USSA Event Organizer Handbook

*Updated June 2015*

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1. Introduction

Skiing and snowboarding are exciting action sports bringing speed, danger and exhilaration to fans around the world. As a USSA event organizer, you have an opportunity to showcase the best athletes in the world who also represent the high values of Olympic role models. You are an important partner for the success of these great young athletes!

The U.S. Ski and Snowboard Association’s (USSA) vision is to make the USA the best in the world in Olympic skiing and snowboarding. The USSA events department supports this vision by conducting events that provide quality athletic competitions, sites, promotions and financial opportunities. USSA’s partnerships with venues across the country are an integral part of its success, allowing USSA to conduct the highest quality competition and training for our athletes, and develop marketable event properties.

The USSA, in cooperation with its partner resorts, conducts over 25 elite, international events every season. This handbook has been developed as a tool for use by elite-level USSA event organizers including organizers of FIS World Cups, U.S. Grand Prix and Revolution Tour, Continental Cups, U.S. Championships, and exhibition events. USSA relies on the experience and expertise of our event organizers and hope this USSA event organizer handbook will help you establish the highest standards for your event. This handbook is to be used as a supplemental guide to the existing competition rules of USSA and the International Ski Federation (FIS).

USSA looks forward to working with you. Please feel free to contact us if we can be of any assistance as you prepare to bid for or host a USSA event.

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Center of Excellence
USSA Headquarters

The Center of Excellence (COE) is a state-of-the-art national training and education facility designed to serve athletes of the USSA, from development athletes all the way to elite teams, with world-class support through sport science, sports medicine, education and program management. Additionally, the COE provides educational resources and best practices extending to over 425 club programs across the country. The Center was established in May 2009 and is located in Park City, UT.
2. Organization

2.1 Organizing Committee Structure

USSA events at the “elite” level involve not only a series of competitions, but also additional promotional, organizational and infrastructure requirements. The development of a comprehensive Organizing Committee (OC) with experienced community leaders will be a critical element to the success of your event. As a basic rule, each OC should consist of the following positions:

Chair – The Event Chair is responsible for the leadership and management of all aspects of the OC. The Event Chair will be the key point of contact for USSA and the FIS in the development of each event and will likely be responsible for overseeing the USSA Event Organizing Agreement and budget.

Chief of Competition – The Chief of Competition is responsible for overseeing the preparation and conduct of the competition while ensuring the technical requirements of the competition (according to FIS and USSA rules and standards) are being met. The Chief of Competition represents the “Competition Committee” on the OC and will work with USSA’s Technical Advisor (TA) to ensure the highest quality competition. Additionally, there will be a Chief assigned to each venue for the purpose of managing the direct venue needs i.e. Chief of Halfpipe, Chief of SBX, Chief of Moguls, Chief of Air etc.

Chief of Press – The Chief of Press represents the OC in all communications with media and public relations activities. This person will be responsible for the management of the pressroom facilities, personnel, media accreditation and press release distribution. The Chief of Press will work with USSA’s designated Media Advisor to prepare for and service the media as outlined in Section 7 of this handbook.

Marketing Coordinator – The Marketing Coordinator’s primary responsibility will be to coordinate marketing and sales efforts on behalf of the organizer, develop event collateral and service of all VIP event guests. This person may be responsible for coordinating event advertising and promotional materials including posters, programs, print and broadcast advertisements, etc. This person will also need to oversee a staff to service sponsors including OC obligations for lodging, hospitality and signage.

TV Liaison – The TV liaison will be responsible for working with the host broadcaster to coordinate the logistical needs of the broadcaster on the venue. This may include coordination of venue transportation, communication with the competition jury, facility preparations (i.e. television compounds, camera platforms, cabling, power), etc.

Lodging Coordinator – The Lodging Coordinator’s sole responsibility will be to manage the lodging block for the event. This will consist of managing room blocks for athletes/teams, officials, sponsors/VIPs, television and press. Management of the lodging block includes reservations, changes/cancellations, billings, donations, etc.

Hospitality Coordinator – The Hospitality Coordinator will be responsible for management of all food and beverage needs for the event including: team meals, hospitality tent, banquets and social functions. The Hospitality Coordinator may also be responsible for coordinating all VIP functions including cocktail receptions, parties, public draws, etc. This responsibility may also be delegated to VIP Function Coordinators.
**Ceremonies Coordinator** – The Ceremonies Coordinator will be responsible for developing and coordinating all special ceremonies for the event including opening ceremonies, awards ceremonies, national anthems, or other ceremonial functions.

**Medical Supervisor** – The Medical Supervisor will be responsible for directing and coordinating all medical services provided at the event in accordance with Section 4 of this handbook.

**Volunteer Coordinator** – The Volunteer Coordinator is responsible for ensuring adequate, skilled manpower (on and off the hill) is available to support the event. Volunteers are generally needed for course maintenance, security, accreditation, hospitality, press room, etc.

**Operational Support** – The host resort will be required to supply four (4) dedicated workers to support and work directly with the USSA Operations Crew

2.2 **USSA Support**

USSA will assign specialized staff to work with the OC to ensure the highest quality competition. USSA’s staff is meant to be a resource for the OC, acting as a partner in all aspects of the event’s organization. Following is a list of specialized staff advisors, which may be assigned to your event:

**Event Manager** – The Event Manager will be the primary point of contact for the OC and will oversee all aspects of the event’s production on behalf of USSA. The Event Manager will coordinate communications and support between the OC and other USSA staff and contractors. This will include coordination of the Event Organizing Agreement, budget, sponsorships, promotions, television, media, athletes, officials, etc.

**Venue Producer** – A Venue Producer may be assigned to your event and will be responsible for overseeing the staging and operations of the competition venue and arena. This person will work with the OC and venue to coordinate services and operations within the competition arena.

**Technical Advisor** – The Technical Advisor (TA) will work with the OC to oversee the planning and preparation of each competition venue to ensure a safe, prepared, international-level competition venue is prepared. The TA will work closely with the Chief of Competition and mountain operations to ensure the highest quality competition.

**Media Advisor** – USSA may assign a designated Media Advisor to work with the Chief of Press to coordinate the development of adequate press servicing facilities and personnel and to coordinate event public relations activities.

**Operations Coordinator** – The USSA Operations Coordinator and crew will manage and coordinate the installation of event materials and all sponsor signage with the OC. This person will work with the OC’s Operations Coordinator and crew to coordinate signage layouts, installation, materials, personnel, etc.

2.3 **Event Crisis Team**

In advance of each event, the OC, along with USSA, should identify an event crisis team and communications plan. The event crisis team should include key/senior representatives of the venue, OC and USSA, and will be responsible for making decisions and managing the release of critical information in the case of an event emergency or crisis. Such situations could include event delays, postponements, cancellations, accidents or medical circumstances, security issues, or other extraordinary situations. Prior to the event, the OC and USSA should agree to an event crisis team and communications plan that identifies those who should be involved, communication and contact information, meeting location(s), etc.
3. Competition

3.1 Schedule
A detailed event schedule must be approved by USSA at least 60-days prior to the event. The schedule needs to include the following:

- Arrival and departure dates
- Training dates, times, locations
- Competition schedule (lift operations, jury meetings, start times, course locations, etc.)
- Team captains meetings dates, times, location
- Race headquarters, registration and press room hours of operation and location
- Social activities
- Weather contingencies

3.2 Agreements
The OC and USSA will enter into two formal agreements:

**USSA Schedule Agreement** – the standard USSA agreement for event organizers, which provides the official, USSA/FIS “sanction” of the competition(s).

**Event Organizing Agreement** – a supplementary legal agreement, which clarifies the relationship between the OC and USSA regarding the conduct of an elite USSA event. This document includes information regarding the conduct of the competition, schedule, marketing and broadcast rights and obligations, budget, lodging and meals, etc. A sample Event Organizing Agreement is included in this handbook as Appendix A.

**FIS World Cup Agreement** – World Cup organizers will additionally enter into a three-party agreement between the FIS, USSA and the OC, which obligates all parties to conduct the event under FIS World Cup rules and obligations. World Cup organizers will enter into this agreement in addition to the Event Organizing Agreement.

3.3 Courses
3.3.1. All competitions must be conducted on homologated courses unless otherwise agreed to in writing by the FIS and USSA. The organizer is solely responsible for compliance with homologation and/or facility approval requirements according to each discipline and type of competition. USSA will not be responsible for any costs incurred to achieve this compliance.

3.3.2. It is the responsibility of the organizer to dedicate all resources possible to ensure, at the highest international standard, a quality venue and competition. Courses and venues must be in competition condition the afternoon prior to the first day of training. This includes, but is not limited to, the use of course hardeners, snowmaking, snowcats, winch cats, blowers, pipe dragons, track setters, course workers, plastic shovels (for snow removal), sharp steel shovels (for course maintenance), rakes, pine needles and mulchers, dye, etc. Equipment and materials for course preparation and maintenance need to be available 24-hours a day during the event and preparation periods.
3.3.3. The OC is responsible for providing the minimum requirements for course preparation, safety installations, equipment and materials established during a pre-event site inspection of the FIS and/or USSA TA.

3.3.4. Courses must have FIS approved timing equipment and a dry, enclosed, heated timing building.

3.3.5. Courses must provide a warming hut or facility for competitors at the start.

3.4 Facilities & Venue
All competition venues must provide the facilities outlined in Section 5. Additionally, the layout of each competition venue must be reviewed with USSA at least 60 days prior to the event. Each venue should provide adequate space for a competitor corral, broadcast area, media corral, coaches’ area, VIP viewing and spectator areas. Additional space may be necessary for scoreboards, large screen display boards, inflatables, etc. A sample finish area diagram and online resources may be found in Appendix B.

3.5 Officials
The OC must meet the FIS and USSA requirements for assignment and duties of officials, which are established in the International Competition Rules (ICR) and USSA rules and officials manuals. The OC is also responsible for coordination and payment of all required competition officials (unless agreed to otherwise in writing) including Technical Delegates (TD), judges, race administrator (RA), etc. This will include travel, lodging, meals, fees, etc. The OC should contact the TD and head judge as early as possible to coordinate these arrangements. In addition to those officials assigned by FIS/USSA, the OC will be responsible to provide for the following officials:

Chief of Competition
The Chief of Competition needs to have a minimum of a current Level 3 certification. Additionally, Chiefs of Competition for elite USSA events must have extensive experience and knowledge in officiating the respective sports in the event.
For snowboarding and/or freeskiing events, the Chief of Competition must have specialized expertise in snowboarding and freeskiing competitions and be a registered USSA official.

**Competition Secretary**
For elite USSA events (World Cups, Continental Cups, U.S. Championships), Competition Secretaries should have a minimum of a current Level 2 certification. A Level 3 certification is preferred. The OC needs to provide at least two experienced assistants to work with the Competition Secretary full-time during the event.

**Chief of Timing**
The Chief of Timing and Calculations must have a minimum of a current Level 2 certification and will be responsible for supervising the timing crew. A Level 3 certification is preferred. Timing equipment must meet FIS specifications and be FIS homologated.

**Other Officials**
All officials and jury members must be current members of USSA (if U.S. citizens), or members of a national federation recognized by FIS and USSA. Officials at elite USSA events should have the skill, certification and experience necessary to fulfill their competition responsibilities.

### 3.6 Personnel
Course personnel must include adequate crews of course workers, slip crews, emergency crews, and course stewards. Personnel requirements are summarized in Appendix C and will be reviewed by USSA’s TA during a site inspection. Following is a general outline of duties and requirements:

**Course Workers** – This crew’s sole responsibility is the preparation and maintenance of the competition venue and should be an independent group of personnel, separate from slip crews, gate judges or other workers. Their duties will include the installation of safety materials, course maintenance, snow removal, etc. Course workers will be assigned in groups of 5-20 people to work in designated sections of the course. The USSA TA will review course worker requirements with the OC during a pre-event site inspection. Details on the number of course workers required for each type of competition can be found in Appendix C.

**Slip Crews** – It is important that the OC is prepared to provide a minimum of 1-3 slippers after each competitor, where necessary. Depending on turnaround time, this could require 40-50 dedicated slippers (for example halfpipe competitions require a dedicated crew of 16 experienced skiers for the duration of the training and competition. Refer to numbers outlined in Appendix C.).
Emergency Competition Crews (alpine only) – This crew needs to be on-call 24-hours a day to assist in course preparation including watering, snow removal, slipping, etc. This crew will generally be called into action in the event of unfavorable weather conditions, which threaten the successful conduct of the competition. Emergency crew requirements will be reviewed with the OC during a pre-event site inspection by USSA and/or FIS. As a general rule, 60 people will be needed for World Cup events.

Course Stewards – will work at course entrances and crossings to control access and crossings on the course. The OC should provide 2-4 full time stewards at each entrance or crossing.

Banner Team
As explained in Section 2.2 of this handbook, USSA will assign an Operations Coordinator to work with the OC to install all sponsor signage. The OC will need to supply a workforce of at least 4-6 experienced course workers to assist in the installation of sponsor signage and event structures. The OC should assign one crew chief from their operations staff to work in a leadership role with the USSA Operations Coordinator. The Operations Crew assigned needs to be available full-time for the duration of the event, from set-up to breakdown, and they should not be assigned to other competition duties for the event period. The Operations Team will be responsible for insuring the fair and equitable distribution of available banner space among all sponsors, according to the actual advertising rights retained by USSA and the OC.

Venue Designer
The venue designer will work at freestyle snowboard events, and will have specialized expertise in the design, construction and maintenance of specific freestyle snowboard venues such as ski and snowboardcross venues, slopestyle venues, big air venues and halfpipes.
3.7 **Operations Transportation**

Due to the amount of equipment needed to construct a world-class venue, display site and sponsor identification, on hill transportation is required by the site. On hill transportation needs are:

- **Large haul** - Snow cats with trailer and blade cage or bucket will be required for the primary load-in and load-out before and after the event.
- **Small haul** - Snowmobiles with trailer or toboggans are needed for smaller ad-hoc transportation throughout the event.

USSA staff will work with the OC to develop the scope of transportation requirements for the USSA and its vendors.

**TV Needs**

Operational TV needs, such as load in and load out of equipment; scaffolding, power, phone lines/ data, crew transportation and meals/ catering options will be communicated to the OC by the USSA events staff and/or TV producer.

A conference call with TV, USSA and the OC is recommended to discuss the details and needs.

**USSA Vendors**

Vendors brought in to provide services to enhance the event will need: transportation on and off the site, power, communication/ data and transportation to be communicated to the OC by the USSA events staff.

**Lift Operations**

As identified in 3.1 above, special lift operating schedules will be required to accommodate safety and operational needs as well as athlete and official access to the venues. The lift operation schedule should be developed with USSA staff that considers both the athletic and operational needs of the event before it is published on the event schedule.

**Banner Site Identification and Sponsor Inventories**

Banner inventory quantities will be provided by USSA. Generally the standard banner specifications for USSA events are 1m (h) x 4m (w) with grommets every 18” for attaching, however, alternate specification exist for specific competitions (such as World Cup downhill and super G competitions). These specifications will be communicated to the OC as required.

USSA will provide banner frames for USSA’s sponsor’s and OC signage. USSA may also provide special structures for start areas, award stands, exit gates, etc. The OC is responsible for providing the materials and tools necessary to the OC Operations Crew to install signage including: drills, zip ties, bungee cords, wire cutters, rubber mallets, etc. Additionally, the OC needs to reserve an event radio for their Operations Crew Chief as well as a second radio for USSA’s Operations Coordinator to insure good communication and coordination with the OC and Chief of Competition to prepare the venue(s).

Other temporary signage such as Velcro patches, magnetic strips or corrugated plastic signs will be required for site identification on event structures such as start, exit gates and awards backdrops. Sizing and quantities for start; exit gates and awards will be communicated through USSA Event Manager and/or USSA Operations Coordinator. Sizes and quantities vary with each discipline.
3.8 Materials and Staffing
In addition to those items and personnel listed above, the OC is responsible for providing all necessary materials and staffing which is required to host an elite international event. A summary of material and staffing requirements by sport and by discipline is included for your reference in Appendix C of this handbook.

3.9 Insurance General Liability Insurance
The OC is required to provide comprehensive general liability insurance in the amount specified in USSA’s Request for Proposal and Event Organizing Agreement, but in no cases less than $5,000,000 per occurrence. The OC’s insurance must name USSA, the event title sponsor, and other sponsors (as requested by USSA) as additional insured for purposes of the event. The OC must provide a Certificate of Insurance to USSA 30-days in advance of your event.

USSA shall ensure that the OC, the venue (if different than the OC), and competition officials are named as additional insured’s under USSA’s general liability and umbrella policies, subject to the conditions described below. Coverage under any USSA policy as an additional insured shall be primary coverage, and shall apply only to claims which (i) arise out of the conduct of eligible parties engaged in activities which are usual and customary for persons and entities engaged in the organization and operation of events, and/or (ii) are brought to the written attention of USSA within ten (10) days after receipt by any eligible party of any written demand for compensation of any type by a claimant.

Notwithstanding anything to the contrary, eligible parties shall not be entitled to any coverage under any USSA insurance policy, and shall be barred from asserting any claim or seeking any indemnification from or against USSA for any claim involving any failure by an eligible party:
(a) to comply with any requirement of federal, state or local law, or any safety or eligibility regulation of USSA or FIS, in connection with the event;
(b) to exclude from competing in the event any person who lacks proof of either current USSA membership in good standing, current listing on the FIS points list, or has been properly entered by a recognized federation that is a member of the FIS;
(c) to exclude from forerunning or competing in the event any person whom the Jury has not deemed qualified to forerun or compete in the event if the event involves limitations on entries set forth on the USSA Schedule Agreement;
(d) to use its best efforts to exclude from physical presence within the event areas or courses, at all such times as any facet of the event may be underway, any workers who are not USSA members, properly credentialed FIS officials, coaches and trainers, or regular employees of eligible parties acting within the scope of their employment, unless such workers have properly executed a USSA “Race Worker Registration” form.

Race Worker Registration
Course personnel who are not current members of USSA must sign the USSA volunteer race worker registration form prior to being accredited for the event. All course personnel must either be current members of USSA or sign the Race Worker Registration form in order for USSA’s event insurance to be effective. USSA’s Race Worker Registration form is included as Appendix D of this handbook.
3.10 **Administration Announcement and Invitation**
The OC is responsible for disbursing an event announcement and/or competitor invitation for your event that has been reviewed and approved by USSA. This announcement should be sent out at least 60-90 days prior to a competition and include the following information:

- Organizer address, phone, fax, e-mail
- Event name, site, dates
- Entry information – procedure, fees, deadline, contact
- Schedule of events
- Awards/prize money
- First team captain’s meeting
- Notification of doping control (when applicable)
- Hotel contact – name(s), phone, fax

The competition announcement/invitation should be sent to the following:
- All FIS National Federations (for international FIS events)
- USSA headquarters (Park City)
- USSA regional offices
- Key competition programs including teams, ski clubs, etc.
- Individual athletes (where applicable)

**Coach/Competitor Guide**
The OC should prepare a competition guide for the team captains and/or athletes, which includes key information regarding the competition and venue. This guide should be made available to the coaches or athletes at registration and include the following information:

- Schedule of Events – including times and locations for training, course inspection, competition start, team captains meetings, social functions, etc.
- Event Headquarters Info – key locations, phone numbers, etc.
- Course Specifications
- Course Map(s)
- Accreditation Process/Restrictions – including course access, lift line cutting policy, lost credential replacement, etc.
- Medical Information
- Athlete Services – meals, wax facilities, workout facilities, etc.
- Public Draw(s) and Social Activities
- Doping Control Information
- Press Obligations – press conferences, interviews, etc.
- Awards Ceremonies – locations, times, athlete obligations
- Television broadcast date and time of the event (if applicable)

**Start and Result Lists**
The OC is responsible for providing all facilities and materials required by the Competition Secretary for the production of start and result lists. The OC must also insure that proper sponsor identification is placed on ALL copies of start and result sheets (official, unofficial, and interim results). The title sponsor needs to be incorporated into the “header” of the start/results sheets and all other sponsor logos may be placed at the “footer” of the page. Start/result sheet layout needs to be approved by the USSA Event Manager prior to the production of any competition materials.
The OC must also insure the proper distribution of results to USSA, FIS, media and competitors. Additionally, the OC will need to provide the following:

- Two complete results books to: USSA Events Department, PO Box 100, Park City, UT 84060 in hard copy or CD format.
- Electronic transmission of results to USSA’s media correspondent for immediate distribution of results on USSA distribution channels.
- Official results must be posted to USSA’s website by the Competition Secretary or be transmitted to USSA’s Event Manager immediately following the event.

