RACE ADMINISTRATION - ALPINE
2017-2018

STUDY GUIDE SECTION 1: Race Result Software

This portion of the Race Administration Study Guide contains 33 pages; all pages should be printed. U.S. Ski & Snowboard memberships are processed online so this presentation does not include a U.S. Ski & Snowboard Membership form.

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 U.S. Ski & Snowboard-approved Clinic or used as a replacement for actual instruction at any U.S. Ski & Snowboard-approved Clinic. The Study Guide is not intended as a replacement for taking notes for use during an open-book examination at any U.S. Ski & Snowboard-approved Clinic.

In season 2017, Race Administration was combined with Data Management. Due to amount of content, the Study Guide has been divided into 2 sections: Section 1 addresses Race Result Software and Section 2 addresses Event Administration.

REFERENCE PUBLICATIONS:
1. U.S. Ski & Snowboard Alpine Competition Regulations (ACR)
2. ICR of the FIS, Online Edition
3. ICR Precisions, if published
4. Rules of the FIS Points
5. U.S. Ski & Snowboard Alpine Officials' Manual

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

CERTIFICATION EXAMINATION:
Race Administration Certification Examination will be available at U.S. Ski & Snowboard-approved Alpine Officials' Clinics. Allowed time limit is 1.5 hours. The examination is open book and, unless an exception is granted by the respective AO Chair, it must be administered only at scheduled Clinics. It is NOT A TAKE HOME EXAM! Allowing use of computers in order to complete calculations or "search" rule books is strongly discouraged. Completed examinations must be retained by the Clinic examiners; they are not returned to the individuals taking them. Please refer to Regional/Divisional publications for schedules.

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: Lucy Schram
        aoewgchair@gmail.com

Due to requirements for preparation of accurate event documentation (these are all legal documents), it is strongly suggested that the Race Administrator not also assume the duties and event-critical responsibilities of the Chief of Timing and Calculations.

RACE ADMINISTRATION - ALPINE
2017-2018

This portion of this clinic was designed on the theory that the best way to learn how to do something is to actually do it! In this instance, the "something" is use of race result software. Information required to prepare a "test event" are included in this section. In addition, Power Point Presentations are available for the most commonly used race result software programs, and depending on your preference, should be used in conjunction with this Study Guide. It may also be helpful to refer to AOM Chapter XII - Computers and Ski Racing 17-18 for additional information.

The ability to access information on the U.S. Ski & Snowboard/FIS websites is a critical part of an event so no competitor entry lists have been prepared; only samples of the various entry forms are included. It is recommended that the race scoring software of your choice be installed in your computer and that the U.S. Ski & Snowboard and FIS Points Lists then be downloaded and installed as required by your choice of software. Competitors for your test race can then be selected from these current lists depending on your type of race: Non-FIS or FIS.

For successful electronic transmission to U.S. Ski & Snowboard and FIS, race result software must produce Official Results and Penalty in an approved format: XML. U.S. Ski & Snowboard and FIS results that are in the approved format will automatically be posted to the applicable websites. FIS results that are not in the correct format become the responsibility of U.S. Ski & Snowboard and will not be scored by FIS until the format is correct.

REFERENCE DOCUMENTS:
The following reference items can be found at the end of Section 1 and are placed in the order in which they are referenced. Document numbering is not sequential because it agrees with document numbering in the updated "Master Packet of Forms" (MPF) which can be found on the U.S. Ski & Snowboard website. It is suggested that forms be printed for easy reference while using the Study Guide.   Several of them have been prepared in order to help create an event and navigate race result software.

FIS List Cover Page (U.S. & FIS websites)	34. Report by the Referee – 1st Run
Computer Input Form - 1st Run (AOM, Chapter XII)	Preparation of Second Run Start List (621.11.2)
U.S. Ski & Snowboard Entry Card	Computer Input Form – 2nd Run
12. Non-FIS Team Entry Form	28. Electronic Times – 2nd Run
13. FIS Entry Form	34. Report by the Referee – 2nd Run
Document Identification Codes (AOM, Ch.VI)	67. Programming Change Request
28. Electronic Times – 1st Run	

I.   INTRODUCTION
Material contained in this Study Guide is not intended to offer basic computer operation education. The format of this course requires a basic knowledge of computer hardware and computer operations; basic knowledge that extends beyond online shopping, sending/receiving email and interacting on social network pages. In order to benefit from this presentation, you must have the ability to download and run programs, prepare and upload reports and solve minor computer/software issues.

The most important assets you can have are ski area IT personnel who can help you solve in-house connectivity issues and contact information for an experienced Race Administrator who is well versed in the operation of the race result software of your choice.

Some of the following suggestions may seem elementary and/or redundant. They are, however, based on experience in the field and lessons learned – many of them the hard way!

A. Required Tools
    1. Hardware
        a. Computer
        b. Printer
        c. Power cords
        d. Surge protector
        e. Storage drives
            1.) Hard drive: Light weight computers are being manufactured with minimal-sized hard drives. If you are using one of these computers and you plan on using the hard drive as your main storage space, you may have to purchase an external hard drive.
            2.) Memory Stick/Thumb drive/Flash drive – USB compatible mini storage devices that can be effectively used for data storage and transfer. *It is suggested that you have one dedicated for data backup.*
        f. Wireless internet connectivity or a broadband card
        g. Scanner for event document packet preparation

    2. Internet Connectivity
    Official Results must be electronically submitted for all U.S. Ski & Snowboard events: non-scored, scored and FIS, so internet connection capability is required. When results for these events are submitted in the proper XML format, they load into the autoscoring systems and are quickly posted on the applicable websites. U.S. Ski & Snowboard non-FIS events must use the U.S. Ski & Snowboard-assigned race code; FIS events must use the FIS-assigned codex number. *XML files must be individually submitted.*

    Results for U.S. Ski & Snowboard non-scored events are also posted on the U.S. Ski & Snowboard website but only if submitted and received in the proper XML format. Results must be submitted individually, and each set must have its own U.S. Ski & Snowboard-assigned race code.
        a. Wireless connection is preferred.
        b. Network connection is acceptable as long as the connection does not have to go through a company firewall that does not allow uploading and downloading of required documents/information. If a firewall is present, contact ski area IT personnel for assistance.

    3. Software
        a. Virus protection: Virus protection software must be updated on a regular basis and should not be disabled. It is also important that a virus scan be performed on a regular basis, e.g. upon startup or at a specific time of day.
        b. Updated copy of race result software capable of producing Official Results and Penalty (if a Penalty calculation is required by the level of event) in XML format.
        c. U.S. Ski & Snowboard and FIS points lists: Both lists are available on the U.S. Ski & Snowboard website. The preferred download option is through the software.
            1.) U.S. Ski & Snowboard points list available on the website usskiandsnowboard.org *
            2.) FIS points list available at usskiandsnowboard.org **,** fis-ski.com * or ftp.fisski.ch *
        d. PDF creator that will allow you to create PDF booklets of scanned documents
    *(Points Lists available at these sites are not formatted for downloading into some software and may eliminate the link between a competitor's U.S. Ski & Snowboard data and FIS data.)

4. Timing Building Computers, etc.
   a. All computers involved in the timing/scoring/documentation of an event should be running the same software version
   b. All computers involved in the timing/scoring/documentation of an event must have current Points Lists loaded because transferred race files only contain keyed data; they do not contain accessible copies of the Points Lists. *Identical data access is required if timing personnel have to make a change in the race file: e.g. insert a competitor, change an official.*

B. Basic Operations
   1. Saving Data: Operating systems can be set to automatically save data. Set the auto-save function to a minimal time to eliminate major loss of data in the event of a system crash.

   2. Backup data to an external source, e.g.: thumb drive or external hard drive, after major database changes: creation of First Run Start List, input of first-run times, input of second-run times, finalization of competition, etc.

C. General Rules for Data Management Personnel
   1. If possible, establish a work area that is well lit, quiet, has adequate working space and is free from distractions.

