

Officials' Training, Appointment & Promotions Policy

Version 3.0 (11 February 2012)

1 Policy Aims

This policy aims to establish the basic rules regarding training and promotion of Officials.

2 Summary

3. Judges and Referees
4. Technical Panel Officials
5. Seminars

3 Judges and Referees

- 3.1 The Officials Director shall be responsible for the education of Judges, and for the appointment of judges for New Zealand National and Sub-Association Championships and Association Tests.
- 3.2 Rules applying to Judges and Referees are as per the current ISU Rules.
- 3.3 Eligible persons who have reached the age of 16 years may be appointed as a judge for Club, Sub-Association and Association Championships, Competitions or Tests
- 3.4 Judges' Classification lists for Medal Tests and Championships will be published by 1 January each year. All judges, the Officials Director and Club Secretaries will receive a copy of the classification lists for tests and competitions. The Classification list will contain International, National and Sub-Association judging levels for each judge. Judges may be assigned to panels at higher levels for Club competitions than those they are listed for on the current Classification List.
- 3.5 Championship Judging - Criteria for Promotion
 - a) A probationary judge will need to judge satisfactorily (as determined by Referee) at a club or regional competition in the relevant discipline before probationary judging at Nationals. Exceptions would be if there are no dance couples, pairs or synchronized skating teams in a region. Attendance at regional training workshops, familiarity with NZIFSA Rules and Regulations and passing an element identification task are required prior to probationary judging at Nationals. Probationary judges may judge at Club level up to and including Elementary grade and trial at a higher level.
 - b) A first appointment as a Championship Judge will generally be made at a level no higher than Novice or lower than Juvenile.
 - c) To be eligible for promotion to a higher level of New Zealand Championship judging, the Judge must previously have performed satisfactorily (as determined by the Officials Director and approved by the Board) at the preceding levels, and have judged satisfactorily in a probationary capacity (as determined by the event Referee) at the level to which promotion is sought.
 - d) Attendance at the pre-event and round table discussion meetings are compulsory. The purpose of these meetings will be to address current rules and answer questions, discuss any variations and discrepancies in the marking, to collect material to prepare the Referee's report and to discuss any matter arising during the judging and for the purpose of international judging nomination may be considered to constitute a national seminar.
 - e) The Referees officiating at National and South or North Island Championship events will discuss and make recommendations to the Officials Director for the purposes of probationary judges' gradings and promotions to be announced for the following season. Promotion will be based on results, discussion with the Referee and comments from round table discussions. Consideration

may also be given to weight of evidence from other events during the year. Promotion would normally occur by January each year but may, at the discretion of the Board, happen during the year.

NOTE: Organisers for the North and South Island Championships must include time for a general pre event and general Round Table Discussion to take place for judges. This will allow for Referees to address any issues that arise from rule changes or judging anomalies during the competitions.