3.11 Accreditation

Unless otherwise stated in writing, the OC is responsible for managing accreditation of all event officials, competitors, coaches, press and guests. The OC should prepare different categories of credentials by an easily identifiable means for course stewards and security personnel. This can be accomplished with specifically marked or colored credentials for different groups of guests. The OC will need to submit an acceptable accreditation plan to USSA at least 60-days in advance of the event, which outlines the accreditation process and specific credential access zones. In addition to providing complimentary entries and credentials to USSA as outlined in the USSA Event Organizing Agreement, the OC will need to provide accreditation for the constituent groups listed below.

FIS World Cups are accredited typically by FIS designated zones. Each zone and its access points outlined in the ICR.

Course Access – access to the course must be limited to competitors, coaches, competition officials, course workers, and approved photographers. The total number of course accreditation’s will be limited and controlled by either the FIS Race Director, USSA TA, or USSA Event Manager. Course access credentials must be easily identifiable. Armbands or brightly colored “COURSE” credentials are recommended.

Constituent Groups:

Officials – including the TD, Judges, Jury, Chief of Competition, Chiefs of Courses, RA, Gate Judges, course workers, etc. These officials will need to be accredited to access all areas of the competition venue necessary to perform their official duty.

OC Personnel – the OC, volunteers, security, vendors, etc. will need to have appropriate access to competition areas to perform their event function.

Competitors and Coaches – only athletes and coaches who meet current USSA requirements are allowed to be entered and accredited for the competition(s). Entries of foreign competitors must be through their national FIS federations. Entry of any foreign competitor for U.S. Championship events will need to be approved through the USSA national office.

Sponsor and VIPs – this group of guests should receive credential access to the VIP finish area, hospitality tent, lifts and all event social functions. The Event Organizing Agreement will outline the minimum benefits to be afforded USSA Sponsors and VIPs. The OC may also credential OC sponsors and local VIPs in this category. The OC should make special effort to invite your community’s leaders and VIPs as guests of the event.
**Press** – the OC and Chief of Press will be responsible for accreditation of all media personnel in accordance with the guidelines outlined in Section 8 of this handbook.

**Athletes Families** – the OC must provide a plan to USSA, which provides special viewing access for athlete families. At a minimum, the OC should provide finish area viewing access, in or near the athlete area, for two parents and/or spouses of competitors and forerunners on the day of their competition(s). Additional credential benefits may be made available on a “wholesale” cost basis but are not required. If the competition venue requires access via a ski lift, complimentary transportation must be provided.

**Industry Representatives** – Industry representatives who are current members of USSA’s Official Supplier Program should receive accreditation that allows access to the following areas:

1. Lift access
2. Start and finish areas (in order to service their athletes)
   (Hospitality benefits not required)

Industry representatives do not receive course access unless approved by the FIS RD, USSA TA, or USSA event manager, as defined above. All industry representative requests must be approved by the event manager or Chairman of the OC.

USSA will solicit industry credential requests from industry representatives and will provide an approved industry accreditation list to the OC at least seven days prior to the event. Industry representatives that approach the OC directly for accreditation should be referred to the USSA event manager.

USSA uses the following guidelines in the allocation of accreditation for this category:

- **Ski Category** = up to two complimentary credentials
- **Boot Category** = one complimentary credential
- **Binding Category** = one complimentary credential

Companies involved in more than one of the above hard-good categories may request credentials based on the combined allocation for categories for which they are involved.

Official suppliers in all other categories (sunglasses, goggles, accessories, poles) receive one complimentary credential per category, up to a maximum of two total credentials per company.

USSA will also allocate VIP credentials to Industry Race Directors from USSA’s VIP/Sponsor credential allocation.

**Athlete Agents** - Agents representing athletes on the U.S. Ski Team/U.S. Snowboarding/U.S Freeskiing is managed through the Industry Credential process.

### 3.12 Awards and Cash Prizes

**Awards Ceremonies**

The OC needs to provide an opportunity for the media to obtain photographs and interviews of the top competitors immediately following the competition. An awards ceremony should be staged in a location in close proximity to the finish stadium and in an area that will attract public spectators. This ceremony should take place immediately after the competition and protest period. Awards, medals, and/or prize checks should be presented in a manner that will create a good “photo opportunity” for the media.
Cash Prizes
The USSA Event Organizing Agreement will specify whether the OC or USSA will be responsible for payment of cash prizes. With the exception of the U.S. Championships and U.S. Grand Prix events, the OC is generally responsible for disbursing the cash prizes. If the OC is responsible for cash prize disbursement, they should be prepared to disburse these prizes in the following manner:

- Check Presentation – for the awards ceremonies.
- Electronic Funds Transfer - the OC must arrange EFT when applicable. See Appendix J
- Check Cashing Opportunity – the OC must arrange a time when all winners may endorse their checks for cash while at the event site.
- Tax Requirements – the OC will need to ensure disbursement of all cash prizes in accordance with federal tax laws. For U.S. citizens, the OC must have the competitor complete an IRS Form W-9 and send them an IRS Form 1099 at the end of the tax year. For international athletes without a social security number, the OC should check with their financial advisors regarding this disbursement. In general, the IRS requires the withholding of approximately 30% of the competitor's cash prize for federal taxes.

4. Medical Organization

The safety, health and well-being of all those involved in FIS disciplines is a primary concern of all organizers. This includes the competitors as well as volunteers, course workers and visitors to view events. In organizing the medical response team for an event, this becomes the mission for the medical team.

The scope and specific composition of the medical support system (facilities, stations, mobile units, resources, and staffing) is dependent on many variables, including but not limited to;

- Nature of the sport demands
- Layout of the competitive “Field of Play”
- Size, level and type of the event being held (World Championships, World Cup, Continental Cup, FIS-level, etc.) together with the local medical standards of care, and geographic locations and circumstances.
- Estimated numbers of competitors and their support staff
- Estimated number of spectators
- The scope of responsibility for the event medical organization (competitors, support staff, spectators)
- In the absence of a specified FIS requirement to meet a particular negotiated standard, the local medical standards of care must be met.
- Geography, topography, climate, and weather at the event location.
- Local law and customs regarding the provision of medical care.

Thus, the following represents a general overview of those recommended medical services that should be evaluated and provided for within established international guidelines with respect to “standards of medical care” for emergent situations. The end product of the system organized will incorporate special needs characteristic to the event being planned for. For example, the system set-up for an alpine downhill event will be quite different than a cross country endurance event. This overview provides the
foundation of the details to consider when structuring the system of the medical support for your particular event.

The specific requirements concerning facilities, resources, personnel and team physicians are contained in the respective discipline rules and the FIS medical guide.


The FIS, and its national associations, require that each organizer strive to meet the highest possible medical standard of care in each member country and particular locality. It is the responsibility of the organizer to provide medical facilities and evacuation plans that meet or exceed the local medical standard of care in each event location.

4.1 Event Emergent Medical Services Action Plan (EAP)

The FIS medical guide contains a one-page summary for event organizers to utilize in their organization of the medical services to be provided at their respective event. This EAP provides the framework for organizers to outline various components necessary to coordinate required services that must be made available to meet standard of medical care for ski or snowboard events. This becomes the medical services plan and will guide the organizers in obtaining all the pieces necessary. This plan can also be utilized at event registration to be given to each team for communication regarding management of medical issues during official training and competition(s). See Appendix E for a sample of the EAP.

This EAP summary is requested in FIS World Cups to be provided to the FIS offices by the annual October meetings for events being held in the upcoming season. For national level events within the United States, USSA will request the EAP’s be provided to the USSA Event Manager by November 1st annually. For those events held during the summer months, the EAP should be sent to USSA preferably one month prior to the event.

4.2 Required Facilities & Resources

A general list of recommended medical resources and facilities is below:

- **Available Facilities**
  - The OC must assure that appropriate emergency medical services are available for each official day of training and competition.
  - Medically equipped and properly staffed tent or clinic located in close vicinity of the base/finish of event location for initial triage and minor issues, or more extensive care, depending on the location.
  - Non-race public facility or tent for medical care of spectators.
  - Top-of-course care for any athlete needs prior to competition.
  - Intermediate medical course stations depending on event.
  - A minimum of one Advance Life Support (ALS) ambulance for transport must be available with a back-up plan if transport is used.
  - Alpine speed, freestyle aerials, snowboard cross, ski cross, big air and skiflying competitions must have a fully equipped Advanced Life Support Team and replacement available with transport at all times during official training or competition.
  - For alpine speed, freestyle aerials, ski cross, snowboard cross, big air and skiflying competitions a rescue helicopter or medically equivalent evacuation method must be available on a basis consistent with local law. The chosen method of evacuation must be capable of immediate patient off-hill evacuation. Nearest trauma center and FIS requirements should be met.
  - Anti-doping control station – if event is chosen for controls to occur, organizers must be prepared to accommodate.
- **Additional Resources**
  - Medically trained personnel: ski patrol, physicians, EMS, and other medical support personnel. Account for team physicians as a part of the plan, if indicated.
  - All equipment supply needs; re: medical packs, ski patrol packs, trauma packs, toboggan kits, base tent equipment and supplies, etc.
  - Outline equipment/supply lists for each pack or site.
  - Nearest fully equipped facility - hospital/clinic.
  - Additional ambulance services to nearest hospital from event location – spectator use.
  - Nearest trauma I center – if indicated.
  - List all local medical services – physicians, clinics/hospitals, dentist, therapy clinics, etc. with addresses and phone numbers. This listing should be provided in racer packets.

4.3 **Scheduling for Event Medical Support Coverage**
The OC must insure that emergency medical services are available for each official day of training and competition. Organization, coordination and scheduling of these services can best be accomplished and coordinated through an appointed individual for the event that is described below in suggested staffing as the event medical supervisor (EMS) for the event.

4.4 **Recommended Personnel/Staff**
Recruitment of all personnel should begin as soon as possible – especially when filling critical organizational/management positions. Specific job descriptions with requirements can be created according to the requirements of the event.

**Event Medical Supervisor or Event Medical Director**
This individual is responsible for directing and coordinating all medical services provided at the event. This person is usually a member of the OC and reports to the committee regarding medical issues with the event. This individual should be competent in emergency medical care (Advanced Cardiac Life support (ACLS), Advanced Trauma Life Support (ATLS) capable, triage and evacuation procedures and have a good understanding of operational procedures of all systems with respect to the event and as such, have a good understanding of the sport with regard to possible injuries or incidents that could occur. If this person is not a medical doctor, a medical doctor should be additionally appointed as an advisor for the event.

The EMS must confirm with the RD or TD that the required rescue facilities are in place before starting the official training or competition. In the event of an incident, or issue that prevents the primary medical plan from being utilized, the backup plan must be in place before recommencing the official training or competition.

Specific responsibilities for the EMS or Event Medical Director:
- Outline facilities and resources required for the event.
- Establish an evacuation plan for injured athletes for all possible locations within the “field of play” from site of injury to initial triage to hospital or trauma center if indicated.
- Secure availability of all necessary facilities, resources and personnel to support evacuation plan through working inter-relationships.
- Create a backup plan/system that could be operational if one or more major evacuation is utilized.
- Establish a separate plan and/or staff for visitors and spectators of the event depending on expected crowds.
- Define specifically the personnel roles and responsibilities and communicate these clearly to all parties involved.
• Review the emergency medical plan with the OC and event staff to discuss the interactions with other aspects of the event – clarify communications protocol.
• Determine and schedule emergency services for all training and event days.
• Develop specific communications plans through use of two-way radios, cell phones, event radios that will be used with all medical support resources (on hill staff, triage center, ambulance, hospital and air medical if indicated).
• Review the overall medical plan at the initial team captains meeting for all coaches and team medical personnel. At this time, he/she should establish a specific medical meeting/orientation with all team physicians and/or medical personnel to review the medical plan in detail. It is important that all teams and team medical personnel are comfortable with the plan and informed regarding the care of their athletes.
• Track all incidents that occur during official training and competition and complete FIS Injury Report for each athlete injury. These reports are given to the TD for the event to be included in final report.

**Event Ski Patrol Officer (ESPO)**
This individual is responsible for overall course operations of ski patrol staff in the treatment and evacuation processes. The EMS and the ESPO work closely together to coordinate appropriate treatment/evacuation procedures during training or the event.

Specific responsibilities of the ESPO:
• Coordinate with EMS regarding medical treatment and evacuation plan for the racecourse, providing guidance of ski patrol staff and trauma team placement.
• Determine necessary patrol staff, trauma teams and associated resources dependent on specific requirements for the particular event and the location of the course. This should be incorporated into overall medical plan.
• Develop the competitor down protocol in coordination with EMS. This should be published for education of specific medical staff but also education of team physicians prior to event.
• Coordinate all training sessions with volunteer staff for both on course evacuation as well as the “non-race” viewing public.

**Physicians and/or Paramedics**
Additional advanced trained individuals should be on-site to:
• Provide for stabilization and treatment of the critically injured athlete as determined by specific event requirements.
• Be placed in key locations along course and at base.
• Provide additional support through responding to needs set forth by the medical officer and patrol officer with respect to event, location and available services.

**Team Physicians**
• Team physicians may only assist with field of play athlete care and stabilization under direction of event medical staff.

**Ski Patrol**
• Act as first responders to a downed athlete and carry standard first aid and ski patrol backpacks.
• This staff should be placed along a course so they always have the athlete in view. Not having an athlete in view can pose problems if they should go down in those areas of limited view.
• Numbers/staffing determined by the nature and course of event.
• Additional staffing may be needed to quickly and efficiently fill positions left open following response to an accident so as to not further delay competition.
### Trauma Teams
- Determined from the overall medical plan regarding specific needs for event. Generally positioned along course where they can reach any critically injured athlete within 3-4 minutes maximum.
- These teams generally consist of a physician (ACLS/ATLS qualified) and/or paramedic with capability of advanced airway management (intubation and rapid sequence induction), if necessary, and nurse or EMT-trained individual to assist.

### Doping Control Site Coordinator
Should your event be chosen for anti-doping control, a dedicated individual must be delegated the responsibilities of organizing the event anti-doping control station and act as the liaison between either WADA or USADA, the NBG and event. Specific responsibilities for this individual are listed in Appendix E and outlined in the USADA Site Coordinator’s Handbook. You may also download a copy at [http://www.usada.org/wp-content/uploads/site_coordinator_handbook.pdf](http://www.usada.org/wp-content/uploads/site_coordinator_handbook.pdf)

### 4.5 Training of Personnel
All personnel should be required to attend critical organizational meetings and training sessions to assure safety of all staff, efficiency, and effectiveness in executing their specific responsibilities. Again, the specific number and content of meetings and training sessions depends on the event being held. Some suggestions:

- Initial organizational meeting with all medical personnel to review overall plan, athlete down protocol, communication systems, and to introduce all staff and review safety issues for staff.
- Breakout meetings to review specific scenarios for staff on course, staff at base, and staff for general public care.
- Training sessions on course to review athlete down protocols for minor as well as more severe accidents, incorporating activation of trauma team response – “Practice Scenarios”. Communication system for these protocols should be practiced as well.
- Pre-competition fine-tuning – meet 1-2 weeks prior to event to review schedule for entire competition week, review overall plan, protocols, and communication with staff and coverage for training and competition.
- Daily debriefing – if applicable, a brief evening or morning meeting following each day of training/competition to review any accidents or issues addressed that day to improve operations.
- Post-event debriefing is also suggested for educational purposes and documentation to prepare for future events.
- All sessions should have written documentation provided summarizing information covered.

### 4.6 Communication/Radio Protocol
There are many communication mechanisms utilized during an event, such as team/coaches radios, event staff/organizational radios, course crew, medical teams, timing crew, competition jury radios, etc. A specific event communications plan is developed and medical generally has its own system that coordinates with other operations.

- EMS and ESPO determine the communication network of all their support staff, as well as other aspects of the event, and will develop a plan specific for communication of medical issues that coordinates with other aspects of the competition. This plan will be reviewed with all medical support staff.
Injury/illness or any medical issue requiring support should be categorized as to quickly identify the class of medical support required. The following is the general grading system developed and used by the FIS:

- **Level I**: Minor injury; no dispatch of support necessary
  - Sprains/strains/contusions
- **Level II**: Moderate injury requiring transport but not serious
  - Knee ligament/shoulder dislocation
- **Level III**: Serious injury requiring additional stabilization
  - Possible fractures/mild-moderate concussion
- **Level IV**: Life threatening – fatal
  - Unconscious closed head injury/internal trauma/femur fracture

A central dispatch point through which all medical communication flows is preferred for medical/safety and clear communication. One individual should be the main contact point and dispatch for all on-course medical response (EMS and/or ESPO).

Generally, the EMS and ESPO have multi-channel radios to enable communication with all other groups involved with the competition. Cell phones are also suggested for communication of confidential information.

All other medical team members have a 2-way radio on the “medical” frequency to allow for independent communication/dispatch.

Develop event-specific communications protocol with chain of command and final decision-making process clearly defined. This protocol should be practiced during training scenarios.

NO member of the medical team will discuss any circumstances or athlete injury status with anyone except the event medical supervisor or event ski patrol officer.

**ALL communication with the media** will be handled through the EMS in conjunction with the OC event crisis team.

### 4.7 Incident Management

The EMS and ESPO develop a protocol for possible accidents that can occur within the competition arena. This could include care of competitors as well as care of event support staff. This protocol will be reviewed and coordinated with competition jury, organizing committee and course crew so all competition staff are educated regarding standard management, should an accident occur. Protocol should include:

- Notification of incident - sequence of notification
- Competition hold guidelines and communication sequence
- Procedures for deployment of ski patrol, toboggan units, trauma teams
- Decision process for evacuation - recommendations with respect to location and nature of accident
- Definition of decision process for interventions in competition arenas
- Decision process for further treatment requirements and transport to another facility
- Decision process for deployment of ambulance or helicopter
- Reporting procedures – documented record of any medical team response. Summary of all responses should be given to the TD and Chief of Competition following the competition.
- If indicated, there should be a separate plan regarding any incidents that may occur within the spectator areas and how these will be handled with regard to normal management of public care delivery system within the location so as to not impact the event.

