

Officials' Training, Appointment & Promotions Policy

Version 8.0 (28 January 2020)

1 Policy Aims

This policy aims to establish the basic rules and procedures regarding training and promotion of Officials to ensure that they are equipped for and competent at their roles.

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3 Appointment and Promotion

- a) While NZIFSA, and the Officials Director in particular, will undertake to support and encourage new and existing officials to seek appointment and promotion, the onus is on the individual official to provide evidence of their activities with regards to appointment and promotion. Candidates seeking first appointment or promotion must submit a minimum of two satisfactory assessment reports per discipline in support of their appointment or promotion application. The assessment reports must be from two different senior officials and may be from two championship events (club, regional or national), or from one championship event and one pre-approved training activity. All applications for appointment or promotion, and any supporting documentation must be received by the Officials Director by 31 October each year. All applications for appointment or promotion, and any supporting documentation must be received by the Officials Director by 31 October each year.
- b) Promotion would normally occur by January each year but may, at the discretion of the Board, happen during the year.
- c) An ad hoc committee of Senior Officials will be formed by the Officials Director to review the application requests and make recommendations for appointment or promotion to the various disciplines/grades. The Officials Director will forward these recommendations to the Board for ratification by 15 November. Once ratified by the Board, the list of names will be distributed by the General Secretary as per section 6.1 of this Policy.

- d) A judge, technical specialist, technical controller, or data operator/replay operator from another ISU Member, who takes up residency in New Zealand, on that Member's recommendation, and verification by the Officials Director, may be placed on the classification list at the level attained in their former country but no higher than Advanced Novice grade unless they are on the ISU Officials' Listing.

3.1 Probationary Activity

- a) Probationary activity forms an important part of the appointment and promotion process for judges and technical specialists.
- b) Eligible persons must have reached the age of 16 years to be appointed as a probationary judge or probationary technical specialist for competition or test activities.
- c) Before first appointment and prior to promotion to a higher level, judges and technical specialists will serve on panels in a probationary capacity.
- d) Probationary officials will listen and record, but will not actively participate in the event panel or panel discussion. At the conclusion of the probationary activity, the official shall submit their sheets to the Referee, Technical Controller or Probationary Judge Supervisor for assessment. It is the probationary official's responsibility to follow this procedure.
- e) A probationary period of at least one skating season should be anticipated before first appointment or promotion to a higher level.
- f) A probationary official will need to officiate satisfactorily (as determined by event Referee, Technical Controller or Probationary Judge Supervisor) at a club or regional championship in the relevant discipline before probationary activity at the National Championships. Exceptions would be if there are no dance couples, pairs or synchronized skating teams in a region. Attendance at regional training workshops, familiarity and a very good knowledge of NZIFSA Rules and Regulations and passing an element identification task are required prior to probationary activity at the National Championships.
- g) The role of the Probationary Judge Supervisor is to provide guidance to and complete assessment reports for, the probationary judges. Probationary Judge Supervisors are to be drawn from active Senior Judges.

3.2 First Appointment of Officials

- a) A first appointment as a Championship Judge, Referee, Technical Controller, Technical Specialist will be made at a level based on their competence, as evidenced by probationary assessment reports, but no higher than Advanced Novice or lower than Juvenile.
- b) A first appointment as a Test Judge will be made at a level based on their competence, as evidenced by probationary assessment reports, but no higher than Inter Silver or lower than Elementary
- c) A first appointment of a Data / Replay Operator will be for all grades up to and including Intermediate Novice.

3.3 Judges for Championships

- a) To be eligible for promotion to a higher level of New Zealand Championship judging, the judge must previously have performed satisfactorily at the preceding levels, and have judged satisfactorily in a probationary capacity (as evidenced by assessment reports) at the level to which promotion is sought.
- b) 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 National Championship in the preceding 36 months.
- c) Attendance at pre-event and round table discussion meetings is compulsory when these are held. 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 (for

Advanced Novice and above at South or North Island Championships and NZ National Championships) 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.

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.

3.4 Championship Referees and Technical Controllers

- a) In order to become a Referee or Technical Controller, the Judge must have first served satisfactorily as a Championship Judge at the level specified in the table below in at least one of the two years preceding nomination in that discipline.