   2. Cooperate with all Officials

   3. Verify all information
      a. Course name and homologation number against homologation report*. In rare cases, a ski area will change the name of a course after the homologation process is complete. The course name listed on the homologation report must be used regardless of the name on the trail map. **Example: Squaw Valley has re-named "Olympic Lady" in honor of Julia Mancuso; ski area trail maps now show the course as "Julia's Gold". Until a new homologation certificate/report is issued, this course must be listed as "Olympic Lady" on all race-related documents: non-FIS as well as FIS.**
      b. Start elevation, finish elevation and vertical drop information as provided and verified by Technical Delegate
      c. DH/SG measured length of course (not length noted on Homologation Certificate)
      d. Event information against U.S. Ski & Snowboard/FIS websites
         1.) Race name
         2.) U.S. Ski & Snowboard race code and/or FIS codex number
         3.) Gender
         4.) Event
         5.) Date
      e. Official times against timing tapes from primary timekeeping equipment. This is primarily the responsibility of the Chief of Timing, but your assistance may be required.
         *Homologation information is available on the U.S. Ski & Snowboard and FIS websites. U.S. Ski & Snowboard website contains full homologation files and login is required.
         User ID = homologation; Password = Allout2018!
         alpine.usskiteam.com/alpine-programs/officials/homologation

   4. Document all requested changes

   5. Verify all input
      a. Header data

NOTE: Software currently approved by U.S. Ski & Snowboard contains information for current Alpine Officials. The information is included in a separate file (NLO) in the U.S. Ski & Snowboard Points List download and is accessed by keying in an official's last name. Unlike the competitors' lists which contain full competitor data, the Officials' List only contains member names; the software assigns "USA" as the default nation. However, many foreign officials have obtained U.S. Ski & Snowboard "X" (foreign) memberships, and the "USA" default will have to be manually edited with the verified national affiliation for these officials.

      b. Competitor data

        U.S. Ski & Snowboard database only capitalizes the first character of a competitor's last name but FIS database capitalizes the entire last name. If your List of Competitors has different formats for competitors' last names, it is usually caused by the software having to search the U.S. Ski & Snowboard List for a competitor's name, etc. This is usually only encountered for U.S. Ski & Snowboard members with new FIS inscriptions; please edit your race database as required by the type of race.

NOTE: U.S. Ski & Snowboard allows exceptional athletes to ski up in class. If a ski up athlete is entered into your event, the athlete's class must be manually edited to agree with class in which they are competing.

      c. Competitor times

        Regardless of how times are entered into the event file – manual input or data transfer, accuracy must be verified.

    6. Help solve problems: Be part of the solution…not part of the problem!

    7. Maintain confidentiality of race information

    8. Generate clean originals for signatures/packets

    9. Do not leave until excused

NOTE: If necessary to transport computer equipment to the timing building, be aware that snowmobile motors may contain a magnet that can damage/destroy data stored on hard drives. Drills, radios, rough rides and actual cold temperatures as well as wind chill can affect a computer's operating system.

II. DUTIES PRIOR TO CREATING YOUR EVENT

A. Become familiar with software used. This should NOT be done the night before the race! Start now and familiarize yourself with the computer, the software, and a method of data exchange.

    1. Download and install a PDF reader ("Adobe Reader") – many publications are in PDF format

    2. Review official documents, publications, rule books, etc.

    3. Download and install software being used

    4. Download and install required Points Lists

NOTE: If it is necessary to load a corrected Points List, accessing U.S. Ski & Snowboard's FTP points list site and reloading the lists may not be adequate. When you request a download, the FTP site checks the hard drive on your computer, if it recognizes that the list is already loaded it may not overwrite the previous version of the points list file; you must delete the original version. Software may store the lists in more than one location. *If you are having difficulty locating the files, use the search function to find and delete them.*

    5. Access U.S. Ski & Snowboard website

      Site has been redesigned for ease of use by competitors, officials, parents and individuals searching

for U.S. Ski & Snowboard information. Competitors' data can be sorted by several parameters: year of birth, division, etc. Login access, allowed only with U.S. Ski & Snowboard membership, is required in order to view many "Member Tools".
   a. Obtain U.S. Ski & Snowboard race codes. (FIS codex numbers will also be posted, but they must be verified on the FIS website.)
   b. View competitors' data
   c. View Alpine Officials' data

6. Member Lookup & Official's Certification Viewer
Verify you have set your parameters correctly: e.g. <u>Current Members</u>, <u>Members Last Season</u>, <u>All</u>. *Click on member ID# and scroll down to view their coaching/officiating certification and history.*

Viewing members 1–25 of 166

● Current ● Pending ● Inactive ● Not Current (Click to view status description)

USSA ID	Name	Membership(s)					Gender	Birth Year	FIS Renewal	Division
		Description		**Valid From**	**Valid To**	**Season**				
6638307	Abate, Domenic	● Freestyle General		07/06/2017	06/30/2018	2018	M	2007		Central
6392545	Abbott, David J	● Alpine Official		05/07/2017	06/30/2018	2018	M	1965		Central
6328498	Abbott, Jake D	● Alpine Competitor U16 and over		05/07/2017	06/30/2018	2018	M	1999	6532348 05/07/2017	Central
6342814	Abdow, Alex G	● Alpine Competitor U16 and over		05/05/2017	06/30/2018	2018	M	2001	6532813 05/05/2017	Eastern
6410135	Abdow, Lauren A	● Alpine Competitor U16 and over		05/09/2017	06/30/2018	2018	F	2001	6536611 05/09/2017	Eastern
6685298	Ablowitz, Benjamin	● Alpine Competitor U10 and under		05/13/2017	06/30/2018	2018	M	2009		Rocky
6660141	Ablowitz, Hannah	● Alpine Competitor U12		05/13/2017	06/30/2018	2018	F	2006		Rocky
6330412	Abrams, David M	● Alpine Master		05/19/2017	06/30/2018	2018	M	1961	5531422 *Not Current*	Eastern
5691118	Ace, Allison T	● Alpine Coach (w/ Official) ● Alpine Official		06/25/2017 06/25/2017	06/30/2018 06/30/2018	2018 2018	F	1987		Far West
6443957	Adams, Amelia T	● Alpine Competitor U16 and over		05/30/2017	06/30/2018	2018	F	1997	6535733 05/30/2017	Eastern
6344053	Adams, Casey K	● Alpine Competitor U16 and over		05/12/2017	06/30/2018	2018	F	1999	6536206 05/12/2017	Rocky
6294771	Adams, Chris	● Alpine Master		06/15/2017	06/30/2018	2018	M	1974	5531228 *Not Current*	Far West

NOTE: Jury members, Course Setters, Chief of Timing & Calculations, Start & Finish Referee, Chief of Course and Race Administrator must have current Official/Coach membership, applicable certification and biennial updates (verify in "Last Clinic Season" column) in order to officiate at U.S. Ski & Snowboard events. If they do not have current applicable U.S. Ski & Snowboard membership, appropriate certification and current update status or their membership status is "pending" on the U.S. Ski & Snowboard website, they are not eligible to officiate. *If in doubt, call U.S. Ski & Snowboard Member Services (435-547-2666) to verify status.*

Official Certification and Race History

Certification | Race History

Officials Position	Abbreviation	Sport	Last Clinic Season	Level
Chief of Course	CC	Alpine	2017	0
Competition Official	CO	Alpine	2017	4
Chief of Race	CR	Alpine	2017	0
Data Management	DM	Alpine	2017	4
Jury Advisor	JA	Alpine	2017	0
Race Administrator	RA	Alpine	2017	4
Referee	RF	Alpine	2017	2
Timing and Calculations	TC	Alpine	2017	4
Technical Delegate	TD	Alpine	2017	3

7. Access FIS Websites:
   a. FTP site: data.fis-ski.com/services/timing-and-data/homologated-timing-equipment.html
   b. for TDTR software and FIS Points Lists
   c. FIS Website: data.fis-ski.com/alpine-skiing/fis-points-lists.html to verify an event's FIS codex, dates, gender

NOTE: FIS Points Lists on the FIS websites are not formatted for downloading into software.

