



# Officials' Program

# OPERATIONS MANUAL

*2019 - 2020*

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## THE PROGRAM

The purpose of the Canada Snowboard Officials' Program is to provide snowboard officials and volunteers with a greater understanding of the role they will assume during a competition and to introduce them to the rules of snowboard competition. Canada Snowboard has a three-level program to ensure officials will have the best opportunity to have all necessary knowledge and experience.

## OFFICIALS' WORKING GROUP (OWG)

### **Vision:**

To have a group of senior officials that knows the officials' program in depth, that are close to the community of officials in Canada, and that will participate in establishing guidelines and goals that need to be achieved with regards to the development, the retention, and the training of officials in Canada.

### **Mission:**

The OWG ensures that CS has a sufficient number of trained and certified snowboard officials in all disciplines and through all levels of the LTAD and all types of events, from grass roots to World Cup level.

### **The Committee:**

The OWG is composed of knowledgeable, experienced officials from across the country that has extensive experience in all disciplines and officials' skill sets. These officials are well qualified and have demonstrated initiative, commitment, and leadership in the on-going implementation and maintenance of the CS officials' program.

### **Mandate of the OWG:**

The primary responsibility of the OWG is to ensure the on-going development, education, certification, assignment, and evaluation of officials.

## GENERAL PROGRAM OBJECTIVES

- ❖ To create a knowledgeable and qualified pool of snowboard officials for all stages of the Long-Term Athlete Development (LTAD) events
- ❖ To provide snowboard officials with a greater understanding of the role they will assume during a competition
- ❖ To introduce the officials to the Canadian Snowboard Guidelines & Handbooks, the Fédération Internationale de Ski (FIS). International Competition Rules (ICR), the World Snowboard Federation (WSF) and the World Para Snowboard (IPC)
- ❖ To improve the quality of Canadian snowboard competitions at all levels

## ROLE OF THE OFFICIAL

Officials are an integral part of any sporting event and snowboarding is no exception. Most of the officials at a snowboard event are volunteers and without their support the competitive sport of snowboarding would not happen.

An Official must:

- ❖ Be knowledgeable of the sport of snowboarding and its structure to ensure rules are followed
- ❖ Be objective and impartial in their duties
- ❖ Be able to supervise and control an event in a manner that reflects the rules and regulations of the sport
- ❖ Promote sportsmanship and a FUN atmosphere
- ❖ Guarantee that each participant will be allowed an equal and fair opportunity to compete and win
- ❖ Provide and ensure the safety required to deliver a good event
- ❖ Work together as a team: ensuring rules are followed, safety is at its highest, and fairness is at the forefront of the competition

### **Safety and the official:**

- ❖ All officials at any level of snowboard events must always be aware of safety at all times . This includes visibility, snow conditions, traffic control, stability of any structures, fencing, etc. Safety is the main issue dealt with by an official.
- ❖ All events must be conducted in a fair and safe manner to allow the athletes participating the opportunity to achieve their goals.

In the event of an injury to any person involved in the event, follow the injury process protocol established for [snowboard events](#).

## MEMBERSHIP

ALL Officials on-site at any event, regardless of the level trained, certified, or previous involvement must have current officials' memberships with Canada Snowboard through their respective Provincial/ Territorial Snowboard Associations (PTSAs) or they will not be permitted on the field of play.

By sanctioning an event or competition, Canada Snowboard assumes all liability risk for the event in question and all individuals involved. In order for Canada Snowboard to protect themselves, the Provincial/ Territorial Snowboard Associations, and all other parties, they must ensure that everyone on the field of play (athletes, coaches, officials, judges, etc.) has a current membership in order to make sure they fall under the provided liability coverage. There is no opt-out option and Canada Snowboard cannot assume risk for uninsured individuals directly involved.

- ❖ Officials will have to purchase their membership prior to November 1<sup>st</sup> through their PTSA online registration system.
- ❖ Officials and Judges will have to register for events they intend to work through Canada Snowboard's online registration system as a membership verification method.

- ❖ Officials and Judges are considered to be at risk since they are working in the elements, working in close proximity to event activity, climbing scaffolding, standing in dangerous areas, etc.

