

# TO Support Document

## *ALPINE*

*V1.0 – May 2026*

*Managed and governed by*  
*I.e. S.C. for Alpine Technical Delegates*

## Table of Content

Foreword .....	1
1 Technical Delegate .....	1
1.1 <i>TD Appointment</i> .....	1
1.2 <i>TD Guidelines</i> .....	1
1.3 <i>Rights and Obligations of a TD</i> .....	1
1.3.1 Rights .....	1
1.3.2 Obligations.....	2
1.4 <i>TD Guidelines Safety and Security</i> .....	4
1.5 <i>Checklists</i> .....	5
1.5.1 Event Checklist.....	5
1.5.2 Pre-Event Checklist for TD .....	7
1.5.3 Team Captains' Meeting (TCM).....	9

## Foreword

This TO supportive document is meant to provide TO with helpful information and guidance to fulfil their role. It is governed and managed by the respective disciplines Sub Committees. It is in their responsibility to keep the content updated and correct. Requests for changes, adjustments and/or additional information needs to be answered can be made directly to the disciplines Sub Committee.

## 1 Technical Delegate

### 1.1 TD Appointment

TD Appointment is outlined in the ICR [Art 601.2]

### 1.2 TD Guidelines

In addition to the FIS TO Code of Conduct, which applies to all disciplines, the following guidelines apply specifically to Alpine Technical Delegates (TDs)

1. The TD must arrive at the event site, 24 hours (48 hrs for speed events) before the first Team Captains' Meeting, well prepared and thoroughly informed about the situation.
2. An experienced TD listens attentively and poses specific questions to elicit all necessary information.
3. No Team Captains' Meeting without a preparatory Jury meeting: The Jury should prepare the Team Captains' Meeting so that the team captains and trainers need to ask questions concerning details only. If not all members of the Jury are present before the first meeting, the TD and Chief of Race prepare the meeting so that as few questions as possible remain open.
4. Decisions in the Finish after course inspection: If there are important decisions to be taken after course inspection, these should only be taken after the entire competition slope has been inspected.
5. Radio Discipline: The radio is not a telephone but a vital control instrument. It is to be used for important communications only. During a race, 'radio silence' is in force except for the control of critical situations.
6. If in doubt, provisional start: For re-runs, false starts etc., observe, listen and ask questions – exhaust all information channels.
7. A Quiet Place: The Jury gathers in an appropriate and quiet place where no one can overhear discussions.
8. The TD should strive for unanimous Jury decisions whenever possible, but before the Jury reaches a decision all information should be gathered and used during Jury deliberation. Due process is a must.
9. Make positive decisions: In cases of doubt, decide in favour of the athlete, the subject, or the sport.
10. All is well, that ends well: The race is only finished when there are no more open questions. Always grant a provisional start unless there is conclusive evidence to deny such a start.

### 1.3 Rights and Obligations of a TD

#### 1.3.1 Rights

The FIS TD is a representative of FIS and delegated by FIS. As such, the TD has the right to:

- Receive daily compensation (see TO reimbursement policy, section 1.1 of this document)
- Be reimbursed for their expenses (see TO reimbursement policy, section 1.1 of this document)
- Receive materials to train and remain informed as a TD
- Have a current and complete knowledge of the rules of Alpine Skiing competitions

- Contribute to all competition management decisions.
- Receive lift tickets during all training and competition days

### 1.3.2 Obligations

The Technical Delegate (TD) is the official representative of FIS or the respective national governing body, responsible for ensuring that competitions are conducted in full compliance with FIS rules and regulations. As such, if applicable, the TD must also be knowledgeable of FIS Para events. The TD is responsible for representing the interests of all competitors, both present and absent, in applying the rules in a fair and impartial manner. As Chair of the Jury, the TD plays a vital role throughout all phases of the event—from initial planning to execution and post-event review.

The TD is exposed to many stressful situations during assignments, especially when conditions are not optimal. The most important instruments are the Jury and the Team Captains' Meeting where a TD can guide discussions. Following an evaluation based on observations and estimations, the TD should skilfully assign clear and unambiguous duties to the race organizing committee, to motivate all in seeking and proposing solutions, to weigh advantages and disadvantages and to come to decisions.

