signature of protester</b> Signature de l'auteur de la réclamation Unterschrift des Protestverfassers (please print and sign)				



**MINUTES OF JURY DECISIONS (PROTESTS) / PROCES-VERBAL DES DECISIONS DU JURY  
(RECLAMATIONS) / PROTOKOLL DER JURYENTSCHEIDE (PROTESTE)**

<b>Place / Lieu / Ort</b>		<b>Country / Pays / Land</b>		<b>Codex</b>
<b>Name of event</b> Nom de l'événement Name der Veranstaltung				<b>Date</b> Date Datum
<b>Category</b>	<b>Gender</b>	<b>Event</b>		
<b>Jury members present / Membres du jury presents / Anwesende Mitglieder der Jury</b>				
<b>Function</b> Fonction Funktion	<b>Surname, First Name</b> Nom de famille, Prénom Familiennamen, Vorname	<b>NAT</b>	<b>With voting right</b> Avec droit de vote Mit Stimmrecht	<b>Signatures</b> Signatures Unterschriften
<b>Technical Delegate</b> Délégué Technique Technischer Delegierter			yes <input type="checkbox"/> no <input type="checkbox"/>	
<b>Referee</b> Arbitre / Schiedsrichter			yes <input type="checkbox"/> no <input type="checkbox"/>	
<b>Assistant Referee</b> Arbitre-assistant / SR-Assistant*			yes <input type="checkbox"/> no <input type="checkbox"/>	
<b>Chief of Race</b> Directeur d'épreuve / Rennleiter			yes <input type="checkbox"/> no <input type="checkbox"/>	
<b>Start Referee</b> Juge au départ / Startrichter**			yes <input type="checkbox"/> no <input type="checkbox"/>	
<b>Finish Referee</b> Juge à l'arrivée / Zielrichter**			yes <input type="checkbox"/> no <input type="checkbox"/>	
<b>Others present at the meeting / Autres personnes convoquées / Andere eingeladene Personen</b>				
<b>Summary of reasons for protest /</b> Rappel succinct du motif de la réclamation / Kurze Beschreibung des Protestgrundes				<b>ICR References /</b> Références RIS / Bezugsquellen IWO
<b>Decision / Décision / Entscheid</b>				
<b>Time published /</b> Heure d'affichage / Anschlagzeit	<b>Date / Date / Datum</b>	<b>Signature of TD</b> Signature de DT Unterschrift des TD (please print and sign)		

\* DH/SG

\*\*OWG/WSC



**MINUTES OF JURY DECISIONS (WITHOUT PROTESTS) / PROCES-VERBAL DES DECISIONS DU JURY  
(SANS RECLAMATIONS) / PROTOKOLL DER JURYENTSCHEIDE (OHNE PROTESTE)**

<b>Place / Lieu / Ort</b>		<b>Country / Pays / Land</b>		<b>Codex</b>
<b>Name of event</b> Nom de l'événement Name der Veranstaltung				<b>Date</b> Date Datum
<b>Category</b>	<b>Gender</b>	<b>Event</b>		
<b>Jury members present / Membres du jury presents / Anwesende Mitglieder der Jury</b>				
<b>Function</b> Fonction Funktion	<b>Surname, First Name</b> Nom de famille, Prénom Familiennamen, Vorname	<b>NAT</b>	<b>With voting right</b> Avec droit de vote Mit Stimmrecht	<b>Signatures</b> Signatures Unterschriften
<b>Technical Delegate</b> Délégué Technique Technischer Delegierter			yes <input type="checkbox"/> no <input type="checkbox"/>	
<b>Referee</b> Arbitre / Schiedsrichter			yes <input type="checkbox"/> no <input type="checkbox"/>	
<b>Assistant Referee</b> Arbitre-assistant / SR- Assistant*			yes <input type="checkbox"/> no <input type="checkbox"/>	
<b>Chief of Race</b> Directeur d'épreuve / Rennleiter			yes <input type="checkbox"/> no <input type="checkbox"/>	
<b>Start Referee</b> Juge au départ / Startrichter**			yes <input type="checkbox"/> no <input type="checkbox"/>	
<b>Finish Referee</b> Juge à l'arrivée / Zielrichter**			yes <input type="checkbox"/> no <input type="checkbox"/>	
<b>Others present at the meeting / Autres personnes convoquées / Andere eingeladene Personen</b>				
<b>Summary of decisions taken / Rappel succinct du motif / Kurze Beschreibung der getroffenen Entscheidungen</b>				
<b>Time published / Heure d'affichage / Anschlagzeit</b>	<b>Date / Date / Datum</b>	<b>Signature of TD</b> Signature de DT Unterschrift des TD (please print and sign)		

