WCA Delegate Management Policy

Version 1.0

Purpose

The purpose of this policy is to establish the process for selecting, training, evaluating, and promoting Delegates.

Note

All references to Regional Delegate and Senior Delegate shall refer to the Regional Delegate and Senior Delegate in the prospective Delegate's target region. In regions where no Regional Delegate is appointed, all references to the Regional Delegate shall be deemed to refer to the Senior Delegate.

Policy

Application

1. Any member of the WCA Community willing to apply for the Trainee Delegate role must submit this Application Form.
    1.1 The Application Form contains the following information:
        1.1.1 Their target region.
        1.1.2 A brief personal introduction.
        1.1.3 A summary of activities done for the WCA and their local community.
        1.1.4 The name of at least one Junior or Full Delegate who can recommend them for the position.
        1.1.5 Their motivation to apply for the position.
    1.2 If the information is found to be insufficient, rather than rejecting the application, the Regional Delegate may request the applicant to resubmit the form with more detailed responses.
2. An application may be rejected solely based on the application form or if the relevant region does not currently need additional Delegates.
    2.1 Applications must not be rejected for discriminatory reasons unrelated to the merits of the application.
3. If the application is rejected at any point during the process, the applicant may reapply under the following conditions:
    3.1 The applicant must wait at least 30 days before submitting a new application.
    3.2 The same person cannot apply more than twice within a 365-day period.
4. If the Regional Delegate determines that the applicant meets the requirements described in point 4.1 of the Trainee Delegates Motion and has no additional concerns regarding the applicant, the process proceeds to the interview phase.

Interview

1. If approved by the Regional Delegate, the application form must be followed by an interview.
    1.1 The Regional Delegate should conduct the interview. If the Regional Delegate is unable to conduct an interview (e.g. due to a conflict of interest or an extended unavailability), the Senior Delegate may assign a different interviewer or conduct the interview themselves.
        1.1.1 It is recommended that a Regional Organization representative for the target region participate in the interview, if possible.

2. The interview should include general questions about the candidate's abilities and about the structure, Purpose, Values, Policies, and Regulations of the WCA, including but not limited to:
    2.1 Any conflicts of interest pertaining to the candidate.
    2.2 The candidate's collaboration and communication skills, as well as general professionalism.
    2.3 The candidate's ability to manage conflicts.
    2.4 The candidate's experience helping at local competitions.
    2.5 The candidate's current understanding of how WCA competitions are held.
    2.6 The candidate's current understanding of the WCA Regulations.
3. After the interview, the interviewer shares their feedback with the Senior Delegate.
    3.1 The Senior Delegate may decide against the interviewer's recommendations and not approve the candidate's application.
4. The Senior Delegate approves the candidate's application by submitting a proposal to the WCA Board.

Training

1. If the WCA Board approves the candidate for the Trainee Delegate role, the candidate proceeds to the training phase as a Trainee Delegate.
    1.1 References to "Trainee Delegate" in this section also apply to candidates who are appointed directly to Junior Delegate.
    1.2 A Delegate who was appointed directly to Junior Delegate must complete the entire Trainee to Junior Delegate Training Course within six months.
        1.2.1 Junior Delegates who are appointed without going through a Trainee phase due to geographic needs must fully complete the Trainee assessment and training phase.
        1.2.2 Junior Delegates who previously held the Delegate role, left the position, and were appointed to the role again after a period of less than 3 years need to complete the Trainee evaluation, but are not required to complete the training phase.
2. The Regional Delegate must ensure that the Trainee Delegate is aware of and has access to all relevant training materials for their role, including the WCA Learning Management System (LMS).
3. The Regional Delegate selects one or more mentors to mentor the Trainee Delegate during the training phase.
    3.1 Each mentor must be a Junior or Full Delegate, preferably a Full Delegate. The Regional Delegate may select themselves as a mentor.
    3.2 The mentor(s) must instruct the Trainee Delegate to read the WCA Regulations, the Code of Ethics, the Code of Conduct, as well as all Policies and Motions relevant to WCA Delegates during the training phase.
    3.3 The mentor(s) must monitor the Trainee Delegate's progress in applying their knowledge of WCA Documents throughout the course of any WCA competition the Trainee Delegate is delegating.
    3.4 The mentor(s) should monitor the Trainee Delegate's ability to effectively communicate in person and via email with other Delegates, Registered Speedcubers, and others who attend WCA competitions.
    3.5 The mentor(s) should actively offer their assistance and guidance to the Trainee Delegate.
    3.6 When the mentor(s) deem the Trainee Delegate ready to be considered for promotion to Junior Delegate, they inform their Regional Delegate, who will proceed with the process.
        3.6.1 If the mentors are unable to agree on the Trainee Delegate's promotion, the Senior and Regional Delegates make the final decision. In this case, the Senior and Regional Delegates must consider feedback from all the mentors involved.
4. The Regional Delegate should check in with the mentor(s) if they do not see any progress in the Trainee Delegate's training and implement a training plan, especially if the appointment period is due to end soon, per point 5.2 of the Trainee Delegates Motion.

5. In order to be considered for promotion, the Trainee Delegate must:
    5.1 Complete the Trainee to Junior Delegate Training Course through the WCA's LMS platform up to but excluding the Final Evaluation.
    5.2 Serve in the Delegate role for at least three WCA competitions.
        5.2.1 The Trainee Delegate and their mentor should use these competitions to complete training exercises related to Delegate responsibilities, such as uploading competition scrambles and writing Delegate Reports.

Evaluation

1. Once the Trainee Delegate has completed all the lessons in Trainee to Junior Delegate Training Course, they may begin the Final Evaluation in the Trainee to Junior Delegate Training Course.
2. The evaluation consists of multiple-choice questions to be completed via the WCA's LMS platform.
    2.1 Questions are randomly selected from a set maintained by the WQAC, WIC, and WRC.
    2.2 Questions may encompass all topics from the lessons in the Trainee to Junior Delegate Training Course, but in greater depth; other topics may also be included.
3. The candidate must not receive any assistance from other people during the evaluation.
    3.1 The candidate may use any WCA Documents during the evaluation.
    3.2 The candidate may request special accommodations from the WQAC, such as time extension. Candidates requesting such accommodations should contact the WQAC at least two weeks before the evaluation.
4. The candidate passes the evaluation if they obtain a minimum score of 70%.
5. If the candidate obtains a score strictly below 70%, they may request to retake the evaluation at least one week after their previous attempt.
6. The candidate may take the evaluation up to 3 times within the 12-month period starting from their appointment as a Trainee Delegate.
    6.1 The candidate gains three additional attempts every time their appointment is extended per point 5.2 of the Trainee Delegates Motion.