



CROSS-COUNTRY

GUIDELINES FOR THE ORGANISATION, EDUCATION AND APPOINTMENT OF CROSS-COUNTRY TECHNICAL DELEGATES

EDITION 2011/2012

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 the candidates
- Education of candidates
- Examination of candidates
- Appointment of Technical Delegates
- Further education and training of Technical Delegates Cross-Country (CC).

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).

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. 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 to oversee TD matters for their respective region. The regions are: Middle Europe/OPA, Eastern Countries, Scandinavia, Overseas/American Continent and Overseas/Asia.
- 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 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 he/she must be certified by the National Association as a national TD and be selected by the National Association 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 TD Seminar to qualify as a FIS licensed TD.
- 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 skiing year round and be able and ready to accept at least two TD assignments during the season at national and international levels.
- 2.2.7. The candidate must have a profound knowledge of the ICR before attending a FIS seminar.

2.3. Education Requirements, Timelines and Control

- 2.3.1. Timeline for the education of TDs: Every two years FIS organises 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 examination team.

- 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 at a National TD and nominated by their National Ski Associations in order to attend a FIS TD seminar.

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

This experience must be evaluated and documented by a licensed TD in the TD report and in an additional report to the chairman of the Sub-Committee for Rules and Control. 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 and if possible together with a FIS competition. 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 sessions and programme of the seminar should include lectures of both practical and theoretical knowledge, fieldwork, deskwork and working groups. The goal of the education and training is to enable the TD to understand, interpret and apply the ICR and Precisions, valid CC Rules and Guidelines, CC Rules and Guidelines of the FIS Points, Specifications for Competition Equipment and Commercial Markings, Continental Cup Rules and any additional current Cross-Country Guidelines (available on the FIS Website).

Practical training should include observation, if possible, of a competition, and analysis of the layout of the stadium and the courses (this requires basic knowledge of homologation work and procedures). A programme and written educational materials prepared by the lecturers and the seminar leader (regional coordinator) should be distributed 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 and those candidates who failed the last examination and have requested to be re-examined.

2.3.4.2. The examination board consists of 2 members: the seminar leader and a member of the CC Sub-committee for Rules and Control.

2.3.4.3. Examination

The TD examination consists of 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 least two FIS level competitions (COC,WC,WSC,OWG)

Within the competitions the candidate should have the responsibility for at least three of the duties of the TD according ICR Art. 304.3. This may include work as an assistant TD, a member of the jury or as a key member of the organising committee (ie chief of competition, technical chief).

At these assignments his/her 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 criteria for the assessment are: (Credits 10-0, maximum: 100)

Assessment of TD-candidates

Name:

Date:

Competition:

Duties:

No.	Criteria	Credits	Comments
1	Cooperation with OC		
2	Knowledge of competition format		
3	Knowledge of ICR		
4	Knowledge of course preparation		
5	Assured manner in Jury/Team Captain's meeting		
6	Dealing with problems		
7	Controls		
8	Ability of communication		
9	Feedback OC		
10	Overall assessment		

Part B

Presentation and knowledge assessment (at the 2nd TD-seminar).

Two weeks prior to the second TD seminar the candidate will be assigned a topic for presentation by the members of the examination board for presentation to the seminar. Both the presentation and the level of knowledge are assessed.

Criteria for the assessment of a presentation: (Credits 10-0, max: 50)

Criteria	Aspects	Credits	Comments
Content	Specialized knowledge, main aspects mentioned, clarity, vividness		
Structure	Clear organization and structure		
Appearance	Expert, factual, convincing, determined		
Language	Linguistic competence, technical vocabulary		
Investigation and Transfer	Authentic material, application to specific situations(s)		
Overall assessment			

The presentation should take about 10 to 15 minutes; the knowledge assessment should take 10 to 15 minutes.

The use of all FIS publications (print material and internet) is allowed.

The knowledge assessment should concentrate on the following items: (Credits 10-0; max. 50)

Item	Credits	Comments
Authenticity of the presentation's content		
Depth of the knowledge of ICR		
Transfer and application to related situations		
Formation of own judgment		
Ability to make a decision		

To pass the examination the candidate must have a minimum of 60 in the presentation and 60 in the knowledge assessment.

The leader of the seminar must send the assessments of the presentation and the knowledge assessment to the Chairman of the Sub-Committee for Rules and Control who will then examine and confirm all assessments of the candidate and if successful, and arrange the candidate's written notification and issuance of the TD 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 seminar every two years. The seminars will assure that the TDs are provided with the latest information, rules precisions and the latest versions of the guidelines. A review of personal experiences from the previous season and information on the interpretation of the rules should be made every year.
- 2.5. **Education and Updating of the World Cup TDs**
The best and most experienced TDs will be selected for World Cup competitions. All nominated World Cup TDs must attend a FIS Update Seminar in the autumn prior to the World Cup Season. The seminar will cover the latest changes of rules; an analysis of TD reports, sanctions and jury decisions of the previous season, a review personal experiences during the previous season and an exchange information on the interpretation of the rules.
- 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 he/she must notify the regional TD coordinator and the FIS Nordic Office.
If a TD does not attend a seminar in four years he/she will lose his/her license. Any TD who loses his/her license must go through the examination process as explained in the previous articles.
A TD may maintain his/her license until the age of 60.
In exceptional cases a TD older than 60 years may maintain the license if he/she is very active in FIS, in his/her National Ski Association or has had extensive experience as a Chief of Competition, and is able to meet the requirements for a TD (see above article 2.2). These persons must contact their regional coordinator who will then make an appeal to the Chairman of the Sub-Committee for Rules and Control.
- 3. Appointment of TDs**
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. TDs for World Cup are proposed and forwarded by the Sub-Committee for R&C to the CC Committee. For the COC and FIS competitions the regional coordinators propose TD nominations to the Chairman of the Sub-Committee for R&C and the FIS Nordic Office. It must be the policy of the regional coordinators that only the best TDs will be nominated. Normally TDs should be nominated for more than one competition per season.
TDs for Worldloppet competitions are proposed by the Chairman of 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. All FIS sanctioned competitions that are listed in the calendar must have a FIS licensed TD.

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