8. Test the software's various functions and ability to provide required documents
   a. How do I create a race?
   b. How do I print required documents?
   c. How are competitors' times displayed? Minutes/seconds or all seconds?
   d. How is race data transferred between scoring computer and timing?
      1.) Thumb drive: Use the "safely remove" function when removing from computer. Some operating systems do not require this, but failure to do so could result in loss of data
      2.) Electronic transmission
   e. How do I electronically transmit Official Results?

III. **CREATING A COMPETITION DATABASE**
   A. What is an event/competition database? For a race series, e.g.: Regional Championships, where a major portion of competitors are entered in more than one event, the following procedure – although not required – is strongly recommended:
   1. Create a "Competition Database"

   2. Name it something that has meaning to you. Ex. "Snow Basin Spring Series" not F1234_Registration. If you have to find the file, you want to be able to find it quickly.

   3. Enter ALL competitors and include quota designation, when applicable
      (When 2, or more competitors, have the same last name and first initial, search with a competitor's U.S. Ski & Snowboard/FIS code to eliminate the possibility of selecting the wrong competitor.)

   4. Print List of Competitors with "Points in All Events"

5. Proofread all information and make necessary corrections

6. Create event, e.g.: Slalom, from this "Competition Database"

7. Delete competitors not competing in the Slalom

8. For each succeeding event, repeat steps 6 and 7. In the long run, this will save time and the "Competition Database" file can be transferred from one venue to another!

9. Update "Competition Database" as needed to include new competitors. Use one of the "Custom" fields to enter events in which an athlete may not be competing, paid status, etc. *The "Notes" field can also be used; a report can then be printed that will only show the competitors with the data entered in this field*

10. *BACKUP YOUR DATA!*

NOTE – FIS EVENT: Competitors are members of a Federation, e.g. USA, CAN, AUT, etc.; this 3-letter code is part of the data downloaded into your software and appears in the applicable field. Do not change competitors' team/nation code in order to input competitor information required by the level of your event; e.g. races where quotas are tracked or FIS-U which requires documentation of college/university affiliation. If your software has a section for club names, use this section to note required information; however, if your download includes club affiliation, it will be necessary to manually edit the data. Software should allow for sorting by various parameters and printing of documents with both nation and club affiliation.

EXCEPTION – NON-FIS EVENT: Federation affiliation for foreign athletes with U.S. Ski & Snowboard "X" memberships may default to "USA". This will occur when entering foreign athletes in a non-FIS event and correction of Federation designation is required.

B. Separate Ladies' & Men's Competition Databases
    For venues where both Ladies and Men will be competing in individual events, it is suggested you use one main file and switch to a different gender as required by the software you are using.

NOTE: For FIS events, competitors' names and nations must agree with the FIS Points List/website even if the name or nation is different on the U.S. Ski & Snowboard Points List/website.

C. Online Race Registration
    If an online race registration system is used, it allows for the automatic loading of competitors into your race database. The online system may, however, only contain entries for individual events so you may have to take the time to create one main database. *It is extremely important that all auto-loaded data be verified for accuracy. Data must be verified against original source: U.S. Ski & Snowboard for non-FIS events and FIS for FIS events; creation of one main database eliminates the need for multiple verifications/edits.*

IV. CLINIC TEST RACE
We have covered some basics and it is now time to create an entire event using documents that are included in this Study Guide. Please refer to the Power Point Presentation developed for your software choice; it will guide you through its use.

A. Verify Defaults: Data keyed into "Defaults" is data that will not change and will be used for all new events. It is important that you verify all defaults, e.g. Factors, maximum seed points, etc.

B. Create Header: ***Do not use an ampersand (&) in the race title name. If the title name is "Fun & Games Series", it must be input as "Fun and Games Series". XML does not recognize the***

ampersand as well as other keyboard characters. Electronic transmission will be rejected due to "white space error". For the same reason, you must not change the default "Governing Body" in the timing software to U.S. Ski & Snowboard.

1. Key in race information: (**Refer to Computer Input Form – 1ˢᵗ Run**)
    a. Select discipline, e.g. Alpine, Snowboard, etc.
    b. Select event, e.g. SL, GS, SG, etc.
    c. Enter level of event, e.g. U.S. Ski & Snowboard-scored, FIS, ENL, etc.
    d. Enter date of event, # in first seed (if scored event), and # to reverse for second run (this information must be verified)
    e. Key in proper U.S. Ski & Snowboard race code – **alpha character followed by 4-digit number assigned by U.S. Ski & Snowboard**
    f. Key in proper FIS codex – **4-digit number assigned by FIS**, if applicable

2. Key in technical data from Homologation Certificate/Report – not old results!
    a. Name of course
    b. Homologation #
    c. Start/Finish elevations <u>as verified by the Technical Delegate</u>

3. Key in location of event as noted on U.S. Ski & Snowboard website

4. Select type of timing equipment being used or key in name of timing company, if applicable

C. Inserting Competitors
    U.S. Ski & Snowboard has established an online event registration system; this service is also available through private vendors. These systems deliver lists of competitors that can be loaded directly into the race result software. It is, however, mandatory that the data be verified for accuracy.
    1. Verify you have useable/current Points Lists
        a. Current U.S. Ski & Snowboard/FIS Points must be used
        b. Competitors who do not appear on the current Points List must be seeded in the group "without points" regardless of points from previous events/seasons.
        c. Points noted on the current Points Lists may only be changed by official communication from the applicable office
            1.) U.S. Ski & Snowboard Points – U.S. Ski & Snowboard Competition Services
            2.) FIS Points – FIS Office

NOTE: If a FIS competitor's points as listed on the FIS website are marked "C", this is an indication that the points have been "confirmed"; these "confirmed" points are then used even if different than those noted on the FIS Points List loaded into your computer.

2. Insert Racers
    a. Non-FIS format – enter at least 35 competitors

NOTE: U.S. SKI & SNOWBOARD MEMBERSHIP NUMBER MUST BE ENTERED FOR ALL COMPETITORS. "PENDING" OR "APPLIED FOR" <u>*must not be entered*</u> into the database in lieu of actual U.S. Ski & Snowboard membership number!

b. The **"**U.S. Ski & Snowboard <u>Exceptional</u> Athlete 'Ski Up' Assumption of Risk, Release and Indemnity Agreement" allows exceptional athletes to compete in an age group competition with a class of competitors which are older than the age group designated by U.S. Ski & Snowboard. The intention of the authorization is to accommodate the very top athletes nationally, ***but only in the events in which they are normally eligible and only in the specific competitions authorized by the U.S. Ski & Snowboard National Development Director (September 2001 ASC, as amended).***

When an entry is received that includes a copy of an approved Ski Up Agreement, the athlete's class must be manually edited to reflect the class in which the athlete is actually competing; e.g. Ralph Racer is a U12 skiing up to U14; you must manually change his class in the database to U14. FIS does not recognize requests to ski up in class.

    c. FIS format – enter at least 35 competitors

NOTE: For FIS events, all competitors <u>must</u> have a FIS competitor designation number (code/inscription number). Competitors who do not appear on *current* FIS Points List, whose FIS code cannot be verified by National Office or whose FIS inscription code does not appear on FIS website under "Competitor Biographies" as being "active" may not appear on Start List.

For foreign competitors <u>without U.S. Ski & Snowboard membership numbers</u> entered in a FIS race at a U.S. Ski & Snowboard site, assign a U.S. Ski & Snowboard membership number to the first foreign entry by adding **an X and 7 <u>zeroes,</u> (X0000000**); subsequent entries are identified by sequential assignment; e.g. **X0000001, X0000002, X0000003, etc.** Failure to follow this procedure for foreign competitors may result in online results that indicate a competitor cannot be found in the database and may result in the integrity of the event being questioned. (You will receive a warning if you attempt to assign the same number to another competitor.)