- f) To be eligible for promotion to Senior Championship Judge, the Junior level judge must have judged two out of three Nationals or one South or North Island Championships and one NZ Nationals in the preceding 36 months. The Junior judge must have judged at the Junior level for at least two years.
- g) Nomination for first International Appointment
Recommendation for nominations for first International Appointment to come from the Officials Director in consultation with the Senior Referee(s) for National or Australian events. The Officials Director shall verify evidence submitted by the candidate to ensure that it meets the NZIFSA & ISU requirements. Once evidence is verified the recommendation would be submitted to the Board for approval in time to be submitted to the ISU by 15 April deadline. The onus is on the candidate to supply the evidence required. Ongoing commitment to serving as a judge in NZ to be the same as prior to the appointment – two out of three Nationals or one South or North Island and one NZ Nationals in a three- year period.
- h) NZIFSA Requirements to be considered for First Appointment to International Judges Nomination
Prior to first nomination for each discipline, judges must have fulfilled the following requirements:
- Senior judge status for the preceding 36 months
 - Shown regular attendance at local/regional championships and tests over previous years
 - Shown commitment to judging at NZ Skating Championships (Junior or Senior grades) for three times in 36 months prior to approval for nomination. Minimum of two out of three NZ Nationals or one South or North Island Championships (if more than 5 entries in these grades) and one NZ Nationals in the preceding 36 months.
 - Needs to judge at least once at Australian Interstate, State or Nationals in Junior or Senior grades (Senior only for ice dance nomination). This is due to the lack of entries in these grades at NZ Nationals. Judging at the levels at State Championships can also be taken into account to meet ISU competition activity requirements.
 - Judging results deemed satisfactory by the event Referee.
 - Must be familiar with ISU Rules and Regulations pertaining to the discipline seeking nomination.
 - Must meet the criteria listed in current ISU regulations. In order for the judging of Junior and Senior grades to be considered as activity for nomination the following number of entries in the grade are needed:
Singles – must meet ISU requirements (Junior and Senior events considered)
Synchronized Skating – minimum of 5 teams (ISU requirement)
Ice Dance – must meet ISU requirements (Senior events only considered).
Attendance at an ISU recognised or sponsored seminar for that discipline.
- i) ISU Requirements: International to ISU Judge
Prior to nomination by the NZIFSA to sit the ISU examination for each discipline, judges must have fulfilled the following requirements:
- Shown commitment to judging at NZ Skating Championships (Junior or Senior grades) for three times in 36 months prior to approval for nomination. Minimum of two out of three NZ Nationals or one South or North Island Championships (if more than 5 entries in these grades) and one NZ Nationals in the preceding 36 months.
 - Must be familiar with ISU Rules and Regulations pertaining to the discipline seeking nomination for.
 - Must meet the criteria listed in the current ISU Regulations and/or Communications
 - Attendance at an ISU recognised or sponsored seminar for that discipline.

3.6 Championship Referee – Criteria for Promotion

In order to become a Referee, the judge must have first served as a Senior Championship Judge in at least one of the two years preceding nomination. Any individual to be nominated as a Referee for NZ National Championships should have served satisfactorily as a Referee at Club or Sub-Association competitions.

- 3.7 NZ Championship Judges and Referees must judge at least one club or sub association championship per year and at least one NZ National Championships every three years or equivalent overseas competition as approved by the Test and Competition Director. Failure to meet this requirement will mean that they shall be placed on an inactive list at their current level. Reappointment to the active list shall be made only after satisfactorily probationary judging (as determined by the event Referee) at a North Island, South Island or NZ National Championship at the same level and passing the element identification task.

Judges who leave NZ for longer than 24 months must advise the Officials Director and General Secretary and upon their return they shall apply for reappointment as an active judge and having satisfactorily probationary judged at graded level and passing the element identification task. Reappointment grade will depend on judging activity (if any) during this time. If have judged overseas during this time, judge needs to supply documentation to Officials Director for consideration.

- 3.8 A judge from another ISU Member, who takes up residency in New Zealand, on that Member's recommendation, may be placed on the classification list at the level attained in their former country but no higher than Novice grade unless they are on the ISU International Judges' Listing.

- 3.9 Role of Probationary Judge Supervisor (PJS) at Championships
The role of the Probationary Judge Supervisor is to collect the protocols of the probationary judges for the Referee. Probationary judge supervisors are to be drawn from active judges, honorary judges and the Officials Director.

3.10 Medal Test Judging - Criteria for Promotion

- a) A probationary judge will need to judge satisfactorily (as determined by Local Supervising Judge or Referee) at their current level before they will be promoted. Probationary judges must attend an NZIFSA recognised seminar and demonstrate familiarisation with NZIFSA Rules and Regulations.
- b) A first appointment as a Medal Test Judge may be made at a level no higher than Inter Silver or lower than Elementary (based on the discipline that the judge seeks appointment for). A candidate must have passed an element identification task before initial appointment is made. A judge from another ISU Member, on that Member's recommendation, may be placed on the classification list at the level attained in their former country but no higher than Silver grade.
- c) To be eligible for promotion to a higher level of New Zealand Medal Test judging, the Judge must previously have performed satisfactorily (as determined by the by the Officials Director and approved by the Board) at the preceding levels, and have judged satisfactorily in a probationary capacity at the level to which promotion is sought.
- d) A judge acting as a Test Referee must be sufficiently experienced and competent to exercise control at the level of test being conducted.
- e) Promotion would normally take place by 1 January each year but may, at the discretion of the Board, happen during the year.
- f) Medal Test judges who do not judge for twenty four months shall be placed on an inactive list. Reappointment to the active list shall be made only after satisfactorily probationary judging medal tests at their current grading to a maximum of silver for each discipline and passing the element identification task.
- g) The role of the Local Supervising judge or Test Referee is to monitor the judging of probationary judges at tests, provide advice and guidance at test sessions and to send a report to the ~~Board~~ Officials Director for consideration of promotion of probationary judges. The Officials Director works through the recommendations of the Local Supervising Judge or Test Referee from evidence

