

Procedure: Next Steps To... A Judge Promotion

Congratulations, you have completed a judge training clinic! Whether you have trained in STAR, Juvenile to Senior levels in Singles and Pairs, Dance or Synchro levels, this clinic is valid for three years. Your job now is to take the knowledge you have acquired at the clinic along with the e-Learning modules and seminars available on-line and begin to trial events to gain experience in applying Grade of Execution (GOE) and Program Component (PC) scores along with your shorthand notations in a competitive setting. These are your next steps...

1. Judging resources:

- Read and review all the resources you received at the clinic and have access to online in Skate Canada's e-Learning site
- Get familiar with all the details in the various Skate Canada technical packages for STARSkate, Synchro and Competitive levels and ISU communications and manuals
- Look at archived Live Stream coverage from competitions and practice trial judging at home
- Check the [Skate Canada Info Centre](#) and Notice Board frequently for any updates to judging resources or technical information
- Reference the new Officials Guide on the Skate Canada Info Centre, where officials can find pertinent information and links to resources, education and promotion requirements
- Review judges personal record (JPR) worksheets and be sure you understand the mechanics of filling them in
- Review the online Skate Canada Rule Book section on the Info Centre - Section 2000 Policies and Procedures
- [Officials Appointment & Qualifications Procedure](#) - this policy outlines promotion requirements and you need to become familiar with referencing it as you work towards promotions
- [Duties of Officials Policy](#)
- [Code of Ethics](#) and online training
- Respect in Sport online training

2. Officials community

- Ask the Section office for an officials list so you can start to develop a network of experienced officials to aid you as you train to become a judge
- Small group mentorship may be offered at events to help lead you through the process of trial judging
- Mentors can make a tremendous difference in the progress you make towards a promotion goal
- Make an effort to introduce yourself and get to know officials in your area via email, telephone and when you arrive at competitions make a point of saying hello and establishing connections with fellow judges and the technical representative

3. Competition preparation

- Check the Section website calendar of events to locate competitions to trial judge at
- Refer to the competition announcements and email the Technical Representative to make arrangements to trial judge
- Refer to the posted competition schedule and indicate which events you are interested in trial judging and ask the Technical Representative to arrange for start orders for those events
- Bring your own clipboard and pens or pencils along with judge resource binder and any technical information you will require on site

- Print the competition schedule and highlight the times of the events you are trial judging
- Create an events-trialed document in an excel spreadsheet to track your trial judging which will include the name of the competition, event name and level and the number of competitors for your records
- It is wise to work in stages as you gain experience and comfort in trial judging so choose one or two levels to trial at a time (such as Pre-Juvenile, Juvenile, STAR 5, 6 & 7)
- Limited availability during a competition weekend will impede your progress to promotion goals
- Events are often staggered over several days so missing a day of the competition will limit the events that you can trial
- It will take time to become adept at formulating judging shorthand notations and comments for each element
- After you have trial judged a few events you can then consider asking for a referee report on your judging and/or trial judging

4. At the competition

- When you arrive at the rink ask to be directed to the Officials Room and the Technical Representative
- The Technical Representative will help you get acquainted with the competition paperwork and arena logistics and will share any housekeeping kinds of arrangements for the day concerning trial judges and officials at the event
- Introduce yourself to any judges in attendance and establish connections with them
- Inquire where the trial judge start orders are located and fill in the JPR's and get your clipboard organized
- Trial judges are sometimes allotted space on the officials stand or are required to sit in the arena stands so be prepared with what you need to take with you in either scenario
- If you are on the officials stand you may have access to a computer and you will need to be shown how to input scores so please let the Technical Representative and Referee know if you require some advance training prior to the event and it will be arranged
- During the event, focus on the judging process and give your full attention to the skater
- Be mindful that parents, skaters, coaches and officials will be observing your deportment and behaviour so conduct yourself in a professional and courteous manner at all times
- Remember that the use of electronic devices is not permitted while you are performing officiating duties, and this applies to when you are training as a trial judge
- Be thoughtful with assigning GOE and PC scores and any comment writing
- If you miss an element or a portion of an element and cannot assign an accurate score, make a note on your JPR
- Take a moment to review each sheet before you move on to the next skater to make sure all the boxes are filled in and reflect the correct assessments
- If scores are announced during the event you are not permitted to write them down as this may cause bias in your judging
- Strive to write a few comments in each program component box
- Do not attempt to trial too many events when going out to the trial for the first time
- You do want to maximize the opportunities when available but focus on quality over quantity
- It is recommended that you strive to trial a minimum of two to five events at each level, so you have adequate exposure to applying GOE and PC scores along with writing comments before asking for a Referee report
- Only speak to the Referee during breaks

