

Duties and Responsibilities of the Technical Representative / Chief Referee

The primary goal is:

- To ensure that the welfare of the skater remains paramount

The secondary goals are:

- To set officials at ease and convey your confidence in them that they will do their best.
- To ensure that the competition runs in an orderly fashion in accordance with Skate Canada rules.

Remember, you are a diplomat...Not a dictator! Diplomacy is crucial to the job.

Being a good technical representative (TR) or Chief Referee (CR) takes time to develop. The more often you have the responsibility the higher your level of comfort becomes.

Some points to remember:

- Maintain a positive attitude from the time you are appointed through the advance planning, the competition day and the writing of your final report.
- Not everyone will be as experienced as you are in the organization and execution of the competition. Make sure your instructions and requests are clear. Follow up on your requests.
- Be prepared for the unexpected. There is a challenge at every competition! Always choose a solution that will be of the most benefit to the skater.
- The difference between a Tech Rep and the Chief Referee is that the TR does not judge at the competition.

The Rulebook

Section 7000 is the Event Management portion of the rulebook. It would be prudent to look over this section before each competition.

Ensure that you have the pre-event technical package and the competition announcement with you at the competition.

Mechanics of a competition

Communication with the Host Committee

This task should occur long before the competition occurs i.e. a minimum of 6 – 8 weeks. Communication beyond this initial meeting should be as required to ensure that all parties are apprised of changes, etc.

- It is the responsibility of the TR/CR to discuss details regarding the running of the competition with the Competition Chair and answer any questions that arise. The responsibilities of the host committee can be found in the Skate Canada Manitoba Host Committee Guidelines. Take down names and contact information for the following:
 1. Competition Chair
 2. Chief Data Specialist

Also make yourself aware of who is in charge of Facilities, Personnel, Transportation and Music/Announcing if applicable.

The duties for the Competition Committee can be found in the Host Committee Guideline Binder and include:

- Accommodation for all officials, if required
- Meals, transportation, and allowable expenses for officials. Expense forms should be made available to all officials upon their arrival at the competition

- A token of appreciation should be presented to officials. It need not be expensive and its purpose is to recognize the volunteer effort made by the officials. Nothing more, nothing less.
- Facilities for judges and officials during the competition that are separated from the general public. It is recommended that the room be all-inclusive, i.e. food is located there, and there is a coat rack, table and chairs.
- Seating arrangement for judges during the competition. I.e. the judges' stand chairs should not be metal and if they are, there should be suitable cushions.
- Table for judges doesn't need to be more than 2 feet wide.
- Sound equipment that is in good working order. If possible, a back up system should be available.
- Proper music for dance event. (Section office has pre-recorded dance tapes for qualifying dance events.
- Try to have the heat turned on in the arena the day before the competition, if possible.
- Ensure there is medical staff on site for the competition i.e. St. John's Ambulance
- All official entry forms should be on site for the day of the competition
- Make sure that coaches are registered with the appropriate accreditation
- Mailing of schedules

Duties of the Technical Representative

Prior to the Competition

- Perform a pre-competition site visit for larger events such as MB Open or Sectionals, particularly if the host committee has not hosted the event before.
- Communicate with the Officials Committee regarding judges assigned to the competition and obtain their contact information if you do not already have it.
- Be in communication with judges assigned to the event regarding judging conflicts, food allergies, scheduling etc.
- Complete the competition schedule and the X and O's sheet as soon as possible following the close of registration. Please attempt to have the X and O's available to judges at least 1 week prior to the event. Communicate any changes to the schedule in a timely manner.
- As soon as the schedule has been completed, forward the document to the Chief Data Specialist so the draws and data entry can be completed. The X and O's sheet should follow as soon as it is complete.

Competition Day **Be Early**

1. If you stayed in a hotel overnight, make sure you check out in the morning if you are going home after the competition and that you arrive at the arena about one hour before the competition.
2. If the event includes practices, make sure you are present to oversee the practices as well.
3. Make sure you have a copy of the technical package and the event announcement for the competition.
4. Be aware of all current rule changes and have copies of current reduction sheets and the pre-event tech package for Competitive and/or STARSkate as necessary. Pass this info on to your judges especially when there is no pre-event meeting planned.
5. Check the ice.
6. Check that the music equipment is working and the announcers know what their role is i.e. calling the warm up, calling the skaters, announcing results, stopping the music at the Referees whistles, how dance event music is to be run etc.
7. Check with data specialist to ensure everything is in order
8. Advise referees that they should review the following with their panels:
 - Breaking of ties (OBO), signing of sheets, importance of judging in a timely manner to keep the event and competition on time, decorum/professionalism.
9. You may be required to present some awards so dress appropriately.
10. Communicate changes in the schedule, pulls from events, or panel changes to judges, data specialists and skater/coaches (if applicable) in a timely manner.

11. Direct protests to the Technical panel when judging in CPC and questions regarding the judging of the event in OBO to the event referee.
12. Review responsibilities with volunteers as necessary.
13. Remember, you are managing the competition; the referee is managing the event. Show respect to volunteers in their roles.
14. If issues arise at the competition, please discuss these issues with the Officials Committee so they can be dealt with.

The competition should never run more than 1/2 hour ahead of schedule. If you are running ahead be in communication with registration and ice captains to make sure skaters are accounted for.