gathered at each test session attended. This evidence will consist of comparison of results of probationary judge compared to event panel, comments on test sheet and discussion with Local Supervising Judge or Test Referee. A probationary judge will be allocated their grading based on the recommendations of a Local Supervising Judge or Test Referee and the evidence reviewed by the Officials Director and approved by the Board.

3.11 Appointment Procedures

A sub-committee of Referees will recommend to the Officials Director the names of individuals for appointment or promotion to the various grades. Once ratified by the Board the list of names will be distributed to Clubs and Sub-Associations by the General Secretary. The General Secretary will advise all judges of their current test and championship classification. The Officials Director will publish a current classification on the website.

3.12 Level required to Judge in Australia - Criteria and Application Process

a) State/Club

Judge must be at a minimum of Primary Championship grading of discipline wishing to judge. Also must have judged at South or North Island Championships or NZ Nationals in the year preceding attendance at Australian competitions. Application must go to the Officials Director for recommendation to the Board. NZIFSA must receive permission from organising member in Australia.

b) Australian Nationals

Judge must be at a minimum of Novice Championship grading of discipline wishing to judge. Application must go to the Officials Director for recommendation to the Board. NZIFSA must receive permission from organising member in Australia.

Judges who meet the above criteria will be given permission to attend.

3.13 Reconsideration of Gradings

Application for reconsideration may be made to the Board no later than one month after advisement of gradings for the year. The Board shall not make a decision without consulting the officials responsible for recommending the original gradings. The judge applying for reconsideration will be advised of the outcome by the Board no later than one month after receipt of the letter requesting reconsideration.

4 TECHNICAL PANEL OFFICIALS

4.1 The Officials Director shall be responsible for the education of Technical Panel Officials, and for the appointment of Technical Panel Officials for New Zealand National and Sub-Association Championships.

4.2 Rules applying to Technical Panel Officials are as per the current ISU Rules.

4.3 Only persons who have reached the age of 16 years may be appointed as a Technical Panel Official for Club, Sub-Association and Association Championships.

4.4 Appointment Procedures

A sub-committee of Technical Controllers will recommend to the Officials Director the names of individuals whose nominations are recommended for appointment or promotion to the various grades and positions. Once ratified by the Board the list of names will be distributed to Clubs and Sub-Associations by the General Secretary. The General Secretary will advise all Technical Panel Officials of their current championship classification. The Officials Director will publish a current classification listing on the website.

4.5 Technical Panel Officials' Classification lists for Championships will be published by 1 January each year. All Technical Panel Officials, the Officials Director and Club Secretaries will be sent a copy of the classification lists for championships. The Classification list will contain International, National and Sub-Association levels for each official. Technical Specialists/Assistant Technical Specialists may be assigned to panels at higher levels for Club competitions than those they are listed for on the current Classification List.

4.6 **Technical Controllers**

Technical Controllers must be Senior level judges and/or Referees at Senior level in the discipline – Singles, Pairs, Ice Dance or Synchronized Skating.