**Be prepared and have a plan for multiple major incidents that may occur.**
4.8 Additional Organizational Recommendations

- Organize on-hill coverage in terms of first responders (usually ski patrol), event physicians, and team physicians. Plan for several incidents to occur within one event so there is adequate back up when needed.
- Delineate response protocols for various grade of injury.
- Once the athlete is medically stabilized, evacuation of an athlete off the course is priority and ski patrol is best trained for this process. If ski patrol requires additional assistance from event physician or team physician in stabilizing prior to evacuation, they will indicate that need.
- Event physicians are first and second responders. They should be ATLS qualified and well versed in medical emergencies and evacuation procedures. Typically there are one to two physicians stationed at the top of the course with one at the bottom. If one physician is needed in an emergency, one remains at top for back up. If the accident is severe, one of these physicians accompanies the athlete to the hospital.
- Team physicians are working with athletes on their respective teams. They are available on-hill to assist in triage if requested in care of their athletes and may assist in communication if there is a language barrier. Clearly define their role at the pre-competition medical review and interaction in the overall medical plan to ensure cooperation and teamwork.
- Freestyle aerial, snowboardcross, big air competitions and alpine speed events must have a minimum of two fully equipped EMT/paramedic teams with transport at the base of the event at all times during official training or competition. This is due to the nature for these events to possibly incur more serious injury with the potential need for life saving measures. All other events should have one ambulance with EMT teams at the base/finish arena with another close by for back up, if needed.

4.9 Published Information

- General medical coverage of competition protocols must be published and given to all teams in their information packs for their medical personnel. The EAP should be completed and sent to USSA well in advance of the event in addition to being distributed amongst key organizational committee staff for their knowledge. A sample of this form is available in Appendix E. The EAP should include:
  - On-course medical support map with detail of all stations (staffing/equipment/supplies)
  - Evacuation protocols for each level of injury with criteria for helicopter dispatch identified
  - Location/contact phone of nearest clinic or trauma I hospital that athlete would be transported to - depending on Level of Injury
  - EMS/ESPO contact information
  - A listing of all local available medical services to include the phone contact and address for location. This information should include: local medical clinics, physicians, dental offices, pharmacies and the contact information for the trauma I hospital.
  - A medical meeting should be scheduled in finish arena prior to the first official training session (for alpine downhill events after the first course inspection). This can provide the more detailed information regarding evacuation procedures from the course. The time of this meeting should be communicated at the team captains meeting.
  - Anti-doping control station location and process for controls following the event
- Team medical staff – all above information with support maps and contact information should be published and given to all teams’ medical staff at the initial team captains meeting. A brief medical meeting should also be scheduled in finish area the first morning of training.
- Competitor packets - should include information regarding resources available for non-emergency medical or dental issues. This information should include available facility/care, name, address/location and telephone numbers for various clinics, hospitals and offices.
4.10 Anti-Doping Controls
The USSA, USADA or the FIS (through World Anti-Doping Agency (WADA)) may require doping control to occur at your event. The following is a brief explanation of the difference between WADA and USADA. Generally, USADA staff will perform most doping controls for national level events. The FIS employed agency will do so for World Cup events.

WADA
- Mission: WADA promotes and coordinates, at an international level, the fight against doping in all its forms.
- Through this autonomous agency, the Olympic movement and the world’s public authorities have intensified their efforts to keep drugs out of sport.
- WADA is involved with World Cup drug testing and Olympic Games testing and sets the list of prohibited substances and methods on a regular basis.

WADA website: [https://www.wada-ama.org/](https://www.wada-ama.org/)

USADA
- Mission: USADA is dedicated to eliminating the practice of doping in sport, including the U.S. Olympic, Pan American and Paralympic athletes.
- USADA is the independent anti-doping agency for Olympic sports in the United States and is responsible for managing the testing and adjudication process for the athletes.
- USADA is dedicated to preserving the well-being of sport, the integrity of competition and ensuring the health of athletes through research initiatives and educational programs.
- USADA is responsible for U.S. events only and does not handle testing for Olympic Games (see WADA). USADA may execute anti-doping controls for a World Cup at the request of WADA.
- USADA works with WADA. At times, sample collection is shared between organizations. USADA informs WADA of positive test findings at the end of the adjudication process.

USADA website: [www.usada.org](http://www.usada.org)
Drug Reference Line: 719-785-2000

FIS World Cup Competitions
In-competition doping controls at FIS World Cup competitions will be carried out by an agency employed by FIS. This agency, at the request of FIS, will decide which competitions will be drug tested. This will include the blood control screening process for cross country and nordic combined competitions.

Responsibilities of the OC will include the following:
- ✔ Site coordinator/liaison between agency staff and OC
- ✔ Acceptable facilities and athlete drinks as defined in Appendix E
- ✔ Accommodation, accreditation and meals for agency staff (usually 2-4 people) (WADA only)
- ✔ Volunteer chaperones for athletes (number needed dependent on event and number of athletes tested – generally a 1:1 ratio chaperone: athlete is preferred)
- ✔ If blood screening is required, a local phlebotomist will be requested of OC

FIS Events (non World Cups)
In-competition doping controls at FIS events within the United States that are not World Cup competitions will be carried out by USADA.
Responsibilities of the OC will include the following:
- Site coordinator/liaison between USADA Lead DCO and OC
- Acceptable facilities and athlete drinks as defined in Appendix E
- Volunteer chaperones for athletes (number needed dependent on event and number of athletes – generally a 1:1 ratio chaperone: athlete preferred)
- Appropriate accreditation for USADA staff (usually 4-6 people)

**FIS World Championships**

All World Championships and Junior World Championships require anti-doping controls. The NGB in the host country will organize controls through a chosen agency within the country. This will include the blood control screening process for alpine, cross country and nordic combined competitions.

Responsibilities of the OC will include the following:
- Site coordinator/liaison between USADA staff and OC
- Acceptable facilities and athlete drinks as defined in Appendix E
- Accommodation, accreditation and meals for USADA staff (usually 4-6 people)
- Volunteer chaperones for athletes (number needed dependent on event and number of athletes – generally a 1:1 ratio chaperone: athlete preferred)
- If blood screening is required, a local phlebotomist will be requested of OC

Should your event be chosen for doping control, your organizing committee could be notified directly from the agency employed by FIS for World Cup events, USSA or USADA for US/FIS events. If your event is chosen, please notify USSA immediately and review Appendix E for a general overview of requirements.

In competitions where anti-doping controls are to occur, there will be a USSA event staff member assigned to the event to assist with facilitation of doping controls. These individuals will be able to answer logistical questions and work with the Site Coordinator to assist in developing the doping control plan. Prior to your event, you may contact the Event Manager or Medical Coordinator for specific anti-doping procedure questions.

**USSA Medical Staff Contact Information**

Medical Director: Kyle Wilkens 435-647-2058

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**Sequence of Tasks if Event Selected for Anti-Doping**

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Individual(s) Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Event notification of drug controls to take place. The organizing committee may be notified directly by WADA or USADA that their event was selected for drug testing.</td>
<td>WADA/USADA for WC and USADA/USSA for US/FIS</td>
</tr>
<tr>
<td>2. Assign Drug Control Officer (DCO) and communicate contact information to OC who communicates to USSA Event Staff</td>
<td>WADA or USADA</td>
</tr>
<tr>
<td>3. OC assigns Site Coordinator and relays information packet with DCO contact information</td>
<td>OC</td>
</tr>
<tr>
<td>4. Site Coordinator &amp; DCO work out all required specified location and logistics for controls. This will include blood screening, if indicated.</td>
<td>Site Coordinator DCO</td>
</tr>
<tr>
<td>5. OC arranges accommodation, accreditation for WADA staff (if USADA – recommend lodging arrangement).</td>
<td>OC</td>
</tr>
<tr>
<td>6. Site Coordinator recruits chaperones as required.</td>
<td>Site Coordinator</td>
</tr>
<tr>
<td>7. Summarize and communicate the anti-doping control plan, location and logistics to USSA</td>
<td>OC</td>
</tr>
</tbody>
</table>
8. On arrival at event, schedule meeting between USSA Event Staff, DCO, Site Coordinator, USSA liaison, and FIS official to review entire antidoping control procedures, location and troubleshoot any problems ahead of time. Schedule chaperone meeting for event day.  

9. DCO informational presentation to team leader meeting the night before doping control if requested by race director.  

10. Assure appropriate beverages for doping control are available for testing location.  

11. Educate chaperones one hour prior to event.  

12. Draw for random selections completed just prior to event per FIS protocol with USSA representative, DCO and FIS official.  

13. Supervise execution of anti-doping control following event. Act as liaison between USADA, OC and USSA. Coordinate with USSA Event Manager to assure good flow of flower ceremonies, media, etc. with the process of anti-doping control.  

PLEASE NOTE: The USSA event staff liaison listed above is responsible for overseeing the process to insure that the procedures are planned and executed appropriately. Following the event, a brief review of doping control and the process at the respective event should be completed by the USSA liaison and emailed to USSA Medical Director to be distributed to USADA or FIS/WADA, USSA Event Staff and Site Coordinator.

4.11 Event Injury Record – FIS Injury Observation

To continually evaluate safety issues within sport, a mechanism must exist which allows for data collection with regard to injuries sustained during participation in a respective sport. While it is complex to obtain all information for all participation, the collection of data from a consistent selected population of events provides a cross-section of typical incidents that occur in a particular sport.

**FIS Injury Report**

The FIS is interested in collecting data on the injuries sustained during formal training and competitions in their sports and as such has developed a method to improve the collection of this information through the officials involved with the races. Please refer to Appendix E for a copy of the form.

**FIS Injury Sampling Method**

Participation in the FIS injury tracking system is voluntary and limited to injuries that occur only during official training or competition of FIS sanctioned competitions. It is important to understand that this method for identifying snow-sport injuries is NOT complete, recognizing that some injuries could occur during the defined time parameters and not be reported nor recorded. This system is meant to represent a cross-section of the population of competitors in the disciplines of the FIS.

**FIS Injury Reporting Procedures**

A reportable injury should be recorded preferably by a medically trained individual (physician, physiotherapist, trainer, ski patrol, event medical supervisor, etc.) or by an event official who obtains the technical medical information from medical personnel. The information collected
should be from the first day of official training to completion of the event over the duration of a competitive season. A reportable injury will be defined as:

1. An injury that occurs during official training or competition. This will include warm-up or cool-down training for the particular event.
2. An injury that requires medical attention by a physician or medically trained individual.
3. An injury that results in loss of time to training/competition for more than one day post injury.
4. If a competitors name is removed from the training “start list” then the injury report information will be required of the team as an injury that occurred during warm-up or cool-down and is a reportable injury.

A separate form shall be submitted for each injury and be described in as best detail with medical diagnosis when possible. It is important to complete the form with as accurate information possible in addition to the individuals who witnessed and/or cared for or was fully medically informed regarding the injury of the athlete and their contact information for possible clarification or further information as necessary.

An electronic version of the form is also available on the FIS website http://www.fis-ski.com/mm/Document/documentlibrary/FreestyleSkiing/03/29/65/InjuryReportForm_English.pdf

**USSA Concussion Policy**
Any athlete under the age of 18 years suspected of having sustained a concussion/traumatic brain injury must be removed immediately from participation in USSA sporting event (e.g. sanctioned training, practice, camps, competitions or tryouts), by the TD or USSA member coach overseeing such sporting event. Please review this policy on the USSA website (http://freestyle.uskiteam.com/freestyle-programs/athletes/rules/concussion-policy)

The USSA concussion policy results from Utah law that holds governance in any state a USSA event occurs, and therefore must be adhered to.

**Technical Delegate Responsibility**
All reported injuries should be collected by the TD for the event and included in their report to the FIS offices for tracking purposes. The TD will be responsible to collect all the reported and completed injury notice forms prior to closure of all official event business.

**FIS Medical Liaison and Committee Responsibility**
All Notice of Injury forms will be separated within the FIS offices and given to the medical committee liaison to be submitted to the medical committee for statistical analysis of data collected on an annual basis. A report from the medical committee will be generated with regard to trends observed in each respective sport annually.
5. Facilities

5.1 Competition Headquarters
The OC must establish a central location to conduct event business including team accreditation, guest accreditation, competition administrator room, jury room, etc. Although convenient, it is not necessarily required to have one facility that accommodates all event services, but it is helpful to have each facility in close proximity to the others and to the competition venue. In general your competition headquarters will need to provide facilities and staff for the following:

Registration Headquarters – A location for all competitors and guests to pick-up credentials, get information, etc. This area should contain a phone line and provide easy access to a fax machine and copy machine.

Competition Office – This room will be a work area for the Competition Secretary. This area should be a secluded room and be convenient to the registration area. The OC needs to insure the following equipment and supplies are available:

- Updated race results software that meets USSA & FIS XML specifications.
- One heavy-duty, high-speed copy machine with duplexing, reducing and stapling capabilities. The machine should have the capability of 85-100 copies per minute and be available in the competition office. A smaller copy machine should also be provided if there are satellite offices for the Competition Secretary.
- One fax machine and phone line. The fax machine may be attached to an existing phone line with a splitter.
- Two phones and phone lines. These lines must be dedicated, open lines with international long distance access. Phone line access needs to be direct and not require routing through a switchboard or other system.
- Seed board and sufficient amount of seed strips.
- Miscellaneous office supplies as required by the Competition Secretary.
- Competitor bibs in sufficient sets and quantities and with proper sponsor identification. (Note – USSA will supply the bibs for all elite USSA events in which they own the title sponsorship rights).
- Access to high speed Internet via LAN, DSL or wireless connection, either on an open system or readily available to all authorized parties.

Jury Room – A small room in close proximity to the competition venue for competition jury meetings.

5.2 Media Facilities
The pressroom will serve as the central location for media workstations, as well as for media to obtain accreditation, and information. The media serve a crucial role in promoting our sport and it is important that we provide them good working facilities and services. The OC will be responsible for providing the facilities and personnel as outlined in Section 7 of this handbook.
5.3 **Team Accommodations and Meals**

The OC will be responsible for providing lodging and meals for athletes, officials, coaches and staff of USSA. The specific amount and duration of these services will be outlined in the USSA Event Organizing Agreement. Following is a general guideline on the minimum requirements and standards required for these accommodations:

**Lodging** – All lodging for athletes, coaches, officials and USSA staff should be based on double occupancy, hotel-type accommodations with two beds. In many cases, condo style accommodations are acceptable. However, at all times, lodging must be based on one person to a bed. A bed is considered to be a standard twin, double, queen or king bed, a Murphy bed, or a bunk bed (for one person). Hide-a-beds (sofas) or rollaway’s are not allowed in the bed allotment for accommodations. Additionally, there must be a minimum of one bathroom with a shower and toilet for every two people in a unit.

**Meals** – Meals must meet nutritional requirements for athletes and be easily accessible. It is recommended that breakfasts be served at the competitors’ hotel or event site, lunch be served at the event site, and dinners be served at or near the competitor’s hotel. FIS World Cup organizers are required to meet all requirements in their FIS World Cup agreement. Additionally, USSA’s Event Manager, 60-days in advance of the competitions, must approve the OC meal plan. In some cases, a per diem plan for athletes may be utilized, but the plan must receive prior approval from USSA. Nutrition guidelines are outlined in Appendix F.

5.4 **Other Accommodations**

Lodging accommodations for other event guests such as sponsors, VIPs, press, television crews, etc. may be requested. Unless otherwise stated in the USSA Event Organizing Agreement, the OC is not financially responsible for these accommodations. The OC is, however, responsible for offering discounted lodging opportunities for TV production crews, media, USSA VIP’s, and other event guests. The OC should provide these opportunities to these guests at least 30-days prior to the reservation deadlines.

5.5 **Parking Facilities**

The OC must provide adequate parking facilities for competitors, coaches, officials, industry, media and VIP’s in close proximity to the competition venue. Access to the event parking lot (s) should be restricted by using event parking permits. The OC needs to submit a parking plan to USSA for approval at least 60-days prior to the competition.

5.6 **Wax Facilities**

The OC needs to ensure adequate waxing facilities are available for competitors and their industry representatives. This facility must have good lighting, ventilation, heat, electrical hookups and workstations to accommodate the competitor field and be in close proximity to team and staff accommodation or the competition venue. Recommendations on space calculations can be found in Appendix C.

Specific requirements for waxing facilities for each event may be reviewed with the USSA Event Manager and/or TA at least 60-days prior to the competition(s).

5.7 **Water Requirements (alpine events)**

Water treated snow is now an international standard for elite alpine events to help guarantee the best quality competition. Therefore, USSA requires that all elite alpine race venues have access to snow-making water lines that are able to be charged with accessible hydrants. Water accessibility will be discussed and agreed to between the USSA TA and the OC prior to event.
5.8 Workout Facilities
The OC needs to ensure gymnasium and weight room facilities are made available during the event for competitor use. The OC should secure facilities, which will provide complimentary access to athletes during the event. A nominal fee may be charged at some events if necessary and must be approved in writing by USSA.

5.9 Timing and Event Production Facilities
The OC must provide adequate timing and event production facilities in a secure and heated building or trailer with power and lights. This facility should provide at least a 10 x 30 foot space for the timing crew and a 10 x 10 space for the announcer / event producer and sound. In addition, the timing crew will need at least two 3 x 6 foot tables and the announcer / event producer will need at least one 3 x 6 foot table.

Birds of Prey, Beaver Creek, CO 2010
Photo: Eric Schramm
6. Event Rights

6.1 Event Rights
USSA is the owner of all commercial sponsorship and broadcast rights of any FIS/USSA sanctioned event. USSA may assign a portion of those rights to the OC. The USSA request for proposal and Event Organizing Agreement will outline the rights and responsibilities assigned to the OC by USSA.

6.2 Title Sponsor Rights
Unless otherwise directed by USSA, the OC should coordinate all title sponsor obligations through USSA’s Event Manager. The title sponsor must be provided the following benefits by the OC:

- The title sponsor must be recognized more prominently than any other event sponsor of USSA or the OC.
- The title sponsor’s name and/or logo must be incorporated into the event name and logo. The event name/logo must be approved by USSA and the title sponsor prior to production of any event materials.
- The title sponsor has the first right to select locations for their identification within or on printed promotional and advertising materials.
- The OC must fulfill all other title sponsor obligations as outlined in Addendum 2 of the Event Organizing Agreement.

6.3 Logo Standards
FIS World Championship, World Cup and NorAm events are subject to FIS corporate identity standards relating to the use of the FIS logos, identification of the World Cup series title sponsor and the use of language such as “World Cup” and “World Championships”.

- The OC and the USSA are required to adhere to these standards in the conduct of these events and are specific for each Sport. Details of the OC’s rights and responsibilities in relation to FIS can be found on the FIS website for guidelines. [http://www.fis-ski.com/inside-fis/marketing-and-communication/marketing/index.html](http://www.fis-ski.com/inside-fis/marketing-and-communication/marketing/index.html)

USSA’s logos and corporate identity marks are to be used only in accordance to USSA’s published standards and with permission. This includes the USSA, U.S. Ski Team, U.S. Snowboarding, U.S. Freeskiing and other event-specific identity marks.

6.4 USSA Event Sponsor Rights
Unless otherwise directed by USSA, the OC should coordinate all USSA event sponsor obligations through USSA’s Event Manager. The OC must provide the following to USSA and its event sponsors:

- Exclusivity of all sponsorship categories retained by USSA.
- Prominent recognition in all promotions, materials and functions connected with the event, including radio and/or television advertisements.
- Inclusion in all advertising, promotional and printed materials in relation to the event.
At least 30 days advance written notice of any publication deadlines.

Written approval of USSA on all print materials representing USSA sponsors prior to production of materials.

Participation in all social functions, as agreed to with USSA, in connection with the event.

