

**UNITED STATES SKI AND SNOWBOARD ASSOCIATION
USSA RESULT DOCUMENT PACKETS – ALPINE
FOR ALL USSA SCORED AND NON-SCORED EVENTS**

Produce race documents on white paper and submit to national/divisional/regional office as instructed by in the current USSA Alpine Competition Guide. Separate each “race” with paper clips.

1. Head tax for EACH first-run starter in a scored event. Account for all competitors. Only permitted waivers to USSA Head Tax are U.S. Ski Team (A, B, C, D), U.S. Paralympic Team (A, B, C and D), and other foreign named National Team Members. *Divisional or regional team members may not be waived.* Enclose list of all athletes waived from Head Tax accounting. (Divisional/regional Head Tax is paid in accordance with instructions.)
2. Race Transmittal sheet - signed by Technical Delegate.
 - a. *Check for accuracy - line through changes and list new information. If changes not marked, information on Official documents must conform to information contained in Transmittal.*
 - b. List Officials and USSA numbers as required. (Transmittal Sheet required for all USSA races.)
3. Report of the Technical Delegate - signed by Technical Delegate. *1 per race/per gender. MUST BE LEGIBLE.*
4. Timing & Data Technical Report forms, *1 per race/per gender* - signed by Technical Delegate and Chief of Timing & Calculations; also required for non-scored Championship events (e.g. J4 Championships).
5. Official Results - signed by Technical Delegate. (Verify Race Code, Race Name, Race Location against Transmittal.)
6. USSA Penalty Calculation - verified and signed by Technical Delegate.
7. One copy of 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.*
8. Report by the Referee - signed by the Referee.
9. Program For and Team Captains’ Meeting Minutes – there are different forms for speed and tech
10. Minutes of Jury Decisions (Without Protest) - record of votes and required signatures.

Additional forms to be included, if applicable, are:

1. Protests and Minutes of Jury Decisions (Protests) - record of votes and required signatures.
2. Copies of Ski Up Agreements, if required.
3. American Specialty Insurance Report(s) as directed by national office. (Form is used to record information for all accidents involving USSA member athletes, coaches or officials. This is an insurance carrier requirement. *If included, place in front of packet.*)
4. TD Accident Form(s) as directed by national office in accordance with “Guidelines for Serious Accidents”. (*If included, place in front of packet.*) If required, this form is submitted in addition to American Specialty Report.
5. USSA Volunteer Race Worker Registration forms - as required.
6. If online membership application is not completed and paper copy application is required 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.

Individual race result files, in approved (XML) format, must be e-mailed to alpineresults@ussa.org. Documentation/paper copy must still be submitted.

Faxing Results and Penalty for scoring purposes is NOT allowed. Please contact national office if you have a problem submitting documents in a timely manner.

USSA Technical Delegate’s Expense Report is to be submitted to the address noted on the bottom of the form.

Additional Report of Technical Delegate – USSA, is not included in the race result packet. If required, it must be submitted to the current Chairman of USSA Alpine Courses Working Group.