Preparing Official Event Results

2016/2017 WST Season

As an official event on the World Snowboard Tour, all participating riders are eligible for WSPL Ranking Points. In order to process your result, attribute points to your riders and update the WSPL Rankings, we need your support and cooperation. We have prepared this information sheet to assist you in the process of tabulating and submitting official results for your event.

It is very important to have fast and accurate reporting of event results so that WST can quickly issue press releases and update rankings. Each event must appoint a Result Liaison that will be responsible for providing a complete result list on time. Please provide no later than a week prior to the event the contact information of the Result Liaison and the approximate time when results will be available on the day of the Final.

The following steps will help you to set up efficient workflows at your event that will result in fast and accurate preparation of the official results. If you need further assistance with any of the steps below please email us at: ranking@worldsnowboardtour.com

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1) STEP 1: DOWNLOAD WORLD SNOWBOARD TOUR ATHLETE LISTINGS FROM THE WST WEBSITE

Each week on Thursday at 6:00 PM CET, we publish an excel file which includes ALL riders currently listed in the World Snowboard Tour database system. We recommend downloading this file immediately prior to your event registration and verifying rider name spellings and nationalities during rider registration so that the names on your start and results lists are spelled exactly as they are in the World Snowboard Tour database.

It is very important to use the rider names exactly as shown in the database, even if a rider informs you that his/her name is spelled incorrectly. If a rider name as shown in the database is misspelled, please notify us by email or ask the rider to request a name modification by email: ranking@worldsnowboardtour.com

The **Athlete Listing file** can be found on the WST website, at the Event Organizer download section: http://www.worldsnowboardtour.com/add-snowboarding-event/event-organizer-downloads/

2) STEP 2: RIDER REGISTRATION/RACE OFFICE

As an accredited World Snowboard Tour event, you can use our **Free WST Online Athlete Registration System** for your event. This system is one of the services that we provide as an event benefit and will help you to attract more riders to your event, to reduce your workload, to speed up accreditation and to produce results quickly and accurately. Please contact us to register for this service.

If you do not use the WST registration system, the following steps will be necessary to complete a standard rider registration at your event.

a) Have riders complete and sign registration forms and waivers
b) Enter rider details in your event software
c) Check if rider is listed in World Snowboard Tour Athlete Database
d) Verify first and last name and nationality, and correct spelling to match spelling in your event system. Remember, name spellings MUST follow the spellings in the World Snowboard Tour database. If a name is misspelled in World Snowboard Tour database, please email us, but still use the spelling shown in World Snowboard Tour database
e) Accept entry fee and hand out BIB number
f) After registration is closed, create start list for the event

3) STEP 3: TABULATING RESULTS

Regardless of the type of system you use to tabulate scores and results, it is important that you work with the rider data collected and verified at registration. If your event has multiple contest parts, like qualification, semi-finals and finals, make sure to prepare correct results for each contest part and start tallying according to your specific event rules. If you have questions about how to efficiently tabulate scores and tally results, please contact us at: ranking@worldsnowboardtour.com

4) STEP 4: PREPARING THE WORLD SNOWBOARD TOUR OFFICIAL RESULT

To make sure the results of all riders at your event are included on the World Snowboard Tour Ranking List, you will need to write up your event results for each discipline and gender separately on the World Snowboard Tour Official Result Template and save it as an Excel file (.xls or xlsx). *Results will not be accepted in any other format!* Please do NOT change this template and please follow the instructions carefully.

You can find the **Official Result Template** on the WST website, at the Event Organizer download section: http://www.worldsnowboardtour.com/add-snowboarding-event/event-organizer-downloads/

How to create and submit the World Snowboard Tour Official Result File:

1. Open the WST_Official_Result_Template.xls in Excel

2. Copy/Paste Information in the corresponding columns (Note: the minimum information required for all riders who participated is Rank, First Name, Last Name and Nation).

3. Save the file as an "Excel Workbook (.xlsx)" or "[...] (.xls)" and re-name the file properly (see step 4) Note: Accurate naming of the files is very important, as we don't use a header to define competition and gender.

4. Save and re-name the World Snowboard Tour Result Template file, complete with all results in the following format: <YYYYMMDD_EventLevel_EventName_Location_Country_Format_Gender>

5) FEES FOR INCORRECT RESULTS AND DELAYED RESULT SUBMISSION

WST's aim is to provide transparent, fair and accurate WSPL rankings. Results that are not complete, incorrect or not formatted correctly can cause incorrect weekly rankings. Event results that are submitted delayed also cause incorrect rankings. Incorrect or delayed results affect the riders that participated in the event. Also, media will only consider results when they arrive in due time, if results are submitted delayed your media coverage will suffer.

If results come in in due time WST staff can prepare and validate results accordingly and upload them prior the next automatic ranking update which is scheduled for monday and thursday at 15.00 CET.

To ensure accurate WSPL rankings at all times, the following requirements and negative sanctions, - if requirements are not met accordingly -, apply:

Result submission deadlines

Elite Event: no later than max. 10mins after end of Final
International Event: no later than max. 2hrs after end of Final
National Event: no later than max. 24hrs after end of Final
Regional Event: no later than max. 48hrs after end of Final

„End of Final" is defined as the last rider in the last run receiving a score in the finish area.

Penalty Fees for delayed results

• Result submission 24hrs delay to specific submission deadline: 100,- USD
• Result submission 48hrs delay to specific submission deadline: 200,- USD
• Result submission 78hrs delay to specific submission deadline: 300,- USD

Incorrect Name Spelling or wrong Nation

Mostly, results are impacted due to rider name spelling that does not exactly match the name spelling in the WST database. This creates rider duplicates and affects the rider's WSPL standings because results are not attributed to the correct rider. Also, incorrect Nation Codes create rider duplicates. To avoid such problems please download the WST Athlete Inventory and cross-reference the rider name spellings and double check if the rider's nation is correct. You can also simply use the WST registration system to avoid any inconvenience.

Incomplete results

Results are incomplete if the minimum information required is missing (Rank, First Name, Last Name, Nation) or if riders that competed are not listed in the final results.

Remember: Every rider that competed must be scored and ranked for WSPL results and ranking updates!

Make sure all competition rounds from (Pre-)Quali to Finals are reflected in the final results and the full result is generated correctly.

If you are hosting a men and women competition, please make sure that no female rider is in the male result list and vice versa.

Penalty fees for incorrect or incomplete results

- For more than 4 duplicates that are created by result load: 100,- USD
- For incorrect or incomplete results: 100,- USD