**Prior to arriving to the event location** (as listed on the FIS Event Timetable for TD).

The TD will:

- Review and verify the event details available from the FIS Website Calendar
- Contact the OC to:
  - o Introduce yourself
  - o Provide your contact information and initial plan for arrival and stay.
  - o Request and/or review any information and documentation on the event, including the Race Notice, the homologation, race hill situations, previous event reports, liability insurance also OC members, equipment, timing, race and data management, etc.
- Verify if the FIS requirements are met.
- Start to collect, analyse, and monitor all that information (See Pre-event checklist for TD)

### **Upon arrival on the event location**

The TD will:

- Meet with the OC (Chief of Course)
- Inspect, review and validate all the data and information previously collected prior to arrival, including:
  - o The race hill setup paying attention to the start and finish areas, snow condition, safety setting, crowd control, equipment (gates, flags, radio, other maintenance and safety equipment), etc. These include the race and training areas.
  - o Meeting areas including Jury and for the Captains' Meeting.
- Meet other key OC members, including:
  - o The Chief of Timing and Calculation about the equipment, setup software and protocol for electronic and manual timing.
  - o Chief of medical about the setup and medical plan.
  - o Chief of Course about the setup and maintenance plan.
  - o Race administrator about the setup and documents including liability insurance, registration, accreditations, use of FIS latest/up-to-date data.
- Preparation of the Team Captains' Meeting:
  - o Check the entry list including FIS points
  - o Verify the adherence to Quotas
  - o Validate the setup of the draw board and assist if there is an online draw

- Identify the Referee and if appropriate the assistant Referee
- Supervise and assist the organisation of the meeting
- Chair the first jury meeting to approve the medical plan
- Prepare the Chef of Race to follow proper protocol using TC Checklist
- During the Team Captains' Meeting:
  - Ensure proper conduct of the meeting including the Draw
  - Make sure proper official documentation is completed
  - Make sure all is clear for the race or official training

### **Just prior to the race**

The TD will:

- Organise the inspection and the follow up Jury meeting
- Overlook the final course preparation

### **During the race**

The TD will:

- Be present in the course area.
- Be attentive, decisive, prompt and take notes.
- Work closely with the Jury, the team captains and the coaches.
- Observe that the valid rules and directives with regard to advertising, on clothing and race equipment are obeyed.
- Supervise the technical and organisational conduct of the event.
- Advise the organisation concerning the observance of the FIS Rules and regulations, and directives of the Jury.

### **After the race**

The TD will:

- Help with the compilation of the Referee's report.
- Calculate the race and penalty points for the individual races. If these points are calculated by computer, it is the TD's duty to re-check the points and to confirm their accuracy with a personal signature. Above all, it is important to check the correct use of the corresponding F value for each event.
- Present properly submitted protests to the Jury for decision.
- Sign the official result lists provided by the race administrator and gives the authorization for the award ceremony.
- Oversee the electronic transmission of the Timing Report (TDTR) xml files and complete the TD Report online immediately after the event and must also check that the results are correct on the FIS website. For more information see Rules of the FIS Points.
- Present to the FIS proposals for changes in the competition rules on the basis of practical experience at the event in question.

### **In general**

The TD will:

- Decide on questions which are not covered or are insufficiently covered by the FIS Rules in so far as these have not already been decided by the Jury and do not fall within the scope of other authorities.
- Work very closely with the Referee and Assistant Referee.
- Has the right to propose to the Jury the exclusion of competitors from participating in the race.
- Has the right to obtain support from the Organising Committee and all officials under its jurisdiction in all matters necessary for the fulfilment of the TD'S duties.