Consulting with the Chief Data Specialist

Before the Competition day

1. Plan for the initial draw as early as possible after the close of entries and before the day of competition to allow sufficient time for the data entry of skaters and order. In Manitoba, draws are usually done by the Data specialists. Be in discussion with the chief data specialist regarding the flighting of events and warm-up groups.
2. The TR is responsible for ensuring that
 - a. Draws are made from the correct groups
 - b. Dances are listed in the correct order
 - c. The rotation groups and warm up groups have been worked out correctly
3. Discuss requirements for full protocols. Some officials may only want the events they are on and not the whole thing.
4. If there are trial judges, ensure there is paperwork for them available. Contact the Officials Committee chair or the Trial Judge Co-ordinator regarding trial judge needs.
5. Decide who will be signing the results.

The supply checklist

Competition supplies are usually arranged between the Chief Data Specialist and the Competition Chair. As TR, it is important to do a check of this area to be sure that all is in order.

- Clipboards - It is nice to have one clipboard per official so that a day's events can be organized and loaded on the board in advance. ISU deduction/reduction sheets should be included where appropriate.
- Pencils - There can never be enough pencils with erasers. A sharpener in the judges' room is handy.
- Pylons - They are needed if there are two events occurring simultaneously on the ice.
- Stop watches - Two per ice surface.
- Masking Tape / Scotch tape - Needed for posting results. Results should be posted in a common area as well as the judges' room.
- Walkie Talkies – It is helpful if there is one for the referee, music/announcer, ice captain, registration and the TR/CR. Make sure they are in good working order.

Scheduling

- 1) Immediately after the closing date for entries, obtain the number of entries per event and draw up a schedule. It is important to consider the following:
- 2) Skaters entered in more than one event.
 - 3) Meal breaks for officials as well as warm-up breaks in very cold arenas.
 - 4) Age of skaters i.e. younger skaters can't skate first thing in the morning and then wait till the end of the day to skate another event.
 - 5) Resurfacing the ice (contact the host committee to find out how long the resurface will take as well as how much advance notice is needed for resurfacing).
 - 6) It is convenient for wrap-up of the competition to schedule a small event at the end of the day. Also, if there are single entries skating for comments, these may be scheduled at the end of the day.

Ensure the schedule is forwarded to: competitors, coaches, and chief data specialist and competition committee members.

2. Draw up a judging schedule. Make sure you have a recent list of qualifications so that qualified officials judge all events.

Judges are volunteers. As such, do not expect them to work more than they would in their regular jobs. An 8 hour day (do not forget travel time) is the maximum commitment to expect. Try to block a judge's working time so that time utilization is maximized. Long breaks between events are usually not appreciated. As soon as this schedule is completed, the judging schedule should be forwarded to judges, data specialists, and the competition chair.

3. For the day of the competition, make sure that the ice captains, music/announcers, arena staff, officials and the competition chair have a copy of the schedule and are aware of timing for resurfacing the ice.

Mathematics of scheduling

One can use a spreadsheet program or a word processing package that offers a table function to create a tidy looking schedule that can be easily amended.

Ice Resurfacing – 15 minutes

The basic formula for creating a schedule is:

$$\text{Warm-up} + \text{skating time} + \text{judging time} = \text{total time for event}$$

OBO (Closed Marking)

Singles & Pairs

(# of warm –up groups x # minutes in warm-up) +
 (# of skaters x program length) +
 (30 sec. x # of competitors) =
 Total time required for event

Dance Compulsories

No dance is longer than 3 minutes
 (# of warm-up groups X 4 minute warm-up)
 (# of teams X program length)
 (1 minute X # of teams) =
 Total time for event

Team events

Teams are usually made up of four skaters and are identified by name or number. Up to 8 teams may be scheduled at one time. Total time per team is about 5 minutes. The announcer will call the team name as the skaters take the ice for the warm-up. The skaters are allowed 1 minute stroking warm-up. Called to station along the boards. Skaters doing first element allowed approximately 30 seconds warm-up. Announcer then calls skaters to stations – team #1's skater does the element, then team #2 and so on. Then skaters doing the second element are allowed warm-up etc. # of teams x 5 min. = Total time for the event.

CPC

(# of warm – up groups x # of minutes in warm- up) +
 (# of skaters x program length) +
 (2 min. x # of skaters) =
 Total time required for event

In order to create a neat and easy to read schedule, please round off to the nearest 5 min. If you alternate rounding up and down you should maintain the time needed for the events.

Warm-up Groups

When in doubt check the Skate Canada Rulebook Event Management H 2.0

Numbers of skaters for Warm-up Periods

Singles – 6 (8 at the discretion of the TR/CR). For Pre-Juvenile – Senior max of 6 skaters per group.

Dance – 5 couples

Pairs – 4 pairs

Synchro – 1 team

Interpretive – 8 skaters (4 couples)

Warm-up Times

Entry level free programs – 4 min.

Pre-Preliminary – Preliminary free programs– 5 min.

Jr. Bronze – Gold free programs – 6 min.

Interpretive – 4 min.

Team – 5 min. per team for competition and warm-up

StarSkate Elements/Short programs – Reduce Free Program time by one minute.

Spins – 3 min.

Competitive Singles short and free programs – 6 min.

All skaters in an event must receive the same length of warm-up.

Practice Time: ½ hour per grouping. Make sure that skaters can all have their music played (max 6-8 skaters).