By purchasing their membership they will receive liability coverage in any sanctioned activity for the season, access to register for courses or further professional development, and access to the [CS Shred Hookups deals](#).

For more information about memberships click [HERE](#).

To contact the Canada Snowboard Member Services Department email at [info@canadasnowboard.ca](mailto:info@canadasnowboard.ca)

## THE PATHWAY

The officials' pathway is directly in line with the competition alignment pathway that is better described through the LTAD. <https://www.canadasnowboard.ca/en/about/snowboarding/ltad/>

## DEVELOPMENT MODEL

Entry into the Officials' certification program is done through the officials' courses offered. The introduction to officiating is done with the Level 1 and Level 2 courses that combines an on-snow and classroom education. Completion of these courses allows officials to be recognized by the Canada Snowboard Officials' program as having a **Trained** status. An official must then work in multiple roles at events to complete a portfolio and then become a **Certified official**. A Level 3 official course is offered to senior officials that will be asked to take on a leadership role in their province or territory. There is a classroom training and on-snow practicum to the Level 3, leading to a Trained then Certified officials' status.

## TRAINED OFFICIALS AND CERTIFIED OFFICIALS

There is an important distinction between the designations of a **"Trained"** official and that of an official who is designated as **"Certified"**. A "trained" official who has completed a course is not automatically certified. "Trained" and "Certified" are classifications established by the officials' program to highlight the distinction between the successful completion of a course in which the theories and tools of officiating are presented ("Trained" status), and the successful application of these theories and tools through delivery of officiating at events ("Certified" status). For example, an official who has completed the Level 2 course is recognized as **"Trained"** until they successfully complete the required practical components per discipline at events.

After completing all these steps, the official is **"Certified"** once the officiating lead and Learning Facilitator for the PTSA (Level 1) or the OWG (Levels 2 and 3) submits the official's results to Canada Snowboard.

## LEVEL 1

Become a Level 1 certified official:

- ❖ Accomplish both theory and practical components
- ❖ Theory: take online or in-class official course (approx. 1 hour)
- ❖ Practical: work in any role at one Canada Snowboard sanctioned event (stage 3-4) in any of the disciplines: Park and Pipe (HP-SS-BA), Cross or Alpine snowboarding

The purpose of the Canada Snowboard officials' program Level 1 certification course is to ensure that all participants receive the basic knowledge regarding the execution of snowboard competitions in all disciplines. Having completed the necessary steps in achieving this certification standard, a Level 1 official will be able to assist in a variety of roles on the hill and/or indoor (stages 3-4-5 events).

## LEVEL 2

**Become a Level 2 officials:**

- ❖ A participant can achieve a Level 2 certification in one or more specific discipline, or work their way to become a fully certified Level 2 Official in all snowboard disciplines - Park and Pipe (HP-SS-BA), Cross, and/or Alpine snowboarding,
- ❖ Accomplish both theory and practical components
  1. Theory: take officials' course: In person (recommended) or online (webinar) (1 day)
  2. Practical: Officiating at events in a different leadership role each time in the same discipline
    - Cross: Officiate at 4 events; at least 1 (stage 5-6) and at least 3 (stage 3-4).
    - Park and Pipe: Officiate at 3 events; at least 1 (stage 5-6) and at least 2 (stage 3-4).
    - Alpine snowboarding: Officiate at 3 events; at least 1 (stage 5-6) and at least 2 (stage 3-4)

Once you have completed all requirements in one discipline you are a certified Level 2 in that discipline

The purpose of the Canada Snowboard officials' program Level 2 certification course is to ensure that all participants receive the necessary knowledge through a variety of leadership roles in a real-time officiating environment to ensure proper execution of snowboard competitions in all disciplines.

Having completed the necessary steps, a Level 2 official will be able to take the lead in a variety of roles on the hill and/or indoor, at events stages 3 to 6 of the LTAD and in some cases stage 7 events.

The goal of the Level 2 certified officials is to create competition event leaders and introduce the officials to senior officiating roles. In the Level 2 officials' course, a participant will gain a strong working knowledge and understanding of the FIS rule book, learn how to use it for decision-

making in the field of play, learn through practical experiences in a variety of organizational tasks, and be examined on their skills and leadership abilities.

