

Officials' Training, Appointment & Promotions Policy

Version 10 (with drafting correction 17 January 2023)

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 as a Judge or Technical Specialist must submit a minimum of three satisfactory assessment reports per discipline in support of their appointment or promotion application (see Appendix 1 & 2). For first appointment as a Singles Judge or Technical Specialist, a minimum of 20 programmes (five of which must be at Basic or Intermediate Novice level) must be covered by the satisfactory assessment reports submitted for promotion. The assessment reports must be from two different officials and may be from three championship events (club, regional or national) – (the event Referee completes reports for probationary Judges and the event Technical Controller completes reports for probationary Technical Specialists), or from two championship events (reports completed by the Referee/Technical Controller) and one pre-approved training activity (reports completed by the pre-approved assessor, who must be on the current list of approved Referees/Technical Controllers for the relevant discipline). Assessment reports are valid for a period of three years; for the avoidance of doubt, satisfactory reports achieved under previous versions of this policy remain valid for three years. In addition to these Assessment Reports, all Officials seeking appointment or promotion must also pass a written examination, as set by the Officials Director. The written examination may be taken either before or after acquisition of assessment reports. Judges seeking appointment or promotion for Stroking Tests must submit Assessment Reports for at least 2 skaters at each level (see Appendix 1 & 2). Stroking test assessors must be acting as the Referee at the test, be graded as a championship Referee (in any discipline) and be graded for

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Silver stroking or above. All applications for appointment or promotion, and any supporting documentation must be received by the Officials Director by 31 October each year.

For Referees, Technical Controllers, Accountants, Calc and Data/Replay Operators, competence for first appointment is to be assessed by the facilitator of an NZIFSA approved training seminar (or their nominee). Promotion is possible once the official has participated in at least three competitions where they have performed satisfactorily; that is, no concerns have been raised with the Officials Director by the Referee or Technical Controller (as applicable). Competence for promotion is to be assessed by the facilitator of an NZIFSA approved training seminar (or their nominee). In addition, for first appointment of Data/Replay operators the operator must be signed off as competent in both Replay and Data roles by a Tier 2 Data/Replay Operator and Technical Controller. First appointment of Accountants and Calc Operators must be signed off as competent by a Tier 2 Accountant or Calc Operator and Referee. Such signoff shall be gained by performing the role at a competition with a Tier 2 official of the same role present acting as supervisor.

- b) Judges / Technical Specialists / Technical Controllers / Referees initial appointment for Championships & Freeskating / Freedance Tests will be up to and including Intermediate Novice for Singles skating, up to and including Basic Novice for Pairs skating, and up to and including Advanced Novice Ice Dance, Adult Silver Pattern Dance and Advanced Novice / Adult Synchronised Skating. Their next appointment will be for all remaining grades up to and including Senior, and Adult for all disciplines. First appointment for Technical Specialists, Technical Controllers and Referees for Adult Singles and Pairs Skating will be up to and including Silver grade, and their next appointment will be for all remaining Adult grades. Singles Skating judges may be graded for Interpretive only.

Discipline	1st appointment level (Tier 1)	2nd appointment level (Tier 2)
Singles	Up to Intermediate Novice Adult <u>Gold</u> All Interpretive	Advanced Novice – Senior All adult Freeskate
Interpretive	All	
Pairs	Up to Basic Novice Adult Silver	Advanced Novice – Senior All adult Freeskate
Ice Dance	Up to Advanced Novice Up to Adult Silver Pattern Dance	Junior & Senior All adult Pattern Dance All Adult Rhythm & Freedance
Synchronized	Up to Advanced Novice and Adult	Junior & Senior

- c) Appointment and promotion of Stroking Test Judges will be made at a level based on their demonstrated competence.

Discipline	First and subsequent appointment levels
Stroking Test Judge	Based on satisfactory assessment reports at all levels up to and including the level they are seeking appointment or promotion to (refer 3 a)). Levels cannot be skipped, however, one application may be for multiple levels.

- d) Promotion would normally occur by January each year but may, at the discretion of the Board, happen during the year.
- e) The Officials Director will 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 officials will be distributed by the General Secretary as per section 6.1 of this Policy.
- f) 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 Intermediate Novice (Singles), Basic Novice (Pairs) & Advanced Novice (Dance/Synchronised Skating), unless they are on the ISU Officials' Listing.

3.1 **Practice and Probationary Activity**

- a) Practice and 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 practice/probationary judge or technical specialist for competition or test activities.

