# ALPINE OFFICIALS' MANUAL

# CHAPTER VI

# WORKING PAPERS
**2017-2018**

**U.S./FIS RACE DOCUMENTS: -**
**These updated documents can be found in the Master Packet of Forms under Alpine Officials/Forms on the U.S. Ski & Snowboard website. The forms are arranged in basic order of use.**

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

Program/Team Captains' Meeting Minutes - FIS
Attendance List
Start/Finish Timekeeper Recording Form
Start/Finish Referee Recording Form
Electronic Time Recording Form
Replacement Time (Manual/Hand) ToD (EET) Worksheets
Report by the Referee
Protest Form
Minutes of Jury Decision (Protest)
Minutes of Jury Decision (Without Protest)
U.S. Penalty Calculation
FIS Penalty Calculation
U.S. Technical Delegate Report
FIS Report of Technical Delegate Notes
Timing Checklist
U.S. Timing & Data Technical Report (TDTR)*
Why Do We Complete a TDTR?
U.S. Additional Report of the Technical Delegate
FIS Additional Report of the Technical Delegate
Officials' Expense Report
FIS Technical Delegate Expense Report Form
Head Tax Procedures
Head Tax Accounting Sheet
Head Tax Waived Athletes
Head Tax List of Approved Waived Athletes (August 2017)
American Specialty Incident Form Instructions
American Specialty First Report of Accident Form (ASI)
Guideline for Actions in Case of Serious Accident
TD Accident Report Form (Major injuries according to Guideline; FIS/U.S. events.)
FIS Notice of Injury – Online Form (ISS)
Concussion Medical Evaluation Form & Parents' Letter
Sport Concussion Assessment Tools (SCAT3 cards for Athletes & Children)
Jury Appeal Form
Gate Judge Card Instructions including Single Pole Slalom
Gate Judge Card Fault Only
Gate Judge Card Fault/No Fault Example
Gate Judge Card Fault/No Fault
All You Ever Wanted to Know…About Conversions
Checklist for Draw for Nor-Am Cup
Program Change Request Form
Non-FIS TD Nomination Form
Non-FIS TD Evaluation Form (for Basic Level 1 & Level 3 Speed Evaluations)
Alpine Officials' Personal Activity Record
Alpine Officials' Recommendation Form
Certificate of Insurance Request

*FIS TDTR must be electronically submitted to FIS in XML format; a PDF copy must be printed for required signatures. FIS software that provides both formats is available at

and . The software can also be used to produce a PDF copy of a TDTR for U.S. non-FIS events.

**Note:** U.S. Membership Application and FIS Inscription (entry) forms are not included with "Working Papers" section. U.S. membership application is an online process; the FIS Inscription form can be found in the Membership Tools section of the U.S. website.

Refer to the following <u>AOM</u> Chapters for additional miscellaneous forms and documents:
- Chapter IV - Race Organization
  - Checklist for Event Organizers

- Chapter V - Secretariat
  - Secretariat Checklist
  - Suggested List of Supplies
  - Printing Requirement Chart

- Chapter XII - Computers and Ski Racing
  - Computer Input Information

## INTRODUCTION

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

Forms contained in the "Master Packet of Forms" posted on the U.S. website have all been reviewed, and where required, updated as of September 2017. Basic instructions for preparation, use and distribution of these forms are also included.

## STANDARD DOCUMENTATION OF ALPINE COMPETITIONS

**LAYOUT:** The format is basically divided into three parts, which are always present.
- Header: * Reserved for repetitive information, such as the competition site, the name of the competition, the dates, type of event, technical data such as homologation number, start/finish elevations, gate counts, Jury member names, measured length of course for DH and SG, etc.
- Body: Reserved for the printing of all the competitor data required by the <u>ICR</u> during the preparation and running of the competition.
- Footer: Reserved for document identification codes and event identification number – FIS codex or U.S. race code; timing company; date and location. *Current software versions include Forerunners and event weather conditions in the footer.*

Race result software may produce different dimensions of the printed area (the body) to cope with different sized header or footer required for specific competition.

