

## **Guidelines for the Organisation, Education and Appointment of Cross-Country Technical Delegates**

---

These guidelines provide the criteria for the

- Organisation and tracking of Technical Delegates.
- Selection of candidates
- Education of candidates
- Examination of candidates
- Appointment of Technical Delegates
- Further education and training of Technical Delegates

**The goal of these guidelines is to raise the standard of training and education on the highest possible level for all Technical Delegates (TDs).**

### **The Authority of the Technical Delegate**

The TD is the delegate of the FIS to the organising body and is a guarantor for the FIS that the competition is conducted in accordance with the FIS rules. The TD must have a valid TD license (ICR Art. 304.1).

The Technical Delegate (TD) must obtain a FIS Cross-Country TD License first and then they can specialize for appointments to Popular Cross-Country Competitions and/or Rollerski Competitions through supplementary qualification.

### **1. The Technical Delegate Organisation Structure**

- 1.1. The responsibility for all TD matters belongs to the Sub-Committee for Rules and Control (R&C). A working group appointed by the Sub-Committee prepares the material and proposals on TD matters for each Sub-Committee meeting. The Sub-Committee for Popular Cross-Country Skiing and the Sub-Committee for Roller Skiing propose their specific issues to the Sub-Committee for Rules and Control. All decisions made by the Sub-Committee must be approved of by the Cross-Country-Committee.
- 1.2. Regional coordinators are appointed by the Sub-Committee for Rules and Control to oversee and coordinate TD matters in their respective regions. The regions are Scandinavia/Baltics, Western Europe, Central/Eastern Europe, Far East, Americas, Oceania.
- 1.3. The duties of the regional coordinators include:
  - 1.3.1. To establish a TD system with each National Ski Association within the region.
  - 1.3.2. To carry out FIS policy on TD matters within the region.
  - 1.3.3. To provide FIS TD education for the region.
  - 1.3.4. To coordinate the proposals for TD candidates and appointments.

### **2. The Process of TD Education**

- 2.1. The process of TD Education provides the TD with necessary theoretical and practical knowledge, so they are able to carry out their assigned duties at FIS sanctioned competitions.
  - 2.1.1. For a TD candidate to acquire a FIS TD license they must be certified by the National Association as a national TD and be selected by the National Association in cooperation with the Regional Coordinator to attend an approved FIS TD Seminar at which point they become a TD Candidate. The TD candidate must then gain

experience in key positions at FIS level competitions and then pass an examination at a subsequent FIS Cross-Country TD Seminar to qualify as a FIS licensed TD (CC).

## **2.2. Criteria for the Selection of TD Candidates**

- 2.2.1. TD candidates should be recruited from active members of the FIS or National Ski Associations. Ideal candidates are former CC international level competitors, team leaders, coaches, and chiefs of competition. Candidates without these qualifications will only be considered if they have extensive experience in organizing ski competitions.
- 2.2.2. The candidate must be capable of conducting meetings in English.
- 2.2.3. The candidate should not be older than 50 years.
- 2.2.4. The candidate must be able to ski all types of courses in both techniques.
- 2.2.5. The candidate must be able to make independent decisions and to lead meetings.
- 2.2.6. The candidate must be active in CC Sport year-round. That may also include Popular CC Skiing or Roller Skiing. The candidate must be able and ready to accept at least two TD assignments during the season at national and international levels (FIS competition and higher levels).
- 2.2.7. The candidate must have a profound knowledge of the ICR before attending a FIS seminar.

## **2.3. Education Requirements and Control**

- 2.3.1. Timeline for the education of TDs: Every two years FIS organizes seminars for TDs in each of the regions (see 1.2): The seminars are led by the regional coordinators who are responsible for the agenda, the guest lecturers and the procurement and distribution of the educational material. One member of the CC Sub-Committee for Rules and Control should be present as a lecturer and as a member of the board of examiners (see 2.3.4.2).

### **2.3.2. Training period for TDs**

As a rule, the required period for the education and training of TD candidates is two years. TD candidates must be certified through a National TD Education Programme and nominated by their National Ski Associations in order to attend a FIS TD seminar.

In exceptional cases and on special request from exceptionally qualified TD candidates or their National Ski Association, the Sub-Committee for Rules and Control can reduce the period of time. The NSA has the obligation to state reasons and deliver a report on the candidate's activities.

After having attended the first FIS TD seminar, the TD candidate must gain experience in key positions at FIS level competitions during the subsequent two years training period.

This experience must be assessed and documented by a licensed FIS TD in a report to the Chair of the Sub-Committee for Rules and Control (see Assessment Form Part A,2.3.4.3). After two years of training the TD candidate may take the examination as described below at a subsequent FIS TD seminar.