\* DH/SG

\*\*OWG/WSC

# **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. What is 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.**





## PENALTY CALCULATION

<b>Name of Competition</b>		
<b>Date</b>	<b>Event</b>	<b>Name of the TD</b>

**The best 10 at finish**

Result	Number	Name	Nat	USSA-Points	Best 5	Race points
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

**The best 5 at start**


**TOTALS**

(B) USSA Points of best 5 at start

(A) USSA Points of best 5 to finish in top 10

(C) Race Points of corresponding competitors

**Calculated penalty**

A  + B  - C  =  : 10 =

**Penalty applied**

<b>Signature TD</b>	<b>Nr</b>
---------------------	-----------

# ALPINE RACE RESULT TRANSMITTAL SHEET

Race Name: \_\_\_\_\_

Location: \_\_\_\_\_

State: \_\_\_\_\_

Sanction Type: \_\_\_\_\_

Division: \_\_\_\_\_

Race Code: \_\_\_\_\_

Gender: \_\_\_\_\_

Event: \_\_\_\_\_

Race Date: \_\_\_\_\_

FIS Codex: \_\_\_\_\_

Please check one of the following:

Race Run  
As Scheduled  
\_\_\_\_\_

Race  
Canceled  
\_\_\_\_\_

Race  
Changed  
\_\_\_\_\_

The data shown above is based on Alpine Schedule Agreement for this race. The Event Name, Sanction Type and Race Code Number can only be changed by USSA upon submission of a new Schedule Agreement. Changes of Organizer also require a new Schedule Agreement. Refer all questions to the Alpine Technical Office in Park City.

Make appropriate changes in Date Held, Location, Gender and Event by crossing out information shown above and writing in correct information in "Changed Race Information" below.

All race results must be forwarded promptly with this form. Be sure that all changes from the original Schedule Agreement are shown below. **This form must be returned for this race if this race is canceled.** Retain for later use only if this race has been postponed to a definite future date.

### Changed Race Information

Date Event Held \_\_\_\_\_ Location Event Held \_\_\_\_\_  
Sex Run in this Race \_\_\_\_\_ Event of race \_\_\_\_\_  
Other \_\_\_\_\_  
(Please use reverse if further explanation is necessary)

Race Jury and Course Setters names and USSA numbers are listed in the electronic results file? YES NO  
(If yes, those individuals need not be listed below.)

Race Jury and Course Setters names and USSA numbers are listed in the electronic results file? (If yes, those individuals need not be listed below.) YES NO

This race was supervised by the following USSA member Officials and Coaches:

	Name	USSA #
Referee	_____	_____
Assistant Referee	_____	_____
Chief of Race	_____	_____
Chief of Course	_____	_____
Start Referee	_____	_____
Finish Referee	_____	_____
Course Setter Run 1	_____	_____
Course Setter Run 2	_____	_____
Race Administrator	_____	_____
Chief of T & C	_____	_____

This race shall be valid for USSA points scoring as reported? YES NO  
(If no, please attach copy of the Technical Delegate Report)

Technical Delegate \_\_\_\_\_ USSA # \_\_\_\_\_ Date \_\_\_\_\_

Person assembling results packet: \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail Address: \_\_\_\_\_



TECHNICAL DELEGATE REPORT - ALPINE

(One form per race code, per gender)

Competition \_\_\_\_\_ Date \_\_\_\_\_

USSA Race Code \_\_\_\_\_ Place \_\_\_\_\_

Level(s) of race:  Sr.  J1  J2  J3  J4  J5  J6  Masters Gender: M  F 
Event:  DH  SL  GS  SG  SC  Kombi Scored:  Non-Scored:

Event dates as calendared:  Yes  No If no, replacement for: \_\_\_\_\_

Event meets vertical drop requirements:  Yes  No Measured Vertical Drop: \_\_\_\_\_ meters

