

2024 Master Packet of Forms link(zip file to download):

https://media.us skiandsnowboard.org/CompServices/MiscForms/2023-24_Master_Packet_of_Forms.zip

Changing the date or discipline of a race once a sanction agreement has been created:

Go to event administration in U.S. Ski and Snowboard to access your event and make changes. If change is not possible in event administration, you must contact competitionservices@us skiandsnowboard.org to request changes.

1. IF you change the date of your race, you **must change this information with US Ski and Snowboard** to ensure all the race codes and systems are updated with the correct dates.
 2. In the event of postponement, cancellation, or any other schedule change, it is necessary that you immediately notify U.S. Ski & Snowboard Competition Services, U.S. Ski & Snowboard Division and/or Region Office, Technical Delegate, and other invited officials.
 3. Your responsibility to U.S. Ski & Snowboard(many changes can be done online)- U.S. Ski & Snowboard needs to be informed as to the exact details of all changes.
 - Change of schedule of events in a multi-race format
 - Change of event (from DH to SG, for example)
 - Postponement within an event series' dates (even if for only one day)
 - Termination (an event that has started but cannot be finished; *if even one forerunner starts, an event that cannot be finished is a terminated event*)
 - Annulment (Jury declares a completed race is not valid)
 - Cancellation (vacates the race code/codex and invalidates the event liability insurance). *An event that cannot be rescheduled within the original series' dates, is canceled*
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*Checklist *PRIOR* to Event*

1. Verify competitors, coaches and officials' membership status. IF the badge next to a competitor's name on the AdminSkiRacing registration is gray and not green, the competitor is not part of NYSSRA or has not been SafeSport cleared. Check the U.S. Ski & Snowboard membership database to determine competitors' membership status: e.g., Membership Hold List; Pending List. Membership may be **verified either with race result software** that has been loaded with the current Points and Officials List or by **accessing the membership section of the U.S. Ski & Snowboard website.**

Alpine Official certification and update status should only be verified by accessing officials' data on the U.S. Ski & Snowboard website.

Competitors whose membership requires SafeSport Training, Introduction to Avalanches Course, and/or background screening will be noted as "PENDING"; they must not be allowed to participate in any capacity – either as a competitor or a Forerunner.

Coaches must be current U.S. Ski & Snowboard "Coach" members in order to be granted venue access or to serve in any capacity at any U.S. Ski & Snowboard event. The Officials section of the Points List does not differentiate between "Coach" members and "Alpine Officials" members; this should be verified on the U.S. Ski & Snowboard website. **Please note: MAAPP and SafeSport Code requirements cannot be addressed by viewing membership card. See below(under #2) for possible reasons why requirements have not been met.**

Blocks" of coaches' tickets must not be made available.

- Practice does not allow the OC to make their best effort to comply with SafeSport requirements
- Due to circumstances, it may be necessary to allow one coach to pick up all of a team's coach credentials/lift tickets
- In this case, the coach must list all the names to whom the credentials/lift tickets will be issued.
- Race Administrator must verify membership status, non-presence on pending lists, and non-presence on Centralized Disciplinary Database for all recipients
- Coach must sign for receipt of credentials/lift tickets, thereby confirming recipients' identity

2.Download the most current points list for your event in Split Second. The Race Administrator must not rely solely on the data provided as part of the points list download (NLM, NLW, NLO). This list is generated every two weeks, and a membership may be moved to inactive status during that time period. This includes, but is not limited to: YOB 2005 athlete who turns 18 years of age after December 31; member who has been sanctioned by U.S. Ski & Snowboard; member whose name has been added to the “Centralized Disciplinary Database

This includes, but is not limited to:

- YOB 2005 athlete who turns 18 years of age after membership application is processed
- YOB 2006 athlete who turns 18 years of age after December 31
- Member who has been sanctioned by U.S. Ski & Snowboard

Member who has been added to the Centralized Disciplinary Database

Additional SafeSport Items:

With exception of Short-Term and Alpine Master (with no regular contact with minor athletes) memberships, all Alpine Competitor members who are 18 years of age and older must complete SafeSport Training, Avalanche Awareness Course, and undergo periodic background screening.