Championship Technical Controller – Criteria for Promotion

- a) In order to become a Technical Controller, the Referee or Senior Judge must have first served as a Senior Championship Referee or Judge for the discipline in at least one of the two years preceding nomination. Any individual to be nominated as a Technical Controller for NZ National Championships must have participated in a seminar, and have passed the written and practical exams in that discipline for Technical Controllers in the year preceding nomination.
- b) NZ Championship Technical Controllers who do not officiate once at two successive NZ National Championships shall be placed on an inactive list. Reappointment to the active list shall be made only after officiating at a Sub-Association or NZ National Championship, having participated in a training seminar, and have passed the written and practical exams for a Technical Controller in that discipline.
- c) A Technical Controller from another ISU Member, who takes up residency in New Zealand, may be placed on the NZIFSA classification list on that Member's recommendation or if they are on the ISU Officials List.

4.7 **Technical Specialists/Assistant Technical Specialists**

Technical Specialists and Assistant Technical Specialists are to be chosen from current coaches, retired competitive skaters or judges.

Championship Technical Specialists - Criteria for Promotion

- a) An Assistant Technical Specialist/ Technical Specialist will need to officiate satisfactorily (as determined by the Technical Controller) at a club or regional competition in the relevant discipline before officiating at Nationals. Exceptions would be if there are no dance couples, pairs or synchronized skating teams in a region. Attendance at regional training workshops, familiarity with NZIFSA Rules and Regulations and passing the practical exam for Technical Specialists are required. Technical Specialists who are trained but have not yet been classified by the NZIFSA may officiate at Club level up to and including Elementary grade and be an Assistant Technical Specialist up to and including Juvenile grade.
- b) A first appointment as a Technical Specialist will generally be made at a level no higher than Novice or lower than Juvenile. Exceptions to this will be made on a case-by-case basis by the NZIFSA Board on recommendation from the Officials Director. Level of personal skating attainment, level of skaters coached and participation and performance at seminars will be taken into account.
- c) To be eligible for promotion to a higher level of New Zealand Championship officiating as a Technical Specialist, the Technical Specialist must previously have performed satisfactorily (as determined by the Technical Controller and verified by the Board) at the preceding level, have performed the role satisfactorily in a probationary capacity at the level to which promotion is sought and have passed the practical exam for Technical Specialist.
- d) Attendance at the pre-event meetings are compulsory. The purpose of these meetings will be to address current rules and answer questions, discuss any variations and discrepancies in the marking, to collect material to prepare the Technical Controller's report and to discuss any matter arising during the officiating of an event and for the purpose of international nomination may be considered to constitute a national seminar.
- e) The Technical Controllers officiating at National and Sub-Association Championship events will discuss and make recommendations to the Officials Director for the purposes of probationary Technical Specialists gradings and promotions to be announced for the following season once approved by the Board. Promotion will be based on results, discussion with the Technical Controller and comments from meetings. Consideration may also be given to weight of evidence

from other events during the year. Promotion would normally take place by January each year but may, at the discretion of the Board, happen during the year.

- f) To be eligible for promotion to Senior Championship Technical Specialist, the Junior level Technical Specialist must have been Specialist at the Junior level and Assistant Specialist at Senior level and their calls deemed satisfactory by the Technical Controller in the NZ National Championships, South or North Island Championships the preceding year, attended a regional or national seminar and passed the practical exam for Technical Specialist.
- g) A Technical Specialist from another ISU Member who takes up residency in New Zealand, may be placed on the NZIFSA classification list on that Member's recommendation or if they are on the ISU Officials List.
- h) Current competitive skaters who have reached the age of 16 may undertake training as a Technical Specialist/Assistant Technical Specialist but may not officiate at a Club, regional Sub-Association or National Championship until they have retired from competitive skating.

4.8 **Data Operators and Replay Operators**

- a) Data Operators/Replay Operators can be judges, coaches, retired competitive skaters or persons with knowledge of skating who have an aptitude for using computers.
- b) Data Operators/Replay Operators can be designated for each of the disciplines – Singles, Pairs, Ice Dancing and Synchronized Skating. Data Operators who wish to train in more than one discipline must attend a training session for that discipline and pass a practical exam.
- c) Data Operators/Replay Operators must attend a training session at least once per year. Training sessions may be held at the start of the competitive season and/or immediately prior to a competition. All changes to the system will be notified to the Data/Replay Operators immediately.
- d) If a Data Operator/Replay Operator has not officiated or attended a seminar in the previous 24 months, they must attend a training seminar before they are able to: 1) officiate at a competition; and, 2) are considered to be reactivated on the NZIFSA Officials list. Another Data Operator/Replay Operator provides assistance until the Technical Controller is satisfied assistance is no longer necessary.
- e) A Data Operator/Replay Operator from another ISU Member, who takes up residency in New Zealand, may be placed on the NZIFSA classification list on that Member's recommendation or if they are on the ISU Officials List.