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

*\*Software may allow preparation of a "Condensed Start List" which eliminates the "Header". 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 # / & Name.*

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

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

On the left:
- **DD-MM-YY:**    Indicates the compilation date of the document.
- **LLLL...LL:**    Name of the site at which the competition takes place. This is separated from the date by a slash (/).

On the right:
- **CCN:**    Document identification code. The first two characters - CC - are alphabetic and indicate:

  **C** - the first, the type of competition
  > D for Downhill
  > S for Slalom
  > G for Giant Slalom
  > SG for Super G
  > P for Parallel Races
  > C for Combined Competition

  **C** - the second is M for Men and F for Women.

  **N** - the third character is numeric and identifies the type of document within each type of competition. The assigning of the numeric codes to official documents as laid down in this regulation is illustrated below.

  **P -** is used for progressive numbering of the pages within each document. It is separated from the identification code by a slash. e.g. CCN/P

It is obvious that this solution has the considerable advantage of identifying the nature of the document in a complete, efficient and easily legible manner, thus facilitating the preparation, checking and consultation of the whole report.

The following point should be noted with regard to the remaining information given in the body of the documents.
- Each document has been organized to allow optimal presentation of the essential information obligatory for the competition and to avoid optional data that can best be included in the informative technical documentation.
- The type of competition followed by the title of the document is always given in full on the first page. This is followed by the data concerning the Jury and the Course, (technical data), as required by the rules, and then followed by the information specific to the particular document in tabular form.

- Only the headings of the columns are given at the top of the following pages. The last line of print as described above identifies the type of document.

## LIST OF OFFICIAL DOCUMENTS

The following is a list of documents, and their relevant codes as used by many race result software companies.  Some software companies may use different initials for codes but the identification theory is the same.

### CODES

| M | F | TITLE OF THE DOCUMENTS |
|---|---|---|
| IMO | IFO | List of the Competitors |

#### DOWNHILL (D)

| M | F | TITLE OF THE DOCUMENTS |
|---|---|---|
| DM0 | DF0 | List of Competitors According to Points |
| DM1 | DF1 | Training List |
| DM2 | DF2 | Training Times |
| DM3 | DF3 | Training Times |
| DM8 | DF8 | Official Results |
| DM9 | DF9 | Penalty Calculation |

#### SLALOM (S)

| M | F | TITLE OF THE DOCUMENTS |
|---|---|---|
| SM0 | SF0 | List of Competitors According to Points |
| SM3 | SF3 | Start List, First Run |
| SM4 | SF4 | Results, First Run |
| SM5 | SF5 | Start List, Second Run |
| SM8 | SF8 | Official Results |
| SM9 | SF9 | Penalty Calculation |

#### GIANT SLALOM (G)

| M | F | TITLE OF THE DOCUMENTS |
|---|---|---|
| GM0 | GF0 | List of Competitors According to Points |
| GM3 | GF3 | Start List, First Run |
| GM4 | GF4 | Results, First Run |
| GM5 | GF5 | Start List, Second Run |
| GM8 | GF8 | Official Results |
| GM9 | GF9 | Penalty Calculation |

#### SUPER G (SG)

| M | F | TITLE OF THE DOCUMENTS |
|---|---|---|
| SGM0 | SGF0 | List of the Competitors According to Points |
| SGM3 | SGF3 | Start List |
| SGM8 | SGF8 | Official Results |
| SGM9 | SGF9 | Penalty Calculation |

#### PARALLEL RACES (P)

| M | F | TITLE OF THE DOCUMENTS |
|---|---|---|
| PM0 | PF0 | List of the Competitors |
| PM3 | PF3 | Start List |
| PM8 | PF8 | Official Results |

#### ALPINE COMBINED COMPETITIONS (C)

| M | F | TITLE OF THE DOCUMENTS |
|---|---|---|
| CM8 | CF8 | Official Results |

#### KOMBI COMPETITIONS (K)

| M | F | TITLE OF THE DOCUMENTS |
|---|---|---|
| M0 | F0 | List of the Competitors |
| M3 | F3 | Start List |
| M8 | F8 | Official Results |