- SafeSport Training may be completed prior to 18th birthday
- Members who are already 18 years of may begin background screening process upon membership application
- Any athlete who turns 18 years of age during the competition season (YOB 2005 & YOB 2006) will receive notice of requirement for background screening
- U.S. Ski & Snowboard must receive a screening determination within 45 days from the member’s birthday
- On the 46th day, the member will be placed on inactive status
- Athlete must not be allowed to participate in any capacity in any U.S. Ski & Snowboard event until membership is re-activated
- Prohibition to participate applies to both non-FIS & FIS events

Athlete’s 46th day may be reached between points lists. Presence on a points list does not override presence on a membership hold list.

Points List Basics:

- Points Lists are generally published every two weeks during the competition season.
- Lists close on Sundays and new lists go into effect on Thursdays.
- Results not uploaded/received prior to the closing dates will not be considered until the next cycle.
Points from FIS Base List 2024 must not be used for seeding or penalty calculation purposes.

3.Verify points and correct spelling of names for competitors.

For a U.S. Ski & Snowboard-scored event, if confirmation of existing U.S. Ski & Snowboard National Points is not available, the competitor must be seeded with 999.99 national points regardless of previous status and points. If the competitor places among the top 10 finishers and is thus included in the Penalty, maximum values must be assigned. *It is important to remember that even if it is possible to verify a competitor’s U.S. Ski & Snowboard membership status via the website, if their names and points do not appear on the current National Points List and they do not have an official point’s confirmation letter, they must be seeded with 999.99 points.*

***Key Point-** Spell competitors' names as they are spelled on the appropriate points list. YOUR RACE RESULTS FILE COULD BE REJECTED!

SUGGESTION: If the U.S. Ski & Snowboard autoscore system rejects results due to a name difference, save your event under a different name, make the adjustment and resend the XML file to **alpineresults@usskiandsnowboard.org**. The autoscore system may not accept the second XML transmission. If rejected, re-submit to competitionservices@usskiandsnowboard.org.

4.U.S. Ski & Snowboard's Concussion Policy

When any U.S. Ski & Snowboard athlete is suspected of having sustained a concussion, the athlete

- Must be removed immediately from participation in U.S. Ski & Snowboard sporting events (e.g., sanctioned training, practice, camps, competitions, or tryouts)
- Will be prohibited from further participation until evaluated and cleared in writing to resume participation in U.S. Ski & Snowboard sporting events by a qualified health care provider trained in the evaluation and management of concussive head injuries within 3 years of the evaluation
- U.S. Ski & Snowboard Competition Services must be informed of removal and will be placed on "Member Hold List"
- Medical clearance to resume participation must be provided to U.S. Ski & Snowboard Competition Services in order to be permitted to participate in U.S. Ski & Snowboard sporting events

If necessary, medical clearance can be presented to and may be accepted by on-site Jury.

- *For athletes under the age of 18, the request to return to training/competition must be signed by respective athlete's parent/legal guardian.*
- States' laws may include additional restrictions. Please review the law for your state and, if required, contact U.S. Ski & Snowboard for clarification.

5.Team Captains' Meeting Requirements

1. **Minutes of Team Captains' Meetings are required**, and a second page has been added to the "Program/Team Captains Meeting Minutes" form to aid in this documentation. This form should be used along with the **Attendance List**. **The Race Administrator must sign the Minutes**.

2. **A roll call of competitors**, clubs or nations should be conducted. In the absence of extenuating circumstances, competitors not represented are removed from the event.

3. **Summary** should also note that the **race day schedule (program)** and the **event Medical Plan** were discussed. If available, the summary should include location(s) of "Stop the Bleed" packs and AED equipment/process. The summary should also include any rule interpretations. See further details below.