Championship Data Operator/Replay Operator - Criteria for Promotion

A Data Operator/Replay Operator will need to officiate satisfactorily (as determined by the Technical Controller) at a club or regional competition in the relevant discipline, and pass the practical exam at the regional or national seminar before officiating at Nationals. Exceptions would be if there are no dance couples, pairs or synchronized skating teams in a region.

4.9 **Nomination to ISU for International Technical Panel Appointment**

Recommendations for nominations to the ISU for attending the seminar and practical exam as an International or ISU Technical Panel member to come from the Officials Director in consultation with the Technical Controllers. The Officials Director shall verify evidence submitted by the candidate to ensure that it meets the ISU requirements as per current ISU Rules. Once evidence is verified the recommendation would be submitted to the Board for approval. The onus is on the candidate to supply the evidence required. Ongoing commitment to serving on a Technical Panel in NZ to be included the same as prior to the appointment – officiating at NZ Nationals or South/North Island Championships and attending a training workshop in each discipline classified for each year.

Prior to nomination for each discipline, Technical Specialists/Controllers must have fulfilled the following requirements:

- Senior status for at least two years

- Shown regular attendance at local/regional championships over previous years.
- Shown commitment to officiating at NZ Skating Championships (Junior or Senior grades) for three times in 36 months prior to approval for nomination. Minimum of two out of three NZ National Championships or one South or North Island Championship (if there are more than 5 entries in these grades) and one NZ National Championship in the preceding 36 months prior to nomination.
- Results deemed satisfactory by the event Referee/ Technical Controller
- Must be familiar with ISU Rules and Regulations pertaining to the discipline seeking nomination in
- Must meet the criteria listed in the current ISU Regulations.
- Attend a training workshop/seminar in the discipline being nominated in.

4.10 Training of ISU Calc Operators / IJS Technicians

The training of new ISU Calc Operators and IJS Technicians needs to be moderated by experienced ISU Calc Operators and IJS Technicians. Training will be carried out in regions in conjunction with setting up and running systems for competitions. Out-of-competition training sessions will also be held in regions around the country if possible.

- 4.11** NZ Championship Technical Panel Officials must officiate at least one club or sub association championship per year and at least one NZ National Championships every two years or equivalent overseas competition as approved by the Test and Competition Director. Failure to meet this requirement will mean that they shall be placed on an inactive list at their current level. Reappointment to the active list shall be made only after satisfactorily officiating (as determined by the event Technical Controller) at a Sub-Association or NZ National Championship, having participated in a training seminar, and having passed the relevant written and/or practical exams for their role in that discipline.

5 SEMINARS

The Officials Director shall arrange for seminars for Judges and Technical Panel Officials to be conducted. The teaching at these seminars shall be directed towards the improvement of all sections of competition and test organisation.

5.1 Attendance at Seminars in Australia

Judges must be at a minimum of Junior Championship grading of the discipline the seminar is for. Application must first go to the Officials Director for recommendation to the Board. NZIFSA must receive an invitation from Ice Skating Australia.

5.2 Attendance at ISU Seminars – Criteria and Application Process.

An official (judge, coach, Technical Specialist or Data Operator/Replay Operator) who wishes to attend an ISU Seminar must first make application through the Officials Director for recommendation to the Board.

5.3 Requirements to meet ongoing attendance for International Activities

In order for International or ISU judges to remain on the International ISU list, they must complete an activity (judge an International event or trial judge at an ISU-nominated event) at least once every 36 months.

In order for International or ISU Technical Controllers, Technical Specialists or Data Operators to remain on the ISU list (if they are not assigned by the ISU to an event); they must attend an ISU Seminar and resit the ISU practical exam.