

DATE: December 2011

TO: PNSA Race Administrators

FROM: Paul Mahre PNSA Executive Director RE: Head Taxes/Race Result Packets

1. Head Tax

Event	USSA	Western Region	PNSA
FIS Elite/Open	\$6.00	\$12.00	\$ 0.00
FIS Divisional	\$6.00	\$ 2.00	\$11.00
FIS-U	\$6.00	\$ 2.00	\$ 0.00
USSA Scored	\$6.00	\$ 2.00	\$11.00
USSA-scored College	\$125 per gender per race day	\$ 2.00	\$ 0.00
J3 Jr. Olympics	\$6.00	\$ 2.00	\$ 0.00
BW Champs	\$0.00	\$ 1.00	\$ 5.00
USSA Non-Scored, YSL	\$0.00	\$ 1.00	\$ 0.00
Masters	\$0.00	\$ 0.00	\$ 8.00

2. Print and Fill out the Alpine Head Tax Accounting Sheet

Head tax is paid if a racer goes out of the start gate on their 1<sup>st</sup> run. If an athlete does not start the 1<sup>st</sup> run, no head tax is paid on that athlete. *Please fill out a headtax form for USSA non-scored/Masters races and send it along with a result pack to the PNSA office. It is the responsibility of the organizer to provide the correct information.*

\* **Attach three separate head tax checks** payable to the applicable entity (i.e. USSA, WR and PNSA) as shown in the above table.

\* **Send ONE (1) complete result packet** (see contents and order in #3), the Alpine Head Tax Accounting Sheet and appropriate checks **to the PNSA office.** (Address: 2671 Flowery Trail RD, Usk, WA 99180-9740.)

\* **Note: Western Region head tax for BW Championships and USSA Non-Scored YSL races is now paid by the organizer.** Follow instructions in section 2 to complete Head Tax Accounting Sheet and submit check and form with result packet to PNSA.

3. The material in the results packet should be in the following order: (Note FIS Races require both FIS Result and USSA Result packets. Specifics for the FIS result packets may be found in the USSA Master Packet of Forms, items 51-53). **New: FIS has changed their requirement and an updated copy of the result packet instructions (form 51) is attached. It is now possible to send complete result packets to FIS electronically in PDF format.**

1- Transmittal sheet

2- TD Report

3- Timing Report (scored races only)

4- Official Results

8- Programs and Team Captain's Meeting Minutes (Note: There are different forms for tech events and Speed events.)

9- Jury Decision/Minutes Without Protest: (Document Jury's inspection of 1<sup>st</sup> and 2<sup>nd</sup> run course sets and competitor security installation, approval of the medical plan, provisional runs, impaired starts, and other non-protest related decisions by the Jury)

5- Penalty Calculation (scored races only)

6- 1st Run Start List

7- Report by the Referee (1<sup>st</sup> run/2<sup>nd</sup> run)

10- Additional Forms to be included if applicable, are:

a- Protests/Minutes of Jury Decision (Protest)

b- Copies of Ski Up Agreements, if required.

c- American Specialty Insurance Report(s) as directed by national office. (If used, place in the front of the packet).

d- TD Accident Form(s) as directed by the national office in accordance with "Guidelines for Serious Accidents". (If included, place in front of packet with the American Specialty Insurance Report(s)).

If I can assist you in any way, please give me a call or send an email: 509-445-4454 or email [pnsa@pnsa.org](mailto:pnsa@pnsa.org)  
In the meantime, THANK YOU for all you do to make ski racing possible in the Northwest - your efforts are greatly appreciated!