## 1.4 TD Guidelines Safety and Security

Security is the prime responsibility and concern of the Jury and must take every possible precaution to prevent accidents, particularly to prevent injury to competitors. Important points to be considered are:

1. Security (cordoning/fencing off) of the competition slope/area.
2. Inspection of competition slope edges and particularly the fall zones. There must be sufficient snow coverage.
3. Cover rocks and other obstacles with snow and/or sufficient padding.
4. Check on course barriers, in fall zones no solid fences without adequate protection.
5. Check on the security nets, catch strength, length, anchoring.
6. Inspect the course setting paying particular attention to fall zones.
7. Correct positioning of flex-poles (the hinge element must not protrude above the snow).
8. Check the flex poles and gate panels for splintering material, exposed metal parts, panel fastening.
9. If necessary, erect movable security netting in direct fall zones, on the outer edges of turns, etc.
10. Check the last gates for unimpeded run-in line and speed.
11. Check the protection of the Finish posts.
12. Check the protection of the Intermediate and Finish Timing equipment.
13. Check the Finish (preparation, run-out sufficient for arrival speed, layout, protection, security, spectator control).
14. Make sure to ask for previous TD reports and merge them with Homologated files

### Important points to note

- Course setting is critical to control speed.
- Turns must be completed.
- Width is required - critical to course setting
- 'B' security netting takes space – 3 rows = 6-10 m. (refer to manufacture guidelines)
- Jumps and their take-off and landing zones must be properly prepared.
- Take-off zones are often 10-30 m back from the edge of the jump.
- Sitting back can create a 'launch' effect.
- Observe caution if Women and Men share the same course, as women have in general 30% less strength.
- Check on the level of the race

### Security – The Message

- Competitors getting in contact with the safety systems must always be the last resort.
- Course preparation is vitally important.
- Course setting controls the competition.
- The width of the competition slope must always be considered.

## 1.5 Checklists

### 1.5.1 Event Checklist

#### 1.5.1.1 After Assignment

- Check your assignment online
- Confirm your assignment with your Commissioner

#### 1.5.1.2 Before Competition

Name of Competition:

Contact Person from Organising Committee:

Name of Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_

E-Mail: \_\_\_\_\_

- Early on and during the season, check on the FIS Web site if any changes have occurred about your assignment.
- Six weeks, at least, before the event, you must contact the OC
  - Present yourself, offer your help to make the event memorable for the athletes.
  - Remind them you are the FIS representative for ensuring race quality and conduct
  - Provide them with your contact information such as phone number and email address.
  - Inform them you will be sending shortly a data sheet partially completed and they will need to fill in any blank section as soon as possible.
  - Touch on the plan travel arrangement, cost estimate and date of arrival. This information will also be forwarded shortly to them in an email.
  - Ask if the OC is making the lodging arrangement?
  - Ask if the OC has sponsors or other arrangements to keep costs down on travel, hotels and/or car rental or anything else.
  - Request any documentation (homologation and prior TD reports) that can be obtained electronically.

#### 1.5.1.3 Upon Arrival

- Verify for yourself if everything physically corresponds to the data you have collected and checked the right box on each item of the checklist (refer to 2.5.2)
- Examine snow conditions, depth, hardness
- Ask about local weather forecasts
- Make and discuss a weather-related plan for possible changes
- Look for and ask about thin spots or any trouble areas on the slope
- Look at protection and use homologation safety plan as well as your knowledge and local knowledge
- Ask about snow making, water and grooming help
- Ask about number of volunteers to assist with hill prep and maintenance
- Identify starts and finishes
- Compare to homologation topo map and specifications
- Assist with identifying protection placement location and quality of installation, work with OC on the hill
- Re-evaluate progress at end of the day and make plans for tomorrow

#### 1.5.1.4 Prior to the Competition/Competition Committee Meetings

- Sit with Organizing Committee and discuss either next day's work or event day work
- Sit with Race Administrator and review entries taking into considerations, registration forms, quotas, points, traveling letters and expectations for pulls and ads
- Validate with Race Administrator points list and various required information for software
- Work with timing and record equipment numbers and compare with approved list
- Ask about handling of EET procedure
- Ask to see hand timing equipment
- If speed examine course set
- If tech finds out when first set will occur and access to the hill
- Review medical plan with referee and with CR approval with minutes
- Ask about crowd control
- Where is official notice board or confirm use of whatsapp group messaging
- What time for event jury inspection