D. Additional Event Data
1. If known, you can enter additional Race Data: e.g. Start Times, Forerunners, etc.

2. If officials are not part of your "Defaults", you can either enter known Officials' now or wait until all Officials' names are available.

3. If you have foreign officials who also hold U.S. Ski & Snowboard "X" membership, the default nation will be "USA". You must verify the officials' correct nation and edit accordingly.

V. DUTIES PRIOR TO AND AT TEAM CAPTAINS' MEETING
A. What is a "Team Captains' Meeting"?
According to U.S. Ski & Snowboard and FIS rules, the draw must be conducted (or confirmed) at a Team Captains' Meeting. An actual meeting, attended in person by Team Captains, Jury, and race officials is an inseparable and mandatory part of the competition and is important for communication of Jury instructions, support of the Organizing Committee (OC), as well as conveying OC requests and information. It is also a critical element for risk management and liability-related matters. (Refer to 604.3, 621.8)

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. events where TRS by class and gender is used to determine the start order), an informational meeting is still required. It may be held either early on the morning prior to a race or immediately after the completion of a race for the next day's event.

B. Print seed cards.
Rules state that the Jury authorizes a computer draw. For FIS events, this authorization can be given only with the written consent of the Team Captains (by signing the entry form). Since you will not be preparing seed cards in this clinic, the following are suggested procedures for your review.
1. Software-generated procedure
    a. Preferred method
    b. Several layouts available

2. Custom strips with spreadsheet (Suggested format)
   a. Open required fields with spreadsheet program
   b. Page setup: Open margins and set for "landscape" or "letter", as required
   c. Change font and resize to 24 or 36, as desired
   d. Change line height/cell width as required
   e. Custom strips using mail merge function can be used to insert a logo on each strip

C. Using Electronic Draw/Seed Boards
Electronic seed boards <u>must have the capability to</u> *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".

D. Some Points about Seeding & the Draw. *This is strictly for information purposes; the Race Administrator controls the Draw/Seed Boards.*
1. FIS Base Points must not be used for seeding.

2. Foreign national points, **when verified by an official source, e.g. foreign federation's official points list,** are equal to U.S. Ski & Snowboard points.

3. Foreign FIS members <u>without valid U.S. Ski & Snowboard Points</u> are seeded with their <u>valid FIS Points</u> at U.S. Ski & Snowboard <u>non-FIS</u> competitions; these points, if required, are used for Penalty calculation.

4. Foreign FIS members <u>with valid U.S. Ski & Snowboard Points</u> are seeded with their <u>U.S. Ski & Snowboard points</u> at U.S. Ski & Snowboard <u>non-FIS</u> competition; these points, if required, are used for Penalty calculation.

4. Procedures for a Draw(s).
   a. U.S. Ski & Snowboard-scored and regional FIS events
   b. Jury may authorize that the 1st-seed Draw may be computer-generated; this requires consent of Team Captains.
   c. Tie at 15th position
      When a tie occurs at 15th position, number of drawn competitors is increased to include tie.
   d. Tie in points
      Start positions are drawn for competitors with equal points
   e. Start positions for competitors without valid points are assigned by random draw
   f. Age Class, Masters, Adaptive, Collegiate Events
      Refer to current rules regarding preparation of First Run Start Lists
   g. Upper level events: Championships, Continental Cup (Nor-Am), World Cup
      Refer to current rules regarding preparation of First Run Start Lists

E. Create your Start List
1. Assign bib and start numbers for your event
   a. Automatic assignment
   b. Automatic assignment with missing bibs
   c. Manual assignment
   d. Assign a Snow Seed – Start Order in Extraordinary Conditions

2. Verify Information
   a. Names/nations of Officials on Header

b. Names/nations of Forerunners on Header
c. Technical Data: Course name, etc.
d. Date, race code # or codex #
e. Start times for both runs
f. Gate counts, if available (Super G, Giant Slalom and Slalom gate counts are actual gate count as well as number of direction changes)
g. Measured length of course for Downhill and Super G
This is a **gate-to-gate measurement** taken along the racing line and done with a measuring wheel or GPS. *Measured length of DH and SG is **not** the length of course or vertical drop listed on the homologation certificate. <u>Length must be entered Official Result. If the course is measured prior to the Start List being generated, it must be entered.</u> Measured length of course is used to calculate competitors' average speed on course.*
h. Verify accuracy of assigned bib/start numbers

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

F. Live-Timing is a great tool that allows coaches and family members the opportunity to view competitors' start and finish in "real" time. It requires internet connectivity in the timing building, and if this is not an option, when they become available, the 1st Run Results, 2nd Run Start Lists, Unofficial Results, etc., can be quickly posted to the site, *Times posted on Live-Timing are "unofficial".*
1. Verify all event data listed on the registration page

2. Get your login and password from U.S. Ski & Snowboard. The password will be similar to the Login and Password used for U.S. Ski & Snowboard Club logins.

3. Access U.S. Ski & Snowboard Live-Timing at: <u>usskiandsnowboard.livetiming.com</u>.

VI. RACE DAY
A. First Run
1. Verify Header data

2. Verify gate count(s) SL, GS and SG require both actual gate counts and direction changes

3. Key in temperatures: <u>air temperatures</u> in the Start area and the Finish area at the <u>start of the event</u>

4. Verify number of competitors that will be reversed (bibbo) for 2nd Run. Reverse 30 is the standard bibbo; reverse 15 must be announced by the Jury one hour prior to start of first run. *A tie in time at the flip position (30 or 15) may require manual editing (31 or 16).*

5. Input First-Run electronic times **(Refer to #28. Electronic Times – 1st Run) The** following are the most common input methods
a.) Through software directly from the timing equipment
b.) Importing
   1.) Downloading and loading an email attachment into your software
   2.) External USB drive (memory stick/thumb drive). With this system either the race file or an import of specific data can be done, e.g. Bib# + time

However, you are here to learn and if software allows, we will use the following:
      3.) Manual Input

6. Enter disqualifications **(Refer to #34. Report by the Referee – 1st Run; U.S. Ski & Snowboard or FIS Rule number may be required.)** Protest Period is 15 minutes; understand the need for waiting for it to expire.

7. Verify NPS, DNS, DNF, DSQ status against Report by the Referee. *If the bib number for a disqualified competitor does not match the name associated with its original assignment, immediately contact the Technical Delegate.*

8. **BACKUP YOUR DATA TO AN EXTERNAL SOURCE!**

NOTE: Timing tapes from the homologated timer(s) are the ONLY OFFICIAL SOURCES used to verify official electronic times.

NOTE: If your software displays competitors' first-run start numbers, do not, under any circumstances, edit them so that they correspond to the second-run start positions. *The software's tie-breaking function may be controlled by the first-run start number. If possible, refrain from creating separate race files for each function/gender: e.g. First Run Ladies, First Run Men, Second Run Ladies, Second Run Men, Final Result Ladies, Final Result Men. The creation of multiple files for one L/M race can result in multiple issues and errors.*

B. Second Run
  1. U.S. Ski & Snowboard Scored non-FIS Events: Verify second-run status for first-run DNF and DSQ competitors; these competitors may be allowed to take a second run at the end of the second-run field. They start with their original bibs and in their original order.