6.5 Broadcast Rights
USSA owns all broadcast rights for USSA sanctioned events including television, radio, film, videotape, internet and photography rights. USSA has approved the use of photography and/or radio, film, videotape, or television segments of sixty seconds or less for the sole purpose of news coverage and/or area promotion, with the understanding that the coverage cannot show final results of the competition(s). USSA has sold many USSA events rights to various broadcast partners (including NBC, NBCSN, Infront etc.) and will notify the OC of the broadcast agreements in effect for their event during contract negotiations. USSA and the OC must make every effort to protect the interests of the host broadcaster and all rights holding broadcaster(s).

6.6 Merchandising
Unless otherwise provided for in the USSA Event Organizing Agreement, USSA will grant event-merchandising rights to the OC for a 10% royalty fee on the gross sales to be paid to USSA. The OC must secure approval from USSA on the logo and merchandise application to be used. The OC will also be required to provide event sales reports and royalty payments to USSA within 30 days of the event and upon closure of the event merchandise line.

The OC will be offered the opportunity to work cooperatively with USSA's licensees' to distribute and sell event specific merchandise. Organizer must work with USSA to facilitate the sale of co-branded merchandise items between USSA and resort retailers. The OC cannot merchandise any materials bearing the names or logos of USSA, its affiliates nor event title without prior written agreement with USSA.

6.7 USSA Licensees
USSA asks that all OC's give USSA licensees the first right of refusal to provide products and/or services to your event. If USSA licensees are not able to provide your OC with the product or service you need at a competitive price the OC may pursue other vendors. A list of USSA's current licensees and information on how to contact them is included in this handbook as Appendix G.
7. Marketing and Promotions

7.1 Sponsor Servicing
USSA’s marketing and sales department will provide an account executive to work with the OC in servicing USSA sponsors at the event. It is the responsibility of the OC to provide an information and service center for all event sponsors (this can be the same as the VIP registration). Additionally, the OC should provide some kind of guest services to assist all VIP guests with their special requests such as arranging ski rentals, mountain tours, dinner reservations, lodging questions, daycare, etc.

7.2 Collateral and Advertising
The OC is responsible for developing a local advertising and public relations campaign to promote awareness and attendance at their event. This campaign needs to meet the minimum requirements outlined in USSA’s request for proposal.

The following guidelines should be met when producing collateral:
- The OC must provide USSA with a list of all deadlines for materials 30 days in advance of those deadlines. Ad specifications for print material should be provided at this time. This advertising schedule should include dates and amounts of collateral and advertising materials to be produced, broadcast and/or distributed.
- All collateral and advertising material must be sent to the USSA Event Manager for their approval at least 10 business days prior to any deadline. USSA then has 10 business days to either approve or disapprove the materials.

In addition, event collateral material should incorporate the following (where applicable):
- Photos should be U.S. Ski, U.S. Snowboarding, U.S. Freeskiing athletes, and whenever possible, wear a bib with the title sponsor’s logo.
- The current U.S. Ski Team, U.S Freeskiing and/or U.S. Snowboarding logo should always be incorporated in event materials.

Event Program
The USSA request for proposal may require the OC to provide an event program with a designated number of free pages of advertising for USSA and its sponsors. The title sponsor must have the first opportunity to select their advertising location in the program. For example, the title sponsor often selects the back cover for their advertisement.

USSA Name and Logo Usage
The OC must comply with the standards established for use of the USSA, U.S. Ski Team, U.S. Snowboarding and U.S. Freeskiing logos. Special observation needs to be made by event organizers to refer to the proper name of USSA as the “U.S. Ski and Snowboard Association.” The names “U.S. Skiing” or “U.S. Ski Association” should no longer be used. Please refer to the USSA Image Center for detailed guidelines on the use of USSA marks (USSA’s image center can be found at http://www.ussa.org). In general, the following applications should be used:

- **U.S. Ski Team/U.S. Snowboarding/U.S. Freeskiing** – should be used when promoting the participation of the U.S. Ski Team, U.S. Freeskiing or U.S. Snowboarding Team, such as on posters, advertisements, and broadcast campaigns. The OC needs to be sure that the correct U.S. Ski Team, U.S Freeskiing and U.S. Snowboarding logos are applied to their event.
The logo PMS colors are the following: Red (PMS 200), Blue (PMS 288), and Gold (PMS 872). The preferred use of any USSA logo is the full three-color version. A one-color application may be used in ‘gray-scale’ (preferred), blue or black. No other colors are acceptable.

For direction, questions or concerns on USSA image standards please contact:

Kyle Kilcomons, Imaging Director, – 435-647-2087 (kkilcomons@ussa.org)

The imaging director establishes and maintains a clear corporate image for the USSA through development, implementation and management of brand vision and standards, as well as working with staff, partners and stakeholders to manage USSA’s video, design, photography, brand management and web design. Work with the imaging director for your photograph and logo needs and to acquire approvals on all materials carrying USSA’s brands (U.S. Ski Team, U.S. Snowboarding, U.S. Freeskiing), photography and/or athlete imagery.
8. Media and Public Relations

The success of a USSA event, and especially the success of U.S. athletes, is largely measured by the impression of the public. Oftentimes, that impression is developed by the media response to an event.

Media services are an integral part of USSA events. They are as important as the development of a competition course or presentation of awards – a key component to your event organizing committee!

USSA takes a very serious approach to management of media services at its events. As a USSA event organizer, you have an opportunity to truly capitalize on your company or organization’s investment in producing a high-quality event by how you interact with the news media.

USSA’s goal with this section of the event handbook is to help you, the event organizer, capitalize on your event through high-level media services. We want to share our experience with you and to build consistency across the USA in media services at USSA events.

This manual is designed for use by all levels of USSA events including:

- FIS World Cups in USA
- U.S. Grand Prix
- U.S. Revolution Tour
- U.S. Championship events
- Selected Continental Cups
- USSA special events
- Other selected major USSA events

I hope that you will find this manual helpful, and that our USSA media services staff can be of assistance to you. Our media services team has more experience than any other Olympic governing body. Our goal is to share that experience and provide you with the direction to make your event a big success!

Finally, I would like to ask that any coordination you need to make on media operations be made through your events department manager. That person can easily interface with my staff so that we can manage your overall event as efficiently as possible.
8.1 **Tom Kelly, Vice President, Communications** – 435-647-2010 ([tkelly@ussa.org](mailto:tkelly@ussa.org))
Tom Kelly, who has nearly 40 years experience in ski-related marketing and public relations, oversees all public relations and corporate communications for USSA. He is also active within his field in both the International Federation, where he serves as chairman of the FIS PR & Mass Media Committee, and the U.S. Olympic Committee.

**Caitlin Furin, Communications Manager** – 435-647-2038 ([cfurin@ussa.org](mailto:cfurin@ussa.org))
Caitlin Furin began her work at the USSA in 2014. She is responsible for management of external public communications and overseeing internal communications to key USSA stakeholders. Media inquires; including athlete interview requests can be routed to her.

**Courtney Harkins, Content Manager** – 435-602-9243 ([charkins@ussa.org](mailto:charkins@ussa.org))
Courtney Harkins is responsible for developing and overseeing content production and deployment for the U.S. Ski Team, U.S. Snowboarding and U.S. Freeskiing websites and social media channels.

**Spence Volla, Echo Entertainment** – 310-562-0799
Echo Entertainment is an independent production company retained by USSA for production of its NBC and OLN television programming. USSA produces all of its own television programming for NBC and OLN, using Echo Entertainment’s technical production services. Echo’s crews will be on-site at all televised USSA events.

8.2 **Site Staffing Assignments**
USSA has a simple guideline for on-site staffing which has proved effective at every level of event. These assignments are as important as a chief of course or timekeeper. Each USSA event site is responsible for making these staffing assignments to manage specific aspects of media and
public relations. These assigned staff, professionals or volunteers, will work with USSA staff on specific elements of the events.

8.3 Media Releases and Information Development

Event Announcement
USSA will issue an initial formal announcement on all USSA events. The initial announcement should be coordinated between USSA and the event site to ensure an appropriate announcement locally and nationally through a coordinated release. Any public discussion of the event should be avoided until the event is announced.

Television or Major Sponsor Announcement
USSA will issue a formal announcement on television programming and major sponsors in a separate release following the initial event announcement. Any public discussion of television or major sponsor should be avoided until formal release is announced.

Event Promotional Releases
USSA and the site will coordinate appropriate, timely releases from both the site and USSA designed to build media and public enthusiasm in the months leading up to the event.

Press Kit
The event organizer, with USSA direction and approval, will assemble a general press kit. This general press kit, to be used for advance publicity and for on-site information should contain the following:
- All appropriate releases to date.
- Release on television and major sponsors (can be incorporated in the overall release).
- Event fact sheet.
- Outline of top participants with mini-bios.
- Appropriate area and course maps.
- Accreditation information.
- Timetable of all appropriate competitions and activities.
- Complete outline of pressroom schedule and logistics.
- Telephone directory of important contacts, including USSA.

Regional Advance Press Conferences
USSA encourages sites to develop appropriate local and regional press conference opportunities where it is appropriate and where it will attract media attention. While not required for most events, local and regional press conferences, both off-site as well as in the event community, are excellent tools to develop media enthusiasm for the event. Such press conferences are not required and should be undertaken only if USSA and the host site feel that it will be worthwhile in generating interest for the event.

Another option that is oftentimes easier and more productive is an advance teleconference.

Following are general parameters for advance press conferences:
- Press conference must focus on some news aspect or formal announcement.
- Focus of the press conference must highlight athletes.
- If a press conference format is used, the conference must be a well-run, formal press conference with appropriate audio-visual, pertinent news releases, public address system, etc.
- Major event sponsors must be represented with appropriate bannering, except in such rare cases where such bannering may be prohibited (must be determined in advance).
• A USSA banner or placard must be prominently displayed either on the podium or behind the podium.
• USSA must be involved in the planning and development of the press conference.
• In general, a USSA official will be present and must be involved in the presentation.
• In many cases, USSA will request that an athlete(s) be involved in the press conference. The expenses for athlete participation (travel expenses) are the responsibility of the event organizer.

8.4 Results and Start Lists
NOTE: USSA or FIS officials will provide start lists and results through event timing or judging and data processing services. Each event organizer must be prepared to properly manage these areas. It is recommended that a staff person, outside a professional or capable volunteer in the media area, be responsible for liaison and distribution of such information, which is vital to the success of event media services.

Biographical Listings
Biographical listings of all principal competitors in an international event, or all participants in a domestic event, must be readily available in the main press center through either a master notebook or printed copies. These biographies must include the name, age and hometown of any participating athlete.

In the case of domestic events, organizers should obtain a completed athlete biography form from all competitors for the use of the media, broadcasters and public address announcers. A sample athlete biography form is attached as Appendix H.

Competitor Listings
A listing of all competitors taking part in the event should be readily available in the press center beginning the day prior to any competition.

Start Lists
Start lists for all competitions must be available in the main press center, or at the designated media hotel, immediately following any draw or other selection process to determine the starting order – usually the day or evening prior.

Results
The availability of results is critical to the job of the working press. Event organizers should be prepared to provide complete results from all competitions and exhibitions taking place during the event period.

Results should be made available in sequence of finish of all competitors. Unofficial results, showing the unofficial finishing places and times/scores of all athletes, must be immediately available in the appropriate press centers, and be available for transmission to deadline media including news agencies. Media are accustomed to working with unofficial results, however these results should clearly indicate that they are unofficial. Official results, when available, should be clearly noted. In appropriate events, such as seeded alpine competitions and cross-country competitions, intermediate results should be available in the press center.

Any series standings, which are impacted by the competition, should be immediately updated and made available in the press center and for transmission to news agencies
8.5 Pressroom Standards and Operation
USSA provides these general standards as a guideline to its event organizers. In general, these guidelines should be used as a minimum standard. These standards are divided into three different categories of events:

**Category A (125-250 media)**
Highest-level events, such as alpine World Cups, attracting national and international media.

**Category B (25-125 media)**
Medium-level events attracting strong regional and national media, including U.S. Grand Prix, freestyle World Cups and major U.S. Championships.

**Category C (10-25 media)**
Smaller events, where on-site media is regional, including certain special events, NorAms and some U.S. Championships.
## Staffing

<table>
<thead>
<tr>
<th></th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief of Press</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Press Room Mgr.</td>
<td>Required</td>
<td>Required</td>
<td>Recommended</td>
</tr>
<tr>
<td>Information Mgr.</td>
<td>Required</td>
<td>Recommended</td>
<td>Recommended</td>
</tr>
</tbody>
</table>

## Press Room

<table>
<thead>
<tr>
<th></th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>5-10 minutes from finish</td>
<td>5-10 minute walk from finish</td>
<td>5-10 minute walk from finish</td>
</tr>
<tr>
<td>Hotel</td>
<td>5-10 minutes; direct dial phone; reasonable rates.</td>
<td>5-10 minutes; direct dial phone; reasonable rates.</td>
<td>5-10 minutes; direct dial phone; reasonable rates.</td>
</tr>
<tr>
<td>Press Room Size</td>
<td>1,500 square feet</td>
<td>500 square feet</td>
<td>250 square feet</td>
</tr>
<tr>
<td>Working spaces</td>
<td>75</td>
<td>25</td>
<td>10</td>
</tr>
<tr>
<td>Info Desk</td>
<td>Available</td>
<td>Available</td>
<td>Available</td>
</tr>
<tr>
<td>Internet Terminal</td>
<td>4-5</td>
<td>1-2</td>
<td>1</td>
</tr>
<tr>
<td>Free Wireless Internet</td>
<td>Required</td>
<td>Required</td>
<td>Recommended</td>
</tr>
<tr>
<td>Photocopier</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Private Press Admin Office</td>
<td>Required</td>
<td>Recommended</td>
<td>N/A</td>
</tr>
<tr>
<td>Reserved Private Space for Press</td>
<td>Available</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Press Parking</td>
<td>35</td>
<td>20</td>
<td>10</td>
</tr>
<tr>
<td>Wire Service Work Area</td>
<td>Available, if needed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Course & Finish

<table>
<thead>
<tr>
<th></th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Course Photo</td>
<td>Special credential</td>
<td>Special credential</td>
<td>Special credential</td>
</tr>
<tr>
<td>Finish Area – TV Zone</td>
<td>Required</td>
<td>Required</td>
<td>Recommended</td>
</tr>
<tr>
<td>Finish Area – Mixed Zone</td>
<td>Required</td>
<td>Required</td>
<td>Recommended</td>
</tr>
<tr>
<td>Finish Photo Stand</td>
<td>Required</td>
<td>Required</td>
<td>Recommended</td>
</tr>
</tbody>
</table>

## Hospitality & Gifts

<table>
<thead>
<tr>
<th></th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Press Room Hospitality</td>
<td>Required</td>
<td>Recommended (Basic food)</td>
<td>Not required</td>
</tr>
<tr>
<td>Press Gift</td>
<td>Required</td>
<td>Highly Recommended</td>
<td>Not required</td>
</tr>
<tr>
<td>Social Event</td>
<td>Required (does not need to be a separate function)</td>
<td>Recommended</td>
<td>Not required</td>
</tr>
</tbody>
</table>

## Days & Times

<table>
<thead>
<tr>
<th></th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days of Operation</td>
<td>Two full days prior to first &quot;official&quot; activity, thru morning after last official activity</td>
<td>One full day prior to first &quot;official&quot; activity, thru evening of last official activity</td>
<td>One full day prior to first &quot;official&quot; activity, thru evening of last official activity</td>
</tr>
<tr>
<td>Hours of Operation</td>
<td>Minimum two hours prior to start, at least four hours after official results.</td>
<td>Minimum two hours prior to start, at least four hours after official results.</td>
<td>Minimum two hours prior to start, at least four hours after official results.</td>
</tr>
</tbody>
</table>

## Press Conference & Other Services

<table>
<thead>
<tr>
<th></th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Press Conf. Room</td>
<td>Required</td>
<td>Required</td>
<td>Work Room</td>
</tr>
<tr>
<td>PA System</td>
<td>Required</td>
<td>Recommended</td>
<td>N/A</td>
</tr>
<tr>
<td>Daily Event-Day Press Conferences</td>
<td>Required</td>
<td>Recommended</td>
<td>N/A</td>
</tr>
</tbody>
</table>

## Phone & Fax

<table>
<thead>
<tr>
<th></th>
<th>Category A</th>
<th>Category B</th>
<th>Category C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Phone</td>
<td>2</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Admin Fax</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Cell Coverage, Press Room</td>
<td>Required</td>
<td>Required</td>
<td>Recommended</td>
</tr>
<tr>
<td>Cell Coverage, Finish Area</td>
<td>Required</td>
<td>Required</td>
<td>Recommended</td>
</tr>
<tr>
<td>Press Phones</td>
<td>25 minimum***</td>
<td>5 minimum</td>
<td>1 minimum</td>
</tr>
<tr>
<td>Press Fax</td>
<td>3</td>
<td>1 minimum</td>
<td>1 minimum</td>
</tr>
</tbody>
</table>

***Number of required phones can vary based on availability of cell coverage and high speed Internet. In general, requirements for phone can be dramatically reduced from the past if Internet and cell coverage are available.
Staffing
Staffing is covered in detail earlier in this section.

Pressroom
A pressroom and hotel should be located within 5-10 minutes of the competition finish, ideally together. The pressroom must be the required size, preferably with a separate work area and information/admin area, especially for larger events. Working space should consist of basic long tables with chairs, with telephone access at the worktables.

An information desk with results and other general information must be available. A separate registration area for media is recommended, but may be combined with the information desk – especially after the onset of the event. A photocopier should be located in the pressroom and be stocked with white, yellow, pink and blue paper. A separate administration area is recommended, including a private office.

Parking must be provided to media within a short distance (no more than 5 minutes walk) to the press center or competition area. Advance assignment of parking passes may be selective to media who have the most significant needs, such as television, film or still photographers.

Priority use of space should be provided to news wire services, such as the Associated Press, to address needs for deadline news filing to a broad range of media. This may include complimentary reserved space in the pressroom or assistance in arranging supplementary facilities such as film processing.

Crisis Communications
Prior to each USSA event, a basic crisis communications plan should be developed. This plan should address the process by which any public information is distributed in case of a serious accident, significant event schedule change or cancellation, disqualification of an athlete, or other extraordinary situations. This basic plan should include the name of the representative spokesperson for the organizing committee and USSA. Additional information, such as how the organizing committee and USSA will communicate when such situations occur and how they will be presented to the public, should also be included.

Course & Finish
The competition finish area setup is critical to managing on-site media needs. The competition finish area must include the following areas:

- **TV Zone:** This is an important zone immediately inside the athlete gate from the finish area. This area is completely reserved for athletes and an officially designated team representative. There is no credential that allows access to this area itself. The only access is through the chief of press or USSA media liaison. Rights holding television are the only media with access to athletes in this area and should be located over a fence allowing for ease of interviewing athletes in this zone. In special cases, designated representatives of newswires may be permitted into an area adjacent to rights holding television. This area should also be viewable from the finish area photographer’s platform. This area exits the athletes into the mixed zone as its only exit.

- **Mixed Zone:** This area is generally open to athletes and team representatives, with media access to athletes across a fence. This is the area where the majority of athlete interviews will take place. There should be sufficient space to accommodate athletes and team staff in the zone, with media having easy access to athletes across a fence. Organizers and team
representatives must work together to ensure that athletes mix with media for interviews. Athletes must traverse the entire mixed zone to reach an exit.

- **Media Zone:** This fenced-in area is adjacent to the mixed zone, providing media with direct ‘over-the-fence’ interview access to athletes and coaches.

