



# UNITED STATES SKI AND SNOWBOARD ASSOCIATION

## ALPINE OFFICIALS' MANUAL

### CHAPTER VI

#### WORKING PAPERS

2011-2012

INTRODUCTION .....	VI/ 3/11-12
STANDARD DOCUMENTATION OF ALPINE COMPETITIONS .....	VI/ 3/11-12
LIST OF OFFICIAL DOCUMENTS .....	VI/ 5/11-12

#### **USSA/FIS RACE DOCUMENTS: -**

**These updated documents can be found in the Master Packet of Forms under Alpine Officials/Forms on the USSA website. The forms are arranged in basic order of use.**

- Introduction to the Season
- Procedures for Sending Race Result Files
- Race Announcement Form
- Race Personnel Assignment Sheet
- Advance Race Information for Officials
- Computer Input Form
- USSA Team Entry Form
- FIS Entry Form
- Memberships Available
- On site USSA Application Receipt
- USSA Medical Exception Agreement
- FIS Athlete Declaration
- Acceptance of Liability by a Team Captain
- USSA Volunteer Race Worker Registration
- Team Captains' Meeting Site (USA)
- Checklist for Team Captains' Meeting
- Program For/Team Captains' Minutes Tech Events
- Program For/Team Captains' Minutes Speed Events
- Attendance List
- Start/Finish Timekeeper Recording Form
- Start/Finish Referee Recording Form
- Electronic Time Recording Form
- Electronic Time Recorder/Scoreboard
- Replacement Time (Manual/Hand) ToD (EET) Work Sheets

Report by the Referee  
Protests  
Minutes of Jury Decision (Protest)  
Minutes of Jury Decision (Without Protest)  
USSA Penalty Calculation  
FIS Penalty Calculation  
USSA Technical Delegate Report  
FIS Report of Technical Delegate  
Timing Checklist  
Timing & Data Technical Report Form Example  
Timing & Data Technical Report Form – USED FOR BOTH USSA AND FIS EVENTS  
USA Additional Report of the Technical Delegate  
FIS Additional Report of the Technical Delegate  
USSA 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  
USSA Alpine Result Packets  
FIS Result Packets  
Common Errors in FIS Race Documentation  
Distribution of Documents - FIS Events  
American Specialty Incident Form Instructions  
American Specialty First Report of Accident Form (USSA-members at FIS/USSA events)  
Guideline for Actions in Case of Serious Accident  
TD Accident Report Form (Major injuries according to Guideline; FIS/USSA events.)  
FIS Notice of Injury (Online form for all injuries at FIS events)  
Concussion Medical Evaluation Form  
Sport Concussion Assessment Tool (SCAT 2-page card)  
Jury Appeal Form  
Gate Judge Card Instructions  
Gate Judge Card Fault Only  
Gate Judge Card Fault/No Fault Example  
Gate Judge Card Fault/No Fault  
Table for Snow Seed  
All You Ever Wanted to Know...About Conversions  
Checklist for Draw for Nor-Am Cup  
Programming Change Request Form  
USSA TD Nomination Form  
USSA TD Evaluation Form (for Level 1 & Level 3 evaluations)  
USSA Alpine Officials' Personal Activity Record  
USSA Alpine Officials' Recommendation Form

**Note:** USSA Membership Application and FIS Inscription forms are not included with “Working Papers” section, they may be found in the Membership Tools section of the USSA website. Refer to the following AOM Chapters for additional miscellaneous forms and documents:

- Chapter IV - Race Organization
  - Checklist for Race Organizers
- Chapter V - Secretariat
  - Secretariat Checklist
  - Suggested List of Supplies
  - Printing Requirement Chart

## INTRODUCTION

In order to simplify procedures, standardized forms are used to document/report all USSA 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 USSA website have all been reviewed, and where required, updated as of September 2011. Basic instructions for preparation, use and distribution of these forms are also included.

### STANDARD DOCUMENTATION OF ALPINE COMPETITIONS

**GRAPHIC LAYOUT:** The format is divided graphically 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, forerunner names, measured length of course for DH and SG, etc.
- Body: Reserved for the printing of all the competitor data required by the ICR during the preparation and running of the competition.
- Footer: Reserved for document identification codes and event identification number – FIS codex or USSA transmittal; timing company; date and location.

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.*

**ORGANIZATION OF THE BODY OF THE PAGE:** The most important innovation regards the last line of the body of the form, 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 list of documents, and their relevant codes as used by many race result software companies, is as follows: Some software companies may use different initials for codes but the identification theory is the same.

### **CODES**

<b><u>M</u></b>	<b><u>F</u></b>	<b><u>TITLE OF THE DOCUMENTS</u></b>
IMO	IFO	List of the Competitors

### **DOWNHILL (D)**

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)**

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)**

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)**

SGM0	SGF0	List of the Competitors According to Points
SGM3	SGF3	Start List
SGM8	SGF8	Official Results
SGM9	SGF9	Penalty Calculation

### **PARALLEL RACES (P)**

PM0	PF0	List of the Competitors
PM3	PF3	Start List
PM8	PF8	Official Results

### **COMBINED COMPETITIONS (C)**

CM8	CF8	Official Results
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