  2. U.S. Ski & Snowboard non-scored Events: Verify second-run status for first-run DNS, DNF and DSQ competitors; these competitors are allowed to take a second run either at the end of class or end of the second-run field. *For non-scored events where each run counts individually, first-run DNS, DNF and DSQ competitors start the second run in their original start order.*

  3. Generate Second Run Start List – Verify "bibbo" and cutoff, if required
  4. Check for ties (**Refer to Preparation of Second Run Start List)**
    a. Understand exceptions: e.g.: "Golden Rule" (adaptive seeding), YSL, and Collegiate
    b. Understand rule for tie at 30/15 position
    c. Understand start order for ties in rest of field

  5. Verify Header data (**Refer to Computer Input Form – 2nd Run)**
    a. Gate count(s)
    b. Start times

  6. Enter & verify electronic times (**Refer to #28. Electronic Times – 2nd Run**)

  7. Enter disqualifications (**Refer to #34. Report by the Referee – 2nd Run**)

  8. Verify NPS, DNS, DNF, DSQ status against Report by the Referee. *Be aware that in events where first-run DNS, DNF, DSQ competitors are allowed a second run, tracking can create a challenge!*

  9. **BACKUP YOUR DATA TO AN EXTERNAL SOURCE!**

C. Provisional Starts / Provisional Reruns
Understand the concept of provisional starts and provisional reruns and necessity for verifying status and/or assigned time. *A provisional rerun that is affirmed by the Jury is valid even if it proves slower than the original run.*

D. Protested Disqualification with a Provisional Run
If the disqualification is upheld, disqualification data <u>must be entered in the run where the disqualification occurred.</u> e.g.: If competitor is disqualified in the first run, files a protest, is allowed a provisional second run but the Jury upholds the disqualification, the first run disqualification data must be entered in the first run data section.

E. Results
1. Verify information necessary for Results
   a. Snow conditions
   b. Weather conditions
   c. Start Area/Finish Area air temperatures at <u>beginning</u> of race
   d. Minimum/Maximum Penalty - if required, but only to <u>override</u> the calculated Penalty

2. What is an "Applied Penalty"

NOTE: U.S. Ski & Snowboard Results generated for a FIS race <u>do not</u> require application of U.S. Ski & Snowboard Minimum Penalty.

3. **BACKUP YOUR RACE FILE TO AN EXTERNAL SOURCE!**

4. Official Results and Penalty – what is printed?

5. Miscellaneous Documents - as required
   a. By Nation
   b. By Club/Quota/Team
   c. By Class
   d. By Year of Birth (YOB)

VII. ELECTRONIC TRANSMISSION OF XML RESULT FILE
A. How to create a race result file for transmission in XML format. *Prior to preparing the race result XML file, print the "Transmittal Report" and verify the accuracy of all data and officials!*
1. Use required procedure to either export or send an XML file.

2. Specifying a storage location for your file allows you to save the file in a place where you can easily find it, e.g. your desktop, briefcase or special folder.

3. Preview your XML file: verify the contents: header data, date, penalty, codex, etc.
   a. If errors are found, close the preview, return to the actual race file, make required corrections; and repeat the preview/verification process.
   b. If no errors are found, submit XML file as required by level of event
   c. DO NOT open and edit an XML file with either Word or WordPerfect!

4. <u>DO NOT UNDER ANY CIRCUMSTANCES</u>:
   a. Attach and transmit your actual race file; it is not in the required transmission format
   b. Attach and submit multiple race files; autoscoring systems can only accept 1 file at a time
   c. Attach hard copy of the results to your XML transmission

5. If using the option to transmit directly from the software and transmission errors occur, they are usually caused by a firewall or corporate network restrictions and can be adjusted by your IT folks. **SUGGESTION:** Add yourself to the email list of results to verify that your server has accepted and sent the XML file

B. U.S. Ski & Snowboard Results - for U.S. Ski & Snowboard <u>non-FIS events</u>
    1. Create transmission email

    2. Use U.S. Ski & Snowboard-assigned race code as subject: Alpha + 4 numbers (U1234)

    3. Attach individual/correct race result XML file

    4. Transmit electronically to alpineresults@usskiandsnowboard.org

    5. If errors are found after transmission, contact U.S. Ski & Snowboard Competition Services for instructions

C. FIS Results - for U.S. Ski & Snowboard <u>FIS events</u>
    1. Create transmission email

    2. Use Nation + FIS-assigned 4-digit codex number: (USA1234)

    3. Attach individual/correct race result XML file

    4. Transmit electronically to alpineresults@fisski.ch and alpineresults@usskiandsnowboard.org

    5. If errors are found after transmission, FIS will allow **one** overwrite

    6. If additional errors are found after the allowed overwrite, contact U.S. Ski & Snowboard Competition Services for instructions

    7. Verify transmission of XML FIS Timing & Data Technical Report (TDTR) to alpineresults@fisski.ch; multiple transmissions, as required for accuracy, are permitted

NOTE: The Chief of Timing & Calculations is the official responsible for overseeing the accuracy and the transmission of this document. A FIS Technical Delegate cannot submit his/her online Technical Delegate Report until the FIS race result XML and the FIS TDTR XML files have been received and processed by the FIS autoscore system.

NOTE: Occasionally, the FIS parser will go down - usually over the weekend. If you do not receive a confirmation email within approximately 15 minutes follow this procedure:

➢ Confirm that you are connected to the internet

➢ Have someone send an email to the email account that you are sending results from to confirm that you are receiving emails. (Setting up a secondary email account is helpful for testing yourself without relying on an outside person.)

➢ If you can send and receive emails to/from another account, the FIS parser is down. DO NOT PANIC and resubmit your race result file numerous times. If it is over the weekend, you may need to wait until Monday to resubmit and the TD will have to delay online filing of required reports.

➢ Do not resubmit until you have verified that the results were not received!

VIII. OTHER SOFTWARE OPTIONS
   A. Add/Correct/Delete Data – It is strongly suggested that data management personnel do not wait until race day to learn how to add/correct/delete data
   1. Header Data
   The following data must be verified and may need to be edited on race day
      a. Officials' names and nations
      b. Homologation information
      c. Start Times
      d. Gate Counts

   2. Insert/Edit/Delete Racer Data
      a. Insert late racer by seed points, assign out-of-sequence bib number and edit start position.
         1.) If the Jury allows a competitor to be inserted in the field after the Start List has been prepared, assign an out-of-sequence bib number and the correct start number and then <u>reassign</u> start numbers for all subsequent competitors. As with the missing bib(s) situation, this will also create an offset from bib number to start number. Assigning a numeric plus an alpha character start number (e.g. 15A) for an insertion following the fifteenth racer may result in unexpected and possibly wrong outcomes.
         2.) Once a copy of a start list has been published, and an addition to the field does not require an insertion according to points, the insertion must be no later than the last actually starting racer on the previously published start list. (DNS or Snow Seed selection can affect the printed list.)
         3.) At a minimum, the Jury, Start Referee and timing personnel must be notified of any changes!
         4.) Contact experienced Race Administration personnel for assistance, if required.
      b. Delete racer and, if allowed, edit start positions
      c. Verify/correct points

IX. CREATE NEW RACE WITH EXISTING COMPETITORS
   (Using same competitors, create new race as a different event if software allows for this function. This is not a mandatory exercise, but the procedure needs to be understood.)
   A. Enter and verify new U.S. Ski & Snowboard event code

   B. Enter and verify new FIS codex number

   C. Enter and verify new Header information

   D. Explore updating competitors' data.
   1. Reloading/updating all data e.g. membership names, numbers, nations, etc. will overwrite your additions; e.g. age class, quota, notes and may *require re-verification of your Competition Database.*

   2. Selecting points reload/update will only reload/update either the applicable Points List or selected points and is the preferred option

X. AGE CLASS TRS OR DIVISIONAL/REGIONAL 2ND RUN/RACE START LIST METHOD
   A. Generate First Run Start List according to requirements

   B. Study and understand 2nd Run/Race Start List (TRS) methods

XI. MISCELLANEOUS

A. Calculation of a Replacement Time (Equivalent Electronic Time – EET)
Providing official times is the responsibility of the timing staff. However, situations may arise where Race Administration personnel will be required to assist in the process. Becoming familiar with this tool now will be to your benefit.

B. Understand requirements for the level of your event: U.S. Ski & Snowboard scored, U.S. Ski & Snowboard non-scored, FIS.

C. Enhancements, changes, debugging of U.S. Ski & Snowboard-approved software **(Refer to #69. Programming Change Request)** Complete and email to compservices@usskiandsnowboard.org if notice of bug/requests for change or enhancement of U.S. Ski & Snowboard-approved software is required. *Enhancements, changes, debugging of software from other vendors must be directed to the appropriate software vendor.*

D. FIS software
Understand procedure for installing, updating and using FIS software.

E. Understand the importance and usefulness of creating a "Competition Database".

F. Understand the correct preparation of a Second Run Start List with a tie at 30/15
Edit assigned times to create a tie at 30/15 and test 30/15 bibbo function.