## **LEVEL 3**

### **Become a Level 3 officials:**

- ❖ A participant can achieve a Level 3 certification in one or more specific discipline, or work their way to become a fully certified Level 3 Official in all snowboard disciplines - Park and Pipe (HP-SS-BA), Cross, Alpine snowboarding,
- ❖ Accomplish both theory and practical components
  1. Theory: take official course, in class only, 2-day course
  2. Practical:
    - ❖ Complete a jury positions in the specific discipline(s) at stage 5-6 events as well as having officiated in a jury position at Canadian National Championships, Canada Winter Games, or a World Cup level event.
    - ❖ Assist a Canadian National Technical Delegate or FIS Technical Delegate from Canada in the duties of their function (in any Park and Pipe, Cross or Alpine snowboarding events).
    - ❖ Must show a strong working knowledge of the FIS rule book and the Canadian rules and guidelines, and support their decisions within the FIS rule book.
    - ❖ Lead as a major official (Chief of Competition) while being supervised in their duty by a Level 3 Learning Facilitator.
    - ❖ Successfully complete the practical examination.

The objective with the Level 3 certified officials' course is to develop senior officials able to lead and support the local organizing committee (LOC) and to assure that competitions meets the standards and requirements of Canada Snowboard. The third and final level of the Canada Snowboard Officials' Program is designed to promote and ensure continuing education for senior Canadian officials.

This course is only for candidates who are certified Level 2 officials and that have been selected by their PTSA and the Officials' Working Group based on their evaluations. This course will be delivered once per year in Canada or when there is a sufficient number of qualified participants, alternating between east and west.

## **CANADIAN NATIONAL TECHNICAL DELEGATE**

### **The Canadian National Technical Delegate (assigned)**

The goal with the assignment of the CNTD is to have an official representative of Canada Snowboard, the national governing body of snowboarding, at all level of events in Canada. This is mainly to assure that the event is run in a safe environment for both officials and athletes and that the events meet the standards and requirements established.

The CNTD is responsible for the sign-off of the event for insurance and liability purposes, administered by Canada Snowsports Association, in order to properly sanction the event once the safety is assured. At the completion of the competitions an event report form must be filled in by the CNTD assigned to the event.

## **Responsibilities**

- ❖ To ensure that the rules and directions of the competitions are adhered to
- ❖ To see that the event runs faultlessly
- ❖ Is part of the jury and works closely with the jury, team captains, and coaches
- ❖ To advise the organizers within the scope of their duties
- ❖ Supervises (support) with the technical & organizational conduct of the event
- ❖ Is the chairperson of the jury and has a casting vote in the case of a tie
- ❖ Must be aware and up to date on the current disciplines and Canadian tour-series Handbook

## **Competences**

- ❖ Must hold a valid Canadian National Technical Delegate license (certified Level 3 official)
- ❖ Experienced with the organizing of snowboard events
- ❖ Team player who is interested in the end-result

## **The Role of the Canadian National Technical Delegate**

- ❖ General responsibilities
- ❖ Safety and security
- ❖ Event evaluation
- ❖ Role in the pre-event stage
- ❖ Role during the event
- ❖ Role after the event
- ❖ Relations with other members of the organizing committee

## **What is a Canadian National Technical Delegate?**

- *The Canadian National Technical Delegate is a person who has completed all the necessary steps in achieving their full Canadian officials' certification (Level 3 certified).*
- *The Canadian National Technical Delegate is a person who is qualified and has the experience needed to support LOC in the organization and delivery of regional / provincial level events.*
- *The Canadian National Technical Delegate is a person who is willing to support with the development of snowboarding events in Canada at the regional / provincial level.*
- *The Canadian National Technical Delegate is a recognized senior official in Canada and will represent the PTSA and CS at events stage 3-5.*

For the complete details about the role of the Canadian technical delegate, search [here](#)

## **LEARNING FACILITATOR**

The certified Level 3 official can become a certified Level 1 or/and 2 learning facilitator (in a specific discipline or in multiple disciplines). Any Level 3 certified officials who are interested must contact their PTSA and the Officials' Working Group to further their knowledge to become a Canada Snowboard officials' learning facilitator.