UNITED STATES SKI AND SNOWBOARD ASSOCIATION  
Form 51

**PREPARATION & SUBMITTAL OF FIS RACE RESULT FILE & DOCUMENT PACKETS – ALPINE**

**A. ELECTRONIC SUBMITTAL OF RACE RESULT XML FILE:**

1. FIS WILL NOT MANUALLY INPUT RACE RESULTS, so the Official Results/Penalty in XML format must be submitted to the following addresses:  
[alpineresults@fisski.ch](mailto:alpineresults@fisski.ch) (Note this address is for the XML file not the PDF file.)  
[alpineresults@ussa.org](mailto:alpineresults@ussa.org) (Note this address is for the XML file not the PDF file.)
2. Receipt will be acknowledged within minutes and will include problems, if any.
3. Transmission and FIS acceptance of race result XML file is required prior to use of online Technical Delegate Report.
4. Failure to electronically transmit Official Results and Penalty in XML format and to either e-mail or fax required race result document packets will result in event not being scored.

**B. RACE RESULT DOCUMENT PACKETS / ONLINE TECHNICAL DELEGATE REPORT**

If the Technical Delegate files an online Technical Delegate Report, submit the following:

1. Official, signed Timing & Data Technical Report (TDTR), signed by Technical Delegate and Chief of Timing  
(When online completion of this document is available, scanned/PDF submittal will not be required.)
2. Signed Official Results & Penalty
3. First-Run Start List
4. Official, signed with record of votes, Jury Minutes related to protests and/or sanctions
5. Injury Reports (Serious accidents require filing of both forms.)
  - a. FIS Notice of Injury for minor injuries
  - b. TD Accident Form for injuries that meet Guidelines for Serious Accidents

**C. RACE RESULT DOCUMENT PACKETS / PAPER COPY TECHNICAL DELEGATE REPORT**

If the Technical Delegate cannot complete the online Technical Delegate Report, submit the following:

1. Official, signed Technical Delegate Report
2. Official, signed Timing & Data Technical Report (TDTR)
3. Signed Official Results & Penalty
4. Official, signed with record of votes, Jury Minutes related to protests and/or sanctions
5. Injury Reports (Serious accidents require filing of both forms.)
  - a. FIS Notice of Injury for minor injuries
  - b. TD Accident Form for injuries that meet Guidelines for Serious Accidents

**D. PREPARATION FOR EITHER “B” or “C” MUST INCLUDE:**

1. Scan documents
2. Save as PDF
3. Compile PDF documents (in listed order) as a PDF booklet using the nation + FIS-assigned codex as booklet name (e.g. USA1234)
4. Using the nation + FIS-assigned codex as e-mail subject (e.g. USA1234), attach individual race file booklets and send to: [luessy@fisski.com](mailto:luessy@fisski.com) as well as to assigned Technical Delegate
5. If e-mail is not successful the documents can be faxed to the FIS Bureau at +41 33 244 6171.

Verification of receipt/read of transmission(s) should be obtained and provided to Technical Delegate.

**E. ADDITIONAL RACE RESULT DOCUMENT PACKET REQUIREMENTS: (Refer to 53. Distribution of Documents – FIS Event)**

Race result document packets, including the following documents, must still be electronically submitted to USSA.

1. Report of the Technical Delegate - signed by Technical Delegate. If online Technical Delegate Report is filed, a paper copy of the online report must be made available.)
2. Timing & Data Technical Report (TDTR)- one per race per/gender, signed by Technical Delegate and Chief of Timing.
3. Official Results and FIS Penalty Points calculation – verified and signed by Technical Delegate.
4. First-Run Start List with all entries regardless of status – DNS, DNF or DSQ. Start Lists for DH and SG must contain *all gate counts as well as a measured length of course.*
5. Report(s) by the Referee - verified and signed by Referee.
6. Program For and Team Captains' Meeting Minutes signed by the Race Administrator. If more than one set, place in chronological order. *Retain original Attendance List in the Organizer's file.*
7. In chronological order Protests attached to Minutes of Jury Decisions (Protests) with records of votes and required signatures (preceded by applicable Report by the Referee).
8. In chronological order Minutes of Jury Decisions (Without Protest) with records of votes and required signatures.
9. TD Accident Report Form(s). (Serious Accidents require filing of both forms.)
  - a. FIS Notice of Injury for minor injuries
  - b. TD Accident Form for injuries that meet Guidelines for Serious Accidents

