

# POST-RACE DOCUMENT CHECKLIST

## BASS (Snow) Events

### To TD Forum Chairman and BASS National Seeder [within 4 days of event]

Document	Notes
Official Results	
Penalty Calculations	
Minutes of Jury meetings	
Completed Protest forms	
Computer race files	All original event files (e.g. SkiPro .scdb or .spro files) by email
TD report on the event	FIS report for FIS events, GB TD report for non-FIS

*The results pack should be sent electronically as PDF printouts or other electronic files. The files must be sent by the TD (or Race Sec for FIS events) from their own 'recognised' email account, and it is their duty to ensure that all the PDF files correspond exactly to the signed master printouts. All the master/signed copies must then be retained by the race organisers along with the rest of the race paperwork for at least three months. Hand-filled forms such as Minutes of Jury Meetings (if any) should be scanned in if possible, or they can be sent by post and the rest by email (the whole set doesn't have to be kept together, but include a note in the email of documents to follow). If electronic transmission of the results documents is not possible for some reason, the results pack can if absolutely necessary still be sent by post to the addresses shown at the foot of this form, but the computer race files must still be sent electronically.*

### Other Documents and Files [within 7 days of event except where otherwise indicated]

Document	Notes
Computer race files ###	By email ASAP to Peter Heath for internet publication
Copy of Official Results	To office of organising body (member group, etc)
List of Officials \$\$\$	Preferably entered directly onto Race Officials Database, or if necessary then sent by email to SSE ROTP

*### Preferably this should include all relevant logos etc, together with the PDF printouts of the master results.*

*\$\$\$ Race Officials for the event should be entered directly onto the Race Officials Database (links to the database can be found on GBski.com). If you don't have one already, you can request a login by contacting SSE ROTP).*

TD Forum: Ian Roberts, 2 Alexandra Court, Lydney, Gloucestershire, GL15 5JZ.  
 BASS Seeder: Peter Heath, 1 The Spinney, Gayton, WIRRAL, CH60 3SU.  
 SSE ROTP: David Manns, 4 Waterloo Way, Bredon, Tewkesbury, GL20 7UA.

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