### **Learning Facilitator yearly update:**

- ❖ It is required of the certified learning Facilitator to attend one of the 2 online updates on the delivery of levels 1 and 2 courses in Canada for the coming season.

# FIS TECHNICAL DELEGATE

International Ski Federation officials' certification: **FIS Technical Delegate**.

In some cases, a Canadian National Technical Delegate can have the opportunity to further their certification level to FIS Technical Delegate standards and certification. A certified FIS Technical Delegate is the highest level of certification an official can hold in snow sports. These officials will then be asked to officiate at various levels of international events depending on their strengths and abilities from National International events, Continental Cups, World Cups, World Championships and the Olympic Winter Games.

This certification is done through a specific pathway and a certain number of FIS TD are developed across the world and in Canada depending on the number needed to officiate at international events. This certification is led by the Canadian FIS TD Commissioner. The FIS TD certification is done through a nomination process managed by the OWG.

## CERTIFICATION STANDARDS OVERVIEW

	TRAINING STATUS	CERTIFIED STATUS
	THEORIC COMPONENT	PRACTICAL COMPONENT
1	Take officials' training course Level 1 (in person or online)	<p>Any role qualifies for the Level 1 official certified status</p> <ul style="list-style-type: none"> <li>❖ Officiate at one or more CS sanctioned events</li> </ul>
2	Take officials' training course Level 2 (In person or online (webinar))	<p>Officiating at each event must be done in a different leadership role each time in the same discipline</p> <p><b>CROSS:</b></p> <ul style="list-style-type: none"> <li>❖ Officiate at a minimum of 4 events; at least 1 stage 5-6 event (NorAm, Nationals, Canada Games), and at least 3 (stage 3-4) regional sanctioned events (provincial, FIS regional).</li> </ul> <p><b>PARK &amp; PIPE (HP-BA-SS):</b></p> <ul style="list-style-type: none"> <li>❖ Officiate at a minimum of 3 events; at least 1 event (stage 5-6) (NorAm, Nationals, Canada Games), and at least 2 events (stage 3-4) regional sanctioned events (provincial, FIS regional)</li> </ul> <p><b>ALPINE SNOWBOARDING:</b></p> <ul style="list-style-type: none"> <li>❖ Officiate at a minimum of 3 events; at least 1 event (stage 5-6) (NorAm, Nationals, Canada Games), and at least 2 events (stage 3-4) regional sanctioned events (provincial, FIS regional).</li> </ul>
3	Take officials' training course Level 3 (In person)	<ul style="list-style-type: none"> <li>❖ Complete a minimum of 1 jury position in each or one discipline and officiate at stage 5-6-7 events, (NorAm, National Championships, Canada Games, World Cup)</li> <li>❖ Successfully pass the on-snow examination, in pre-determined roles by the Officials' Working Group.</li> <li>❖ Become a Level 3 Certified Canada Snowboard Official</li> <li>❖ Become a Canadian Technical Delegate. (Acting Canadian TD role only when assigned by the OWG and the PTSA in this specific role)</li> </ul>

## MAINTAINING CERTIFICATION STATUS

A Canadian Officials' certification must be renewed every year through the PTSA official's membership. In addition to having an active membership status to keep their certification valid, the officials must do a minimum number of days officiating at events. If an official loses its certification, Canada Snowboard will not issue an Official's Membership.

### **Levels 1 officials:**

- ❖ Renew your annual membership
- ❖ Read the updated information on Canada Snowboard officials' page

\*After 2 seasons without officiating at an event, to reactivate your officials' certification you must take the online Level 1 module to get updated (1h).

### **Level 2 officials:**

- ❖ Renew your annual membership
- ❖ Officiate in a leadership role at a minimum of 1 event per season (per discipline of certification)
- ❖ Review the updated Level 2 course material each year, online and available by the end of November each season.

\*After 2 seasons without officiating at an event, to reactivate your officials' certification you must attend one of the Theory Level 2 courses in your PTSA as a refresher free of charge (1 day).