G. Understand the importance of *never* overwriting any race result software function without:
1. Verifying the accuracy of your input

2. Understanding the outcome

3. Having the capability to undo the action

I. If a situation arises that you and your team cannot solve, ask for help – preferably before you attempt to electronically submit your results!

J. Create different scenarios and prepare the required documents, e.g.: First-run DSQ protests and is given a provisional second run; Jury cannot meet until after the race but eventually upholds first run DSQ.

K. Remember competitors' times, regardless of how they are loaded into the race result software, must be verified against the timing tapes from the homologated (primary) timing equipment. These tapes contain the only "official" times.

L. Review use and output of Timing & Data Technical Report software and understand filing process requirements.

M. Review/test solutions to additional issues.
N. Establish contact with an experienced Race Administrator as a "Dial-A-Friend" option in the eventuality you encounter issues/problems that you cannot solve.

XII. RACE RESULT SOFTWARE SOLUTIONS:

A. Verify that all event-related computers are using the same/current versions of the software.

B. Verify that all event-related computers are using the same/current Points Lists

C. Store previous seasons' races on external storage.

D. Delete previous seasons' Points Lists.
When deleting lists, it is important to remember that the lists may be stored in more than one area. If not sure of actual storage location, use search function, identify actual storage locations and delete all copies.

E. Loading new Points Lists.
1. Use software's option and load required list (verify list is not already loaded)

2. After loading required list, verify competitors' points against the appropriate source.

3. If you are having problems retrieving both U.S. Ski & Snowboard and FIS data for the same competitor, rekey the last name.

4. U.S. Ski & Snowboard database only capitalizes the first character of a competitor's last name but FIS database capitalizes the entire last name. If your List of Competitors has different formats for competitors' last names, it is usually caused by the software having to search the U.S. Ski & Snowboard List for a competitor's name, etc. This is usually only encountered for U.S. Ski & Snowboard members with new FIS inscriptions; please edit your race database as required by the type of race.

   EXAMPLE: FIS event - O REILLY; U.S. Ski & Snowboard event - O'REILLY

F. If it is necessary to load a "corrected Points List", accessing U.S. Ski & Snowboard's FTP points list site and reloading the lists may not be adequate. When you request a download, the FTP site will check your computer. If it recognizes that the list is already loaded, it may not overwrite the previous points list file; you must delete all copies of the original version.

G. If allowed by your software, clear "Drop Down" caches. Information that you enter, e.g. ski area name, weather, etc., is stored for future use. Keeping these storage areas clean may eliminate software issues.

H. If software freezes, verify that you do not have an excessive number of programs running in the background. If you do have additional programs open, start shutting them down until your software starts responding again.

   Key CTRL+ALT+DEL and a TASK MANAGER window will appear. Click the "Applications" tab for a list of running programs; select individual open programs and select "End Task". A new box will appear that lists the program as not responding and allows you the option to shut it down. After closing other programs, if the race result software is still not responding, use the same procedure to and close the software. You should then be able to successfully reopen the software.

   If the software is still not responsive, close it and, using either CTRL+ALT+DEL again or the RESTART functions reboot the computer. The rebooting function should solve remaining issues. If RESTART or CTRL+ALT+DEL are not allowing you to reboot the computer, your next option is to power off and restart the computer. A "hard" powering off, however, - pressing the power button until the computer shuts down - should be used only as a last resort. A "hard" powering off is the equivalent of dropping a phonograph needle directly onto a phonograph record. (If you don't know what a phonograph is, Google it!)

   If you are using Live-Timing and have intermittent or no internet connection, this may cause the

software to appear to be frozen. DO NOT PANIC and start 'mashing on the buttons' (hitting keys over and over). Step back and let the software cycle through. This may appear to take several minutes (it's actually about 30 seconds). If you are connected wirelessly or by wire, disable your internet connection to see if this helps the 'freeze'. You can also try to uncheck the "send data" box on the Live-Timing tab.

I.   Please note that the downloaded versions of the U.S. Ski & Snowboard and/or FIS Points Lists are a type of "membership list", and the competitor's FIS data must be verified against the FIS database.

Alpine Skiing

2017/2018

1st FIS points list 2017/2018

Valid from 01-07-2017 to 09-08-2017

Category/Catégorie/Kategorie	Race level	Minimum penalty	Maximum penalty
WSC,OWG,WC	0	0.00	0.00
COM	0	0.00	4.00
FQUA,EQUA	0	9.00	999.00
EC,WJC,ECOM,ANC,FEC,SAC,UVS,NAC	1	6.00	999.00
NC	2	8.00	999.00
NJC,NJR,CISM,FIS,CIT,UNI,JUN,CORP,YOG,AWG	3	9.00	999.00
ENL	4	40.00	999.00

MEN						Z-Value	GENERAL		LADIES						Z-Value
ADDER							Men/Ladies		ADDER						
Disc.	Level 0	Level 1	Level 2	Level 3	Level 4		F Value	Max points	Disc.	Level 0	Level 1	Level 2	Level 3	Level 4	
DH	0	0	2	3	13	0.00	1250.00	310.00	DH	0	0	2	3	13	0.00
SL	0	0	2	3	13	0.00	720.00	145.00	SL	0	0	2	3	13	0.00
GS	0	0	2	3	13	0.00	980.00	200.00	GS	0	0	2	3	13	0.00
SG	0	0	2	3	13	0.00	1080.00	250.00	SG	0	0	2	3	13	0.00
AC	0	0	2	3	13	0.00	1150.00	250.00	AC	0	0	2	3	13	0.00

FÉDÉRATION INTERNATIONALE DE SKI
INTERNATIONAL SKI FEDERATION
INTERNATIONALER SKI VERBAND

RA.SEC 1.17-18

COMPUTER INPUT INFORMATION

NOTE: INSERT REQUIRED INFORMATION FOR YOUR EVENT.

U.S. Ski & Snowboard Race Code: _____   FIS Codex: _____

Event Name: _____   Event Site: _____

Event Date: _____   Gender: M / F   Event: DH / SL / GS / SG / AC / K

   Training Dates: #1 _____   #2 _____   #3 _____

   Training Times: #1 _____   #2 _____   #3 _____

EVENT OFFICIALS	TECHNICAL DATA
TD: _____	
U.S. Ski & Snowboard/FIS TD #: _____	
Referee: _____	Name of Course: **DM TRAIL**
U.S. Ski & Snowboard #: _____	
Asst. Referee: _____	Start: **794** m
U.S. Ski & Snowboard #: _____	
Chief of Race: _____	Finish: **583** m
U.S. Ski & Snowboard #: _____	
Chief of Course: _____	Vertical Drop: **211** m
U.S. Ski & Snowboard #: _____	Measured Length of Course (DH & SG Only) **NA** m
Start Referee: _____	
U.S. Ski & Snowboard #: _____	Homologation #: **3149/139/12**
Finish Referee: _____	
U.S. Ski & Snowboard #: _____	

1st Run	2nd Run
Course Setter: _____	Course Setter: _____
Forerunners:	Forerunners:
A: **Nagler, Andrew** **USA**	A: **Nagler, Andrew** **USA**
B: **Graham, Harry** **USA**	B: **Graham, Harry** **USA**
C: **Mabboux, Joe** **USA**	C: **Mabboux, Joe** **USA**
D: _____	D: _____
Number of Gates/Turns: **65 / 63 (GS, SL & SG, need 2 counts)**	Number of Gates/Turns: _____
Start Time: **10:00**	Start Time: **13:00**
Weather: **CLEAR**	
Snow: **PACKED POWDER**	
Temp Start: **- 2 C** Temp Finish: **- 1 C**	
Timing: **YOUR TIMING**	Data Processing: **YOUR SOFTWARE*** ***If not automatically inserted**

