

USTSA Race Sanctioning and Organizing



Dear Organizer,

Thank you for considering organizing a sanctioned US Telemark Ski Association event. The benefits of hosting a sanctioned event are:

- Use of the USTSA name and logo on your advertising
- Advertisement for your event through our website and newsletter with a Link from our Website to your event
- Assistance organizing the race through use of the USTSA Competition Guide and Organizer Guide and a USTSA single point of contact as a resource
- Participants may earn USTSA points if properly licensed at the time of the race
- Increased likelihood that USTSA race team members will attend due to ability to earn points
- USTSA carries \$3M dollars of liability coverage for sanctioned events. Host resorts may request to be named as an additional insured

In return, the race organizer and resort will provide the following:

- Follow the rules set forth in the USTSA Competition Guide and Organizer Guide
- Complete the Sanctioning Agreement Form for USTSA included in this package and submit it with \$250 sanctioning fee
- Assure that all participants and volunteers sign the USTSA Assumption of Risk (waiver) form
- Assure that no inverted aerials will be permitted in the event
- Notify USTSA in a timely manner of any accidents requiring ski patrol or medical assistance
- Have USTSA membership forms available at registration
- Provide a USSA official to sign off that the race was held in accordance with the guidelines
- Return signed waiver forms, completed USTSA membership forms with payment and race results within 14 days of event

In order for us to sanction your event, we request that a signed copy of the attached Sanctioning Agreement form, and \$250 payment be received by USTSA, c/o Sarah Carley & Devon Wright, Co-Presidents, 4 Northrup Drive, Brentwood, NH 03833, no later than 6 weeks prior to your event. Earlier deliver of the paperwork will allow more time for USTSA to publicize your event through our website and email newsletters.

Also attached is a list of forms or documents to help you plan and run your race along with the links to these forms on our website, www.ustsa.org in the Racing menu section.

Sarah Carley & Devon Wright
Co- Presidents
sarah@ustsa.org

USTSA FORMS AND DOCUMENTS FOR RACE ORGANIZERS



Following are the forms or documents you need to make your race successful. These documents are available online at www.ustsa.org.

◆ **Sanctioning Agreement – attached**



This is the agreement between the Race Organizer and USTSA is required before USTSA will sanction a race and list the race on our policy. This form and \$250 sanctioning fee must be submitted to by USTSA, c/o Sarah Carley & Devon Wright, Co-Presidents, 4 Northrup Drive, Brentwood, NH 03833, no later than 6 weeks prior to the sanctioned event.

◆ **USTSA Competition Guide and Organizer Guide**

This guide provides information about the requirements for each type of race, the responsibilities of the race organizer, chief of race, judges, timing, etc.

◆ **USTSA Waiver – Assumption of Risk and Release of Liability**

This form must be signed by each participant and volunteer. Within 14 days of the race, the signed copies must be mailed to by USTSA, c/o Sarah Carley & Devon Wright, Co-Presidents, 4 Northrup Drive, Brentwood, NH 03833. Call 802-464-8200 with questions.

◆ **Accident/Incident Reporting Procedures**

All accidents or incidents at the event in which ski patrol or any other form of medical attention is provided must be reported to USTSA or our claims representative. Reporting should be immediately (24 hours) in the case of a serious injury and within 5 days for minor injuries. Copies of all paperwork relating to the accident must be mailed to by USTSA, c/o Wioleta Fedeczko-Treasurer, 2288 Alaska Avenue, Provo, UT 84606

◆ **Competitor Responsibility Code & Rules of Competition**

This is a 2-page information sheet covering the key rules of competition for new competitors who are not familiar with the USTSA racing rules. These should be made available for competitors at registration. A copy of the USTSA Competition Guide and Organizer Guide should also be available so that racers and organizers have access to all the rules.

◆ **USTSA Membership Forms**

Membership forms must be available at registration so that participants can purchase a membership prior to racing if they want to have points calculated or just want to support USTSA with a membership. Completed forms and payment must be mailed within 14 days of the race to USTSA, c/o Wioleta Fedeczko-Treasurer, 2288 Alaska Avenue, Provo, UT 84606.

USTSA FORMS AND DOCUMENTS FOR RACE ORGANIZERS

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◆ Gate Judge Form

This form is to be used for all judges except the jump judge. See the Sample judge form below. The Chief of Judges will instruct each judge regarding their responsibilities and will train them regarding the rules based on the Gate Judging section 4000 in the USTSA Competition Guide and Organizer Guide.

◆ Gate Judge Sample Form

This is a sample of how the judge forms should be completed. All bib numbers who pass before a judge should be placed in the left-hand column. All gate numbers assigned to a judge should be entered in the first row of the form. A judge will optimally have no more than 3 gates, but some races may have more. All information the top of the form should be completed ON EACH PAGE used by the judge.