4. The **Program/Minutes forms** are required documents and must be included in the event document packet submitted to U.S. Ski & Snowboard. You can simply put your daily program in the packet in place of using the form in the master packet. *The Attendance list should be used for all events but is not included in the event document packet submitted to U.S. Ski & Snowboard; it is filed in the Organizer's event document file.*

5. **Content for Team Captains' Meeting Minutes**- Complete sentences/narrative format not required; should contain the following:

- Should note whether a roll call of competitors and/or nations is conducted
- Whether or not unrepresented competitors are removed from the Board. *If unrepresented competitors are left on the Board, a reason should be stated*
- Should note that the Medical Plan and location of Ski Patrol personnel were discussed, the availability of "Stop the Bleed" packs, and whether or not there were any comments or questions from the Team Captains
- Should note whether or not Ski Patrol issued an "Avalanche Control Report"
- Should note that the race day schedule (program) was discussed and whether or not there were any comments/questions from the Team Captains
- Should include any rule interpretations, area policies that could affect an event, and/or area regulations
- Should note (if applicable) that the Board/List of Competitors was accepted
- Should note the validity date of the applicable Points List/Rules used to set Board/List of Competitors
- Should note procedure used for draw - "double draw" or computer-generated
- If quotas are in effect, this should also be noted; requests for expanded quotas should be noted with date of request

MINUTES MUST NOT INCLUDE OPINIONS AND MUST BE SIGNED BY THE RACE ADMINISTRATOR!

Checklist *DURING* Event

1. Volunteer Competition Worker Registration: Completion of a current “Volunteer Competition Worker Registration” is required for any workers/volunteers who are over the age of 18, are not U.S. Ski & Snowboard members, properly credentialed FIS officials, coaches and trainers, or regular employees of Organizer or of Ski Area/Landowner acting within the scope of their employment.

2. Accident Reporting

Lockton Companies is the new insurance carrier for U.S. Ski & Snowboard. All injury reporting forms and procedures can be found at usskiandsnowboard.org/sport-development/club-development/club-insurance under Participant Accident. Online filing is preferred and a copy of the completed First Report of Accident can be printed for inclusion in the required Event Document Packet. If online filing is not an option, the site also includes a 2-page First Report of Accident in PDF format. The First Report of Accident in PDF fill-in format is available in the Master Packet of Forms (MPF).

It is ideal to fill this report out with a parent or competitor present to obtain key contact information, health insurance information and documentation of plan for competitor post- accident.

A copy of this PDF is to be included in your race results packet submissions.

Post Event Activities

1. Transmitting Official Results for non-FIS Events- MAJOR CHANGES!

- Official Results (and Penalty, if applicable), in XML format must be **individually** uploaded at: race-results.usskiandsnowboard.org/
- U.S. Ski & Snowboard will acknowledge receipt and will identify any problems
- FIS TDTR software will supply a TDTR XML file which is electronically transmitted to: tdtr@usskiandsnowboard.org
- Results will be available for viewing on websites shortly thereafter but will not be scored until all reports are received
- Do not include hard copy of Official Results and Penalty in upload

NOTE: Login for clubs hosting sanctioned events or a previously-approved login for individuals who do not have access to the club login will be required in order to access the upload platform.

If an official is unable to log in, or if uploads are not successful, contact:

competitionservices@usskiandsnowboard.org

2. FINAL RACE DOCUMENT REQUIREMENTS

At the conclusion of the race, although not all these documents will be submitted in the event document packet, they should all be available for the Technical Delegate’s review. The following is a recommended order; they may also be ordered sequentially:

- U.S. Ski & Snowboard Report by the Technical Delegate (one per race code per gender)
- Timing & Data Technical Report (one per race code per gender, also signed by Chief T&C)
- All replacement time (EET) calculations
- Official Results and if required by level of event, a Penalty Calculation
- Start List that includes all competitors – regardless of final status, names of Jury members, Course Setters, and Forerunners as well as all technical information, e.g., Name of Course, Start/Finish Elevation, Vertical Drop, Homologation #

- Report(s) by the Referee
- Program/Team Captains' Meeting Minutes

• *Minutes of Jury Decisions (Without Protests) **NEW FORM in 2024. ICR references must be included.** All minutes of Jury meetings require recording of all Jury members' votes, including dissenting votes. Jury members must acknowledge their vote with their signature.

