

## Officials' Training, Appointment & Promotions Policy

Version 6 (16 January 2018)

### 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 promotion may request a report from the event Referee or senior officials on the panel with feedback on their performance. These reports may be submitted in support of their appointment or promotion application. All applications for appointment or promotion, and any supporting documentation must be received by the Officials Director by 15 November each year.
- b) Promotion would normally occur by January each year but may, at the discretion of the Board, happen during the year.
- c) Senior level officials will be asked to 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 ensure the current classification is published on the website.

- 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 International Judges' Listing.

### **3.1 Probationary Activity**

- a) Probationary activity forms an important part of the appointment and promotion process for judges and technical specialists / assistant technical specialists.
- b) Before first appointment and prior to promotion to a higher level, judges and technical specialists will serve on panels in a probationary capacity.
- c) Probationary officials will listen and record, but will not actively participate in the event panel or panel discussion.
- d) A probationary period of at least one skating season should be anticipated before first appointment or promotion to a higher level.
- e) Eligible persons who have reached the age of 16 years may be appointed as a probationary judge or technical specialist / assistant technical specialist for competition or test activities.
- e) A probationary official will need to officiate satisfactorily (as determined by event Referee, Technical Controller or Probationary Judge Supervisor) at a club or regional competition 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 good knowledge of NZIFSA Rules and Regulations and passing an element identification task are required prior to probationary activity at the National Championships.
- f) The role of the Probationary Judge Supervisor (PJS) is to provide guidance to the probationary judges and forward 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.

### **3.2 First Appointment of Officials**

- a) A first appointment as a Championship Judge, Referee, Technical Controller, Technical Specialist or Assistant Technical Specialist will generally be made at a level no higher than Advanced Novice or lower than Juvenile. Level of personal skating attainment, level of skaters coached and participation and performance at seminars will be taken into account when considering first appointment of Technical Specialist or Assistant Technical Specialist
- 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). Exceptions to this will be made on a case-by-case basis by the NZIFSA Board on recommendation from the Officials Director.
- c) A first appointment of a Data / Replay Operator will be for all grades up to and including Basic Novice B.

### **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 (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.
- b) 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.

- c) 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. The Junior judge should have judged at the Junior level for at least two years, or have demonstrated their proficiency at this level as determined by senior referees or technical controllers.
- d) Attendance at pre-event and round table discussion meetings is 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.

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 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.

<b>Competition grade (all disciplines unless otherwise specified)</b>	<b>Current Judging level</b>	
	<b>Club/Regional level</b>	<b>National level</b>
Junior & Senior	Senior	Senior
Advanced Novice	Junior	Senior
Singles - Basic Novice A & Basic Novice B Singles Pairs & Dance - Pre Novice & Basic Novice	Advanced Novice	Junior
Singles, Pairs & Dance - Juvenile & below Synchronized - Basic Novice & below	Advanced Novice	Advanced Novice
Adult Gold & Elite and Adult Synchronized	Advanced Novice	Junior
Adult Bronze & Silver	Advanced Novice	Advanced Novice

### **3.5 Judges – Medal 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 to send a report to the Officials Director for consideration of promotion of probationary judges. The Officials Director works through the recommendations of the Test Referee from evidence gathered at each test session attended. This evidence will consist of comparison of results of the probationary Judge compared to test panel, comments on test sheet and discussion with Test Referee.

### **3.6 Technical Specialists/Assistant Technical Specialists**

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

- 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 (as determined by the Technical Controller, recommended by the Officials Director 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) 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.
- 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.

## **4 Appointment of Officials for New Zealand National Championships**

- a) The Officials Director shall be responsible for the appointment of judges 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.
- c) Attendance at a training seminar, passing a practical exam, good 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 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 to a maximum of Silver 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.

## **6 Officials Classification Lists**

### **6.1 Publication of Officials Lists**

Officials' classification lists will be published by 1 January each year. All officials, the Officials Director, Test and Competition Secretary and Club Secretaries will receive an electronic copy of the classification list for competitions. The classification list will contain International, national and sub-association/club 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 responsible for recommending the original grading. 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 Basic Novice B 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 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.
  - 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 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.

## **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 Referee/Technical Controller

- 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.

### **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 resit the ISU practical exam.

## **9 Training**

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

### **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.