### **Level 3 officials:**

- ❖ Renew your annual membership
- ❖ Officiate in a major official's position or act as a Canadian National Technical Delegate at a minimum of one stage 4-6 event each year.
- ❖ Attend annual Canada Snowboard Major Officials update which will be offered via Webinar or in person meeting in November.

\*After 2 seasons without officiating at an event, to reactivate your official's certification you must attend the annual update.

## YEARLY ANNUAL OFFICIALS' UPDATE

### **For Certified officials only**

- ❖ The yearly officials' update is done per level of certification. Prior to the annual update, the OWG, in conjunction with the PTSAs, will assure that the trained and certified official status are updated for the coming season and will confirm the status with the officials concerned.
- ❖ All updates are done via online information available directly on the CS website or via webinar seminars.

- ❖ No traveling or attendance cost is required from the active officials.

#### **Level 1 yearly update:**

- ❖ It is required of the certified Level 1 official to educate themselves through the information made available on the CS website prior to the coming season
- ❖ The participant will be asked to sign in and confirm they have reviewed the information and completed their annual Level 1 update.

#### **Level 2 yearly update:**

- ❖ It is required of the certified Level 2 official to educate themselves through the information made available on the CS website prior to the coming season.
- ❖ The participant will be asked to sign in and confirm they have reviewed the information and completed their annual Level 2 update.

#### **Level 3 yearly update:**

- ❖ It is required of the certified Level 3 official to attend one of the 2 online update seminars.
- ❖ The participant will also be asked to sign in online and educate themselves with the documentation made available the yearly webinar session (3 hours) will cover current issues in snowboard competition, rules and format changes, and LTAD updates.

### REQUIREMENTS AND ASSIGNMENT PROCESS FOR OFFICIATING AT EVENTS

- ❖ Assignment of positions and roles at events are the responsibilities of the LOC with the support of the PTSAs and the OWG. In some cases, the OWG is responsible for assigning officials for major events in Canada.
- ❖ As officials are assigned depending on their experience and their level of certification, the officials' scope of practice and minimum standards policy has been developed.
- ❖ To determine the minimum requirements for officiating at events, the OWG uses the establish competition alignment stages of the LTAD events. For reference purposes, you will find below the types of events per stages of the [LTAD](#).
- ❖ Refer to the officials' scope of practice and minimum standards [policy](#) to know who is responsible for officials' assignment.

Officials certification requirements per role and type of events. Find the Overview [here](#).

Every sanctioned snowboard event in Canada should have a Canadian National Technical Delegate (CNTD) in place. Otherwise a jury of the best qualified officials must be appointed by the PTSA and a lead person can be established to take on the role. By the 2019/2020 season, a CNTD must be assigned to the event if the event is to be sanctioned, unless a deputy TD is named due to Force Majeure. See FIS Snowboard ICR for a guideline.

Snowboard competition rules, Canada Snowboard sanctioned events use either Federation International de Ski (FIS), IPCAS competition rules.

## OPPORTUNITIES FOR SENIOR OFFICIALS

The officials' program is designed to encourage individuals who want to further their knowledge and involvement in the competitive sport of snowboarding. As a senior official, individuals become key reference officials in their province and can take on leadership roles such as acting as Canadian National Technical Delegates at events and get involved with the training of future officials by becoming Learning Facilitators

## PROGRAM MANAGEMENT

### OFFICIALS' COMMUNITY AND COMMUNICATION

To ensure officials benefit as much as possible with their involvement as an official and event organizer, it is important to have an interactive official's community easily accessible online or through other interactive information sharing tools. That will serve as a support system to all active officials.

The OWG recognizes the importance of a consistent and well-developed communications plan to keep all officials fully informed of program developments, courses availability and program benefits. Through the PTSAs, an electronic distribution network to communicate changes, updates, and developments is established. This network will include the PTSAs, registered officials, and Learning Facilitators. There will be a semi-annual e-newsletter sent to all official's members by CS and e-mail updates sent frequently during each competition season.