ALPINE ENTRY CARDS

USSA ALPINE ENTRY CARD

Last Name	First Name	USSA #	

Sex	Date of Birth	Age Class	Club (if any)
M F			

Mailing Address	City	State	Zip

Telephone		Email	

Date of Race	Name of Race	Location	Discipline(s) (circle)
			DH SL GS SG SC/K

For organizer use

Fee Paid $ _____ Date Rec'd _____ Comments _____

USSA ALPINE ENTRY CARD

Last Name	First Name	USSA #	

Sex	Date of Birth	Age Class	Club (if any)
M F			

Mailing Address	City	State	Zip

Telephone		Email	

Date of Race	Name of Race	Location	Discipline(s) (circle)
			DH SL GS SG SC/K

For organizer use

Fee Paid $ _____ Date Rec'd _____ Comments _____

USSA ALPINE ENTRY CARD

Last Name	First Name	USSA #	

Sex	Date of Birth	Age Class	Club (if any)
M F			

Mailing Address	City	State	Zip

Telephone		Email	

Date of Race	Name of Race	Location	Discipline(s) (circle)
			DH SL GS SG SC/K

For organizer use

Fee Paid $ _____ Date Rec'd _____ Comments _____

US SKI & SNOWBOARD

TEAM ENTRY FORM

Team: _____ Men ☐   Ladies ☐

Phone: _____ Fax: _____ Email: _____

Event Name: _____ Event Date(s) _____

Member Number	Name LAST, First	Class/ YOB	Gender	EVENTS					Amount Paid
				DH	SL	GS	SG	AC / K	

Coaches/Trainers Accompanying Team: _____

_____

_____

Additional Comments: _____

_____

F/I/S®

ENTRY FORM
FORMULAIRE D'INSCRIPTION
ANMELDUNGSFORMULAR

Competition (Name/Place)/*Manifestation (Nom/Lieu)*/Veranstatlung (Name/Ort)	**Date of race/***Date de la course*/Datum des wettkampfs		
Responsible for entry/*Responsible de l'incription*/Verantwortlich Für Meldung	**CATEGORY**/Catégorie/Kategorie WC ☐ COC ☐ FIS ☐		
National Association/*Fédération Nationale*/Nationaler Verband	CIT ☐ UNI ☐ MAS ☐ JUN ☐ CHI ☐		

COMPETITORS/*COUREURS*/WETTKÄMPFER L ☐ / M ☐										
FIS Code	**Surname, First Name** *Nom de famille, Prénom* *Familienname*, Vorname	**YB** *AN* JG	**DH**	**SG**	**GS**	**SL**	**AC/C**	**NTE**	**Arrival** *Arrivée* Anreise	**Departure** *Départ* Abreise

Entry with FIS points / *Inscription avec points FIS* / Anmeldung mit FIS-Punkten	00.00
Entry without FIS points / *Inscription sans points FIS* / Anmeldung ohne FIS-Punkte	X
No entry / *Pas de participation* / Keine Teilnahme	-

FÉDÉRATION INTERNATIONALE DE SKI
INTERNATIONAL SKI FEDERATION
INTERNATIONALER SKI VERBAND

ENTRY FORM
FORMULAIRE D'INSCRIPTION
ANMELDUNGSFORMULAR

OFFICIALS / *Officiels* **/** Offizielle			
Surname, First Name *Nom de famille, Prénom* *Familienname,* Vorname	**Arrival** *Arrivée* Anreise	**Departure** *Départ* Abreise	
			Team Captain / *Chef d'équipe* / Mannschaftsführer
			Trainer / *Entraîneur* / Trainer
			Doctor / *Médecin* / Arzt
			Physiotherapist / *Masseur* / Masseur
			Technicians / *Techniciens* / Techniker
			Service personnel / *Personnel de service* / Servicepersonal
Place, Date / *Lieu, Date* / Ort, Datum		**Signature /** *Signature* / Unterschrfit (please print and sign)	

DOCUMENT IDENTIFICATION CODES – ALPINE

Event Document Footer:

```
DD-MM-YY / LLLLL                                    CCN / P
- - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
      ‖
 ┌────╨─────────────────────────────────────┐
 │ ┌──────────────────────────────────────┐ │
 │ │   Day-Month-Year / Event Site (USA)  │ │
 │ └──────────────────────────────────────┘ │
 └──────────────────────────────────────────┘
```

```
┌──────────────────────────────────────────────┐
│   1st C = Type of Race: D, SG, G, S, P, C      │
│   2nd C = M for Men or F for Women             │
│       N = Type of Document -                   │
│           0 = List of Competitors             │
│                 by FIS points                  │
│           1 = Training List (DH)               │
│           2 = Training Times (DH)              │
│           3 = Start List - 1st Run             │
│           4 = Results - 1st Run                │
│           5 = Start List - 2nd Run             │
│           6 \ Used for non-required            │
│           7 / race documentation items         │
│           8 = Official Results                 │
│           9 = Penalty Calculation              │
│                                                │
│       P = Page number                          │
│                                                │
└────────────────────────────────────────────────┘
```

ELECTRONIC TIME RECORDING FORM

DATE: *YOUR EVENT___* **PAGE:** _1_ **of** __1st RUN *X* 2nd RUN ☐
                                    WOMEN ☐   MEN ☐
TIMEKEEPER NAME: *OPERATOR'S NAME_____* **DH ☐ GS ☐ AC ☐**
RECORDER NAME: *RECORDER'S NAME_____* **SL ☒ SG ☐ K ☐**

BIB #	ELECTRONIC TIME	BIB #	ELECTRONIC TIME	BIB #	ELECTRONIC TIME
1	59.01	23	59.15		
2	59.50	24	1:00.07		
3	54.41	25	1:00.09		
4	58.77	26	1:00.15		
5	59.36	27	1:00.25		
6	57.96	28	1:00.32		
7	59.40	29	1:00.05		
8	59.15	30	1:00.45		
9	1:00.35	31	1:00.28		
10	DNF	32	1:00.29		
11	59.51	33	1:00.32		
12	59.46	34	1:00.31		
13	59.90	35	1:01.30		
14	59.78				
15	DNS				
16	59.22				
17	1:00.75				
18	1:00.74				
19	1:00.70				
20	1:00.70				
21	59.16				
22	59.87				

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

Place / Lieu / Ort	*YOUR SITE*			Country / Pays / Land	*YOUR NAT*		Codex	*U.S. Ski & Snowboard or FIS*
Name of event Nom de l'événement Name der Veranstaltung	*NAME OF YOUR RACE*					**Date** Date Datum	*RACE DATE*	
Category	*U.S. Ski & Snowboard SCORED, U.S. Ski & Snowboard NON-SCORED COC, WC, ETC.*	**Gender**	*COMPETING GENDER*			**Event**	*GS/SL/SG/DH/SC 1ST RUN*	

The following competitors have been disqualified according to ICR / Les coureurs suivants ont été disqualifiés selon le RIS / Die folgenden Wettkämpfer wurden im Sinne der IWO disqualifiziert:

No. No. Nr.	**Surname, First Name** Nom de famille, Prénom Famillenname, Vorname	**Nat**	**Gate No.** No. porte Tor Nr.	**Gate judge** Juge de porte Torrichter	**Notes** Notes Bemerkung
1	*COMPETITOR'S NAME*	*NAT*	*31*	*GJ NAME*	*REASON FOR DSQ or APPLICABLE RULE NUMBER*

Not Permitted to Start (No) / *Pas autorisé à démarrer (No.) Nicht zum Starten zugelassen (Nr.)*

No. No. Nr.	**Surname, First Name** *Nom de famille, Prénom* Famillenname, Vorname	**Nat**	**Notes /** *Notes* / Bemerkung
15	*COMPETITOR'S NAME*	*NAT*	*REASON FOR NPS OR APPLICABLE RULE NUMBER*

Did not start (No.)/Pas au départ (No.)/Nicht am Start (Nr.)	*15*										
Did not finish (No.)/Pas à l'arrivée (No.)/Nicht im Ziel (Nr.)	*10*										

Time published / Heure D'affichage / Anschlagzeit *11:00*	**Deadline** / *Délai* / Ablauf *11:15*	**Date** / Date / Datum *DATED*	**Signature Referee** Signature du jude arbitre Unterschrift des Schiedsrichter *SIGNED*

FÉDÉRATION INTERNATIONALE DE SKI
INTERNATIONAL SKI FEDERATION
INTERNATIONALER SKI VERBAND

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, however, announce a bibbo of 15. ***Due to space constraints, bibbo of 15 is illustrated.***

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).