Measurement taken/verified with:  ALTIMETER  GPS  OTHER \_\_\_\_\_

Shall this race be counted for USSA points? \_\_\_\_\_ Calculated Penalty Points: \_\_\_\_\_ Applied Penalty Points: \_\_\_\_\_

If no, why not? \_\_\_\_\_

Start List: \_\_\_\_\_ DNS 1<sup>st</sup>: \_\_\_\_\_ DNS 2<sup>nd</sup>: \_\_\_\_\_ Total DNF'S: \_\_\_\_\_ Total DSQ'S: \_\_\_\_\_ Ranked: \_\_\_\_\_
Head Tax #: \_\_\_\_\_ (This space used for two-run combined-time events where 1<sup>st</sup> Run DNS are allowed 2<sup>nd</sup> Run start and must figure in Head Tax.)

Course Name: \_\_\_\_\_ Homologation #: \_\_\_\_\_

Name of the TD: \_\_\_\_\_ USSA No.: \_\_\_\_\_ Tel.: \_\_\_\_\_

e-mail: \_\_\_\_\_

Name of the TD Candidate: \_\_\_\_\_ USSA No.: \_\_\_\_\_ Tel.: \_\_\_\_\_

e-mail: \_\_\_\_\_

(A separate report on the TD Candidate must be filed with the Divisional AO Chairperson.)

Chemical Used?  Yes  No First Aid Service Adequate:  Yes  No

Table with 2 columns: Accidents During Training and Accidents During Event. Each column has sub-columns for USSA #, Name, and Injury.

(In case of serious accidents, a separate report must be filed with USSA.)

Miscellaneous: Protests: \_\_\_\_\_ USSA Rule(s): \_\_\_\_\_
Sanctions: \_\_\_\_\_ USSA Rule(s): \_\_\_\_\_

Timing Report:
Timing equipment meets current USSA specification for level of competition: \_\_\_\_\_
[If "NO" include recommendations for improvement.]
Level of competition requires compliance with USSA timing specifications: \_\_\_\_\_
[If "YES" include completed, signed USSA Timing & Data Technical Report Form for each Transmittal.]

Supplementary Report:

Place and Date: \_\_\_\_\_ TD's Signature: \_\_\_\_\_

Please forward a copy of this form to: Randy Rogers; 1980 Gilham Rd; Eugene, OR 97401 (snowmystr@yahoo.com)

## FIRST REPORT OF ACCIDENT INSTRUCTIONS

Whenever an accident occurs that you believe may lead to an insurance claim, an incident report must be completed and sent to USSA. Preferably the completed form should be sent to Laurie Hamble ([lhamble@ussa.org](mailto:lhamble@ussa.org) or fax 435.940.2759). Alternately the form can be mailed either with a result packet or in a separate envelope.

*Mailed reports that are separate from a result packet and which have not been emailed or faxed should be sent to*

Laurie Hamble  
USSA  
PO Box 100  
Park City UT 84060

*In the case of a suspected concussion, the form **MUST** be immediately submitted by email or by fax with a copy to Jeff Weinman ([jweinman@ussa.org](mailto:jweinman@ussa.org) or fax 435.940.2770) so that the athlete can be placed on medical hold pending an evaluation by a certified medical professional.*

*Incident reports should be completed whether the person involved is a participant or a spectator.*

Although you may not have sufficient information to answer all the questions, it is important that the form be completed as fully as possible including athlete name, USSA ID, injury date and injury information and competition information if applicable. Do not delay sending in the report form; an incomplete form is better than none at all.

If you have any question regarding completion of the form, please call American Specialty Insurance Services at 800.245.2744.

**In case of serious injury**, immediately notify Laurie Hamble at USSA (tel: 435.647.2019 or [lhamble@ussa.org](mailto:lhamble@ussa.org)) and American Specialty at 800.566.7941 (if after hours, follow the instructions for emergency claims reporting). The American Specialty number is answered 24 hours a day, 365 days a year. It is important that you contact this claim line as soon as possible after a serious injury involving a participant or spectator.



