



**Freestyle Canada
Judges and Officials Events Handbook**

September 2025

*As per clarification, the term Official in this document refers to TDs, scoring judges and Head Judges.

FREESTYLE CANADA OFFICIALS SYSTEM MANDATE

Officials are targeted for officiating experience based on their current stage along the officials pathway. As a collaborative community (ie NSO, P/TSOs, and clubs), a quality layered officials system ensures skill appropriate experience for the official's current development needs.

Key objectives for freestyle skiing's officials system, nationwide:

- To support P/TSOs and clubs in the development of their officials and volunteers.
- To provide a development stream and high performance stream opportunities for the development of officials.
- To provide appropriate skill experience for officials on a national level
- To identify, track and monitor officials development as officials progress towards the National stream. There are opportunities in this system to assess the skill level of officials.
- To provide educational material, opportunities and guidance in the development of the officials pathway, from grass root level to high performance level.

A. THE JURY AND COMPETITION POSITIONS

1. Technical Delegate

The Technical Delegates (TDs) will be appointed by COAG and confirmed by Freestyle Canada. The TD must be a Freestyle Canada recognized national level TD. Freestyle Canada will prioritize TDs outside of the host division (if possible), but will also prioritize TDs from a region near the host. TDs must not be part of the Organizing Committee and should not be from the host resort and/or club.

2. Judges

Canada Cup - FIS Series : all Judges will be appointed by respective CJAG and confirmed by Freestyle Canada.

- Moguls and Dual Moguls Judges must have a minimum FIS C License or ideally B license. The Head Judge must be either a FIS B or A licensed Judge.
- For Park & Pipe, Judges should have a FIS A or B license. FIS C license would only be considered with approval from Freestyle Canada. The Head Judge must have a minimum FIS B and is ideally FIS A.

Canada Cup - Development Series : assignments will be a collaboration between respective CJAG, Freestyle Canada and the host P/TSO (to help judge development in that P/TSO).

- Moguls and Dual Moguls Judges should have a FIS B or C license. Freestyle Canada D license would only be considered with approval from Freestyle Canada. The Head Judge must be either a FIS C or B licensed Judge.
- For Park & Pipe, Judges should have a FIS B or C license. Freestyle Canada D license would only be considered with approval from Freestyle Canada. The Head Judge must have a minimum FIS C and is ideally FIS B.

3. Head Judge

- The Head Judge is responsible for communicating and coordinating with the LOC on behalf of all the judges panel.
- The Head Judge is to be assigned by the CJAG and approved by Freestyle Canada
- The Head Judge or an appointed representative of the judges' panel must attend the Team Captain's meeting prior to the first day of competition.
- Please see Head Judge Handbook

4. Judge panel numbers:

- Canada Cup - FIS Series & Championships HP/SS/BA – 5 scoring Judges, 1 Head Judge
- Canada Cup - FIS Series & Championships MO/DM – 7 scoring judges, 1 Head Judge
- Canada Cup - Development Series HP/SS/BA - 3-5 scoring Judges, 1 Head Judge
- Canada Cup - Development Series MO/DM - 5-7 Judges, 1 Head Judge
- Junior Nationals Championship MO/DM - 7 Judges, 1 Head Judge
- Junior Nationals Championship SS/BA/HP - 5 Judges, 1 Head Judge

5. Assignments

Assignments are calculated based on the qualifications of the Officials, their geographical location and meeting the needs of the Officials on their respective pathways. In all assignments, geographic location is strongly considered to accommodate the LOC's budget.

6. Chief of Course and Chief of Competition

- Payment is not required, however strongly encouraged if the budget permits.

- The Chief of Competition is the leader of the organizing committee and sits on the Jury to make sure the event operations are all running smoothly. This position requires important decision making and should be an experienced official.
- The Chief of Course is a key member of the technical team. Any person in charge of course management and development must have significant experience in building courses.
- The Moguls Chief of Course must work closely with visiting provincial and local provincial coaches to prepare and maintain the air jumps.
- The Slopestyle Chief of Course must work with the to ensure the terrain is appropriate to accommodate the number of features and skill level of athletes at least one month prior. Often this is a collaborative effort between the 3 parties.
- The Chief of Competition and/or Slopestyle Chief of Course must report if there are challenges with the course to the PSO and Freestyle Canada as soon as possible.
- The builder of The Slopestyle, Halfpipe, and Air courses MUST communicate to Freestyle Canada, and the Chief of Course at least one month prior to the event that the course meets the terrain standards for T2T and L2C female and male athletes.