1st RUN TIMES		1st RUN RESULTS				2ND RUN START LIST		
BIB	**TIME**		**PL**	**BIB**	**TIME**	**ST**	**BIB**	**1st RUN TIME**
1	52.11	***	1	7	49.63	**1**	**12**	**52.56 **
2	51.56		2	4	49.71	**2**	**17**	**52.56 / TIE AT 15TH POSITION**
3	52.52		3	8	50.30	3	3	52.52
4	49.71		4	9	50.51	4	10	52.20
5	51.48		5	11	51.15	5	1	52.11
6	51.46		6	15	51.20	6	2	51.56
7	49.63		7	16	51.45	7	13	51.51
8	50.30		8	6	51.46	8	5	51.48
9	50.51		9	5	51.48	9	6	51.46
10	52.20		10	13	51.51	10	16	51.45
11	51.15		11	2	51.56	11	15	51.20
12	52.56		12	1	52.11	12	11	51.15
13	51.51		13	10	52.20	13	9	50.51
14	51.**31DSQ**		14	3	52.52	14	8	50.30
15	51.20		**15T**	**17**	**52.56**	15	4	49.71
16	51.45		**15T**	**12**	**52.56**	16	7	49.63 **- FASTEST 1ST RUN TIME**
17	52.56		17	19	52.57	17	19	52.57
18	53.47		18T	20	53.47	**18**	**20**	**53.47 **
19	52.57		18T	18	53.47	**19**	**18**	**53.47 / TIE OUTSIDE OF BIBBO**
			20		53.47			

*** NOTE that this is the racer's <u>place</u> not his <u>bib</u> number!

COMPUTER INPUT INFORMATION

NOTE: INSERT REQUIRED INFORMATION FOR YOUR EVENT.

U.S. Ski & Snowboard Event Code: _____   FIS Codex: _____

Event Name: _____   Event Site: _____

Event Date: _____   Gender: M / F   Event: DH / SL / GS / SG / AC / K

Training Dates: #1 _____   #2 _____   #3 _____

Training Times: #1 _____   #2 _____   #3 _____

RACE OFFICIALS	TECHNICAL DATA
TD: _____	
U.S. Ski & Snowboard/FIS TD #: _____	
Referee: _____	Name of Course: **DM TRAIL**
U.S. Ski & Snowboard #: _____	
Asst. Referee: _____	Start: **794** m
U.S. Ski & Snowboard #: _____	
Chief of Race: _____	Finish: **583** m
U.S. Ski & Snowboard #: _____	
Chief of Course: _____	Vertical Drop: **211** m
U.S. Ski & Snowboard #: _____	Measured Length of Course (DH & SG Only)
Start Referee: _____	**NA** m
U.S. Ski & Snowboard #: _____	Homologation #: **3149/139/12**
Finish Referee: _____	
U.S. Ski & Snowboard #: _____	

1st Run	2nd Run
Course Setter: _____	Course Setter: _____
Foreruners:	Foreruners:
A: **Nagler, Andrew** USA	A: **Nagler, Andrew** USA
B: **Graham, Harry** USA	B: **Graham, Harry** USA
C: **Mabboux, Joe** USA	C: **Mabboux, Joe** USA
D: _____	D: _____
Number of Gates/Turns: **65 / 63 (GS, SL & SG, need 2 counts)**	Number of Gates/Turns: **64 / 62**
Start Time: **10:00**	Start Time: **13:00**
Weather: **CLEAR**	
Snow: **PACKED POWDER**	
Temp Start: **- 2 C** Temp Finish: **- 1 C**	
Timing: **YOUR TIMING**	Data Processing: **YOUR SOFTWARE*** ***If not automatically inserted**

ELECTRONIC TIME RECORDING FORM

DATE: *YOUR EVENT___* **PAGE:** _1_ **of** ___ 1ˢᵗ RUN ☐   2ⁿᵈ RUN *X*

WOMEN ☐   MEN ☐

TIMEKEEPER NAME: *OPERATOR'S NAME_____* DH ☐ GS ☐ AC ☐

RECORDER NAME: *RECORDER'S NAME_____* SL ☒ SG ☐ K ☐

BIB #	ELECTRONIC TIME	BIB #	ELECTRONIC TIME	BIB #	ELECTRONIC TIME
19	59.32	24	56.75		
20	58.59	25	57.75		
3	57.99	26	53.34		
9	59.34	27	54.45		
13	55.41	31	56.71		
22	57.94	32	55.75		
14	59.51	35	56.71		
11	DNS	34	55.69		
2	DNF	33	59.79		
12	59.09	28	58.72		
7	59.19	30	59.95		
5	59.78				
21	1:00.35				
23	59.26				
8	58.82				
6	58.28				
18	57.81				
17	58.78				
4	59.84				
16	57.79				
29	58.34				

RA.SEC 1.17-18

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

Place / Lieu / Ort	*YOUR SITE*		Country / Pays / Land	*YOUR NAT*	Codex	*U.S. Ski & Snowboard or FIS*
Name of event Nom de l'événement Name der Veranstaltung	*NAME OF YOUR RACE*			**Date** Date Datum		*RACE DATE*
Category	*U.S. Ski & Snowboard SCORED, U.S. Ski & Snowboard NON-SCORED COC, WC, ETC.*	**Gender**	*COMPETING GENDER*	**Event**		*GS/SL/SG/DH/SC 2nd RUN*

The following competitors have been disqualified according to ICR / Les coureurs suivants ont été disqualifiés selon le RIS / Die folgenden Wettkämpfer wurden im Sinne der IWO disqualifiziert:

No. No. Nr.	**Surname, First Name** Nom de famille, Prénom Famillenname, Vorname	**Nat**	**Gate No.** No. porte Tor Nr.	**Gate judge** Juge de porte Torrichter	**Notes** Notes Bemerkung
	NONE				

Not Permitted to Start (No) / *Pas autorisé à démarrer (No.)* Nicht zum Starten zugelassen (Nr.)

No. *No.* Nr.	**Surname, First Name** *Nom de famille, Prénom* Famillenname, Vorname	**Nat**	**Notes /** *Notes* / Bemerkung

Did not start (No.)/Pas au départ (No.)/Nicht am Start (Nr.)	*13*									
Did not finish (No.)/Pas à l'arrivée (No.)/Nicht im Ziel (Nr.)	*14*									

Time published / Heure D'affichage / Anschlagzeit *15:00*	**Deadline** / *Délai* / Ablauf *15:15*	**Date** / Date / Datum *DATED*	**Signature Referee** Signature du jude arbitre Unterschrift des Schiedsrichter *SIGNED*

FÉDÉRATION INTERNATIONALE DE SKI
INTERNATIONAL SKI FEDERATION
INTERNATIONALER SKI VERBAND

PROGRAMMING CHANGE REQUEST

US SKI & SNOWBOARD

(Please fill out this form as completely as possible and email to
compservices@usskiandsnowboard.org)

SPLIT SECOND ☐   VOLA ☐

Category: _____
(BUG, CHANGE, ENHANCEMENT)

Requested By: _____

Date: _____

Description of Problem/Change:

Details:

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

FOR U.S. SKI & SNOWBOARD COMPETITION SERVICES OFFICE USE ONLY

Vendor: _____

Date Resolved: _____

Notes:

17-18