- **On-Course Photo Access:** Organizers are responsible for working with USSA to coordinate access for photographers. Access to the course should be limited to experienced photographers who are capable of working in a restricted environment and have the ability to stay in position for the duration of the competition. Such photographers must be issued an additional armband or bib, which signifies that they are accredited to be on-course. At most major events, USSA or FIS will restrict the number of photographers who may be accredited to be on-course. Presently, the FIS Alpine World Cups are limiting access to 60, which must be balanced between international and domestic photographers, broadcasters and still photographers. USSA will provide direction through its on-site professionals as to appropriate location for ‘photo zones’ on a course or in a competition arena.

- **Photo Stands:** Organizers should construct a suitable stand for photographers in the finish area to provide full access of the finish and the finish area corrals for close-up photographs of competitors. Proper placement and design of a finish area photo stand can help reduce demand for ‘on course’ photo access.

**Hospitality & Gifts**

On actual competition days, event organizers should provide a basic level of hospitality service in the pressroom. This includes continental breakfast items (coffee, juice, rolls, etc.) on mornings of competitions and light snacks (soda, cheese, pretzels, etc.) during mid-day events. There should also be nearby access to quick food service areas (at their expense) for media who are working on deadlines. Event organizers are encouraged to expand pressroom food service beyond this minimum at their discretion.
Organizers should provide selected media with a gift unique to the event as a memento. Such gifts may include event clothing items or other items. Organizers may use a selective list for distribution.

**Social Event**
A social event should be organized during the competition period for media at multi-day events. This social event does not need to be a separate function from already scheduled functions in conjunction with the event. Organizers may use a selective list for invitation to this function.

**Days & Times**
The pressroom should be in full operation on the specific schedule noted for the category of event. In general, press room hours should be 8 am to 5 pm on non—competition days. In general, typical competition day pressroom hours are 7 am to 7 pm. On the final day of an event, care should be exercised so as not to begin disassembling the pressroom until well after the finish of the competition. This includes any partial tear down of facilities.

**Press Conferences**
Formal press conference facilities are required for Category A or B events. The chief of press, or designee, will conduct all press conferences. In the case of a press conference for an agency or company outside of USSA or the organizer, USSA must approve and either the chief of press or a USSA designee must introduce and supervise the press conference.

An area for press conferences should be established in close proximity to the pressroom. A suitable public address system must be available with a ‘multi-box’ for connection by TV and radio media.

Press conferences should be held within one hour following each competition or combination of competitions (i.e. after completion of men’s and women’s competitions). The moderator, and questions from the media moderated by the press conference leader, should conduct press conferences in a formal fashion, with an appropriate introduction of athletes.

In general, press conferences are required for World Cup level events. At other events, the chief of press and USSA should determine in advance if press conferences are required. In many cases, finish area interviews will suffice below the World Cup level. But in all cases, a specific plan should be developed and conveyed to the media.

**Phone & Fax**
Telephone numbers for the pressroom and its incoming fax line must be available for publication one month prior to any USSA event. Any lines must be direct dial from outside without the need to go through a switchboard. The main pressroom number should have the ability to ‘roll over’ to at least two additional lines.

Event organizers are not expected to provide complimentary long distance service for media. However, there may be no additional charges for use of telephones. All telephones and faxes must be readily useable through direct billing or telephone cards.

Use of a wireless Internet network in press rooms for Category A events will result in substantially less need for a high number of phone lines. Contact USSA for direction.
8.6 Sample Event Media Services Budget
Each event organizer’s media budget will be unique based on special characteristics of that event or site. This sample budget is a basic outline of the types of expenses for which sites should plan. Not all sites will have all of these expenses. Actual amounts will vary with sites, but this guide will provide a roadmap to filling in actual planned expense amounts.

<table>
<thead>
<tr>
<th>Promotion</th>
<th>Costs (vary by site)</th>
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| Staffing                                       |                      |
| Chief of Press                                 |                      |
| Press Room Manager                             |                      |
| Other Press Room Staff                         |                      |

| Press Room                                     |                      |
| Room rental                                    |                      |
| Tables/chairs rental                           |                      |
| TV monitors, VCR                               |                      |
| PA system for Press Conferences               |                      |
| Room setup fees                                |                      |
| Security                                       |                      |
| Copier rental                                  |                      |
| Paper and supplies                             |                      |
| Staff radios                                   |                      |
| Credentials                                    |                      |
| Daily hospitality service                      |                      |

| Phone & Fax                                    |                      |
| Internet access with wireless access point     |                      |
| Phone line installation and activation         |                      |
| Telephone purchase                             |                      |
| Fax rental                                     |                      |
| Administrative long distance                   |                      |

| On-Course and Finish Area                     |                      |
| Bibs for on-course photographers              |                      |
| Finish area setup (generally not a media area expense) |  |
| Broadcast booths (cost borne by rights holding broadcaster) |  |

| Special Media Expenses                         |                      |
| Travel expenses to 'host' media (organizer choice) |  |
| Media social event                             |                      |
| Media gift                                     |                      |

**Rights-Holding Television**
USSA reserves the right to sell exclusive television rights to any of its events. Event organizers are responsible for protecting the rights of such television companies, both on-site during a competition and through careful monitoring of the media accreditation process. Accreditation of any television or film companies must be approved by USSA.
USSA’s accreditation standards provide specific direction for accreditation of other television or film companies. In every case, the rights-holding broadcaster will have priority.

**Internet and Other Broadcast Media**

Internet, radio and other broadcast media are encouraged to provide coverage of USSA events provided that such coverage is not in conflict with a rights-holder. Exclusive or ‘official’ relationships with broadcasters can only be made through USSA.

### 8.7 USSA Media Accreditation Standards

(Prepared for distribution to news media)

**General Principles**

USSA’s general principle is to provide reasonable, open access to all of its events to all working media, and to provide a high level of service to working media covering those events. These guidelines are designed to identify specific working media with a very concise outline on the steps necessary to secure credentials.

**Media Access**

- **Working Press Room** – Generally open to all accredited media with space on first-come basis; media with special needs should make advance arrangements with the USSA event organizer.

- **Finish Area TV Zone** – Reserved for rights holding broadcasters only.

- **Working Media Finish Area Mixed Zone** – Generally open to all accredited media, although some limitations may be imposed in some cases. Finish interviews with athletes may be conducted in this area.

- **On-Course** – Generally available to selected photographers only. In cases where access is limited, the event organizer should have a photographer liaison to communicate credential procedures and times of any mandated course inspections or briefings.

**Rights-Holding Television**

USSA will generally exercise its commercial rights through sale of rights to an appropriate television broadcaster or agency. This broadcaster or agency will be afforded all appropriate rights and exclusivity under USSA and FIS rules. USSA or the event organizer will provide a contact to the rights-holding broadcaster upon reasonable request. Credential requests for the rights-holding broadcaster will be managed as part of the broadcaster’s contract with USSA and the event organizer. In general, rights-holding broadcast staff is credentialed separately from news media, and must have media access.

**USSA Film, Video, Photographers**

USSA’s film, video or still photography crews will be accredited at all USSA events.

**National Broadcast**

Any national broadcast of USSA events may occur only with the written consent of USSA and the rights-holding broadcaster. With that consent in place, the event organizer will provide reasonable credential access for working broadcasters. Costs for services such as broadcast booths, access to television signal and other services will be the responsibility of the broadcaster.
Television News Access
USSA encourages television news access to its events, subject to USSA and FIS rules. In general, FIS rules stipulate that such news reports are less than three minutes in duration as part of a regularly scheduled news broadcast, and that they only air after the initial rights broadcast airing in any country. Because most U.S. events are not televised “same-day”, USSA can oftentimes obtain a waiver from the rights-holding broadcaster.

Local Television
USSA encourages local television coverage, subject to USSA and FIS rules. Local television that wishes to provide expanded local coverage of the event should work with USSA in advance both for assistance and for management of any rights questions.

Internet
The transmission of streaming video on the internet is treated in much the same way as television, and is subject to rights. USSA should be consulted on any requests to carry streaming video on the internet, regardless of when it will appear.

News Wires
USSA encourages coverage of news wires and agencies. Assignment verification should be submitted from the appropriate bureau including the names of those assigned to work the event, along with any special needs for transmission of news stories or photographs from the event site.

Magazines
Credentials will be issued to working writers, editors and photographers of magazines, which have a consistent publishing history of two years or more. An assignment verification letter must be submitted for any writer or photographer not appearing in the magazine’s masthead as either a
staff member or regular contributor. Startup or new publications will be accredited on an individual basis through approval of USSA.

**Daily Newspapers (including newspapers with multiple issues each week)**
Credentials will be issued to working writers, editors and photographers of daily newspapers.

**Weekly Newspapers (or less frequent)**
Credentials will be issued to working writers, editors and photographers of weekly newspapers, which have a consistent publishing history of two years or more. An assignment verification letter must be submitted for any writer or photographer not appearing in the newspaper’s masthead as either a staff member or regular contributor. Startup or new publications will be accredited on an individual basis through approval of USSA.

**Newsletters**
USSA recognizes newsletters if those newsletters offer regular, ongoing editorial coverage of the sport or the business or trade. An assignment verification letter must be submitted.

**Online News Services**
USSA recognizes on-line news services as media and will provide credential access to appropriate working writers, editors and photographers based on the following guidelines:

- On-line service must have consistent track record of six (6) months or more in providing news and information content which is professionally developed, edited and posted (‘chat’ or other services limited solely to user-interactive commentary are not included, nor are individual ‘home pages’).
- A letter of assignment including the responsibility of each requested credential holder must be provided from management level of the service.
- USSA reserves the right to limit use of its trademarks, including the logo or trademark of the event. In general, editorial use will be permitted but no commercial use of USSA’s marks may be made without a written agreement with USSA.
- Any use of video or moving images on the on-line service is subject to the rights of the host broadcaster and may not be made without written agreement with USSA.

**Freelance Writers / Photographers**
USSA encourages attendance by freelance writers and photographers and will provide credential access to working writers and photographers based on the following guidelines:

- Freelance writer or photographer should submit a very brief personal resume showing background and direction of editorial placements.
- An outline of suggested story ideas from event and placement ideas should be included.
- Photographers must indicate any commercial assignment with the understanding that USSA retains commercial rights from the event and understand the physical ‘on-course’ limitations of that particular event.
Commercial Photographers
USSA encourages attendance by commercial photographers shooting for USSA suppliers and sponsors and will provide credential access to working commercial photographers based on the following guidelines:

- Photographer must provide a letter of assignment from USSA suppliers or sponsor (long standing photographers who have a history of covering USSA events may submit listing of assignment from themselves).
- Photographers must indicate any commercial assignment with the understanding that USSA retains commercial rights from the event and understand the physical ‘on-course’ limitations of that particular event.

Photo Agencies
USSA encourages attendance by photo agencies shooting for editorial or commercial stock purposes. Credentials will be issued based on the guidelines listed above for freelance photographers and commercial photographers.

Other
Athlete Agents – Accreditation through special Industry credential, as approved by USSA. All agents must register with the Sport Director prior to the event. Athlete Agents that approach the OC directly for accreditation should be referred to the USSA Event Manager. Approval of Athlete Agents credential requests will be included in the full accreditation list that is submitted to the OC at least seven days prior to the event.
9. Television

9.1 Host Broadcaster
Specific requirements of the host broadcaster will be reviewed during a pre-event television production meeting with the OC, USSA and the host broadcaster. Following is a summary of general OC obligations for support of our rights holding broadcasters:

- Provide an OC television liaison to be solely dedicated to working with the rights-holding broadcasters to accommodate their needs and communicate with the OC.
- Provide broadcast compound area in close proximity to the venue that can accommodate the broadcaster’s mobile unit, satellite uplink, office space, parking, etc.
- Provide TV camera platforms (scaffolding or snow) – as agreed upon during a pre-event meeting.
- Install all cable (for truck produced events) under the direction of the host broadcaster.
- Provide on-hill transportation of personnel and equipment, specifically including snowmobiles and cat transportation on set-up, teardown and production days.
- Secure storage area and room for host broadcaster’s equipment as well as for charging radios, etc. (Rooms must be locked and heated).
- Assist in securing discounted lodging opportunities in close proximity to the venue for the broadcaster (at broadcaster’s expense).
- Assistance in arranging catering and meals for production crews (at broadcaster’s expense).

9.2 International Rights Holding Broadcaster(s)
For selected events (including most World Cups), USSA will sell or broker international broadcast rights for distribution beyond the United States. For those events with international distribution, the OC is obligated to provide similar services to the international rights holding broadcaster as described in 8.1. Above. These services include:

- Assistance in securing discounted lodging and meal service in close proximity to the venue.
- Providing space within the television broadcast compound for international production facilities.
- Providing working space for the international rights holder near the venue or within the pressroom.
- Establish a “live interview” area within the finish corral for those broadcasters transmitting live coverage.
- Work with the FIS and USSA for the allocation of “on-course” credentials for International rights holding broadcasters.
- Provide commentator booths for international rights-holding broadcasters in close proximity to the finish area with direct line of sight to the finish line (cost to be borne by broadcasters; number of booths to be reviewed during a site inspection).
Appendix A – Event Organizing Agreement

United States Ski and Snowboard Association
Event Organizing Agreement

This Agreement is made and entered into this __________ day of __________, 201-, by and between the United States Ski Association dba the United States Ski and Snowboard Association (hereinafter “USSA”), a Utah non-profit corporation having its principal offices at 1 Victory Lane, P.O. Box 100, Park City, Utah 84060, and _________________________ (hereinafter “Organizer”), with its principal office at ____________________________________.

RECITALS

1. USSA has been recognized by the United States Olympic Committee (“USOC”) and the International Ski Federation (“FIS”) as the national governing body for all disciplines of Olympic skiing and snowboarding in the United States of America. As such, USSA has been delegated all authority and responsibility for organizing and conducting elite level national and international ski and snowboard competition events in the United States.

2. Organizer either owns or operates _________________________ (“the Venue”), or represents that it has the legal right to use such portions of the Venue as may be necessary for the purposes of this Agreement.

3. USSA and Organizer desire to hold and conduct certain snowsport competitions and related practice and training at the Venue.

NOW, THEREFORE, for and in consideration of the mutual agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto, intending to be legally bound, hereby agree as follows:

1. Events, Dates, Term and Termination.

1.1. USSA and Organizer agree that the Venue will be the site for the _________________________ (“the Event”) scheduled on __________, 200__.

1.2. The Event will encompass the following individual competitions:

1.2.1. _________________________;
1.2.2. _________________________;
1.2.3. _________________________; and
1.2.4. _________________________.
1.3. Organizer shall be responsible for ensuring the completion of the entire Event, including each of the competitions listed above, except to the extent all or any portion of any competition is called off or canceled by decision of the FIS and/or USSA.

1.4. Inability of Organizer to complete each of the competitions listed in section 1.2 in accordance with the schedule set forth in section 1.1 due to occurrences beyond its control shall not relieve Organizer of its obligation to complete each such competition. Instead, Organizer shall complete each such competition as soon as possible after the scheduled dates, except to the extent all or any portion of each such competition is canceled by decision of the FIS and/or USSA. Postponements or cancellations of all or any portion of the competition may give rise to site fee reductions as set forth in section 3.1 below.

1.5. The term of this Agreement shall be from the date set forth above until the completion or cancellation of the Event. Neither party shall have any right unilaterally to terminate this Agreement.

2. Duties and Responsibilities of Organizer.

2.1. **FIS and USSA Compliance.** Organizer shall conduct the Event in accordance with all applicable FIS and USSA competition rules and regulations, which are subject to change at any time. Organizer shall be responsible for compliance with all FIS and/or USSA competition rules and regulations as they exist on the date of the Event.

2.2. **Compliance with USSA Event Standards.** For each competition, Organizer shall provide a properly homologated and prepared competition course, qualified officials and support facilities and personnel in strict compliance with minimum standards set forth in the USSA Event Organizer Handbook, which Organizer represents that it has reviewed prior to executing this Agreement. Organizer understands and agrees that it must comply with the standards set forth in the USSA Event Organizer Handbook, as they may be modified from time to time, in accordance with the following provisions:

2.2.1. The USSA Event Organizer Handbook may be modified at any time and for any reason. In case of such modification, Organizer shall have ten (10) days after receiving notice of any modification to register a written objection. Failure to object shall constitute a waiver of any objections, and Organizer shall thereafter be bound by any such modification. Within ten (10) days after receiving timely written notice of such an objection, USSA shall, at its election, either excuse Organizer from compliance with the modification or give Organizer the option to terminate the Agreement within an additional five (5) days.

2.3. **Budget and Event Expenses.** Organizer shall comply with the detailed budget for the Event, which is attached as Addendum 1, and hereby incorporated by reference. Organizer shall be solely responsible for, and shall indemnify USSA against, all costs and expenses incurred by Organizer or any of its representatives, consultants or contractors in connection with the Event. USSA shall not be responsible for any payments or expenses other than those specifically listed herein as responsibilities of USSA.

2.3.1. **Prizes.** Organizer shall be responsible for payment OR disbursement of cash prizes and awards to competitors in accordance with applicable FIS and USSA rules and regulations.
2.4. **Sponsor Exclusivity and Fulfillment.** Organizer and USSA shall each possess the right to sell exclusive and non-exclusive sponsorships in accordance with Addendum 2 to this Agreement. Organizer shall provide fulfillment to USSA sponsors as set forth in Addendum 2, and shall cooperate with USSA and with any sponsors of the Event to accommodate other reasonable benefit programs not described in this Agreement or in the addenda attached hereto, provided that Organizer shall not be required to bear any material cost in connection with such other programs.

2.5. **Sponsor Exhibits.** Organizer shall provide space and electrical hook-ups in close proximity to the competition area for product and service exhibits and displays by USSA sponsors. Space and hook-ups shall be provided at no cost to USSA or its sponsors other than the actual out-of-pocket expenses documented by Organizer in preparing such space and hook-ups. Organizer shall identify the location of the space to be provided, and an estimate of preparation costs, within two weeks after receiving written notice from USSA of the estimated needs of USSA sponsors.

2.6. **Banner Operations Team.** Organizer and USSA shall form a Banner Operations Team comprised of representatives of both parties. The banner team shall be responsible for determining placement of all race banners, whether such banners are inventory of Organizer, USSA or any sponsor or third party marketing agency. The Banner Operations Team shall ensure the fair and equitable distribution of available banner space among Organizer and USSA and their respective agents or sponsors. Installation of all banners shall be performed in accordance with the directions of the banner team by a work detail furnished by Organizer in accordance with the USSA Event Organizer Handbook.

2.6.1. Organizer shall provide a minimum of _____ skilled operations crew who shall work solely with the Banner Operations Team for the duration of the Event.

2.7. **Lodging, Food and Additional Event Benefits.** Unless otherwise provided herein as the responsibility of USSA, Organizer shall provide all food, lodging and per diem allowances required under applicable FIS and USSA rules and regulations and/or the USSA Event Organizer Handbook. In addition, Organizer shall also arrange and provide the following:

2.7.1. **USSA Athletes and Coaches.** Organizer shall arrange and provide _____ complimentary double rooms, and _____ complimentary full access credentials and gift bags for designated USSA athletes and coaches;

2.7.2. **Other Athletes and Coaches.** Organizer shall arrange and provide __________________________________________.

