

POST-RACE DOCUMENT CHECKLIST

Artificial Slope Events



SNOWSPORTGB

To Chair of SSE Seeding Technical Panel [within 4 days of event]

Document	Notes
Copy of Acceptance List	Showing seedpoints, in seedpoint order
Copy of first run Start List	2 nd /3 rd run start lists not required
Original minutes of Jury meetings	Must be the <u>original</u> forms
Original completed Protest forms	Must be the <u>original</u> forms
Original Referee's Reports (Protocol)	Must be the <u>original</u> forms. Not Start/Finish Referee Report
Copy of signed Official Results	Must be the <u>original</u> results signed by TD
Copy of signed Penalty calculations	Must be the <u>original</u> penalty signed by TD
Copy of TD's report (if available)	Often sent directly by TD, but check that it actually happens
TD feedback report (asap)	May follow after, don't hold results pack just for this form
PLEASE DO NOT STAPLE PAPERWORK and DO NOT PRINT ON CARD (it makes later handling more difficult). DO NOT SEND GATE JUDGE REPORTS	

To BARTS National Seeder [within 4 days of event]

Document	Notes
Copy of Acceptance List	Showing seedpoints, in seedpoint order
Copy of first run Start List	2 nd /3 rd run start lists not required
Minutes of Jury meetings	Copies must be legible
Completed Protest forms	Copies must be legible
Referee's Reports	Copies must be legible. Not Start/Finish Referee Report
Copy of signed Official Results	Must be copy of the actual results signed by TD
Copy of signed Penalty calculations	Must be copy of the actual penalty signed by TD
Copy of TD's report (if available)	Often sent directly by TD, but check that it actually happens
Computer race files	Send by email, preferably immediately

To National Office [within 7 days of event]

Document	Notes
Copy of Official Results	Send by email

To SSE Office [for SSE Club Nationals, within 7 days of event, except ***]

List of non-registered competitors ***	Fax/Email on first working day after event or they will not be insured . See 'CN Returns' form
Athlete's declarations for non-registered competitors	See 'CN Returns' form
Entry forms for non-registered competitors	See 'CN Returns' form

To Others

Computer race files	By email to Peter Heath for internet publication, preferably immediately
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Chair STP: Ian Roberts, 2 Alexandra Court, Lydney, GL15 5JZ.

BARTS Seeder: David Manns, 4 Waterloo Way, Bredon, Tewkesbury, GL20 7NA.

ROTP : Alan West, 8 Abbots Close, Fleet, Hampshire, GU51 3RF

Peter Heath:

CIRoberts@btinternet.com

david@djmans.com

alan.west@dataflair.co.uk

pheathski@aol.com