Additionally, officials may join the CS Officials' text messaging system, the Officials' Facebook and Twitter pages, and subscribe to the Officials' blog. These resources are maintained and supported by the OWG but can be contributed to by any member of CS.

The Canada Snowboard website contains an [Officials' Section](#) that provides a wealth of information for officials and those that want to be. The section includes knowledge resources including rules, how-to tips, upcoming training and competition events, and tools for operating good quality events.

The best form of communication and community building is through face-to-face and direct contact. The OWG will be conducting annual training programs and updates for Levels 2 and 3 and encourages officials to develop personal networks and friendships with other officials in Canada and internationally. These networks not only bring FUN and comradery to the sport experience, they also provide contacts that can be reached out to for assistance and support during competitions.

Members of the OWG are "on-call" when a senior official or LOC need support during a competition. It is surprising how often that call can resolve a major problem and help complete an event to everyone's satisfaction.

These community building efforts and communications tools will help ensure snowboarding competitions in Canada are the best they can be.

A review of the communications plan will be conducted as part of the annual Program Management Review.

## OFFICIALS' TRACKING: INDIVIDUAL PORTFOLIO, RECRUITMENT, RETENTION

The OWG, with the support of the PTSAs and of Canada Snowboard, will develop and maintain the appropriate number of officials. This number may vary over time and by province or territory but will be sufficient to address the number of events and their levels in each province or territory. An incentive program is in place in each province or territory to support the development and retention of officials. A national incentive program added to the PTSAs' existing program is also being created.

Through a national Canada Snowboard official's database, each PTSA can track each official portfolio and development status. This to assure proper recruitment and retention strategies are put in place and that each official has the ability to further their certification to meet their objectives and the need of the PTSA.

## PROGRAM MONITORING, EVALUATION AND QUALITY CONTROL

The OWG, with the support of Canada Snowboard, will conduct a quality review of this program on an annual basis. This review will consider the following items:

- ❖ Recommendations for improvements by Learning Facilitators involved in the delivery of training programs or affected by the training programs.
- ❖ Evaluation of course delivery. (Ongoing, through a standardized survey.)
- ❖ Recommendations for improvements by all member officials involved in the delivery of events. (Survey.)
- ❖ Requirements for the training and development of officials to meet the linguistic and geographic profiles and needs of each PTSAs.
- ❖ Reports from PTSAs as to the number of courses conducted and number of officials involved.
- ❖ Database of active LFs and review of LFs and quality of courses offered.
- ❖ Reports from OWG and PTSA on numbers of fully completed certification in each level each season.
- ❖ Reports from OWG and PTSA on numbers of new trained officials in each level each season.
- ❖ Yearly evaluation of supporting material available for course delivery; reviewed pictures, videos and Case studies for each level of certification
- ❖ Yearly evaluation of supporting material available for certified officials and event organizers (website)
- ❖ Annual survey sent to all members officials in Canada

The OWG will review and adopt improvements as developed by the Officials certification program on an ongoing basis. The principles of continuous improvement and professional development for officials shall be applied.

## CODE OF ETHICS

The sport federation’s mission can only be accomplished successfully if all individuals involved in the sport (including athletes, parents, coaches, *officials* and administrators) share a common vision and understanding of their role to create and maintain a positive learning environment. However, it is the actions of each individual that, ultimately contribute to or undermine the existence of a positive sport environment.”

For detailed information on Canada Snowboard code of ethics [\(Click here\)](#)

## POLICIES

Many policies have been written and are put in place regarding the Canada Snowboard Officials program as well as for other programs and the general management of the organization. We invite to find these policies on the Canada Snowboard website under [the document center](#).

## TOOLS

For supporting document and information on Event organization please refer to the Canada Snowboard Guidelines.

## SENIOR OFFICIALS / CS EVENT REPRESENTATIVE

### **CS Senior Officials and Event Technical representative:**

A senior official recognized by CS will be assigned to each event in the season. The role of this Official and events representative is to be available as needed (on call) for the LOC and the jury to support them and guide them when needed in the making of decisions for situations that are out of the ordinary, extreme, that touches upon delicate matters or that would have a major impact on the schedule and the execution of the event.