***NOTE****: #### is four digit Codex*

1. **OFFICIAL RESULTS** RA to upload .xml produced by Results software to [ACAPoints.ca](file:///C:\Users\sodmemberservices\Downloads\acapoints.ca) > Results > Race Result Submission > Import
2. **TDTR** Chief of Timing to submit .xml produced by FIS TDTR software

|  |  |
| --- | --- |
| To: | [timing\_reports@portcredit.net](mailto:timing_reports@portcredit.net) |
| Subject: | Timing Report AL #### |
| CC: | *Technical Delegate, Race Administrator* |
| : | 2018AL####.xml |

1. **RACE PACKET** RA to scan and email race packet documents

|  |  |
| --- | --- |
| To: | [AOAResults@gmail.com](mailto:AOAResults@gmail.com) |
| Subject: | NAT18.#### |
| CC: | *Technical Delegate, Chief of Race* |
| : | NAT18.####.pdf |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **RACE PACKET** | **Other** | |
|  |  |  | ROC Finances | |
|  |  |  | ROC Personnel | |
|  |  | 1. Race Notice |  | |
|  |  | 1. Medical Plan |  | |
|  |  |  | 1. Entries | |
|  |  |  | Competitors by Points (TD will use for Penalty) | |
|  |  |  | Draw Cards (can also be Record Cards) | |
|  |  |  | Weather | |
|  |  |  | 1. TCM Checklist | |
|  |  | 1. TCM Attendance **signed** |  | |
|  |  | 1. TCM Minutes |  | |
|  |  |  | Worksheet Entries Adds Pulls | |
|  |  | 1. Program |  | |
|  |  | 1. Minutes of Jury Decision w/o Protest **signed** |  | |
|  |  |  |  | |
| **Run 1** | **Run 2** |  |  | |
|  |  |  | Start List (TD will use for Penalty) | |
|  |  |  |  | Tape System A |
|  |  |  |  | Tape System B |
|  |  |  | Worksheet *or* | Tape Hand Times Start |
|  |  |  | Worksheet *or* | Tape Hand Times Finish |
|  |  |  |  | Record Cards |
|  |  |  |  | Gate Judge Cards |
|  |  |  | Unofficial Results (TD will use for Penalty) | |
|  |  |  | Worksheet Start Referee | |
|  |  |  | Worksheet Finish Referee | |
|  |  | 1. Referee Report |  | |
|  |  |  |  | |
|  |  | Official Results**signed** *& submitted online by RA* |  | |
|  |  | 1. Penalty Calculation **signed** |  | |
|  |  | 1. TD Report |  | |
|  |  | 1. TDTR**signed** & *submitted online by Chief of Timing* |  | |
|  |  |  |  | |
|  |  | **AS REQUIRED** |  | |
|  |  | 1. Protest **signed** |  | |
|  |  | 1. Jury Minutes of Decision with Protest **signed** |  | |
|  |  | Jury Minutes of Decision w/o Protest **signed** (sanction, etc.) |  | |
|  |  | 1. Injury Report **signed** |  | |
|  |  | 1. TD Accident Report **signed** |  | |
|  |  |  | Worksheet EET | |

*ROC TO KEEP ON FILE FOR 3 MONTHS*