

Procedure: Next Steps To... An Evaluator Promotion

Congratulations, you have completed the STAR 6 to Gold Evaluator training! This training is valid for three years. Your job now is to take the knowledge you have acquired during the training and begin to trial assessments to gain experience in applying standards in an assessment day setting. These are your next steps...

1. Assessment resources standards and official's information:

- Read and review all assessment related resources in Skate Canada eLearning and Digital Materials Catalogue
- Get familiar with all the details in the standards
- Review content on the Skating Development Video Library and practice applying the standards
- Check the [Skate Canada Info Centre](#) and Notice Board frequently for any updates to assessment resources and 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 assessment sheet requirements 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
- Review the [Evaluator Training Pathway chart](#)
- [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 an evaluator
- The Officials Committee promotes small group mentorship at assessment days to assist with your development.
- Make an effort to introduce yourself and get to know officials in your area via email, telephone and when you arrive at assessment days make a point of saying hello and establishing connections with fellow evaluators

3. Test day preparation

- Check the [assessment calendar](#) on the Section website to locate events in your area
- Connect with local clubs and Assessment Coordinators and advise that you wish to attend an assessment day to trial
- Ask evaluators in your area to phone, text or email when they are going out to an assessment day
- It is courteous to let evaluators know ahead of time that you are attending to trial and that you will be asking them to sign off on your trial results record document
- Be sure to check the rink you'll be at, and where to go once at the rink
- Kindly ask the Assessment Coordinator to photocopy a set of sheets for the assessments you wish to trial

- Bring your own clipboard and pens or pencils along with your evaluator resources
- Create an assessments trialed document so the evaluator can initial the pass/retry results for your records
- It will also take time to become adept at formulating meaningful comments for each level and discipline in the assessment structure
- Your goal is to craft thoughtful comments that are constructive in nature and this takes practice
- After you have been at several assessment days and gained experience ask your mentor about your readiness for co-evaluations and/or mentored assessment

4. At the assessment day

- When you arrive at the rink ask to be directed to the Assessment Coordinator to introduce yourself
- Introduce yourself to any evaluators in attendance
- Set yourself up rink side in the players box or in the stands as recommended by the evaluator or the Assessment Coordinator
- Focus on the assessment day process and give full attention to the skater
- Be mindful that parents, skater's and coaches 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 evaluator
- Be thoughtful with assessing standards and comment writing
- Take a moment to review each sheet before you move on to the next one to make sure all the boxes are filled in and reflect the correct assessments
- Do not attempt to trial all the assessments when going out to the trial for the first time
- Seek to trial a variety of levels and disciplines as not all assessments are present at each event so maximize the opportunities when available
- It is recommended that you strive to trial a minimum of two to five assessments at each level, so you have adequate exposure to applying standards and writing comments before requesting a co-evaluation and/or mentored assessment
- Only speak to the evaluator during breaks or when prompted
- Write down comments or questions as they arise
- Evaluators assess candidates independently and it is not appropriate to be seen discussing an assessment while the session is underway
- Arrange a time to review results and ask for feedback on your sheets from the evaluator. At the conclusion of the Assessment Day be sure to ask any pertinent questions that have arisen
- Fill in the assessments trialed document and have the evaluator initial the pass/retry results and date it
- Show courtesy and respect for all volunteers
- Express your thanks and support to the evaluator and Assessment Coordinator for their efforts and assistance

5. STAR 6 to Gold on-line training and exam

- Ask questions of Gold level evaluators, Judge/Evaluator Representative or Advisors and utilize their knowledge and expertise as you work through the on-line training modules and exam
- As you complete the on-line training modules and exams be sure to download a copy of the exam certificate for your records

- Exam certificates should be submitted to the Section office info@skateabnwtun.ca and to the Judge/Evaluator Representative

6. Co-evaluations and Mentored Assessments

- When you are ready, a co-evaluation will be arranged and assigned through the Judge/Evaluator Representative
- It may take more than one session to complete a co-evaluation
- It is perfectly acceptable to do a co-evaluation in sections as you must maximize the opportunities to complete the promotion steps as the various assessments become available
- You are encouraged to keep the co-evaluation process moving along and not wait until all the assessments are present
- The evaluator assigned to the assessment day will be observing the trial evaluator's management of procedures and reviews trial papers throughout the evaluation
- The trial evaluator runs the assessment day from the perspective that they are the one to participate in the draw, talk to skaters during free skate elements, signal the music player, request a re-skate, communicates with the Coaches or Assessment Coordinator, etc. while also writing out comments and applying assessment standards
- The evaluator assigned to the assessment day may intervene if proper process is not followed
- The assigned evaluators assessment sheets and results are the official record of the day
- The assigned evaluator will complete the co-evaluation and/or mentored assessment form and return the paperwork to the candidate for review

7. Promotion readiness and process

- Evaluator promotions require the submission of:
- Successful completion of Evaluator in person/virtual training seminar
- Successful completion of on-line training module and exam (certificate)
- Successful completion of on-line Code of Ethics training (certificate)
 - a signed code of ethics
 - Successful completion of Respect in Sport training (certificate)
 - a written record of trial evaluating
 - a co-evaluation evaluation report
 - a successful mentored assessment report
- Please contact your mentor, Judge/Evaluator Representative or Section Office for further direction on where to submit 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. Evaluator Promotion Checklist - please include the following items:

- ✓ Cover letter outlining the contents of your promotion package including the date of in person/online training and name of Learning Facilitator

- ✓ Code of Ethics Training Certificate
- ✓ Signed Code of Ethics (if you are a new official)
- ✓ Respect in Sport Training Certificate
- ✓ Completed STAR 6 to Gold exam certificate(s)
- ✓ Record of trial evaluating which includes date and location of assessment day, assessments trialed, with your pass/retry results along with the evaluator's pass/retry results and initialled by the evaluator
- ✓ Co-evaluation reports and copies of assessment sheets
- ✓ Mentored Assessment report

You are encouraged to stay active and engaged as you work toward your evaluator 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 standards. There is no substitute for standing rink side and writing out sheets in a live setting. Decisions must be made very quickly, and your assessments must be fair and balanced and follow the Skate Canada standards. You will learn the most from spending time with evaluators at assessment days. Most evaluators will tell you that every day is different and that you must be prepared for anything. Gaining experience with different evaluators is also helpful in your training.

Rest assured you will gain more skills and confidence as you devote more time as a trial evaluator. 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, evaluators in your area, members of the OCC or Section Office. Make sure you also utilize the Skate Canada Info Centre, Notice Board, eLearning and the Skating Development Video Library as you train. There are a lot of useful resources and information that will help you as you work on promotions. Good luck and see you at the rink!

Section Office: info@skateabnwtun.ca

[Section Officials Committee Listing](#)

Created by the Officials Committee: July 2018
Revised: August 2020