**UNITED STATES SKI & SNOWBOARD  
FIRST REPORT OF ACCIDENT  
2011 - 2012**

AMERICAN SPECIALTY INSURANCE & RISK SERVICES, INC.  
ATTN: Claims Department  
142 N. Main Street, P.O. Box 459  
Roanoke, IN 46783-0459  
Phone: (800) 566-7941 Fax: (260) 673-1189



Club Name: \_\_\_\_\_

Injured Person Information  National Team Member  General USSA Member USSA Number \_\_\_\_\_

Last Name		First	Middle	Telephone Number ( )		
Address				Social Security Number		
City		State	Zip	<input type="checkbox"/> Male <input type="checkbox"/> Female	Age	Date of Birth
Email:						
Date of Injury:		Time:	<input type="checkbox"/> am <input type="checkbox"/> pm	Does the injured person have other medical insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Ski Area/Location:				Company:		
Event Name:			Race Code:			
Policy #:						
<b>Incident Location</b>		<b>Mechanism of Injury</b>		<b>Sanctioned</b>		<b>Discipline Ski</b>
<input type="checkbox"/> Slope/Trail <input type="checkbox"/> Jump <input type="checkbox"/> Pool <input type="checkbox"/> Weight Room <input type="checkbox"/> Ice Rink <input type="checkbox"/> Camp <input type="checkbox"/> Dryland Training Activity <b>Weather Conditions</b> <input type="checkbox"/> Sunny <input type="checkbox"/> Rainy <input type="checkbox"/> Foggy <input type="checkbox"/> Cloudy <input type="checkbox"/> Windy <input type="checkbox"/> Snowing		<input type="checkbox"/> Contact with object <input type="checkbox"/> Contact with surface <input type="checkbox"/> Illness <input type="checkbox"/> No contact <input type="checkbox"/> Overexertion <input type="checkbox"/> Overuse / Chronic <input type="checkbox"/> Pivot shift		<input type="checkbox"/> Competition / Event <input type="checkbox"/> Conditioning <input type="checkbox"/> On snow training <input type="checkbox"/> Other <b>Surface</b> <input type="checkbox"/> Artificial <input type="checkbox"/> Injected <input type="checkbox"/> Natural		<input type="checkbox"/> Adaptive Alpine <input type="checkbox"/> Adaptive XC <input type="checkbox"/> Aerials <input type="checkbox"/> Cross Country <input type="checkbox"/> Downhill <input type="checkbox"/> Dual Moguls <input type="checkbox"/> Giant Slalom <input type="checkbox"/> Halfpipe <input type="checkbox"/> Moguls <input type="checkbox"/> Nordic Jumping <input type="checkbox"/> Skicross <input type="checkbox"/> Slalom <input type="checkbox"/> Slopestyle <input type="checkbox"/> Super-G <b>Discipline Snowboard</b> <input type="checkbox"/> Big Air <input type="checkbox"/> Giant Slalom <input type="checkbox"/> Halfpipe <input type="checkbox"/> Slalom <input type="checkbox"/> Slopestyle <input type="checkbox"/> Snowboardcross
<b>Classification of Injury</b>				<input type="checkbox"/> Minor Injury or Illness		<input type="checkbox"/> Non-Injury
<input type="checkbox"/> Serious Injury or Illness						
<b>Body Part Injured</b>						
<input type="checkbox"/> Ankle <input type="checkbox"/> L <input type="checkbox"/> R	<input type="checkbox"/> Arm <input type="checkbox"/> L <input type="checkbox"/> R	<input type="checkbox"/> Abdomen	<input type="checkbox"/> Back <input type="checkbox"/> Upper <input type="checkbox"/> Lower	<input type="checkbox"/> Chest		
<input type="checkbox"/> Ear <input type="checkbox"/> L <input type="checkbox"/> R	<input type="checkbox"/> Elbow <input type="checkbox"/> L <input type="checkbox"/> R	<input type="checkbox"/> Eye <input type="checkbox"/> L <input type="checkbox"/> R	<input type="checkbox"/> Face	<input type="checkbox"/> Finger		
<input type="checkbox"/> Foot <input type="checkbox"/> L <input type="checkbox"/> R	<input type="checkbox"/> Groin	<input type="checkbox"/> Hand <input type="checkbox"/> L <input type="checkbox"/> R	<input type="checkbox"/> Head	<input type="checkbox"/> Hip <input type="checkbox"/> L <input type="checkbox"/> R		
<input type="checkbox"/> Internal	<input type="checkbox"/> Jaw	<input type="checkbox"/> Knee <input type="checkbox"/> L <input type="checkbox"/> R	<input type="checkbox"/> Leg <input type="checkbox"/> L <input type="checkbox"/> R	<input type="checkbox"/> Mouth		
<input type="checkbox"/> Neck	<input type="checkbox"/> Nose	<input type="checkbox"/> Shoulder <input type="checkbox"/> L <input type="checkbox"/> R	<input type="checkbox"/> Toe	<input type="checkbox"/> Tooth		
<input type="checkbox"/> Thigh	<input type="checkbox"/> Torso	<input type="checkbox"/> Wrist <input type="checkbox"/> L <input type="checkbox"/> R				
<b>Primary Injury</b>						
<input type="checkbox"/> Abrasion	<input type="checkbox"/> Cold Injury	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Fracture	<input type="checkbox"/> Head Injury		
<input type="checkbox"/> Heat Illness	<input type="checkbox"/> Hypertension	<input type="checkbox"/> Laceration	<input type="checkbox"/> Strain	<input type="checkbox"/> Sprain		
<input type="checkbox"/> Suspected Concussion						
<b>Disposition</b>						
<input type="checkbox"/> Air Flight	<input type="checkbox"/> Continued Sport	<input type="checkbox"/> EMS Transport	<input type="checkbox"/> Refer to Physician			
<input type="checkbox"/> Refer to Hospital	<input type="checkbox"/> Released to Parent	<input type="checkbox"/> Released to Personal Vehicle	<input type="checkbox"/> Refused Care			
<b>Description of Accident</b>						