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- c) Before first appointment and prior to promotion to a higher level, judges and technical specialists will be appointed to panels in a practice and then probationary capacity. Those wishing to practice or probationary must advise the event secretary and the officials' director prior to the event in order to be appointed.
- d) Prior to probationary activity, officials are required to practice. Officials should practice each grade (for the appropriate tier) and discuss feedback with a Referee / Technical Controller before determining they are ready for probationary assessment. An official practicing will either sit with a Practice Supervisor (off duty Referee or Technical Controller) who can guide and mentor or close by the officials' panels to observe and record practice marks for feedback later. Practice technical panel officials will listen and record, but will not actively participate in the technical panel discussion. The assigned Practice Official Supervisor will work with the probationary officials and provide feedback and guidance. Ideally feedback will be oral and during the event where the Practice Official Supervisor is not on panel (see Appendix 3). Where written feedback is not provided, Practice Official Supervisors should inform the Officials' Director that oral feedback has been provided
- e) A minimum of three practice competitions with feedback are required before first Probationary appointment to Tier 1 grades. Two of the three practice competitions required for first probationary appointment can be replaced by NZIFSA pre-approved practice activities (which can be virtual). A minimum of one practice competition with feedback is required before first Probationary appointment to Tier 2 grades. A minimum of one practice with feedback per stroking test level is required before first Probationary appointment to that level.
- f) Probationary activity is only for those who are ready for promotion as indicated by practice feedback. A probationary official will receive an assessment report that can be used as evidence for promotion. Probationary officials sit away from the panel, and record their marks on paper to be assessed by the Referee / Technical Controller. At the conclusion of the event, the official shall submit their sheets to the Referee or Technical Controller for assessment. It is the probationary official's responsibility to follow this procedure.
- g) A probationary period of at least one skating season should be anticipated before first appointment or promotion to a higher level.
- h) The role of the Practice Official Supervisor is to provide guidance to, the practice officials. Practice Official Supervisors are to be drawn from active Tier 2 Judges or Tier 2 Technical Panel members. Any Practice Official Supervisor(s) will be named at the same time as the officials' panels.

3.2 First Appointment of Officials

- a) First appointment as a Championship Judge, Referee, Technical Controller, Technical Specialist will be made in accordance with section 3 b) of this policy.
- b) First appointment as a Stroking Test Judge will be made at a level based on their competence, as evidenced by probationary assessment reports (see Appendix 1 & 2). Pattern Dance tests Silver and below will be judged by Tier 1 Ice Dance judges, and tests Inter-Gold and above must be judged by Tier 2 Ice Dance judges. Adult Freeskating and Pairs tests will be judged by Tier 1 judges. All other disciplines are as per Championship judges list.
- c) First appointment of a Data / Replay Operator will be for all grades up to and including Intermediate Novice (Singles), Basic Novice (Pairs), & Advanced Novice (Dance/Synchronized Skating)

3.3 Judges for Championships

- a) To be eligible for promotion to a higher level, judges 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) 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, and to discuss any matter arising during the judging.

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 be graded Tier 2 in that discipline.
- 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 Stroking Tests

- a) Probationary Judges must demonstrate good knowledge of Stroking Test requirements.
- 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 for Stroking tests.

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.
- c) To be eligible for promotion to a higher level 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) (see Appendix 1 & 2).

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) All Data Operators/Replay Operators are required to fulfil both data and replay functions, and need to be competent at Singles, Pairs, Ice Dance and Synchronized Skating.
- c) Data Operators/Replay Operators will be graded up to and including Intermediate Novice (Singles), Basic Novice (Pairs) & Advanced Novice (Dance/Synchronised Skating), or Senior (all disciplines)
- d) Where possible, newly trained Data/Replay operators should be supported by more experienced 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.

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) and having participated in a training seminar.

- b) Stroking 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 Stroking tests at their current grading.
- 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 after satisfactorily officiating in a probationary capacity and having participated in a training seminar. 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 to 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 will 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 approved 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. 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 Officiate in Australia - Criteria and Application Process

State/Club/National Championship;

Officials must have officiated 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.

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 Tier 2 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:
 - Tier 2 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:

- Tier 2 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.

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 may cover;
 - 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 awarding Component Marks and correctly applying deductions.

9.2 Seminars in New Zealand

- a) All officials on the 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 training seminars when they are offered.

9.3 Attendance at Seminars in Australia

Officials should hold Tier 2 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 apply through the Officials Director for recommendation to the Board.