B. Code of Conduct and Ethics - Rights & Duties - Rules

1. Code of Conduct and Ethics

All officials must comply and follow [Freestyle Canada's Code of Conduct and Ethics](#). Here are some important points and additions relevant to Officials :

Responsibilities of Individuals

- All Individuals have a responsibility to:
- Maintain and enhance the dignity and self-esteem of other Individuals
- Refrain from any behaviour that constitutes Harassment
- Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
- Refrain from consuming alcohol, tobacco products, vaping products, cannabis, or other recreational drugs while participating in the official activities. However, in the context of a social Event, responsible consumption of alcohol is permitted in an adult-oriented social situation (except for Minors) but reasonable steps must be taken to manage responsible consumption and there will be zero tolerance for drinking in excess, showing

drunk behaviour, or exhibiting inappropriate behaviour due to the consumption of alcohol.

- In the case of Minors, not consume alcohol, tobacco, vaping products, cannabis or other recreational drugs while participating in any program, activities, Events of Freestyle Canada or a Member .
- Respect the property of others and not wilfully cause damage.
- Promote the sport in the most constructive and positive manner possible.
- Refrain from engaging in deliberate behaviour which is intended to manipulate the outcome of an eligibility requirement or competition and/or not offer or receive any benefit which is intended to manipulate the outcome of a para-classification or competition.
- Comply with the bylaws, policies, procedures, and rules and regulations of Freestyle Canada, its Members, and those of any other sport organization with authority over the Individual, as applicable, and as adopted and amended from time to time.
- Report any ongoing criminal or anti-doping investigation, conviction, or existing bail conditions involving an Individual to Freestyle Canada or to a Member

Officials and Judges

In addition to section (above), officials and judges will have additional responsibilities to:

- Maintain and update their knowledge of the rules and any rule changes.
- Not publicly criticize other Individuals.
- Adhere at all times to the rules of their international federation and any other sport organization that has relevant and applicable authority.
- Place the safety and welfare of competitors, and the fairness of the competition, above all else.
- Strive to provide a fair sporting environment.
- Respect the terms of any agreement that they enter with Freestyle Canada or a Member.
- Work within the boundaries of their position's description while supporting the work of other officials.
- Act as an ambassador of the sport by agreeing to enforce and abide by national and provincial/territorial rules and regulations.
- Take ownership of actions and decisions made while officiating.
- Respect the rights, dignity, and worth of all Individuals.
- Act openly, impartially, professionally, lawfully, and in good faith.
- Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others.
- Respect the confidentiality required by issues of a sensitive nature, which may include discipline processes, appeals, and specific information or data about Individuals.

- Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases communicate their situation to Freestyle Canada or the Member at the earliest possible time.
- When writing reports, set out the facts in an objective and impartial manner to the best of their knowledge and recollection and without resort to opinion.
- Dress in appropriate attire for officiating.
- Officials shall work as a team and recognize that each Official has an equal right to their opinion.
- An official must always accept criticism calmly and maintain his/her composure.
- An official shall not predict outcomes in advance or take part in betting's which concerned the competition he is part of
- Officials shall not argue with other officials in front of competitors or event organisers.
- Judges shall not engage in inappropriate relationships or activities of a sexual nature with any competitors before or after the competition.
- Judges may not consume drugs or alcohol before or during the contest. This includes excessive drinking the night before competition.
- Smoking of any kind is not permitted in or around the judging booth.
- If an official does not follow these duties in all points, the licence is subject to review by Freestyle Canada, and may result in downgrade, suspension or loss of license.

2. Rights and Duties of Officials

Officials have the Right To:

- Receive daily compensation
- To be reimbursed for their eligible expenses
- Receive rule books and access to other materials to train as an official
- For Judges, to have a current and deep knowledge of the evaluated skills of the sport
- For TDs, to have a current and deep knowledge of the rules and guidelines
- Maintain their qualification.
- Be bound by all the guidelines and rules set forth in the FIS ICR, Canada Cup guidelines and Judges Handbook.
- Each Official shall be on time at the competition location. If there are any issues regarding travel, they shall contact the Head Judge by all means possible.
- Judges shall make themselves available to the Head Judge to perform any necessary tasks as requested.
- For Moguls, The Head Judge and at least 1 judge assigned to turns and 1 judge assigned to airs shall be available for a minimum of 15 minutes after the awards presentation to answer questions from the coaches (or longer if the Head Judge requests to field any questions comments or concerns with regard to the competition results or official protests).