Signature and printed name of Trainer or Official (with no relationship to claimant) \_\_\_\_\_

Email \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_



## GUIDELINES FOR ACTIONS IN CASE OF SERIOUS ACCIDENTS

A major accident should be viewed as one or more of the following:

- Accident is the result of racer exiting the trail and sustaining injury in conjunction with the competition.
- Coach, official or spectator is involved in the accident in conjunction with the competition.
- Accident has any strange or extenuating circumstances.
- Accident results in serious injury or death.

Actions to be taken are the following:

1. Compile lists of key personnel involved as follows:
  - A. List of all race organization personnel,
  - B. List of all accident eye witnesses,
  - C. List of all on-hill photographers, especially video.
2. Secure written report of eyewitnesses.
  - A. Detailed,
  - B. Objective,
  - C. Legible,
  - D. Spontaneous,
  - E. Signed and dated.
3. Secure pictures of the following:
  - A. Video tapes, if possible, of course and trail, including accident area.
  - B. Still photographs of:
    - i. Site of accident:*
      - a. 100 feet from site,
      - b. Show skier's perspective,
      - c. Take close to time of accident,
      - d. Depict site in representative condition (DO NOT ALTER).

- ii. Trail around accident site showing: slope, terrain, snow conditions, etc.*
  - iii. Existing protection around accident site.*
  - iv. View of the trail above and below accident.*
4. Prepare detailed chronological sequence of events, including accident follow-up actions.
5. Prepare detailed notes of extent to which ski patrol and ski area management were involved, including contact made, information released, etc.
6. Include the following in or with the Technical Delegate Report:
  - A. Detailed report of the accident, including the following:
    - i. Accident Report form,*
    - ii. Photocopy of completed ski patrol report,*
    - iii. Technical Delegate Report should be spontaneous, complete and objective with no reference to causation.*
  - B. Detailed description of weather and course safety protection, including references to homologation report, safety expert report, previous TD Reports, competitor inspection, etc.
  - C. Jury and Team Captains' Meeting Minutes and attendance records.
  - D. List of eyewitnesses including names, addresses, telephone numbers, etc.
  - E. Location of the above-mentioned photos, video tapes, lists, etc., and names of those who have access to them.
7. Include diagrams and measurements, when appropriate.
8. Immediately send completed USSA First Report of Accident and all above documentation to:

USSA  
Attn: Jeff Weinman  
PO Box 100  
Park City, UT 84060

**GOOD DOCUMENTATION PREVENTS AND/OR WINS LAWSUITS!**



**TD ACCIDENT REPORT /DT RAPPORT D'ACCIDENT / TD UNFALLBERICHT**

In the event of a serious accident at a competition, the Technical Delegate (TD) must complete this accident report and submit it along with the Technical Delegate Report in the results package sent to the FIS. If a copy of the official accident report of the professional patrol or rescue squad is available, that report should be submitted in addition to this TD report.