### **2.3.3. The TD Seminar**

The seminars should be organised every two years in late autumn or early winter within the context of a FIS competition venue. The site of the seminar should have homologated CC courses and stadium. The duration of the seminar should be at least two days (starting either on Friday evening or Saturday morning and ending on Sunday). The programme of the seminar should include the following items:

1. Theoretical knowledge: FIS Cross-Country Rules and Guidelines published on the FIS website: <https://www.fis-ski.com/en/inside-fis/document-library/cross-country-documents> The goal of the education and training is to enable the TD to understand, interpret and apply these rules and guidelines.
2. Practical Training – field work, desk work and working groups – should include observation and analysis of the layout of the stadium and the courses (this requires basic knowledge of homologation work and procedures) and, if possible, of a competition.
3. For the specific supplementary qualification and education of TDs for Popular Cross-Country and Roller Skiing Competitions, modules containing special information and dealing with special issues of these competitions are to be included in the seminar programme.

Cross-Country TDs who would like to be active as TD also in Roller Ski events must be involved in the organization of a national or international Roller Ski event.

A programme and written educational materials and video prepared by the lecturers and the seminar leader (regional coordinator) should be uploaded to the seminar folder on the FIS Cloud (accessible through the member section) and distributed (via link) prior to the beginning of the seminar. Members of CC Organising Committees may attend the seminar as auditors.

#### **2.3.4. Examination of the TD Candidates**

##### **2.3.4.1. Qualification of the candidates for the examination**

Qualified individuals for examination include those candidates who have fulfilled the requirements as listed in the previous articles, those candidates who failed the last examination and have requested to be re-examined, and TD license holders who have not attended a FIS TD seminar for more than four years.

##### **2.3.4.2. The examination board consists of at least 2 members: the seminar leader and a member of the CC Sub-Committee for Rules and Control. The examiners must be licensed FIS TDs.**

##### **2.3.4.3. Examination**

The TD examination comprises 2 parts:

###### **Part A:**

###### **Practical work in key positions at FIS level competitions – evaluated by a licensed TD.**

After having attended the first TD seminar, the candidate should continue to work as a national TD and must work in a key position at a minimum of two FIS level competitions (COC,WC,WSC,OWG)

Within the competitions the candidate should have the responsibility for duties of the Jury according ICR Art. 303.3/303.4. This may include work as an assistant TD, or as another member of the jury.

At these assignments, their work will be assessed by the TD. The TDs written assessment report will be sent to the Chairman of the Sub-Committee for Rules and Control.

The assessment forms can be downloaded from the FIS website: <https://www.fis-ski.com/en/inside-fis/document-library/cross-country-documents>

The criteria for the assessment part A are: (Credits 0-10, maximum: 100)

Two pass part A, the candidate must have a minimum of 60 in the assessment.

### Assessment of TD-candidates

#### Assessment Part A

Name:

Nation:

Date:

Competition:

Assigned Duties:

No	Criteria	Aspects	Credits	Comments
1	Cooperation with OC and teams	Ability to work with competition staff for assigned tasks, understands team requirements (waxing, ski testing, coaching zones etc),		
2	Knowledge of competition formats	Level of knowledge and ability to review & evaluate field of play layout and operational preparation		
3	Knowledge of Rules and Jury Guidelines	Familiarity with ICR and ability to use and interpret ICR and Jury + other guidelines in specific cases		
4	Knowledge of course preparation	Ability to review & evaluate snow preparation, track setting, and marking (both techniques)		
5	Skiing Ability	Able to ski all types of courses in both techniques		
6	Assured manner in Jury/Team Captain's meeting	Contributes to jury meetings, team player. Ability to explain a rule or jury information at a TCM		
7	Dealing with problems	Ability to react quickly with clear and constructive solutions		
8	Competition Control	Knowledge of infractions, ability to identify and react, can evaluate and advise on competition control set up, timing report.		
9	Communication Skills	Communicates in English, ability to communicate jury information to OC/Teams		
10	Feedback OC	Provides constructive feedback for OC. Feedback by the OC on candidate performance.		
Total Credits				
Overall assessment by the TD				
Overall assessment by the national coordinator				

Each criteria worth 0-10: 1= very poor/lacking, 5=minimum acceptable, 10=excellent/very strong

## Part B

During the candidate's second TD-seminar, the candidate will lead one of the seminar's working groups and will present the work of the group. During the seminar, the candidate will also be asked to review a video of an actual jury case from a World Cup/FIS competition, describe the decision process and propose a jury decision for the case. Neither the working group task nor the video case should be shown to the candidate in advance.

The candidate's ability to lead a working group, to present in English and the candidate's ability to apply the ICR rules and logically form an opinion "on the spot" during a video review are assessed.

In addition, a short oral examination (max 10 minutes) may follow. The main objective of this is to investigate the candidate's depth of theoretical knowledge.

Criteria for the assessment: (Credits 0-10, max: 100)

To pass part B, the candidate must have a minimum of 60 in the assessment.

### Assessment Past B

No.	Criteria	Aspects	Credits	Comments
1	Leadership skills	Ability to lead a group towards a decision, solution of proposal		
2	Structure	Clear organization and structure		
3	Appearance	Expert, factual, convincing, determined		
4	Language	Linguistic competence, technical vocabulary		
5	Flexibility	Ability to be efficient without specific preparation		
6	Depth of the knowledge of ICR	Ability to use the ICR in clear cases		
7	Transfer and application to related situations	Ability to apply the meaning of the ICR in cases that are not specifically covered		
8	Formation of own judgement	Be able to logically explain and opinion		
9	Ability to make a decision			
10	Ability to work fast and efficiently			
Total Credits				
Overall assessment by the regional coordinator				

The leader of the seminar must send the assessments of Part B to the Chair of the Sub-Committee for Rules and Control who will then examine and confirm all assessments of the candidate and if successful, arrange the candidate's written notification and issuance of the FIS TD CC Licence by the FIS Nordic Office.