2.7.3. **USSA Personnel.** Organizer shall arrange and provide _____ complimentary double rooms, and _____ complimentary full access credentials for designated USSA personnel;

2.7.4. **Sponsors.** Organizer shall arrange and provide discounted lodging, _____ complimentary VIP credentials and _____ complimentary VIP gift bags for USSA Event sponsors. VIP credentials shall provide USSA sponsors full access to lifts, hospitality tents, and all Event social functions.

2.7.4.1. **USSA may obtain additional VIP credentials for a price of _____ dollars ($___) with notification to Organizer by ____________________.
2.7.4.2. USSA may obtain additional VIP gift bags for a price of ______ dollars ($___) with notification to Organizer by ______________.

2.7.5. **Television.** Organizer shall assist the domestic host broadcaster and the international rights holding broadcasters in arranging discounted lodging and meals, and shall provide appropriate credentials for all broadcaster representatives.

2.7.6. **Media.** Organizer shall provide assistance to all national and international print and broadcast media representatives in arranging lodging and meals, and shall provide appropriate credentials for all media representatives.

2.8. **Hospitality.** Organizer shall host the following hospitality functions during the Event:

2.8.1. Organizer will provide a VIP hospitality tent with food and beverage service on ______________ for all Event guests referred to in section 2.7 of this Agreement. The hospitality tent will be accessible by appropriately credentialed Event officials and guests. USSA will pay Organizer, at Organizer’s usual prices, for the cost of service to additional USSA guests in excess of those specified in section 2.7 above.

2.8.2. Organizer will host a ______________ on ______________, for all appropriately credentialed ______________ guests (menu, set-up and entertainment to be mutually agreed upon), with full-service alcoholic and non-alcoholic beverages. USSA will pay Organizer, at Organizer’s usual prices, for the cost of service to additional USSA guests in excess of those specified in section 2.7 above.

2.8.3. Organizer will host a ______________ on ______________, for all appropriately credentialed ______________ guests (menu, set-up and entertainment to be mutually agreed upon), with full-service alcoholic and non-alcoholic beverages. USSA will pay Organizer, at Organizer’s usual prices, for the cost of service to additional USSA guests in excess of those specified in section 2.7 above.

2.9. **Event Promotions.** Organizer shall develop a promotion plan for the Event that provides for all minimum standards set forth in the USSA Event Organizer Handbook. In addition, Organizer agrees that USSA’s sponsors, as defined in Addendum 2 of this Agreement, shall receive prominent recognition in all promotions, materials and functions connected with the Event, and that USSA’s title sponsor of the Event shall be recognized more prominently than any other Event sponsor of USSA or Organizer.

2.9.1. Organizer shall provide USSA at least thirty (30) days advance written notice of any publication deadlines. Organizer shall be liable for any cost, loss or expense resulting to any USSA sponsor as a result of Organizer’s failure to provide sufficient advance notice of such deadlines.

2.9.2. Organizer shall obtain the prior written approval of USSA on all print materials representing USSA sponsors prior to production.

2.10. **Media.** Organizer shall prepare and submit to USSA a media service plan no later than sixty (60) days prior to the scheduled start of the Event which shall provide for all necessary physical and operational support to any television and/or radio broadcaster(s).
designated by USSA or FIS, as well as for national and international press and print media. Organizer’s media service plan shall comply with all minimum standards set forth in the USSA Event Organizer Handbook.

2.11. **Television Support.** Organizer shall provide support to the Event host broadcaster to include:

2.11.1.1. Installation of television cable to each venue (cable to be provided by USSA and/or its production company);

2.11.1.2. Installation of camera platforms on each venue (snow and/or scaffolding platforms to be provided by Organizer);

2.11.1.3. Venue transportation and communication support and coordination during the Event.

2.11.1.4. Adequate parking area and power access in close proximity to the competition venue(s) for TV production support facilities which may include production units, satellite trucks, office trailers, cars, etc. (production facilities will be provided by USSA and/or its production company).

2.11.1.5. [Secured storage room with power to be used to recharge batteries and store equipment.]

2.12. **Medical.** Organizer shall develop a medical plan for the Event that provides for all minimum standards set forth in the USSA Event Organizer Handbook and shall include but not be limited to, a Medical Supervisor, Event Physician, EMT/Ski Patrol support, Evacuation Plan, and should athletes be subject to anti doping testing at the particular Event, a Doping Control Site Coordinator.

2.13. **Competition Venue Layout.** Organizer shall review the competition venue layout with USSA at least sixty (60) days prior to the Event. Layout of the athlete corral, media areas, television areas, spectator areas and sponsor exhibition areas shall be subject to USSA approval. Organizer agrees that upon conclusion of the Event, any man made “features” created to conduct the competition, including but not limited to, halfpipes, quarterpipes, skicross or snowboardcross venues shall be demolished and if not demolished, any use of said features by Organizer after the completion of the Event shall be entirely at Organizer’s risk and Organizer holds USSA harmless, defends, and indemnifies USSA from any and all claims arising from use of same.

2.14. **Security.** Organizer shall provide reasonable security services for the competition venue(s), media, television production, broadcasting, timing and sponsor exhibit facilities. Organizer shall not be liable for losses, which could not have been prevented by the provision of such reasonable security services.

2.15. **Schedule of Events.** Organizer shall implement the schedule of Event functions described on Addendum 3 hereto and hereby incorporated by this reference.

2.16. **Additional Duties and Responsibilities of Organizer.** In addition to the duties and responsibilities of Organizer described above, Organizer shall also provide for the following:

2.16.1. [ ]
2.17. **Insurance and Indemnity.** Organizer shall maintain comprehensive general liability insurance in the amount of at least five million dollars ($5,000,000) per occurrence for occurrences arising out of the conduct of the Organizer or its officers, directors, employees, agents, contractors, consultants, or volunteers in respect to the regular business operations of Organizer and in respect to the activities of Organizer in connection with the Event. Organizer’s insurance shall name USSA, and any other sponsors designated by USSA, as additional insureds for purposes of the Event. Organizer’s insurance may not include exclusions for participants and spectators. Organizer shall hold harmless, defend and indemnify USSA from any cause of action, cost, loss or claim of any type in connection with the Event arising out of the actions of Organizer or its officers, directors, employees, agents, contractors, consultants or volunteers.

3. **Duties and Responsibilities of USSA.**

3.1. **Payment of Fees.** USSA shall pay to Organizer only the following fees, and shall have no further monetary obligation to Organizer in connection with the Event:

3.1.1. **Site Fee.** USSA shall pay a total site fee of ____________________ ($_______), subject to any reductions to which USSA may be entitled under section 3.1.3 below. The site fee shall be payable in installments, as follows:

3.1.1.1. The amount of the first installment shall be $________________, and shall be due and payable __________________.

3.1.1.2. In the absence of any reductions, the amount of the second installment shall be $________________, and shall be due and payable __________________.

3.1.1.3. In the absence of any reductions, the amount of the third and final installment shall be $________________, and shall be due and payable __________________.

3.1.1.4. If a reduction is to be assessed under 3.1.3 below, the second and third installments shall not be due until fifteen (15) days after the amount of any such reduction can be calculated with reasonable certainty or on the scheduled payment date, whichever is later.

3.1.2. **Prize Money Fee.** USSA shall pay a total prize money fee of ____________________ ($_______), which shall be due and payable __________________. Should any prize money not be distributed due to cancellation of a competition or for any other reason, Organizer shall refund any unpaid prize money to USSA within 7 days after the conclusion of the Event.

3.1.3. The total amount of the site fee in section 3.1.1. shall be reduced by an amount equal to the actual revenue lost and/or additional expenses incurred by USSA as the direct and proximate result of any of the following occurrences:
3.1.3.1. Cancellation or material postponement of any race which could have been prevented but for Organizer's neglect. For purposes of this section, a postponement is deemed “material” if there is a proximate cause of any reduction in sponsorship or television revenue to USSA. As used herein, the term “neglect” shall mean the following: (i) failure to utilize all resources (including, without limitation, manpower and equipment) at Organizer’s disposal to avoid the delay, postponement, abbreviation or cancellation; and/or (ii) failure to manage or direct such resources with the degree of knowledge, skill and expertise typical of organizers of similar events in the United States. Neglect shall not include any failure to perform under this contract with the design or intention causing the delay, postponement, abbreviation or cancellation of the Event, which failure shall be deemed to constitute a unilateral termination and which shall be governed by the provisions of section 1 of this Agreement;

3.1.3.2. Failure of Organizer to provide adequate manpower, equipment, services or facilities, which in the discretion of USSA, necessitates supplementation by, or at direct expense to, USSA.

3.1.3.3. Unavailability of signage, materials or other sponsor fulfillment items which Organizer is obligated to provide under this Agreement.

3.1.3.4. Force Majeure. Neither party shall be liable for any failure or delay in performance under this Agreement to the extent said failures or delays are proximately caused by causes beyond that party's reasonable control, including, but not limited to, weather-related issues. If a force majeure event causes the cancellation of the Event, USSA and Organizer shall share equally in documented costs expended by Organizer directly attributable to preparation for the Event. Notwithstanding the foregoing, in no event shall USSA's share of Organizer's documented costs exceed one-third (1/3) of the Site Fee specified in section 3.1.1. above.

3.2. If any reduction due under the preceding sections exceeds the amount of any remaining installments due, Organizer shall pay such excess to USSA within fifteen (15) days of receiving reasonable notice from USSA of revenue lost by direct and proximate result of any of the preceding occurrences.

3.3. Television Coverage. USSA shall contract with a television broadcast or cable network for the production, distribution and broadcast of television programming covering the Event. Both parties understand and agree that air dates and times are subject to change by the broadcaster, and neither party shall bear any liability to the other for scheduling changes by the broadcaster.

3.3.1. USSA will provide ____ hour(s) of programming on __________, tentatively schedule to air __________ at __________ AM/PM.

3.3.2. [Broadcast coverage shall include live international transmission of the Event in accordance with all FIS rules].
3.4. **Sanctioning of Event.** USSA shall ensure that all necessary FIS or other sanctions are properly issued for the Event.

3.5. **Operational Support.** USSA shall arrange for or provide at its expense the following operational support:

- 3.5.1. USSA shall provide a designated Event Manager who shall have final authority, except as otherwise provided herein, for managing the relationship between USSA and Organizer.

- 3.5.2. USSA shall provide a designated Technical Advisor who shall coordinate with Organizer the preparation of competition venues according to FIS and USSA rules and standards.

- 3.5.3. USSA shall provide a designated Operations Coordinator who shall coordinate with Organizer the placement of all event structures and sponsor signage as described in section 2.6 of this Agreement.

- 3.5.4. USSA shall provide a designated press and media representative who shall coordinate with Organizer in connection with all press and media issues.

- 3.5.5. USSA shall provide a [ANY OTHER USSA STAFF SUPPORT] who shall [______________________________].

3.6. **Event Signage.** USSA shall provide [competitor bibs, gate panels/course markers, start façade, finish line banners, exit gate, awards signage and USSA sponsor signage for the Event].

3.7. **Additional Duties and Responsibilities of USSA.** In addition to the duties and responsibilities of USSA described above, USSA shall also provide for the following:

- 3.7.1. [______________________________].

- 3.7.2. [______________________________].

- 3.7.3. [______________________________].

3.8. **Insurance and Indemnity.** USSA shall obtain comprehensive general liability insurance in an amount not less than five million dollars ($5,000,000) per occurrence for occurrences arising out of the conduct of USSA, any of its officers, directors, agents, contractors (other than Organizer), consultants or volunteers, or USSA or FIS competition officials in respect to their activities on behalf of USSA in connection with the Event. USSA shall also hold harmless, defend and indemnify Organizer from any cause of action, cost, loss or claim of any type connected in any way with the Event arising out of the actions of USSA or its officers, directors, employees, agents, contractors, consultants or volunteers.

4. **Ownership and Sponsorship Rights.**

4.1. The parties affirm and agree that USSA is, and shall remain, the sole and exclusive owner of the Event and all sponsorship, promotional, licensing, broadcast, and other rights associated with the Event.
4.2. USSA agrees to license certain rights to Organizer as set forth below, and both parties agree to work cooperatively to maximize the revenue opportunities of both parties from the marketing and sale of such rights in accordance with the terms of this Agreement.

4.3. USSA hereby grants to Organizer the right to sell sponsorships of the Event to sponsors subject to the restrictions and limited promotional inventory set forth in Addendum 2.

4.4. USSA hereby grants to Organizer a license to include references to and photographs, descriptions and accounts of the Event in materials generated and distributed by Organizer promoting the Event itself, the Venue, or any related services offered directly or indirectly by Organizer or the Venue. Notwithstanding anything in this section to the contrary, Organizer shall not make any use of the marks or emblems of USSA, or its affiliates without prior written consent. Nothing in this section shall be construed as conferring upon Organizer any rights with respect to the names, images, likenesses or publicity rights of any athletes who compete in the Event who have not assigned such rights to USSA. It shall be Organizer's sole responsibility to obtain any consents necessary for the use of the same.

4.5. USSA hereby grants to Organizer the right to merchandise Event-specific merchandise as outlined in the USSA Event Organizer Handbook. USSA shall retain the sole right to merchandise materials bearing its names and/or marks. Organizer shall not merchandise any materials bearing the names or marks of USSA or its affiliates without a prior written licensing and royalty agreement with USSA.

5. Miscellaneous.

5.1. Governing Law. This Agreement shall be construed in accordance with, and governed by the substantive laws of the State of Utah, without reference to principles governing choice or conflicts of laws. In any action filed to enforce or otherwise construe the terms of this Agreement, the prevailing party shall be entitled to its reasonable costs incurred, including attorney’s fees.

5.2. Forum. Organizer consents and agrees that all legal proceedings relating to the subject matter of this Agreement shall be maintained in state courts sitting in Summit County, Utah or federal district courts sitting in the District of Utah, Central Division and Organizer consents and agrees that jurisdiction and venue for such proceedings shall lie exclusively with such courts.

5.3. Confidentiality. Both parties agree to maintain the confidentiality of the terms set forth in this Agreement, except to the extent disclosure is required as a matter of law or in order to protect the rights of the parties hereunder.

5.4. Headings. The headings used herein are for ease of reference only and shall not define or limit the provisions hereof.

5.5. Entire Agreement. This Agreement and the exhibits and addenda attached hereto constitute the entire agreement between the parties hereto with respect to the subject matter contained herein, and there are no covenants, terms or conditions, express or implied, other than set forth or referred to herein. This Agreement supersedes all prior agreements between the parties hereto relating to all or part of the subject matter herein. No party has made any representations, oral or written, modifying or contradicting the
terms of this Agreement. The parties may not amend, modify or cancel this Agreement except as provided herein or by a written agreement signed by all the parties to this Agreement.

U.S. Ski & Snowboard Association

By Tiger Shaw
Its President and Chief Executive Officer

Organizer

By __________________________
Its __________________________
ADDENDUM 1

Budget
ADDENDUM 2

Sponsorship Exclusivity, Fulfillment and Inventory

1. **USSA Exclusive Product and Service Categories.** USSA hereby reserves and retains the exclusive right to enter into sponsorship agreements in connection with the Event with persons and/or entities doing business in the following product and/or service categories:

   1.1. Automotive, including without limitation, manufacture, sales, leasing and rental of foreign and domestic automobiles;

   1.2. 

   1.3. 

   1.4. 

   1.5. ; and

   1.6. 

2. USSA hereby reserves the right to disapprove sponsorship agreements in connection with the Event with persons and/or entities doing business in the following product and/or service categories:

   2.1. 

   2.2. 

   2.3. 

3. Organizer agrees not to grant any sponsorship rights in connection with the Event,

   3.1. to any provider(s) of products and/or services of the same types or in the same categories as those set forth in section 1 above; or

   3.2. to any provider(s) of products and/or services of the same types or in the same categories as those set forth in section 2 above without the prior written approval of USSA. In order to obtain such prior written approval from USSA, Organizer shall provide to USSA a copy of any such proposed agreement at least twenty (20) business days before entering into or executing such agreement. USSA shall then be entitled to disapprove the proposed agreement within such twenty (20) day period if the agreement would conflict in any way with any agreement then under negotiation by USSA. If USSA fails within such twenty (20) day period to disapprove the proposed agreement (the receipt of which by USSA has been confirmed), then USSA shall be deemed to have approved the agreement.

4. **Organizer Exclusive Product and Service Categories.** USSA grants to Organizer the exclusive right to enter into sponsorship agreements in connection with the Event with persons and/or entities doing business in the following product and/or service categories:

   4.1. 

   4.2. 

   and
4.3. USSA agrees not to grant any sponsorship rights in connection with the Event to any other providers of products and/or services of the same types or in the same categories as those set forth above.

5. **Non-Exclusive Sponsorships.** Organizer may enter into a sponsorship agreement with any person or entity doing business outside of the reserved product and/or service categories set listed above only with the prior written approval of USSA. Organizer shall notify USSA of each such proposed agreement at least ten (10) business days before entering into any such agreement. USSA shall then be entitled to disapprove the proposed agreement within such ten (10) day period if the proposed agreement would conflict with any sponsorship agreement then being negotiated by USSA.

6. **USSA Sponsor Fulfillment.** Organizer shall provide the following fulfillment benefits to each sponsor which is certified by USSA as being entitled to such benefits under its contract with USSA:

   6.1. Prominent recognition in all promotions, advertising, and printed materials produced or distributed in connection with the Event. Such recognition shall be provided to USSA and its Event sponsors at no cost, other than normal and customary layout and design charges. This may include, but is not limited to, radio and/or television advertisements, posters, programs, print ads, promotional functions, start lists, results, etc.

   6.2. Placement of banners, placards and other such promotional items in or on the start houses, gate panels, competition courses, finish areas, platinum circles, and other locations approved for promotional use by the FIS. The parties understand and agree that the cumulative rights of all USSA sponsors to such benefits shall not exceed the total promotional inventory retained by USSA as set forth in Addendum 2, section 8.2 of the Agreement.

   6.3. Participation in all parties, receptions, banquets and similar events organized or conducted by Organizer in connection with the Event in which Organizer’s sponsors at similar levels of support are entitled or permitted to participate.

   6.4. Use of sponsor exhibit facilities provided under section 2.5 of the Agreement.

   6.5. Right to use official Event trademark in sponsor promotions.

   6.6. Delivery of Sponsor features in Event public address announcements and mobile vision screen (if available).

7. **Title Sponsorship.** USSA reserves the right to grant title sponsor designation for this Event and has granted this designation to [REDACTED]. In addition to the exclusivity rights and fulfillment benefits set forth above, the title sponsor designation carries with it the following additional rights which Organizer hereby recognizes and agrees to provide and/or protect:

   7.1. The title sponsor shall be recognized more prominently than any other sponsor of USSA or of Organizer in all promotions, materials and functions connected with the Event.

   7.2. The title sponsor shall enjoy VIP access and treatment at every event, party, reception or other social function conducted in connection with the Event.

   7.3. The title sponsor shall have the first right to select locations within or upon such printed program materials and other advertising and promotional materials generated in connection with the Event.
7.4. The title sponsor’s name and logo shall be incorporated into the official Event trademarks used on stationary, printed materials, and Event merchandise. The title sponsor shall have the opportunity to approve the Event trademarks prior to the production of any Event materials bearing the marks.

7.5. 

7.6. 

7.7. Other reasonable title sponsor benefits as may be requested by USSA.

8. **Promotional Inventory.**

8.1. Organizer’s promotional inventory in connection with the Event shall consist of the following:

8.1.1. Site identification on the bottom of all competitor bibs, gate panels/course markers, start structure, awards stand and collateral material. Organizer shall be responsible for providing signage for site identification where necessary.

8.1.2. [ ] percent (%) of all banner inventory for site identification and/or site sponsors who have been approved by USSA.