TD Name		TD No	
Competition		Codex	
Location		Date	
Organizer		Discipline	

Course/Trail Name	
Homologation Number	

**Description of Location** of Trail/Course, including references to slope, terrain, gradient, snow conditions, and safety protection (Please attach sketch.)

Time of Day	Weather Conditions
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Name (of accident victim)

Indicate racer/coach/official/other

Address

Tel (home) / email		Age	
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Reported or suspected injuries

**TD ACCIDENT REPORT / DT RAPPORT D'ACCIDENT / TD UNFALLBERICHT**

Describe First Aid & Evacuation

**Evident Cause(s) of Accident/Injury**  
(Note all that may apply or may have contributed [X])

- |  |                          |
|--|--------------------------|
| Attempted Recovery                                 | <input type="checkbox"/> |
| Avoiding Obstacle in Course                        | <input type="checkbox"/> |
| Snow Conditions off Course                         | <input type="checkbox"/> |
| Avoiding Official in Course                        | <input type="checkbox"/> |
| Visibility   | <input type="checkbox"/> |
| Collision with Official in Course                  | <input type="checkbox"/> |
| Binding Release/Equipment Failure                  | <input type="checkbox"/> |
| Collision with Spectator                           | <input type="checkbox"/> |
| Inability to handle Technical Difficulty in Course | <input type="checkbox"/> |

Other Causes or Contributing Factors in your opinion

Narrative description of incident

**First Witness**

Name		Age	
Address	Tel (home)		
	Tel (office)		
	Email		

Witness's Account of Incident - who, where, when, what happened  
(Attach additional sheets, if necessary)

**TD ACCIDENT REPORT / DT RAPPORT D'ACCIDENT / TD UNFALLBERICHT**

Additional Witness			
Name		Age	
Address		Tel (home)	
		Tel (office)	
		Email	
Witness's Account of Incident - who, where, when, what happened (Attach additional sheets, if necessary)			
Additional Witness			
Name		Age	
Address		Tel (home)	
		Tel (office)	
		Email	
Additional Witness			
Name		Age	
Address		Tel (home)	
		Tel (office)	
		Email	
Additional Witness:			
Name:		Age	
Address:		Tel (home)	
		Tel (office)	
		Email	
Is there a video, film or photo record of the incident?      Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, where can the record(s) be found, who is the contact person(s), and who has access?			

**TD ACCIDENT REPORT / DT RAPPORT D'ACCIDENT / TD UNFALLBERICHT**

**List the key race personnel involved:**

Chief of Race Name/Address	Tel (home)	
	Tel (office)	
	Email	
Referee Name/Address	Tel (home)	
	Tel (office)	
	Email	
Assistant Referee Name/Address	Tel (home)	
	Tel (office)	
	Email	
Others (Please note their positions)		
	Tel.	
	Tel.	
	Tel.	

**Technical Delegate's Description and Commentary:**

Please use this sheet to provide any additional comments on the incident, including references to course preparation, Team Captains' and Jury meetings, inspection, training, homologation file and previous TD reports, related incidents, etc.; comments on actions after the incident including contact with ski area management, information given to the media, media contact person; and contact with the accident victim, family and representatives after the incident. Your assistance in providing a complete record is most important.

The information provided by this report is very important for FIS records. It should be treated as confidential information and should not be released to the public, media, coaches, etc. This report will be treated confidentially by FIS.

Date	Signature (please print and sign)
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**Please send this form completed with all attachments together with the results' package to:  
luessy@fisski.ch or Fax: +41 33 244 6171**



## 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 for USSA FIS events.) 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](mailto:snowmystr@yahoo.com)

**UNITED STATES SKI AND SNOWBOARD ASSOCIATION  
USSA RACE RESULT DOCUMENT PACKETS – ALPINE  
FOR ALL USSA SCORED AND NON-SCORED EVENTS**

Produce race documents on white paper and submit to national/divisional/regional office as instructed by in the current USSA Alpine Competition Guide. Separate each “race” with paper clips.