NOTE: The Start Referee and Finish Referee are **not members** of the Jury. Their names must not be listed as such; they **must not vote and/or sign official documents** as Jury members. *Indicating "NO" does not mean the official does not have a vote, it means they did not agree with the decision*

- *Minutes of Jury Decisions (Protests), with applicable Report of Referee and Protest
- U.S. First Report of Accident for all injured athletes *regardless of federation affiliation*
- TD Accident Report to document injuries according to "Guidelines for Serious Accidents." *If an accident occurs which requires filing this form, the Technical Delegate must immediately contact Jeff Weinman, U.S. Ski & Snowboard Competition Services for instructions. The Technical Delegate must coordinate with the Ski Patrol and verify the information contained in the TD Accident Report.*

V/34/22-23

Below is a snip from Master Packet of Forms for order of documents in race results packet, sections B&C:



SEASON 2024 EVENT DOCUMENT PACKETS – ALPINE

PREPARATION & SUBMITTAL OF RACE RESULT XML FILE & EVENT DOCUMENT PACKETS FOR ALL NON-FIS EVENTS: SCORED AND NON-SCORED

A. ELECTRONIC SUBMITTAL OF RACE RESULT XML FILE AND TDTR XML FILE:

1. Official Results/Penalty in XML format must be individually uploaded at: race-results.us skiandsnowboard.org/ (Note this is the same link used to upload the PDF file.)
2. XML file must be submitted within 24 hours of event completion; *critical when a points list is closing.*
3. Receipt will be acknowledged within minutes and will include problems, if any.
4. U.S. Ski & Snowboard WILL NOT MANUALLY INPUT RACE RESULTS. Failure to electronically transmit Official Results and Penalty in XML format will result in event not being scored/displayed on U.S. Ski & Snowboard result website.
5. Submit TDTR XML file (created by FIS TDTR software), to tdtr@us skiandsnowboard.org.

B. EVENT DOCUMENT PACKET - BASIC REQUIREMENTS:

1. **Report of the Technical Delegate** - signed by Technical Delegate. (*1 per race code/per gender.*)
2. **Timing & Data Technical Report** (*1 per race code/per gender for ALL events*) – signed by Technical Delegate and Chief of Timing & Calculations. *If a replacement time (EET) is calculated, the calculation must be included in the submitted packet. FIS TDTR software will provide a PDF of the TDTR; paper document available in MPF is intended for collection of input data required by FIS TDTR software.*
3. **Program/Team Captains' Meeting Minutes** - TCM Minutes signed by Race Administrator.
4. **Minutes of Jury Decisions (Without Protest)** - record of Jury-member votes and signed by actual Jury members.

NOTE: Start and Finish Referees are Jury members only for World Championships and Olympic Winter Games; in other levels of competition, they are not listed on Jury forms and do not vote!

Additional forms to be included, if applicable, are:

1. **Protests** – signed by protesting party and **Minutes of Jury Decisions (Protests)** - record of Jury-member votes and signed by actual Jury members
2. **Copies of Exceptional Athlete Ski Up Agreements**, if accepted for entry into event
3. **U.S. First Report of Accident** is used to record information for all accidents involving athletes, coaches or officials and must be submitted as soon as possible. This is an insurance carrier requirement. Report(s) can be filed online (preferred method) at [us skiandsnowboard.org/sport-development/club-development/club-insurance under Participant Accident](https://us skiandsnowboard.org/sport-development/club-development/club-insurance-under-participant-accident) or the PDF fill-in form provided in the Master Packet of Forms can be completed and sent to Competition Services: competitionservices@us skiandsnowboard.org; **procedures for suspected/reported concussions must be followed.** *Copies of the report – online or printed – must be made available for required, limited distribution.*
4. **TD Accident Form(s)** *If a serious accident occurs as outlined in Guidelines for Serious Accidents, the Technical Delegate must immediately contact Jeff Weinman, U.S. Ski & Snowboard Competition Services, for instructions. The Technical Delegate must coordinate with the Ski Patrol and verify the information contained in the report. If required, this form is submitted in addition to the First Report of Accident.*
5. **Volunteer Competition Worker Registration forms***

NOTE: All originals must be placed in a secure location.

***Competition Worker Registration** forms may either be scanned/saved in PDF format and included in electronic U.S. Ski & Snowboard Event Document Packets or mailed to U.S. Ski & Snowboard Competition Services.