8.1.3. [ ] percent (%) of all banner inventory outside of the TV viewing area for site identification and/or site sponsors who have been approved by USSA.

8.1.4. 

8.2. USSA’s promotional inventory shall consist of all inventory not specifically granted to Organizer in the preceding sections.
ADDENDUM 3

Schedule of Events
Appendix B – Sample Finish Areas

Below are photo examples of finish areas. For sample diagrams, please see the sponsor guide for the specific disciplines of your event on the FIS website at:


Aspen Winternational Finish Area
Aspen, CO 2009
Audi Birds of Prey Finish Area
Vail, CO 2014
Eric Schramm

U.S. Grand Prix Halfpipe Finish Area
Copper Mountain, CO 2014
# Appendix C - USSA Event Materials and Staffing Summaries

## Alpine World Cup

### MATERIALS

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<th>DH</th>
<th>SG</th>
<th>GS</th>
<th>SL</th>
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<tr>
<td>Wrenches</td>
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<tr>
<td>B-Fence</td>
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<tr>
<td>Willy Bags</td>
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<tr>
<td>Air Fence</td>
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<td>Start and warm up tents</td>
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Alpine Super Series or U.S. Championship

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STAFFING

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<tr>
<td>Willy Bags</td>
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<tr>
<td>Air Bags</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Radios</td>
<td>20+</td>
<td>20+</td>
<td>20+</td>
<td>20+</td>
<td>20+</td>
</tr>
<tr>
<td>Clipboards</td>
<td>1 per gate judge</td>
<td>1 per gate judge</td>
<td>1 per judge</td>
<td>1 per judge</td>
<td></td>
</tr>
<tr>
<td>Chalk / Powder</td>
<td>6&quot;-8&quot; boughs as needed to line turns and landings for exhibition landings</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemicals</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Buckets (5 gal. Min.)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Spreads</td>
<td>6</td>
<td>4</td>
<td>4</td>
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</tr>
<tr>
<td>Dye</td>
<td>1 gallon</td>
<td>8-12   gallons</td>
<td>8-12   gallons</td>
<td>8-12   gallons</td>
<td>6 gallons</td>
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<tr>
<td>Dye Dispensers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drills (inc. 2 batteries + charger per drill)</td>
<td>6</td>
<td>6</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Shovels (steel w/8&quot;-10&quot; flat blade)</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>16</td>
<td>10</td>
</tr>
<tr>
<td>Rakes (asphalt type with 24&quot;-36&quot; blade)</td>
<td>10</td>
<td>10</td>
<td>4</td>
<td>16</td>
<td>4</td>
</tr>
<tr>
<td>Wedges</td>
<td>2 per gate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hammers</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Judges scaffold and tent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power required at:</td>
<td></td>
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<tr>
<td>Judges Stand</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Start area</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Finish exit</td>
<td></td>
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<tr>
<td>Scoreboard</td>
<td></td>
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<tr>
<td>Video Board</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Start area dimensions:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HP/SS-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SX/SBX-</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>PGS-</td>
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<tr>
<td>Exh</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Waxing Facilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wall space – approx 3' per competitor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waxing bench space – approx 12&quot;x6&quot; per bench with access to power/ approx 1 bench space per 6-7 competitors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wall space – as available</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waxing bench space - approx 1 bench space per 4-5 competitors</td>
<td></td>
<td></td>
<td></td>
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**STAFFING**

<table>
<thead>
<tr>
<th>STAFFING</th>
<th>PGS (Snowboard)</th>
<th>SS/SBS</th>
<th>HP</th>
<th>SX/SBX</th>
<th>Exhibition</th>
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<td>Course Crew</td>
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<td>20</td>
<td>25</td>
<td>20</td>
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<td>-----------------------------</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
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<td>Judges Asst.</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Start Referee</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Starter</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Asst. Starter</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Finish Referee</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>6</td>
<td>0</td>
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<td>Asst. Finish Ref</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Chief of Course</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Chief of Comp.</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Timing/Scoring Asst</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Hand Timers</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Hand Timer Recorders</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
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<tr>
<td>Finish Area Posting Board</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
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<tr>
<td>Start Area Posting Board</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
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<tr>
<td>Race Sec. Asst</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Security/VIP Area</td>
<td>4</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>15 (night only)</td>
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**Freestyle**

### MATERIALS

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<th>Control Gates (double panel)</th>
<th>22</th>
<th>11red/11 blue/11blk</th>
<th>0</th>
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<td>Spare Gates</td>
<td>2</td>
<td>3</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Meter Markers</td>
<td>0</td>
<td>0</td>
<td>20</td>
<td>0</td>
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<tr>
<td>Timing Pads</td>
<td>2</td>
<td>3 or 4</td>
<td>2</td>
<td>0</td>
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<table>
<thead>
<tr>
<th>Safety Materials</th>
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</thead>
<tbody>
<tr>
<td>B-Fence</td>
</tr>
<tr>
<td>Willy Bags</td>
</tr>
<tr>
<td>Air Bags</td>
</tr>
<tr>
<td>Clipboards</td>
</tr>
<tr>
<td>Radios (estimate 25)</td>
</tr>
<tr>
<td>Pine Boughs</td>
</tr>
<tr>
<td>Chemicals</td>
</tr>
<tr>
<td>Table Salt</td>
</tr>
<tr>
<td>Dye</td>
</tr>
<tr>
<td>Dye Dispensers</td>
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</table>

<table>
<thead>
<tr>
<th>Buckets (5 gal. Minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>As needed for chemicals and pine boughs</td>
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<table>
<thead>
<tr>
<th>Spreaders</th>
<th>4</th>
<th>4</th>
<th>2</th>
<th>4</th>
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<tbody>
<tr>
<td>Water</td>
<td></td>
<td></td>
<td>As Needed</td>
<td>As Needed</td>
</tr>
<tr>
<td>Snow Blower</td>
<td>0</td>
<td>0</td>
<td>1+</td>
<td>1+</td>
</tr>
<tr>
<td>Red Spray Paint</td>
<td>6 cans</td>
<td>6 cans</td>
<td>25 cans</td>
<td>25 cans</td>
</tr>
<tr>
<td>Drills (inc. 2 batteries + charger per drill)</td>
<td>4</td>
<td>4</td>
<td>For set-up only</td>
<td>6</td>
</tr>
<tr>
<td>Shovels - Steel w/8&quot;-10&quot; flat blade</td>
<td>1/chopper</td>
<td>1/chopper</td>
<td>1/chopper</td>
<td>10</td>
</tr>
<tr>
<td>Rakes - Asphalt-type w/24&quot;-36&quot; blade</td>
<td>16</td>
<td>10</td>
<td>10</td>
<td>4</td>
</tr>
<tr>
<td>Wedges</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Scoops</td>
<td>0</td>
<td>0</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Hammers</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Power required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start area</td>
</tr>
<tr>
<td>Finish exit</td>
</tr>
<tr>
<td>Scoreboard</td>
</tr>
<tr>
<td>Video board</td>
</tr>
<tr>
<td>Start area dimensions:</td>
</tr>
<tr>
<td>Mogul/ DM</td>
</tr>
<tr>
<td>Course Maintenance (slippers, choppers, etc.)</td>
</tr>
<tr>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Course Maintenance (slippers, choppers, etc.)</td>
</tr>
<tr>
<td>Chief of Competition</td>
</tr>
<tr>
<td>Chief of Moguls/Dual Moguls</td>
</tr>
<tr>
<td>Chief of Aerials</td>
</tr>
<tr>
<td>Asst. Chief of Aerials (Landing)</td>
</tr>
<tr>
<td>Chief of Halfpipe</td>
</tr>
<tr>
<td>Starter</td>
</tr>
<tr>
<td>Assistant Starter</td>
</tr>
<tr>
<td>Finish Referee</td>
</tr>
<tr>
<td>Timing/Scoring Asst.</td>
</tr>
<tr>
<td>Start Area Posting Board</td>
</tr>
<tr>
<td>Finish Area Posting Board</td>
</tr>
<tr>
<td>Race Secretary Asst.</td>
</tr>
<tr>
<td>Security/VIP Area</td>
</tr>
</tbody>
</table>
Appendix D -
USSA Volunteer Race Worker Registration Form

Name (Please Print): ________________________________________________________________

Address: ______________________________________________________________________

Read the following warnings carefully before signing this form. This is a waiver of certain legal
rights:

Ski and snowboard competitions involve many inherent risks, dangers and hazards. These risks,
dangers and hazards may exist at any time and at any place in and around the competition course or
facility. They may threaten not only the competitors themselves, but may also threaten me as a
competition worker.

Due to high speeds, slick surfaces and icy conditions, you will be at risk of being struck by competitors
and/or runaway equipment. While you must pay close attention to the intervals between
competitors, you must also be aware that such intervals are sometimes irregular. You must pay special
attention to competitor fall zones and likely trajectories of competitors who may lose control and/or
fall. If you have any questions or concerns about fall zones and/or trajectories, you should inquire with a
member of the Competition Jury.

The Competition Jury is responsible for controlling the competition. You must comply with instructions of
the Jury regarding opening and closing of courses, and regarding your positioning on the course. However,
given the unpredictability of ski and snowboard competition and the winter mountain
environment, following the advice of Competition Jury members or any other person does not and
cannot guarantee your safety. If you believe that complying with a Competition Jury instruction would
expose you to risk of injury, you should clearly state your concern to a Jury member and state your
intention not to follow the instruction.

Competition equipment may be cumbersome and heavy. Exercise caution in carrying and handling such
equipment to avoid injury from strain or exertion, particularly when working on steep and uneven terrain.
Also, pay attention to climatic conditions and protect yourself from exposure and dehydration.

Side-slipping of race courses involves many of the risks and dangers inherent in the sport of skiing.
These risks may be exacerbated by short time periods between racers in which side-slipping must be
completed. If you lack advanced skiing skills or are otherwise unwilling to assume the risks inherent in
this activity, do not participate in side-slipping of courses.

Consumption of alcohol or illegal drugs by race workers in USSA competitions is strictly prohibited.

By affixing my signature below, I represent that I am over the age of eighteen (18) years, have read
the foregoing warnings and in spite of the risks, dangers and hazards involved in such activities, I
nevertheless choose to volunteer my services as a USSA Race Worker. By so doing, I agree to
release, indemnify, defend, and hold harmless the United States Ski and Snowboard Association,
its employees, affiliates, insurers, and sponsors from any and all claims arising from my
participation as a race worker. I also understand and agree that as a volunteer I am not entitled to
workers compensation coverage for injuries arising from my participation in these activities and
agree not to seek coverage under USSA's workers compensation insurance.

__________________________________  __________________________________
Signature                              Date
Appendix E –
Medical Organization Recommendations

Addendum 1
Event Emergent Medical Services Action Plan

Location: Event: Date:

Prepared Documents for Medical Plan
- Map with Medical Station Locations
- Outline of Staff/Equipment/Supplies for each Station
- Team Information Booklet should include all the information outlined on this plan with a local area map in addition to course specific maps, medical station locations and staffing capabilities

Local Medical Facilities
- Medical Clinic: _____________________________
- Contact Name:______________________
  Capabilities:______________________________________
- Telephone:_________________________
- Location:____________________________
- Directions from Course:___________________________
- Hrs:________________________________
- Pharmacy
  (Location/Hrs/Phone):_________________________________________________

Event On-Course Injury Protocol
- Medical Meeting(s) Time & Place:_________________________________________________
- Event Medical Supervisor
  (Name/Phone):_________________________________________________
- Base Medical Station (staffing/Equipment/supplies/capability)
- Course Medical Stations (personnel/Equipment/Capability)

Event Course Evacuation Protocol
- Level I – Minor - Strains/Sprain
- Level II/III – Moderate – Stable Concussion/Stable Fractures/Knee Ligament/Shoulder
- Level IV Injuries – Life Threatening – Closed Head/Internal Trauma/Unstable

Radio Communication Protocol:
- Ambulance Location:__________________________
- Transport to: ______________________
- Helicopter Location(s): __________________________________________________________
- Trauma I Hospital: ______________________ Phone: ___________________________
- Anti-Doping Control Station Location: ____________________________________________
Addendum 2
Doping Control Site Coordinator Responsibilities

USSA events selected for anti-doping controls could be done so by either a national anti-doping agency (USADA) or by an international agency on behalf of the FIS. The following check list represents those details that should be considered when working with USADA in addition to some specific comments if your event is an international level event where another testing agency may contact the race organizer directly for the arrangement of anti-doping controls.

Pre – Event Communication Check List

☐ Event site information form completed by USSA staff for USADA
☐ Event site anti-doping coordinator receives event testing site coordinator booklet from USADA describing site requirements
☐ Event site anti-doping coordinator contacted by USADA DCO and USSA liaison
☐ USSA liaison contacts USADA DCO to discuss logistics and specific nature of sport with regard to event and test location
☐ FIS selected events are done so by FIS with no notification to USSA or national anti-doping agency. Event organizers are contacted directly. Thus organizers should notify USSA to assist with planning and any questions

National - USADA/International – FIS Testing Agency Communication with Event

National/ USADA Protocol for Drug Test Staff
☐ Determine arrival/departure dates, # staff – communicate with Site Coordinator
☐ Organizer suggests accommodation and USADA DCO arranges all accommodations, meals and transport
☐ Organizer arranges event credentials, parking (if necessary) for DCO and one other possibly for access to finish area and doping control station
☐ Organizer/Site Coordinator determines and sets chaperone meeting for morning of event communicating the time and location with USADA DCO

International/FIS Protocol for Drug Test Staff
☐ Drug test agency contacts event organizer directly to announce anti-doping control testing of event with # of staff from agency and arrival/departure information for agency staff
☐ Event organizer/Site Coordinator are required to provide all requested anti-doping facilities required for drug testing (see below), accommodations, meals, credentials for agency staff and transportation to and from venue
☐ Event organizer notifies USSA regarding contact from the international anti-doping test agency and USSA provides liaison USSA staff support to organizer for assistance in anti-doping control planning and logistics

Event Logistics Discussed between Organizer, USSA & Test Agency
☐ Determine event site anti-doping coordinator and communicate contact information to test agency and USSA
☐ Discuss and summarize post event logistical requirements of event with regard to awards, media, press, etc and outline for anti-doping test agency and USSA liaison. Trouble shoot possible problematic areas with back-up plans
☐ Confirm # athletes to be tested as requested from agency
- Communicate with RD or TD the plan for anti-doping controls and confirm plan through these officials with regard to overall event flow
- Determine how random athletes will be selected and the event official needed (RD or TD) – when and where for drawing of random athletes

**Event Organizer Responsibilities**

- **Determine Location of Drug Testing Station with following Considerations:**
  - Proximity to finish area and press conference - logistics of transport between finish and station must be considered
  - Station must be secured away from general public traffic
  - Available toilet facilities – 1-2 secured from general public
  - Waiting area – large enough for athletes, chaperones & athlete representatives
  - Processing area for drug testing – secured separated from waiting area
  - Arrange for appropriate tables/chairs required for both waiting area and processing area
  - Set-up informational meeting with drug testing crew on-arrival

- **Secure area in Competition Finish for Notification**
  - An area should be arranged at athlete exit area from competition arena that is secure from public for chaperones to officially notify the athletes. It is best that this area be away from the media and cameras
  - Chaperones and liaison should have area to stand that has easy access to athletes as they finish

- **Chaperones**
  - Volunteers that can be available for duration – prefer same sex as testing and older than age 18
  - Preferred 1 to 1 ratio of chaperone to athlete with additional person that coordinates chaperones in finish area and serves to check in at station
  - Have appropriate credentialing to be in finish area and be appropriately attired, i.e., skis if necessary to get from finish area to doping control station
  - Available for pre-event meeting with anti-doping agency

- **Liquid Refreshments**
  - Adequate Quantities – estimate 3-4 per athlete some chilled and some not
  - Must be in sealed containers - individually sealed and opened only by athlete
  - Recommend non-alcoholic, non-caffeinated beverages – mineral water, soft drinks, juice, etc.
Addendum 3

FÉDÉRATION INTERNATIONALE DE SKI
INTERNATIONAL SKI FEDERATION
INTERNATIONALER SKI VERBAND

To all World Cup Organizers and their race doctors

Oberhofen, August 2007

Injury surveillance system

Dear Ski friends,

To reduce the number of injuries suffered by top-level skiers and snowboarders, FIS has developed an injury surveillance system for all FIS disciplines. In World Cup competitions, injury report forms are collected by the TDs. The main objective of the FIS Injury Surveillance System (FIS ISS) is to provide reliable data on injury trends in international skiing and snowboarding at the elite level. To develop effective methods to prevent injuries, we need to understand the causes of injury, their risk factors and injury mechanisms. The FIS ISS can provide such information and in the future we may be able to reduce injury rates, for example through changes in rules and regulations, venues, equipment or coaching techniques based on these data.

The Technical Delegates from FIS are responsible for reporting back if an injury happens during official training or competition in all FIS races. However, we strongly recommend that the TDs enlist the assistance of the official race doctors to complete the injury reports. During the 2006-2007 season only about half of all injuries were reported by the TDs, but with your help we hope to get a more complete picture of all injuries occurring next season.

With this letter we kindly ask you to inform the race doctor for your upcoming World Cup competition about the FIS ISS. The injury report form, which is enclosed, is collected by FIS for medico-legal purposes. We would like to ask the race doctors to complete this injury report together with the TD for any injury occurring during official training or competition during your World Cup event. An electronic version of the form is also available on the FIS website (http://www.fis-ski.com/uk/rulesandpublications/medicantidoping/injury-prevention.html?doid=visualiser&rand=463585159).

We appreciate the help you as the organizers as well as the race doctors can provide to the TDs to complete this important task.

If you have any questions, do not hesitate to contact us.

Kind regards

For the FIS ISS Project Team

Tonje Florenes, MD
Oslo Sports Trauma Research Centre
e-mail: tonje.wale.florenes@nih.no

CH-3653 Oberhofen (Switzerland), Tel. +41 (0)33 244 61 61, Fax +41 (0)33 244 61 71
TVA – VAT – MWST: 377 542
**Addendum 4**

**FIS Injury Report**

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**INJURY REPORT**

**RAPPORT DE BLESSURE**

**VERLETZUNGSmeldung**

All injuries that occur during official training or competition and require attention by medical personnel should be reported! Alle Verletzungen, die während des offiziellen Trainings oder im Wettbewerb auftreten und ärztliche Betreuung durch medizinisches Personal erfordern, sollten gemeldet werden! Toutes les blessures qui se produisent pendant l’entraînement officiel ou la compétition et qui nécessitent l’attention du personnel médical doivent être raportées.

---

### Event Information

<table>
<thead>
<tr>
<th>Discipline/Disziplin/Dispositif:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Site/Ort/Lieu:</td>
<td></td>
</tr>
<tr>
<td>Category/Kategorie/Category:</td>
<td></td>
</tr>
<tr>
<td>Country/Land/Länder/ Pays:</td>
<td></td>
</tr>
<tr>
<td>Code/Codex:</td>
<td></td>
</tr>
<tr>
<td>Date/(JJJJ-MM-JJJJ)/Datum/Date:</td>
<td></td>
</tr>
</tbody>
</table>

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### Athlete Information

<table>
<thead>
<tr>
<th>Name/Nom/Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FIS Code:</td>
<td></td>
</tr>
<tr>
<td>Gender/Genréc/Sex:</td>
<td></td>
</tr>
<tr>
<td>Birth date/JJJJ-MM-JJJJ/Date de naissance:</td>
<td></td>
</tr>
</tbody>
</table>

---

### Injury Information

**Information zur Verletzung/Information sur la blessure:**

To be completed in collaboration with event or team medical staff (if possible). Bitte in Zusammenarbeit mit dem medizinischen Verantwortlichen der Veranstaltung oder des Teams ausfüllen (wenn möglich). Remplir avec l’aide du personnel médical de l’événement ou du club (si possible).