◆ Jump Judge Form

This form will be used by the Jump Judge. The Chief of Judges will instruct the jump judge regarding their responsibilities and will train them regarding the rules based on the Gate Judging section 4000 in the USTSA Competition Guide and Organizer Guide.

◆ USTSA Penalty Calculation Master Worksheet

This Excel worksheet is used to tally the penalties from each of the judging sheets and then total all the penalties prior to entering the penalties onto the Master Minutes Input Form. Instructions for completing this form are on an instructions tab within the worksheet.

◆ USTSA Race Results Master Minutes Input Worksheet

This Excel worksheet is where the racer times and penalties are entered and then sorted to create a 2nd run start list (at US Nationals, not necessary at local/regional races) and for final results. These results must be mailed or emailed within 14 days of the race to Sarah Carley and Devon Wright at sarah@ustsa.org, devon@ustsa.org

◆ Planning a Race Event Worksheet

These Excel worksheets are optional but may help a new race organizer to plan the finances of their race and identify those responsible for each function required to put on the race/event. There are 2 worksheets contained in this file.

United States Telemark Ski Association Sanctioning Agreement



This agreement is made and entered into by and between the United States Telemark Ski Association (hereinafter referred to as USTSA), and the event organizer shown on this Agreement (hereinafter referred to as the Organizer. The Consideration for this Agreement shall be the payment of the fees and the performance by the parties of the terms herein provided.

The Organizer agrees to the following:

1. The event will follow the rules set forth in the current USTSA Organizer Guide and Competition Guide. If this is a Federation of International Skiing (FIS) World Cup event, the FIS Rules shall apply.
2. This Sanctioning Agreement will be submitted to USTSA with the fee of \$250 no later than 6 weeks prior to the event.
3. The Event Organizer shall pay all costs and expenses of the Event.
4. All participants and all volunteers must sign the USTSA Assumption of Risk form prior to their participation. Parents must sign the form if the participant is younger than 18 years of age.
5. Assure that no inverted aerials will be permitted in the event as our insurance expressly excludes them.
6. Organizer and Host Resort accept USTSA's \$3M liability coverage for this event. Please note that this does not cover the participants or volunteers in case of injury. It covers USTSA and the additional insured's for claims of liability.
7. Preparation of the courses will be the responsibility of the Organizer and shall be negotiated with the Host Resort.
8. Have USTSA membership forms available at registration.
9. Notice of postponement, change or cancellation shall be made in a timely fashion to USTSA.
10. Return the signed USTSA Assumption of Risk Forms, completed USTSA membership forms with payment, and race results within 14 days of the event.
11. All incidents and accidents will be reported to USTSA or our Insurance Claims Representative in a timely manner and appropriate paperwork will be submitted as requested.

USTSA agrees to the following:

1. Organizer may use the USTSA name and logo on for advertising this event.
2. Advertising for this event will be provided through the USTSA website and email newsletters.
3. A link will be provided from the USTSA website to this event website.
4. Provide assistance organizing this race through the use of the USTSA Organizer Guide and Competition Guide, Planning a Race Event Worksheet and a USTSA single point of contact as a resource.
5. Points for USTSA members at the time of the race will be calculated by USTSA following the race.
6. Provision of \$3M of liability coverage for USTSA and additional insured(s). Details of insurance coverage will be provided upon request.

**United States Telemark Ski Association
Sanctioning Agreement – Page 2**



EVENT NAME: _____

EVENT DATES: _____

EVENT LOCATION (Do not use a PO Box): _____

ADDRESS _____
STATE _____
ZIP _____

EVENT DESCRIPTION (Including types of races or events, ie, classic, half pipe, GS, dual slalom, free style, all mountain race, fundraiser, ski movie, etc. _____

ADDITIONAL INSURED (S)
Legal Name and Mailing Address and email address

RELATIONSHIP TO THE EVENT: (i.e. Host Resort)

EVENT ORGANIZER/CONTACT PERSON: _____
MAILING ADDRESS: _____
TELEPHONE: (____) _____ FAX: _____
EMAIL ADDRESS: _____

It is agreed between the parties hereto that the U.S. District Court for the District of Utah shall have exclusive jurisdiction for any dispute arising from this Agreement. This Agreement shall be interpreted under the laws of the state of Utah.

I have included payment of \$_____ for sanctioning for this event.

WE AGREE TO ALL THE TERMS OF THIS EVENT SANCTIONING AGREEMENT and understand that failure of the organizer or host resort to meet these USTSA sanctioning requirements, including but not limited to providing a safe venue or submittal of waivers and results in required timeframe, may result in USTSA not sanctioning future events with this organizer or venue.

Organizer _____ Date _____

USTSA President _____ Date _____