USSA Masters Race Operations
using Split Second's Alpine Race Timing Software

Procedure Checklist

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This is a short-form procedures checklist reminder of the more detailed instructions on running masters races with the Split Second software.

You should be working with version 6.21 rev. 1 or later of the Split Second National/FIS timing software for the 2011.

For questions and comments about the material in this document, contact Deb Lewis, the Director of Race Services and Scoring for the Far West Masters, at dlewis@farwestmasters.org.

General Settings and Operations

Program Options: disable autosort when generating reports – important!!!

Header tab: set **Discipline** choice to ***Masters Alpine***; race level in non-scored USSA; enter M/F race codes from your USSA schedule agreements

Factors/Lists tab: download latest masters points list from USSA and select current list

Preparing the Entry List

Create master event entry file and enter all competitors whose entries are received directly. Enter year-of-birth and check age class and gender. Assign bib numbers (pre-assigned permanent bibs from division or per-event bibs assigned by organizer)

Temporary weekend license for new racers can be used once per season, division races only; Alpine Masters license required for regional and national championships.

Make a copy of the master entry file for each race in your event: set race type, date, course info, and USSA race codes on each race file. Delete any competitors not entered in the specific race.

When working with an online registration system, import racer entries into each race file. This typically involves downloading a CSV export from the reg system and importing into your race

file using the standard Import service – specific column orders and load mappings should be provided by operators of the online reg system.

Preparing the First Run Start List

The standard first-run start order for a masters race is random draw within age class, with age class start order as specified in the Masters Comp Guide rules. Masters age class start order rules are built into Split Second as the ***Running order by Class*** sort.

To generate the first run start order, randomize the competitors list then sort into age class running order:

- Select the `Competitors` tab; ensure no block selection of more than 1 racer
- Randomize the competitors: `Sort` button, ***Random*** order
- Organize into age class start order: `Sort` button, ***Running order by Class***
- (optional) assign start numbers to the competitors to "freeze" the start order
- Print the start list: click the `Report` button, select ***First Run, Start List***
  - In the "Sort first?" prompt, say NO!!!

Preparing the Second Run Start List

The standard second-run start order for a masters race is determined by first-run finish order within age class, with age class start order as specified in the Masters Comp Guide rules. Specific rules vary by division and for regional/national championship events: by first run finish, by reverse first run finish, flip-5 bibbo within age class.

If division race with special classes on second run (Far West Open classes, Intermountain men's superseed class), identify the qualified competitors and change their class to pull them out of their normal age class.

To generate the second run start order, apply order-in-class rules in effect for this event:

- Select the `Competitors` tab; ensure no block selection of more than 1 racer
- Apply the second-run start order: `Report` button, ***Second Run, Start List***
- start list options dialog:
  - Make sure the ***Sort before creating report*** option is CHECKED (on)
  - Select start order rule within class
  - Select policy for allowing DNF/DSQ racers to take second run
- click OK, then ***Cancel*** the print job to do review pass on Competitors tab
- (optional) move special OP/SS classes into the correct class order position
- (optional) adjust positioning of first-run DNS/DNF/DSQ racers
- (optional) assign start numbers to the competitors to "freeze" the start order
- Print the start list: `Report` button, ***Second Run, Start List***
  - Start list options dialog: make sure the ***Sort before creating report*** option is ***NOT CHECKED*** (off)!!!! (you've already done this!)
  - Include or omit the Full Header as desired

Special Cases for Second Run Start Lists

###Far West Open classes: fastest 10 men, fastest 5 women overall pulled out into MOP, WOP classes which are inserted between 50's and 40's - between class 6 and 5 – in the start order. Sort all racers on first-run finish time, then sort by gender. Select 10 fastest men and change their age class to "OP"; select 5 fastest women and change their age class to "OP". Competitors can "opt out" and remain in age class – typically some of the class 7 or 8 men will do this – masters officials for the race are responsible for determining OP participants and communicating that to the timer/RA preparing the second run start order.

###Intermountain Superseed class: fastest 10 men overall pulled out into SS class which is inserted between upper and lower 50's classes – between class 7 and 6. Not used for women.

Preparing the Race Results Report

To generate the race results report, sort the competitors list on combined time, then sort into age class running order:

- Select the `Competitors` tab; ensure no block selection of more than 1 racer
- Sort into finish order: `Sort` button, ***Combined, Ascending*** order
  (for a 1-run, sort on first run time, ascending)
- Organize into age class start order: `Sort` button, ***Running order by Class*** order
- Print the results report: click the `Report` button, select ***Race Results***
  - In the "Sort first?" prompt, say NO!!!
  - Select official/unofficial, include or omit the Full Header as desired
  - Review the results report to verify finish-in-class order and print

Generating the Race Results Data File

Generate race results with all competitors (uses men's race code from Header page):

- Select the `Competitors` tab
- Click the `Send SkiData Files` button to generate the results data file
- In the confirmation prompt "Is this being sent to USSA?", select ***No*** to generate the results file containing all competitors
- Choose whether to email the data file or save to a file – select `Specify Path for SkiData File` to save the file for later use (send later as an email attachment or for uploading to a web site for race processing)

Submitting Results to USSA

Use the `Send SkiData Files` as described above, but answer **_Yes_** when prompted to confirm whether or not the data is being sent to USSA. You will then be asked to select the gender for the data being submitted. Select **_Male_** to send the data for the male competitors, then select `Email` transmission to send the data file to **alpineresults@ussa.org**. Repeat to select **_Female_** gender and submit the women's data.

Document History

16-Feb-2011 – D. Lewis – Publish v 1.0 procedure documentation for 2011.