**Body part injured/Versetzte Körperstelle/Partie du corps blessée:**

- Head/face/Kopf/Gesicht/Tête/Face
- Neck cervical spine/Nacken-Halswirbelsäule/Nuque-Verbreite cervicale
- Shoulder clavicular/Schulter-Schläfenbein/Epaulé-Claviculo
- Upper arm/Oberarm/Bras
- Elbow/ Ellenbogen/Colt
- Forearm/Unterarm/Avant-bras
- Wrist/Handgelenk/Poignet
- Hand fingers/thumb/Haut-Finger-Daumen/Main-Daigts-Pouce
- Chest/pneumothorax-lung/Brustwand/Thorax/Torax
- Abdomen/Rumpf/Bassin
- Lower back/pelvis-sacroilac/Lendenwirbelsäule-Bügeln/Âtre Pelvis-Sacrum
- Hip joints/Beine-Lesart/Hanche-Aine
- Thighs/Oberschenkel/Cuisse
- Knee/Knie/Knee Genoux
- Lower leg Achilles tendon/Unterschenkel-Achillessehnen/Jambe- Tendon d’Achillé
- Ankle/Fußgelenk/Talon
- Foot/toe/Fuss-Füße-Zehen/Pied-Talon-Ostéa

**Information not available/information nicht verfügbar/information non disponible:**

---

### Injury Type

**Art der Verletzung/Genre de la blessure:**

- Fractures and bone stress fractures and Ernährungsbrüche/Fracture and fracture of fatigue
- Joint (non-bone) and ligament (muscle) nicht Knochen) and Banden/Joint (articulation) et ligament
- Muscle and tendon/Muskel und Sehne/Muscle et tendon
- Contusions/Quälungen/Contusions
- Laceration and skin lesion/Verletzungen/Peau et lésions cutanées
- Nervous system including concussion/ Nervensystem incl. Kopfverletzungen/Système nerveux y compris contusion cérébrale
- Others/Anderen/autres

**Expected absence from training and competition/Erwartete Abwesenheit von Training und Wettbewerb/Espérance d’absence à l’entraînement et aux compétitions:**

---

### Specific Diagnosis (if available)/Gesamte Diagnose (wenn verfügbar)/Diagnostic spécifique (si disponible):

---

**Note:** If there are multiple injuries resulting from the same accident, please describe the most serious injury above and the less serious injuries here! Anmerkung: Wenn aus dem gleichen Unfall mehrere Verletzungen resultieren, bitte beschreiben Sie die schwerwiegendsten oben und die leichteren Verletzungen hier! Note: S’il y a des blessures multiples résultant du même accident, veuillez décrire les blessures les plus sérieuses ci-dessus et les blessures moins sérieuses ci-dessous.

---

Please complete page 2 Bitte vervollständigen Sie Seite 2/Remplir page 2
Contact information to obtain further medical information/ Kontakt für weitere medizinische Informationen/ Contact pour obtenir des informations médicales supplémentaires:

Name/ Name/Nom: 
Mobile telephone/ Mobile/Numéro mobile: 

E-mail: 

Injury circumstances/ Umstände der Verletzung/Circonstances de la blessure:

☐ Competition/ Wettkampf/Compétition
☐ Official training/ Offizielle Training/Entraînement officiel

Type of snow/ Schneeart/Grenze du neige:

☐ Natural snow/ Naturalschnee/Neige naturelle
☐ Artificial snow/ Kunstschnee/Neige artificielle
☐ Plastic/ Plastik/Plastique

Course conditions (multiple choices possible)/ Streckenzustand (mehrere Antworten möglich)/Condition de la piste (choix multiples possibles):

☐ Ice/ Eis/Glace
☐ Soft/ Weich/Doux
☐ Compact/ Kompaet/Compact
☐ Injected snow/ Wasserbehandelter Schnee/Neige traitée par l'eau
☐ Chemicals used/ Chelche/schnee/Produit chimique utilisé (sal, salz, essense, etc.)
☐ Gebrusche/ Chemikalien/Salz, Schneeflaschen, anderer/Produit chimique utilisé (sal, salz, eau, etc.)

Weather conditions (multiple choices possible)/ Wetterbedingungen (mehrere Antworten möglich)/Conditions météorologiques (choix multiples possibles):

☐ Sunny/clear/ Sonnig klar/Beau temps clair
☐ Cloudy/ Bewölk/Couvert
☐ Rainy/ Regnerisch/Pluvieux
☐ Snowing/ Schneefall/Chute de neige
☐ Foggy/ Nebel/Brumeux
☐ Flat light/ Diffuse Licht/Mauvaise visibilité
☐ Artificial light/ Künstliche Beleuchtung/Illumination artificielle

Wind conditions/ Winckonventionen/Condition de vent:

☐ No wind/ Kein Wind/ Pas de vent
☐ Some wind/ Etwas Wind/Peu de vent
☐ High wind/ Starker Wind/Vent fort

Video/ Video/Video:

Video available from accident (multiple choices possible)/ Video vom Unfall verfügbar (mehrere Antworten möglich)/Video de l'accident disponible (choix multiples possibles):

☐ No/ Nein/ Non
☐ TV broadcast/ Fernsehansicht/Chaines TV
☐ Other video/ Andere Video/Autres video:

Explain/ Erklärung/Explicez:

Contact information to obtain copy of video/ Kontakt um das Video zu erhalten/Contact pour obtenir une copie de la vidéo:

Name/ Name/Nom:

E-mail: 

Mobile telephone/ Mobile/Numéro mobile:
Main Concepts and Guidelines for providing food to athletes:

1. **Provide food constantly**
   A major part of athletic performance is adequate food intake. Athletes generally have high caloric needs. Athletes do not follow the traditional 3 meals a day schedule. Eating at least 6 times per day is the average for athletes. It is suggested that 3 meals and 3 snack options are provided.

2. **Ensure a wide variety of foods.**
   Athletes have a wide variety of nutritional needs. The best way to meet the diverse needs of the team is to offer a self-serve buffet. This allows quick service of food to large numbers or groups of hungry athletes and ensures each athlete eats according to their individual needs.

3. **Provide plenty of carbohydrate-rich foods**
   Carbohydrate is the most important fuel for exercising muscles. Unfortunately it can only be stored in small amounts and therefore needs to be replaced regularly. Carbohydrate-rich foods consist of breakfast cereal, grains, fruit, starchy vegetables, legumes, sweetened fat dairy products and sugar-based drinks.

4. **Provide plenty of fluid sources**
   Each day athletes need to replace 3+ liters of fluid to replace sweat and body fluid losses. Dehydration can impair performance and usually before the athlete notices.

The following are sample guidelines for menus.
Breakfast

Beverages: juices, milks, water, coffee, tea
Cold items: assorted cereals
toast or bagels
low fat muffins or waffles
fruit
yogurt
Hot items: hot cereal - oatmeal
eggs - boiled, poached or scrambled
grilled tomatoes, baked beans or creamed sweet corn
low fat pancakes, waffles, or French toast
Condiments: regular and lite versions of cream cheese, margarine, syrup, etc.

Lunch & Dinner

Beverages: milks, juices, sport drinks, water, soft drinks, coffee, tea
Salad Bar: lettuce salad with toppings (chopped eggs, cheese, tomato, cucumber, raisins, sunflower seeds, garbanzo beans, chickpeas, etc.)
salad dressings with lite or fat-free options
raw vegetables (carrots, celery, cauliflower, broccoli, etc.)
low fat pasta salads, rice salad and/or potato salad
fresh and chopped fruit (apples, bananas, grapes, kiwi, oranges, berries, melons)
cottage cheese
Hot Foods: soup
1 - 6 oz. lean grilled meat portion (fish, pork chop, steak, chicken, ham, etc.)
1 pasta meal with tomato based sauce
1 “favorite” dish, such as pizza, burritos, stuffed potatoes, stir fry/stew
*entrees should not be fried and one vegetarian option should be available
Condiments: regular and lite versions of condiments such as butter and margarine, sour cream etc.
Sides: grain (rice, pasta)
baked beans or other legumes
vegetables
rolls, bread, bagels
Desserts: ice cream or yogurt
fruit puddings or crumbles
low fat fruit muffins
Cold Buffet: deli sandwiches (breads, pita, crackers, meats, cheeses, humus, peanut butter, and condiments) and self serve option
salad bar, per above
bakery items (rolls, breads, muffins, cookies, and bars)
fresh fruits and vegetables
dairy items (yogurt, pudding, and ice cream)
assorted baked chips and pretzels

**Snacks**

sports drink, fruit juice or/and soft drink
low fat fruit muffins and bars
yogurt
soup and rolls
fruit
breakfast cereal and milk
waffles and bagels
Appendix G
Corporate Partners

**Audi**
Official Vehicle of the U.S. Ski Team

**Bose**
Official Headphone of the U.S. Ski Team, U.S. Snowboarding, U.S. Freeskiing

**Charles Schwab**
Official Brokerage Firm to the U.S. Ski Team, U.S. Snowboarding, U.S. Freeskiing

**Chobani Inc.**
Official Yogurt of the U.S. Ski Team, U.S. Snowboarding, U.S. Freeskiing

**Delta**
Official Airline of the U.S. Ski Team, U.S. Snowboarding, U.S. Freeskiing

**Devry University**
Official Online High School of USSA, U.S. Ski Team, U.S. Snowboarding, U.S. Freeskiing

**DJO Global**
Official Bracing and Support Systems to the U.S. Ski Team, U.S. Snowboarding, U.S. Freeskiing

**GoPro**
Official Camera of the U.S. Ski Team, U.S. Snowboarding, U.S. Freeskiing

**High Sierra**
Official Bag Supplier / Provider to U.S. Ski Team, U.S. Snowboarding, U.S. Freeskiing

**John Paul Mitchell Systems**
Official Hair Care of the U.S. Ski Team, U.S. Snowboarding, U.S. Freeskiing

**Kellogg's**
Official Cracker Partner of the U.S. Ski Team, U.S. Snowboarding, U.S. Freeskiing

**Liberty Mutual**
Official Insurance Provider of the U.S. Ski Team, U.S. Snowboarding, U.S. Freeskiing

**Nature Valley**
Official Granola Bar, Energy Snack of the U.S. Ski Team, U.S. Snowboarding

**Procter & Gamble**
Official Beauty and Grooming, Health and Well Being, Health Care and Household Care Products of the U.S. Ski Team, U.S. Snowboarding, U.S. Freeskiing
**Putnam Investments**  
Official Mutual Provider of the U.S. Ski Team, U.S. Snowboarding

**Sacramento Basketball Holdings**  
Official (category pending) of the U.S. Snowboarding, U.S. Freeskiing

**Soelden**  
Official European Training Base to the U.S. Ski Team

**Tempur-Pedic**  
Official Mattress and Pillow Provider of the U.S. Ski Team

**USANA**  
Official Health, Nutritional Supplement, Vitamin and Minerals of the U.S. Ski Team, U.S. Snowboarding, U.S. Freeskiing

**Visa**  
Official Payment Service of the U.S. Ski Team, U.S. Snowboarding, U.S. Freeskiing

**Apparel Partners**

**2XU**  
Official Compression Gear of the U.S. Ski Team, U.S. Snowboarding, U.S. Freeskiing

**Auclair**  
Official Glove Supplier / Licensee of the U.S. Nordic and Freestyle Ski Teams

**Burton**  
Official Uniform Supplier to U.S. Snowboarding

**Columbia**  
Official Uniform and Base layer Supplier to the U.S. Ski Team (freestyle)

**Helly Hansen**  
Official Baselayer of the U.S. Alpine Ski Team

**L.L. Bean**  
Official Uniform Supplier to U.S. Nordic Ski Team

**Reusch**  
Official Alpine Glove Licensee / Supplier to the U.S. Alpine Ski Team

**SmartWool**  
Official Sock of the U.S. Ski Team & U.S. Snowboarding; Official Base Layer of U.S. Nordic Team

**Spyder**  
Official Outerwear, Competition Wear, Speedsuit of the U.S. Alpine Ski Team
**The North Face**  
Official Uniform Provider to U.S. Freeskiing (head to toe provider including outerwear, lifestyle and footwear)

**Licensees**

**Big Truck Brand, Inc.**  
Official Ball Caps of the U.S. Ski Team

**Bungy**  
Official Training Poles of U.S. Ski Team, U.S. Snowboarding, U.S. Freeskiing

**Dermatone**  
Official Lip Balm and Sunscreen of the U.S. Ski Team, U.S. Snowboarding, U.S. Freeskiing

**DryGuy**  
Official Boot Dryer of the U.S. Ski Team, U.S. Snowboarding

**Extended Exposure**  
Official Promotional Products of the U.S. Ski Team, U.S. Snowboarding, U.S. Freeskiing

**Forward Ski System**  
Official Forward Ski System of the U.S. Ski Team

**Huge Sportswear**  
Official T-shirt, Hat, Hoodie (signature line) Partner of the U.S. Ski Team, U.S. Snowboarding

**Identity Plus**  
Official Patch Supplier to the U.S. Ski Team, U.S. Snowboarding, U.S. Freeskiing

**Jimmy Beans Wool**  
Official Yarn, Crochet and Knitting Supplier to U.S. Snowboarding, U.S. Freeskiing

**Khombu**  
Official Après Ski Boots of the U.S. Ski Team

**Lasting Impressions**  
Official Lapel Pin Supplier/Medal Supplier to the U.S. Ski Team, U.S. Snowboarding, U.S. Freeskiing

**Liftopia**  
Official Online Discounted Lift Tickets of the U.S. Ski Team, U.S. Snowboarding, U.S. Freeskiing

**Little Hotties**  
Official Hand, Toe, Foot and Body Warmer of the U.S. Ski Team, U.S. Snowboarding
**Presidium USA, Inc.**
Official Alpine Helmet Sensor Alert System to the U.S. Ski Team, U.S. Snowboarding, U.S. Freeskiing

**Skiers Edge**
Official Training Device to the U.S. Ski Team

**Team Fan Shop**
Official Online Store/eCommerce Provider of the U.S. Ski Team, U.S. Snowboarding, U.S. Freeskiing (shop.usskiteam.com, uussnowboarding.com, usfreeskiing.com)

**Thule**
Official Cargo Box Rack of the U.S. Ski Team, U.S. Snowboarding, U.S. Freeskiing

**Yaktrax**
Official Traction Device of the U.S. Ski Team, U.S. Snowboarding

**WinCraft**
Official Promotional Products of the U.S. Ski Team, U.S. Snowboarding, U.S. Freeskiing

**Zarges, Inc.**
Official Aluminum Cases of the U.S. Ski Team, U.S. Snowboarding, U.S. Freeskiing

**Media**

- CineSport
- Echo Entertainment
- Freeskier Magazine
- Infront
- LockerDome
- NBC
- NBC Sports Network
- Snowboarder Magazine
- The Whistle
- Transworld
- Universal Sports
- You Tube
Official Suppliers

**Tools, Wax, Gates, Panels, Signage & Supplies:**

- Dominator
- Eps-Doublet
- Holmenkol
- Javelin Performance Coatings
- Reliable Racing
- Sun Valley Ski Tools
- Swix
- Toko
- Tools4Boards
- WEND Wax
- Wintersteiger
- World Cup Supply

**Hard Goods (Skis, Boots, Bindings):**

- Atomic
- Blizzard
- Bomber
- Dalbello/ Marker-Volkl
- Fischer
- Full Tilt
- Hart
- Head
- ID One
- Lange
- Nordica
- Rossignol
- Salomon
- Stockli
- Tecnica
Helmets and Eyewear:

- Bolle
- Briko
- Oakley
- POC
- Rudy Project
- Slytech/Shred
- UVEX

Gloves:

- Johaug Gloves
- Yoko Gloves

Accessories:

- Ski Metrix/Booster Straps

Poles:

- Komperdell
- Leki
- Swix
- Zipline

Protection:

- Dainese
- Leki
- POC
- Ortema
- Slytech

Training Devices:

- BOSU
- Skier's Edge

Other

Appendix H – Sample Biography Form

Full Name: ___________________________________  Nickname: ______________

Date of Birth: _______________________________  Height/Weight: ______________

Birthplace: __________________________  Sport (Alpine, Snowboard, Freestyle, Nordic): ______

Hometown: ________________________________

School last attended / degree: __________________________________________________________

Major Sponsors: ______________________________________________________________________

Home Ski Area: _______________________________________________________________________

Home Club: __________________________________________________________________________

Age when you started skiing / riding: ____________  Age when you started competing: __________

Did you switch from another snow sport (e.g., from Cross Country to Freestyle, Alpine to Snowboarding), when and why? _____________________________________________________________________________

What’s your favorite event? _____________________________________________________________

Best place to ride / ski? ________________________________________________________________

Comment on your performance from last season: _____________________________________________

____________________________________________________________________________________

Favorite trick / maneuver / course? _______________________________________________________

____________________________________________________________________________________

Goals for this season: _________________________________________________________________

____________________________________________________________________________________

What’s the one thing you must travel with? ________________________________________________

Do you have any superstitions or rituals? What? ____________________________________________

____________________________________________________________________________________

If your athletic philosophy could be summed up on a bumper sticker, what would it say? (personal motto?)

____________________________________________________________________________________

Anything else you like to tell us? _________________________________________________________

____________________________________________________________________________________
Appendix I – Organizing Committee Event Checklist

USSA’s event manager will generally schedule at least one site inspection prior to your Event. Following is the “USSA Event Site Inspection Report” that will be reviewed between USSA and the OC with regard to event planning and preparation.

FIS Event Handbook
Appendix J - Electronic Funds Transfer

**BANK TRANSFER FORM FOR PRIZE MONEY**

**GIVEN NAME (as shown on passport):**

**FAMILY NAME (as shown on passport):**

**MAIDEN NAME (former family name):**

**DATE OF BIRTH (D, M, Y):**

**PLACE OF BIRTH:**

**NATIONALITY:**

**GENDER:** male ☐ female ☐

**STREET ADDRESS:**

**POSTAL CODE:**

**TOWN:**

**COUNTRY:**

**E-MAIL (for the confirmation):**

**COUNTRY OF BIRTH:**

**PASSPORT NO (Please enclose copy):**

**BANK INFORMATION**

**ACCOUNT NUMBER:**

**BENEFICIARY’S NAME:**

**FULL NAME OF BANK:**

**FULL ADDRESS OF BANK:**

**BANK CLEARING NUMBER:**

**IBAN (International Bank Account Number**

e.g. IT60 X094 2811 1010 0000 0123 456

**BIC (Bank Identifier Code) SWIFT**

e.g. ABCDITRRXXX

**Account Currency (e.g. Euro)**

**VAT NUMBER (Tax Number)**

**ABA (for USA, CAN)**

**ROUTING NUMBER (for USA, CAN)**

---

I hereby confirm, that FIS and the Organisers of the FIS Snowboard World Cup may file and use the above information for the purpose of prize money payment only. I also accept that this information may be transferred to an Organiser abroad.

**Signature**

**Date**

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**FÉDÉRATION INTERNATIONALE DE SKI**
**INTERNATIONAL SKI FEDERATION**
**INTERNATIONALER SKI VERBAND**