To be a Referee or Technical Controller for the competition grade listed below (all disciplines unless otherwise specified)	Level of Judging Activity	
	Club/Regional level	National level
Junior & Senior	Senior	Senior
Advanced Novice	Junior	Senior
Singles - Basic Novice & Intermediate Novice Singles Pairs – Pre Novice & Basic Novice Dance – Basic Novice & Intermediate Novice	Advanced Novice	Junior
Singles, Pairs & Dance - Juvenile & below Synchronized – Basic Novice & below	Advanced Novice	Advanced Novice

- b) The Judge must have completed NZIFSA approved training (discipline specific) and be deemed competent before being appointed as a Referee or Technical Controller.

3.5 Judges – for Tests

- a) A probationary Judge will need to judge satisfactorily (as determined by the Test Referee) at their current level before they will be promoted. Probationary Judges must attend an NZIFSA recognised seminar and demonstrate good knowledge of NZIFSA Rules and Regulations.
- b) A Judge acting as a Test Referee must be sufficiently experienced and competent to exercise control at the level of test being conducted.
- c) The role of the Test Referee is to monitor the judging of probationary judges at tests, provide advice and guidance at test sessions, and complete assessment reports for probationary judges.

3.6 Technical Specialists

- a) Technical Specialists are usually chosen from current coaches or retired competitive skaters. However, other people with a strong knowledge of skating, who demonstrate aptitude may also be considered.
- b) Attendance at the pre-event meetings is compulsory (when held). The purpose of these meetings will be to address current rules and to prepare for any variations and discrepancies which may occur. For the purpose of international nomination this may be considered to constitute a national seminar.
- 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 at the preceding level, have performed the role satisfactorily in a probationary capacity at the level to which promotion is sought (as evidenced by assessment reports), and have passed the practical exam for Technical Specialist.
- d) To be eligible for promotion to Senior Championship Technical Specialist, the Technical Specialist must;
- have been Specialist at the Junior level
 - had their calls deemed satisfactory by the Technical Controller in the NZ National Championships, South or North Island Championships in the preceding year,
 - attended a regional or national seminar

- passed the practical exam for Technical Specialist.

3.7 Data Operators / Replay Operators, Accountants & Calc Operators

- a) Data Operators/Replay Operators, Accountants and Calc 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 are to 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. All Data Operators/Replay Operators are required to fulfil both data and replay functions.
- c) Data Operators/Replay Operators will either be graded up to and including Basic Novice, or up to Senior level.
- d) Technical Controllers will prepare assessment reports for Data/Replay Operators and Calc Operators.

4 Appointment of Officials for New Zealand National Championships

- a) The Officials Director shall be responsible for the appointment of officials for New Zealand National Championships.
- b) All officials will need to officiate satisfactorily in the role (as determined by the Referee or Technical Controller) at a club or regional championship in the relevant discipline in the current season before officiating at Nationals. Exceptions would be if there are no dance couples, pairs or synchronized skating teams in a region, with the expectation that the official will have completed some additional training for these disciplines prior to officiating.
- c) Attendance at a training seminar, passing a practical exam, and demonstrating a strong knowledge of NZIFSA Rules and Regulations, and familiarity with ISU Rules and Communications are required prior to being appointed as a Referee or Technical Controller at NZ National Championships.

5 Maintaining Activity

- a) All officials must officiate at least one club or sub association championship per year. 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 in a probationary capacity (as determined by the event Referee or Technical Controller), having participated in a training seminar, and having passed the relevant written and/or practical exams for their role in that discipline.
- b) Medal Test judges who do not judge tests in New Zealand or internationally for 12 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 for each discipline and passing the element identification task.
- c) Officials who leave NZ for longer than 12 months must advise the Officials Director and General Secretary, and upon their return they shall apply for reappointment as an active official having performed satisfactorily in a probationary capacity and passed the relevant written and/or practical exams for their role in that discipline. Reappointment grade will depend on activity (if any) during this time. If they have officiated overseas during this time, evidence of this activity must be supplied to the Officials Director for consideration.
- d) Officials need to continue to perform satisfactorily, attend any relevant training where possible, and pass any additional assessment tasks that may be set from time to time, to maintain their current grading. Where concerns are identified by Referees or Technical Controllers with regards the skill level or performance of an official, these will be brought to the attention of the official and the Officials

Director with a view to addressing any skill or knowledge gap. If the official continues to perform at an unsatisfactory level, in spite of additional training and support, they may be demoted.