- 2.3.5. All National Ski Associations are asked to organise their own national education systems for National TDs. The National Ski Associations are responsible for assuring that all new FIS technical information will be distributed to all their national and

international TDs. Each National Ski Association should have a designated coordinator for TD matters.

## **2.4. Further Education and Training**

All licensed TDs should attend a TD seminar every two years. The seminars provide an opportunity to meet, exchange information and experience, conduct practical training updates on homologation and new procedures and will assure that the TDs are provided with the latest information, rules precisions and the latest versions of the guidelines.

The FIS TD Seminars are led by the respective Regional TD Coordinator.

The location of the seminar should ideally be a competition venue. However, if the itinerary is too complicated and expensive, a more central location can be chosen.

Accommodation: The price per person (double bedroom / half board) should not exceed € 70 per day.

Reimbursement: seminar leader and speakers have a right to reimbursement for their travel expenses (highway taxes included), as well as free accommodation and meals.

The seminar leader shall be paid a fixed daily rate or CHF 100 and, in addition, 2 daily rates for organizational tasks (preparation, reports etc) which they have at their disposal to distribute among the speakers.

## **2.5. Updating of the TDs**

2.5.1. All FIS Cross Country TD's should attend an annual TD update on rules precisions, the interpretation of the rules and any new guidelines. These updates should be organised as short online seminars by National or Regional Coordinators following the autumn meetings and scheduled with the FIS Office for communication and tracking. Annual online updates should be 2-3 hours long and based on presentations and updates from the autumn committee meetings. In years when there is a regional TD seminar the update will normally be combined with the seminar.

### **2.5.2. World Cup TDs**

The best and most experienced TDs will be selected for World Cup competitions. All nominated World Cup TDs are invited to the FIS Organizers' Seminar in the autumn prior to the World Cup Season.

### **2.5.3. Popular Skiing TDs**

The Sub Committee for Popular CC Skiing can prepare a list of items for the special Popular Skiing TD Updates and organize specific TD Updates in cooperation with the Sub-Committee for Rules and Control Cross-Country. The requests for these Updates must be made before the FIS Calendar Conference or FIS Congress.

### **2.5.4. Roller Skiing TDs**

The Sub Committee for Roller Skiing can prepare a list of items for the special Roller Skiing TD Updates and organize specific TD Updates in cooperation with the Sub-Committee for Rules and Control Cross-Country. The requests for these Updates must be made before the FIS Calendar Conference or FIS Congress.

The requests to the FIS Council for the financial support of the TD Updates must be confirmed by the Sub-Committee for Rules and Control Cross-Country and the Cross-Country Committee.

## **2.6. The License**

The license is valid for two years and must be updated at a TD seminar. The FIS Nordic Office will maintain records of the TD seminar attendance and current TD

licence holders. Should a TD not be able to attend a seminar they must notify the regional TD coordinator and the FIS Nordic Office.

If a TD does not attend a seminar in four years, they will lose their license. Any TD who loses their license must go through the examination process as explained in the previous articles (see 2.3.4.1). In this case the examination process (doing assessments part A and B) can be done within one year.

### **3. Appointment of TDs**

- 3.1. TDs for the OWG, WSC and JWSC are proposed by the Sub-Committee for Rules and Control to the CC Committee, who will review the proposed nominations before forwarding them to the FIS Council.
- 3.2. TDs for World Cup are proposed and forwarded by the Sub-Committee for R&C to the CC Committee.
- 3.3. For COC and all other FIS level competitions the FIS Nordic office will send the calendar or races organised in a region to the regional coordinators who in turn will request proposals for TD nominations from the national coordinators. Proposed TD nominations are then submitted to the FIS Nordic Office directly by the national coordinator or by the regional coordinators. Normally TDs should be nominated for more than one competition per season.
- 3.4. TDs for FIS Worldloppet Cup, World Loppet, Euroloppet and Ski Classics competitions are proposed by the Sub-Committee for Popular CC-Skiing; all other Popular CC competition TDs will be proposed by the regional coordinators to the FIS Nordic Office.
- 3.5. TDs for Roller Ski World Cup and Roller Ski World Championship competitions are proposed by the Sub-Committee for Roller Skiing. All other Roller Skiing competition TDs will be proposed by the regional coordinators to the FIS Nordic Office.
- 3.6. In the case of last-minute calendar additions or changes (less than 1 month before the competition), the TD nomination must be provided together with the calendar change/addition request to the FIS Nordic Office, otherwise the race will not be updated to the calendar.
- 3.7. All FIS sanctioned competitions that are listed in the calendar must have a FIS licensed TD.

Revised Edition May 2021

CC Sub-Committee for Rules and Control