- For P&P, The Head Judge and at least 1 judge assigned to each panel (if split panel) shall be available for a minimum of 15 minutes after the awards presentation to answer questions from the coaches (or longer if the Head Judge requests to field any questions comments or concerns with regard to the competition results or official protests).
- Attend all requested official events and functions
- Receive lift tickets during all training and competition days (if required)
- To have access to the judges stand during competition and training session
- Inspect the competition site during the official training sessions.
- Attend and watch all official trainings
- Check/Confirm results with the HJ

3. Rules for Judges and Officials for Freestyle Canada Events

- Judges and Officials must remain members in good standing with Freestyle Canada and hold a current Freestyle Canada license for the role they exercise.
- Judges and Officials must comply with Freestyle Canada's screening policy.
- Canada Cup Judges must attend a fall seminar in the competition year the Judge applies for a license upgrade, FIS Judges must identify themselves when registering for the clinic that they will be applying for an upgrade. Please see current Judges Terms and Reference in the resource center section of the FC website.
- Officials must ensure they meet Freestyle Canada standards to officiate at an event (ex: certification level).
- Major Officials assigned at a Canada Cup event must attend a fall seminar every other year (Freestyle Canada Major Officials Update or FIS TD update if applicable) to maintain their status.
- Canada Cup Judges inactive for 2 years must apply to the CJAG licensing group to have their license reinstated.
- Major Officials and Judges may not be assigned to events in which a family member is competing at FIS Canada Cup level events and higher.
- Persons may start officiating with permission of their respective PTSO at 15 years of age.
- When assigned at an event, LOCs are not responsible for personal expenses made by Officials. This also means, the Officials must confirm with the LOC if they can use an event reserved vehicle for personal use (such as tourism).
- Officials must comply with the resorts and LOCs specific rules.
- Officials must comply with any procedure regarding tax reports.
- Officials must hand to the LOC all receipts for all expenses they submit by email only.
- Cell Phones in the Judging Booth :
 - Judges are prohibited from the use of personal cellular phones or similar devices for personal usage while on the judges stand during competition. The operation

of such devices could be a distraction to the user and/or other judges and could create an uneasy judge environment and allow for outside influences to affect the judging. During Competition hours these devices should be turned off or in non-transmission/flight mode. These devices may not be used during scheduled breaks or lunch period outside the judge's booth unless approved by the Head Judge.

C. Event Policies

1. Honorarium and Per Diem Protocols

2025-2026 Canada Cup Judges and Officials Honorarium and Per Diem Protocols

The LOC of a Canada Cup event is responsible for all costs associated with all Officials : remuneration for any other position not outlined in this policy, if offered, is negotiated with the local organizing committee.

1.1 Officials and Judges compensation

Honorarium and per diem are required for travel days.

Honorarium is required for every day the Official is on site.

Definition travel day : Time of travel of 4 hours or more and/or prevents the official from performing their normal duties. Per diem can only be submitted within the travel period.

*Please contact Freestyle Canada Event staff for any special cases

Per Diem and Meal Allowances (Canada Cup- Development Series)

- OC is required to pay Officials meal per-diem. Meal Per Diem for non-OC meals is:
 - o \$15 CAD/breakfast
 - o \$20 CAD/lunch
 - o \$30 CAD/dinner

Non OC meals = meals that is not provided by the OC

Per Diem and Meal Allowances (Canada Cup - FIS Series & NorAms) - as per FIS guidelines

- OC is required to pay Officials meal per-diem. Meal Per Diem for non-OC meals is:
 - o \$10 CAD/breakfast
 - o \$15 CAD/lunch

o \$25 CAD/dinner

Non OC meals = meals that is not provided by the OC

- LOC is required to provide lunch to officials on event days (please consider where the official will eat and bring hot beverages to the ones outside).
- The Judges' and officials' honorariums and meal allowance (per diem), shall be paid by cheque, e-transfer or prepaid credit cards up to 24 hours after receiving invoice and complete expense reports including relevant invoices.