- Write down comments or questions as they arise while you are trial judging
- Referees and judges assess skaters independently and it is not appropriate to be seen discussing a program while the competition segment is underway
- Arrange a time to review your trial judge sheets and ask for feedback from judges or your mentor when appropriate or at the completion of the final segment
- At the conclusion of the event and when appropriate ask any pertinent questions that have arisen during the day that you need clarification on
- If you do not ask, you will not grow and learn, so speak up!
- Show courtesy and respect for all volunteers and officials at the competition as you are all part of the team that makes events happen!
- Express your thanks and support to any officials and the Technical Representative for their support and assistance during the event
- It is also important that you thank the local organizing committee for their hospitality

5. Written judge exam

- As you gain experience at competitions start working on the written exam
- It is an open book exam, and you are encouraged to get familiar with the Skate Canada Info Centre and the Members site, so you know where to locate pertinent information on judge related areas
- The [Skate Canada Info Centre](#) is updated regularly and you need to know where to access information, so it is important that you become adept at using this online resource
- Coaches and skaters will often ask questions when at competitions and you need to be a leader in helping them find the correct answers and resources
- Ask questions of senior judges and utilize their knowledge and expertise as your work on the exam
- Answer all questions with attention to detail and pay attention to how many marks are being awarded as that will guide you as to how much content is required to score full marks on each question
- Be thorough and thoughtful in your responses and provide rule references where applicable
- Please ensure your handwriting is neat and legible if you are not submitting electronically
- If you completed the written exam and the three-year timeframe on your clinic has expired, please ask the Judge/Evaluator Representative if you are required to re-write the exam
- Exams should be submitted to the Section office care of info@skateabnwtun.ca

6. Referee reports (Detailed Assessment of Judging Performance)

- When you feel you are ready or your mentor recommends it, you can start requesting referee reports on your trial judging
- What is the difference between a trial judge report and a referee report? The form is the same for both. The trial judge report is requested for the level you are seeking a promotion in. A referee report is requested for evaluation of your judging skills at your present level of judging.
- Contact the referee by email or phone prior to the start of the competition and request the report. You may be asked to also complete the Reflections for Trial Judge or Judge on Panel form
- Supply the necessary report form and attach your JPR's and event results to it and retain a copy
- Include your name, contact info including email and phone number and discuss how the report is to be returned to you
- If the report will be mailed, then include a stamped and self-addressed envelope

- It is helpful if the referee has a shorthand notes sheet to decipher any notations you have used if they are not self-explanatory

7. Promotion readiness and process

- Judge promotions require the submission of a signed code of ethics, successful pass of relevant exam, a written record of trial judging with a recommended minimum of two to five events per level and two trial judge reports and referee reports at your present level of judging to support your application
- Promotion levels are granted based on recommendations from the Learning Facilitator, group mentorship activities, referee's and a review of candidate's file.
- Please contact your mentor, Judge/Evaluator Representative or Section Office for further direction on where to submit the exam or promotion paperwork as a variety of assessors are used for this task
- If you meet the criteria for promotion you will receive a letter of notification of your promotion from the Judge/Evaluator Representative
- If you have submitted your paperwork and have not heard back, please send a reminder email to query the status of your package or make a phone call to verify that things are in process
- If promotion requirements are not met, you will receive written feedback to specify where further experience and development is required

8. Judge Promotion Package Checklist - please include the following items:

- ✓ Cover letter outlining the contents of your promotion package including the date of your clinic and name of learning facilitator
- ✓ Code of Ethics Training Certificate
- ✓ Signed Code of Ethics
- ✓ Respect in Sport Training Certificate
- ✓ Completed judge exam with successful pass rate
- ✓ Record of trial judging which includes date and location of competition and events that were trialed with number of entries listed
- ✓ Trial judge reports with copies of JPR's and event results (please reference Officials Definition Appointment and Qualifications Procedure for the minimum requirements)
- ✓ Referee reports of judging at your present level with copies of JPR's and event results (please reference Officials Definition Appointment and Qualification Procedure for the minimum requirements)

You are encouraged to stay active and engaged as you work toward your judge promotion. It takes passion and motivation on your part to seek a promotion as it requires significant time and effort to reach the goals you have set. Practice really does make perfect when it comes to gaining experience on the application of GOE and PC scoring. There is no substitute for trial judging a live event in a

competition setting. Decisions must be made very quickly, and your scoring must be fair and balanced and follow the CPC standards and requirements. You will learn the most from spending time with judges and referees at competitions. Most judges will tell you that every competition and every event is different and that you must be prepared for anything. Gaining experience with different judges is also helpful in your training. Everyone has valuable insight and perspectives to share.

Rest assured you will gain more skills and confidence as you devote more time as a trial judge. If you require any assistance along the way, there are many officials who are ready and willing to lend a hand. You just need to identify yourself and connect with them. Please reach out to your mentor, judges in your area, members of the Officials Committee or Section Office. Stay up to date on changes or new resources available on the Skate Canada Info Centre, Notice Board and Members site and the ISU site. There is a lot of great information that will be helpful to you as you work towards promotions. Good luck and see you at the rink!

Section Office: info@skateabnwtun.ca

[Section Officials Committee Listing](#)

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