- e) An official may remain on the inactive list for a maximum of 24 months. After this period they may be removed from the list. Reappointment will be as per the requirements for first appointment.

6 Officials Classification Lists

6.1 Publication of Officials Lists

Officials' classification lists will be published by 1 January each year in the members' area of the NZIFSA website. All officials, the Officials Director, Test and Competition Secretary and Club Secretaries will receive an electronic copy of the classification lists. The classification lists will contain International, national, sub-association/club and test judging levels for each official.

6.2 Reconsideration of Grading

Application for reconsideration may be made to the Board no later than one month after advisement of grading for the year. The Board shall not make a decision without consulting the Officials Director, who may seek additional information from the ad hoc promotions committee. The official applying for reconsideration will be advised of the outcome by the Board no later than one month after receipt of the letter requesting reconsideration.

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

- a) **State/Club**
Judge must be at a minimum of Intermediate Novice Championship grading of the 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 the organising member in Australia.
- b) **Australian Nationals**
Judge must be at a minimum of Advanced Novice championship grading of the discipline wishing to judge. Application must go to the Officials Director for recommendation to the Board. NZIFSA must receive permission from the organising member in Australia.

8 Nomination for International or ISU Appointment

8.1 International and ISU Judges

- a) **Nomination for first International Appointment**
Recommendation for nomination for first International appointment is to come from the Officials Director in consultation with the senior referee(s) for the National Championships or Australian events. The Officials Director shall verify evidence submitted by the candidate to ensure that it meets the NZIFSA and 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 National Championships or one South or North Island and one National Championship in a three- year period.
- b) **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. 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 have a very high level of knowledge of the 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.
 - Must pass ISU examination to become an International Judge.

c) 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 have a very high level of knowledge of the 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.

8.2 Nomination to ISU for International Technical Panel Appointment

Recommendation for nomination to the ISU for attending the seminar and practical exam as an International or ISU Technical Panel member is 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 36 months prior to nomination.
- Results deemed satisfactory by the event Technical Controllers
- Must have an excellent knowledge of 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.
- For Technical Specialists – experience as a skater at the Junior/Senior level is expected, preferably as an international representative.

8.3 International Activity Requirements to remain on ISU List

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 and Technical Specialists to remain on the ISU list (if they are not assigned by the ISU to an event); they must attend an ISU Seminar and complete/pass the requirements for recertification set by the ISU.

9 Training

The Officials Director shall be responsible for facilitating the education of all officials and arranging 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.

9.1 Online training modules.

- a) Each year all Judges and Technical Specialists will complete a self-paced learning module(s) and complete an assessment (for each discipline qualified for) and submit to Officials Director and/or nominated representative(s) for marking.
- b) The training modules will consist of:
 - i. For Technical Controllers/Technical Specialists - element identification, feature levels, calling a step sequence (SYS - identifying level for steps in NHE) for all disciplines.
 - ii. For Judges - element identification, GOE positive bullets and reductions to be applied to come up with a final GOE (process important) and identifying colour bands for Component Marks and correctly applying deductions.

9.2 Seminars in New Zealand

- a) All officials on NZIFSA list will be invited to attend relevant seminars. Any other individuals interested in attending training seminars/workshops need to apply to the Officials Director in the first instance. Any reimbursement of costs incurred for attending seminars will be advised in advance.
- b) The training of new IJS Accountants, Calc Operators and Technicians needs to be moderated by experienced IJS Accountants, Calc Operators and 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.
- 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.
- d) 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.

9.3 Attendance at Seminars in Australia

Officials should be at a minimum of Junior Championship grading of the discipline the seminar is for. Exceptions may be made where we have a significant shortage of officials in a particular discipline and the opportunity for training and practical experience is limited in New Zealand. Application must first go to the Officials Director for recommendation to the Board. NZIFSA must receive an invitation from Ice Skating Australia and / or the ISU.

9.4 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.