*Payment by cheque or prepaid credit card must be handed in person after the event.

- Honorarium of events not outlined in this policy shall be determined on a case-by-case basis by the Freestyle Canada Event department

1.2 Canada Cup Officials Table

Judges	220\$/day CAD Equivalent of 125CHF/day on Sept 30 th	0.55\$/k m CAD	50\$/day	220\$/day CAD Equivalent of 125CHF/day on Sept 30 th	220\$/day CAD Equivalent of 125CHF/day on Sept 30 th	Must attend 1 day of Practice	Organizing Committee
Technical Delegate	220\$/day CAD Equivalent of 125CHF/day on Sept 30 th	0.55\$/k m CAD	50\$/day	220\$/day CAD Equivalent of 125CHF/day on Sept 30 th	220\$/day CAD Equivalent of 125CHF/day on Sept 30 th	Must arrive the day prior to the first day of practice	Organizing Committee
NorAms	Following FIS rules						
Judges	220\$/day CAD Equivalent of 125CHF/day on Sept 30 th	0.55\$/k m CAD	50\$/day	220\$/day CAD Equivalent of 125CHF/day on Sept 30 th	220\$/day CAD Equivalent of 125CHF/day on Sept 30 th	Must attend 1 day of Practice	NSO
Technical Delegate	220\$/day CAD Equivalent of 125CHF/day on Sept 30 th	0.55\$/k m CAD	50\$/day	220\$/day CAD Equivalent of 125CHF/day on Sept 30 th	220\$/day CAD Equivalent of 125CHF/day on Sept 30 th	Must arrive the day prior to the first day of practice	NSO

*Head Judges shall receive 1 extra day of honorarium for administrative duties (according to table)

1.3 Travel and Accommodation for Technical Delegates and Judges

The Organizing Committee is responsible for coordinating, booking and paying the following items for Judges and the Technical Delegate at minimum four weeks in advance:

- Booking and paying for travel –The Organizing committee has the option of using Freestyle Canada's travel services. This optional service can help in coordinating traveling plans and requires a credit card to be submitted to the agency; there are booking fees. An LOC can book travel and accommodation using their own resources.

- Freestyle Canada Travel Contacts
 - Boulevard Travel: Naz Alp, naz@boulevardtravel.com 403-801-0407
- LOC is responsible to book travel and accommodation for officials concerning the event only. This means :
 - If the official wishes to arrive in advance at the destination or extend their travel for personal reasons, the official becomes responsible for booking their own transport (including ground transportation). LOC will reimburse the cheapest cost between expected cost (for travel in the expected time) and actual cost incurred by the official.
 - If the official wishes to be accompanied by a family member or friend, they must contact the LOC and Freestyle Canada ASAP. If extra rooms are not available , the official may be responsible for booking their own accommodation and transport if the location of the accommodation is different than the one reserved by LOC. LOC will reimburse the cheapest cost between expected cost (for accommodation and transport of that official) and actual cost incurred by the official.
 - LOC may assist officials if they have personal demands such as these ones, but are not required to go beyond what is stated above.

*For special cases not specified in the document, Freestyle Canada will analyze each situation and work with the LOC.

Event Accommodation

- The OC is responsible for booking hotel rooms for all judges and the Technical Delegate.
- It is recommended that both the Head Judge and Technical Delegate have their own room.
- Scoring judges can share a room to cut costs, no more than 2 judges are allowed per room.
- All the rooms should be booked in the same hotel.
- If possible, have accomodation close to the venues.
- Judges can't be assigned to a room with a judge of another gender.

Transport

- LOC will decide preferred transport option
- If a rental car is needed – Renter must have a valid driver's license, usually have a valid credit card in their name and be over the age of 25. LOC to work closely with renter on pick up and drop off details.
- Rental car must be used for event purposes only, unless approved by the LOC

- Parking versus taxi to airport : Judges and Technical Delegates must take the cheapest option and confirm with LOC.

*TRAVEL is the most expensive cost for a LOC; it will be coordinated in a cost-effective way.

2. Expense Protocol

Submitting Expenses: All Judges and Technical Delegates are responsible to submit copies of receipts and the Canada Cup Expense Form, by email, to the OC within 2 weeks of the last event day. Judges or Technical Delegates should not give members of the LOC, receipts at any time during the event. This form will be available here.