**F. PREPARATION FOR “E” MUST INCLUDE:**

1. Scan documents
2. Save as PDF
3. Compile PDF documents (in listed order) as a PDF booklet using the nation + FIS-assigned codex as booklet name.
4. Attach individual race file booklets and e-mail to: [fispackets@ussa.org](mailto:fispackets@ussa.org) as well as to assigned Technical Delegate. *USA FIS TD Commissioner has access to this location; it is not necessary to provide him with an individual copy.*

**G. OTHER TRANSMISSION REQUIREMENTS MAY INCLUDE:**

1. USSA Regional/Divisional Offices for ALL USSA FIS events depending on requirements; verify requirements for your region.
2. For FIS events with CAN FIS Technical Delegates, ACA only wants copies of the documents that are transmitted to the FIS Bureau as if the online Technical Delegate Report was not filed (Item C. Paper Copy TD Report, with the addition of ALL Jury Minutes; copy of online TD Rpt acceptable). Procedure is:
  - a. Key: <ftp://207.229.38.218>
  - b. At the Login prompt, key: ftp-upload
  - c. Key Password: FTP2011
  - d. Use nation + FIS-assigned codex as subject and attach PDF bookletCAN TD Commissioner can access ACA ftp site; additional packet is not required.
3. Technical Delegate's National Association and TD Commissioner for nations other than USA/CAN per Technical Delegate's request.

**H. ELECTRONIC OR PAPER COPY: Depending on ROC requirements, electronic or paper copy Race Result Document Packets containing copies of all race-related documents must be provided for:**

1. Organizing Committee
2. Technical Delegate
3. Race Administrator

4. Ski Area
  5. Division/Region office (per Division/Region requirements)
  6. Major sponsor(s), if desired - generally they prefer to receive only Official Results.
- SUGGESTION: Refer to "DISTRIBUTION OF DOCUMENTS – FIS EVENT".**

**I. MISCELLANEOUS INSTRUCTIONS:**

1. Technical Delegates' Expense Reports for all USSA-sanctioned FIS events, regardless of nationality of the Technical Delegate, must be e-mailed to USA FIS TD Commissioner Paul Van Slyke [paul@twitchellsportswear.com](mailto:paul@twitchellsportswear.com). The Commissioner will forward them to FIS in compliance with their request.
2. Additional Report of Technical Delegate – FIS, is not included in race result booklets. If required, it must be submitted to the current USSA Chairman of Alpine Courses Working Group
3. All originals must be placed in a secure location. If a serious accident occurs as outlined in Guidelines for Serious Accidents, immediately contact USSA and follow their instructions

**J. EVENTS SCORED FOR BOTH FIS & USSA POINTS: If the race is to be scored for FIS and USSA, submit the following paper copy documents to:**

**USSA**

**Competition Services**

**P.O. Box 100**

**Park City, Utah 84060**

1. Head Tax Accounting sheet, list of waived competitors, and applicable fees - except for Nor-Am Cup, World Cup and National Championships
2. Transmittal sheet - signed by Technical Delegate\*
3. USSA Official Results - signed by Technical Delegate\* - competitors' USSA membership numbers.
4. USSA Penalty calculation - signed by Technical Delegate\*
5. USSA Volunteer Worker Registration forms as required
6. American Specialty First Report of Accident(s) - *This report is a USSA document and is never included in the FIS packet!*
7. If paper copy USSA membership application is completed and has not been faxed and shredded, the completed USSA Membership Applications, signed Assumptions of Risk and Release of Liability, and necessary membership fees, including late/rush fees are also included. They are placed in a separate envelope addressed to Membership Department, Attn: Lois.

**\*FIS Technical Delegate's signature appreciated but not required for USSA Official Results, Penalty, and Transmittal form for a FIS race.**

**NOTE: Divisional/regional offices may require that the above USSA documents be sent to them. Contact your divisional/regional office for further race result processing instructions.**

**October 2011**