1. Head Tax for EACH first-run starter in a scored event. Account for all competitors. Only permitted waivers to USSA Head Tax are U. S. Ski Team (A, B, C, D), U.S. Paralympic Team (A, B, C and D), and other foreign named National Team Members. *Divisional or regional team members may not be waived.* Enclose list of all athletes waived from Head Tax accounting. (Divisional/regional Head Tax is paid in accordance with instructions.)
2. Race Transmittal sheet - signed by Technical Delegate.
  - a. Check for accuracy - line through changes and list new information. If changes not marked, information on Official documents must conform to information contained in Transmittal.
  - b. List Officials and USSA numbers as required. (Transmittal Sheet required for all USSA races.)
3. Report of the Technical Delegate - signed by Technical Delegate. *1 per race/per gender. MUST BE LEGIBLE.*
4. Timing & Data Technical Report forms, *1 per race/per gender* - signed by Technical Delegate and Chief of Timing & Calculations; also required for non-scored Championship events (e.g. J4 Championships).
5. Official Results - signed by Technical Delegate. (Verify Race Code, Race Name, Race Location against Transmittal.)
6. USSA Penalty Calculation - verified and signed by Technical Delegate.
7. One copy of Start List with all entries regardless of status – DNS, DNF or DSQ. Start Lists for DH and SG must contain *all gate counts as well as a measured length of course.*
8. Report by the Referee - signed by the Referee.
9. Program For and Team Captains’ Meeting Minutes – there are different forms for speed and tech
10. Minutes of Jury Decisions (Without Protest) - record of votes and required signatures.

Additional forms to be included, if applicable, are:

1. Protests and Minutes of Jury Decisions (Protests) - record of votes and required signatures.
2. Copies of Ski Up Agreements, if required.
3. American Specialty Insurance Report(s) as directed by national office. (Form is used to record information for all accidents involving USSA member athletes, coaches or officials. This is an insurance carrier requirement. *If included, place in front of packet.*)
4. TD Accident Form(s) as directed by national office in accordance with “Guidelines for Serious Accidents”. *(If included, place in front of packet.)* If required, this form is submitted in addition to American Specialty Report.
5. USSA Volunteer Race Worker Registration forms - as required.
6. If online membership application is not completed and paper copy application is required and has not been faxed and shredded, the completed USSA Membership Applications, signed Assumptions of Risk and Release of Liability, and necessary membership fees, including late/rush fees are also included. They are placed in a separate envelope addressed to Membership Department, Attn: Lois.

Individual race result files, in approved (XML) format, must be e-mailed to [alpineresults@ussa.org](mailto:alpineresults@ussa.org). Documentation/paper copy must still be submitted.

Faxing Results and Penalty for scoring purposes is NOT allowed. Please contact national office if you have a problem submitting documents in a timely manner.

USSA Technical Delegate’s Expense Report is to be submitted to the address noted on the bottom of the form.

Additional Report of Technical Delegate – USSA, is not included in the race result packet. If required, it must be submitted to the current Chairman of USSA Alpine Courses Working Group.



United States Ski and Snowboard Association  
 PO Box 100, 1 Victory Lane  
 Park City, UT 84060

**ADDITIONAL REPORT OF THE TD**

Place/Venue \_\_\_\_\_ USSA Race Code \_\_\_\_\_

Name of event \_\_\_\_\_ Date(s) \_\_\_\_\_

Category \_\_\_\_\_ Gender \_\_\_\_\_ Event \_\_\_\_\_

Name and address of the organizer \_\_\_\_\_  
 \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Name of the Course \_\_\_\_\_

Homologation number \_\_\_\_\_

Condition of course (as per homologation - or otherwise: for example, if significant changes have occurred):  
 \_\_\_\_\_

Does the TD believe - and for what reason(s) - that a rehomologation is necessary ?  
 \_\_\_\_\_  
 \_\_\_\_\_

Suggestions for improvements ? (not requiring rehomologation)  
 \_\_\_\_\_  
 \_\_\_\_\_

Other matters  
 \_\_\_\_\_

Name and address of the TD \_\_\_\_\_  
 \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Place and Date \_\_\_\_\_ Signature \_\_\_\_\_

USSA # \_\_\_\_\_

Please forward to: Bruce Crane, USSA Alpine Courses Chairman, PO Box 702, Park City, UT 84060  
 Email: bcraneparkcityus@gmail.com