Expenses

- Alcohol is not an eligible expense.
- All eligible expenses for officials and judges are the responsibility of the Local Organizing Committee unless specified otherwise in the event agreement (must have detailed receipt for every submitted expense).
 - o Eligible Expenses includes:
 - Extra Baggage: Judges and the Technical Delegate are permitted to submit receipts for up to 2 checked bags, if judges check more than 2 bags, those additional costs are the responsibility of the Judge or Technical Delegate
 - Taxi receipts
 - Parking at Airport
 - Mileage: Officials and Judges must have driven a minimum of 80km round trip to be eligible to claim mileage at .55/km.
 - Gas for rental car – must show copies of gas receipts to receive expenses

3. Compliance with CRA Requirements for Freestyle Ski Officials and Organizing Committees

Purpose

This policy outlines the responsibilities of Freestyle Canada Officials and Organizing Committees (OCs) to ensure compliance with the Canada Revenue Agency (CRA) requirements when officials provide services and invoice for their work.

Scope

This policy applies to all Freestyle Ski Officials engaged by Organizing Committees for sanctioned events in Canada.

Responsibilities of FC Officials

- **Invoice Preparation:**

- Officials may use the FC invoice Template or must issue invoices that meet CRA requirements, including:
 - Full legal name (or registered business name, if applicable)
 - Mailing address
 - Date of invoice
 - Invoice number
 - Description of services provided (e.g., judging, technical delegate, chief of scoring)
 - Total amount due
 - Applicable taxes (GST/HST/QST), if registered for and required to collect
 - A clear breakdown between fees for services and any reimbursable non-taxable expenses (see Section 5).

- Honorarium charged to the LOC must respect the **2025-2026 Canada Cup Judges and Officials Honorarium and Per Diem Protocols**

- **Tax Compliance:**

- Officials are responsible for determining if they must register for GST/HST/QST and collecting/remitting taxes accordingly. Taxes can only be charged if the official has a registered tax number. The registered tax number must appear on the invoice.
 - Officials must register for GST/HST/QST if their total **worldwide taxable supplies** (including officiating services and any other self-employment income) exceed \$30,000 in a single calendar quarter or over four consecutive quarters (the CRA's "small supplier" threshold).
 - Officials who earn less than this threshold are not required to register but may choose to do so voluntarily.
 - In Quebec, the same threshold applies for QST registration with Revenu Québec.
- Officials must report all income earned from officiating services to the CRA in their annual tax return.

- **Record Keeping:**

- Officials must retain copies of all invoices, receipts, and related records for a minimum of six (6) years, as required by the CRA.

Responsibilities of Organizing Committees (OCs)

- **Receipt of Invoices:**
 - OCs must only process payments upon receipt of a valid invoice that complies with CRA standards.
- **Tax Withholding (if applicable):**
 - OCs are not generally required to withhold taxes on payments to officials who are independent contractors. However, they must ensure that the official's invoice clearly indicates whether GST/HST/QST applies.
- **Payment Processing:**
 - OCs must process payments promptly and maintain records of all payments made to officials, including copies of invoices.
- **T4A Slips (if applicable):**
 - If an official is engaged under an arrangement where payments are considered honoraria or other taxable income, the OC may be required to issue a T4A slip. OCs must consult CRA guidance annually to ensure compliance.

Non-Taxable Eligible Expenses

- Officials may incur eligible out-of-pocket expenses (e.g., travel, meals, accommodations) directly related to their officiating duties. According to **2025-2026 Canada Cup Judges and Officials Honorarium and Per Diem Protocols** (see below)
- Such expenses are not considered taxable income provided they are reimbursed at cost and supported by original receipts.
- Officials must list these expenses separately on the FC Expense report template, and OCs should reimburse them as non-taxable amounts.
- Both parties should ensure all reimbursable expenses are reasonable, necessary, and pre-approved in line with event policies.

Best Practices

- OCs should communicate invoicing requirements to officials before the event.
- Officials should clarify their tax status (e.g., GST/HST registered) before submitting invoices.
- Both parties should ensure transparency and alignment with CRA regulations to avoid penalties.
- Officials should submit receipts with their invoices to ensure proper accounting for non-taxable expense reimbursements.