#### **TC Meeting**

- Arrive early
- Assist Race Administrator with board and / or supervision of an electronic draw
- Identify Referee prior to start of meeting
- Ensure board is correct before draw
- Ensure proper conduct of captains' meeting and draw
- Invite all coaches to jury inspection
- Review that TC check list items are covered for event
- Discuss jury positions and yellow flag zones
- Wish all a successful race day

#### **2nd TC Meeting**

- Same as above
- Congratulate winners
- Discuss any issues you observed that need correction
- Review any jury discussions that are pertinent to all for next day

#### 1.5.1.5 During Competition

- Be attentive and prompt
- Look and act professional, you represent the FIS
- Observe and assist in course set
- Verify legality of course set
- Check in with timing
- Talk to start and finish referees
- Talk with starter
- Verify patrol on site
- Verify start and finish installations
- Take notes of approval times for jury minutes
- Observe inspection
- Identify head gate judge and protocol for collection of cards and or use of video control
- Talk with and thank gate judges

#### 1.5.1.6 After Competition

- Help with the compilation of the Referee's report and confirm posting using whatsapp messaging
- Calculate the race and penalty points for the individual races. If these points are calculated by computer, it is the TD's duty to re-check the points and to confirm their accuracy with a personal signature.
- Present properly submitted protests to the Jury for decision
- Review results provided by the race administrator and gives the authorization for the award ceremony
- Oversee the electronic transmission of the Timing Report (TDTR) xml files and completes the TD Report online immediately after the event. The TD must also check that the results are correct on the FIS website. For more information see Rules of the FIS Points

#### 1.5.1.7 After the Event

- Complete the expenses report with appropriate documentation
- Take time to thank the OC with personal comments
- Report any suggestions of improvement to your TD Commissioner

#### 1.5.2 Pre-Event Checklist for TD

Please fill in what you know and complete with the Chief of Race (CR). The last column needs to be checked off when on site

Topic	Content	✓
Name of CR / Phone #		
Name of event		
Location of the competition		
Date of the competition		
Accommodation details with dates		
Date/time/location/whom - 1st OC meeting - Hill & Data Inspection		
Date, Location & setting of Captains' meeting		
Event Codex #		
• Date		
• Gender		
• Event		
Name of trail(s)		
Homologation(s) #		
Start elevation		
Finish elevation		
Courses training setting		
Pole type & homologation		
Panel & homologation		

Race Notice		
Name of Chief of Timing & Control / Phone #		
Description of the timing equipment & issues		
Radio & Jury channel		
Name of RA / Phone #		
Software, forms & data used or issues		
Insurance coverage		
Medical plan and 1st meeting & 1st jury meet		
Name of Chief of Course / Phone #		
Snow condition		
Safety net system brand		
Safety concern		
Name of NSA rep on site		
Any jury and course setters' proposal		
Equipment compliance		
Foreseen quotas issues / Foreigners' letters		
Previous TD names		
Previous race events experiences and issues		
My TD information:		
Full name, TD#, address, phones, email		

### 1.5.3 Team Captains' Meeting (TCM)

The Team Captains Meeting is a crucial leadership tool for the Organizing Committee and should exemplify effective management. This meeting must reflect the professionalism of both the Jury and the Organizing Committee. It should be **concise, focused, and meticulously prepared**.

While it is not mandatory for the TD to chair the Team Captains Meeting, the TD must prepare it in collaboration with the Jury and Organizers. If the Organizing Committee prefers, a capable individual from the Organizing Committee, such as the Chief of Race may chair the meeting

In sum: the Team Captains Meeting must be

- Short
- Precise and to the point
- Clear

No Team Captains' Meeting without a preparatory Jury meeting. All important points are to be kept in written minutes and translations, where necessary, are to be arranged. The FIS official forms are to be used where applicable and particularly for the program, roll call and minutes.

Refer to the TCM Checklist below:

#### **Checklist for TCM**

<https://assets.fis-ski.com/f/252177/x/b54680ba8e/checklist-team-captians-meeting-2024.pdf>