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

1. **OFFICIAL RESULTS** RA to upload .xml produced by Results software to [ACAPoints.ca](file:///C%3A%5CUsers%5Csodmemberservices%5CDownloads%5Cacapoints.ca) > Results > Race Result Submission > Import
2. **TDTR** Chief of Timing to submit .xml produced by FIS TDTR software

|  |  |
| --- | --- |
| To: | 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 |
| 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*