C. SPEED TRAINING REQUIREMENTS: (Super G and Downhill Training)

1. Training Result XML file must be uploaded at race-results.us skiandsnowboard.org/
2. Training Document Packet containing the following must be uploaded at: race-results.us skiandsnowboard.org/

3. Preparing a race results packet:

- Scan all documents in order listed above under B&C
- Save as PDF; **DO NOT SAVE/SEND GOOGLE DOC LINK!**
- Compile PDF documents in sequential order and save as a PDF booklet using an easily identifiable booklet name (so you can find it!);
e.g., Sunday River L SG 12dec

NOTE: Please select option “reduce file size” and resave!

4. Sending a race results packet:

- Race Result Document Packets are required for ALL U.S. Ski & Snowboard non-FIS events (scored and non-scored).
 1. Access your “full” PDF booklet
 2. Select and arrange documents in required order (listed in snip above)
 3. Use U.S. Ski & Snowboard Transmittal # as title and save as PDF booklet; (alpha + 4 numbers: U0081)
 4. Following successful uploading of race result XML file, upload individual booklets at: race-results.us skiandsnowboard.org/

Only ONE race file per transmission please!

Procedure for preparation and submittal more fully described in:
“Non-FIS Event Document Packet” located in the “Master Packet of Forms”

- Event Document packets for non-FIS Speed Training (SG)

The following items must be submitted for all speed training runs:

1. Training Result XML file must be submitted to **race-results.us skiandsnowboard.org**
2. Training Document Packet containing the following must be filed daily
 - a. Programs/Team Captains’ Meeting Minutes (signed by Race Administrator)
 - b. All Jury Minutes - *record of voting Jury-member votes and signed by voting Jury members*
 - c. U.S. First Report of Accident must either be filed online (preferred) or sent to **competitionservices@us skiandsnowboard.org** daily with copies included in the document packet. *Follow all procedures for suspected/reported concussions and reporting requirements for serious injuries and/or accidents as noted in “Guidelines”*

TD Report and TDTR are not required for speed training run

5. Submit your TD report and TD Expense Report (each codex in the subject line) to the East TD chair via email:

TDreportEast@gmail.com

6. For NYSSRA, submit the PDF of your race results packet to the AO Committee (each codex in subject line) via email: alpineofficial@nyssra.org

7. Email a copy of your TD expense report to NYSSRA- alicia@nyssra.org

8. Calculating and paying head taxes

For Scored Events- U.S. Ski & Snowboard - after automatically deducting known head-tax-waived athletes from the total number of starts - will calculate the amount of Head Tax due and provide a detailed account of expected amounts. This may be found under the Schedule Agreement area of the **club login**. (Head Tax is not collected for World Cup, Nor-Am, National Championship, or National Performance Series events.)

You must log into the event administration system and verify the Head Tax amount you have calculated against what the system has calculated for your event. The number of starts found in the invoice for your event under event administration on the U.S. Ski and Snowboard uses your submitted race results file to determine the number of starts for head tax. If there is a dispute, please contact **competitionservices@usskiandsnowboard.org** and resolve the issue prior to payments being processed.

NEW FOR 2024- All head taxes(national, region and division) will be paid electronically through AdminSkiRacing system. **It is critical that you have the correct starts in the AdminSkiRacing system as this is the number used to pay the respective entities.**

Important: Be sure the number of starts you see on AdminSkiRacing aligns with what you have calculated. Cross reference with your Head Tax worksheet. **DO NOT** close out your race on AdminSkiRacing until you have the correct number of starts for your event. Once you close the event, the head taxes will be paid to US Ski and Snowboard(national), EASEF(region) and NYSSRA(division). Adjustments to the event will be challenging and will require the help of AdminSkiRacing.

If you process a refund or remove someone as a start, it can take 24 hours for the AdminSkiRacing system to update the number of starts.

Awards-Change for 2024

Awards at all NYSSRA U16/U18 races are given to the **top 3 U16, top 3 U18+ and a Hard Charger for each gender**. Hard Charger is the athlete who moves up the most from their starting position. **NOTE:** In the event of a TRS(random seeded event) there will be a hard charger award for each run.

Please refer the 2024 Competition Guide for this information.