



## **EVALUATORS / JUDGES BUREAU GUIDELINES 2008-2009**

Congratulations and thank you for accepting the position of Evaluators/Judges Bureau Representative in your Region. You have been given a very responsible job and one that will require an unbiased and objective view.

Please remember that, as Evaluators/Judges Bureau representatives, you are also part of the Section Judges Committee and that the members of the Committee will do all they can to assist you. You should also feel free to contact the Chairman of Evaluators/Judges at any time.

The following has been written to define your responsibilities, your authorities, and to describe the mechanics of your operation. We trust that you will find it useful and helpful.

We wish you every success in your new job and thank you most sincerely for your involvement.

### **EVALUATORS /JUDGES BUREAU REPRESENTATIVES - TERMS OF REFERENCE**

The Evaluators/Judges Bureau was created to assist local Test Chairman with the scheduling of evaluators/judges for Test Days and Competitions within your Region.

The Evaluators/Judges Bureau Representative is nominated/elected within the local Region and is responsible to the Regional Supervisor for the management of the Regional Test Days on ice hours and in technical (evaluator/judge) resources.



## EVALUATORS / JUDGES BUREAU REPRESENTATIVES

### RESPONSIBILITIES

The Evaluator/Judges Bureau Representative:

- ❖ Offers assistance to new Test Chairman within the Region, giving advice re: scheduling, timing, partnering, practice and actual test dates. The new Skate Canada – Manitoba Test Chairman Handbook is a very useful tool to use as a resource.
- ❖ Ensures that the region / club / coaches have established who is responsible for contacting the dance partner for test days. Each region may have a different process. It is important that the securing of a dance partner for test days is a coordinated effort between coaches – club – and the test chairman.
- ❖ Submits the list of prospective Centralized High and Low/Intermediate test dates from the clubs within the Region as early as possible, no later than June 1st, to the Evaluators/Judges Chairman.
- ❖ The Evaluators/Judges Committee reviews the lists and advises the Judges Bureau Representative if there are an excessive number of tests booked on any one-day or weekend and if the Section is unlikely to be able to fulfill the demands for officials.
- ❖ The Judges Bureau Representative would then take the advice back to the Club(s) in question and try to combine or reschedule the test date(s).
- ❖ Suggests to clubs that clubs combine test days, including Low/Intermediate tests, when centralizing tests would be efficient and recommended.
- ❖ Insists that there will be **NO** test days scheduled on the same dates/weekends as other major Skate Canada - Manitoba functions (i.e. BMO Skate Canada Sectional Manitoba Championships, Manitoba Open Free Skate, Skate Canada Manitoba Synchronized Skating Championships, Crocus Synchronized Skating Competition, Skate Canada-Manitoba STARSkate Championships, Manitoba Section AGM, and STARSkate Regional Competitions).
- ❖ Is informed of the evaluators being used at all test days within your Region.
- ❖ Recommends within the Region the methods of protecting the interest of evaluators/judges. Is aware of the working conditions, hours of service expected. Monitors the reimbursement of all personal bills and that all receive fair treatment.

- ❖ Is instrumental in recruiting evaluators within the Region. Tries to send evaluators to training sessions and insists that local trial evaluators be given the dates and times of the tests at which they may gain necessary experience within your Region.
- ❖ Keeps a telephone log to record all long distance calls - the telephone number and the name of the person called.
- ❖ At the end of each month, photocopies the telephone bill and the log, and reconciles the two for the long distance charges.
- ❖ Prepares a committee statement for each Region Meeting so that the Regional Supervisor is aware of the budgetary consequences.
- ❖ Submits an Annual Report of the Region's activities, including evaluators used (where and when) and the accounting, to the Regional Supervisor and the Evaluators/Judges Chairman.
- ❖ Advises the Evaluators/Judges Chairman, in writing, if problems are discovered.
- ❖ Puts them in writing to the evaluator when things go wonderfully well.
- ❖ Stays in close touch with the Evaluator/Judges Chairman by phone or in writing.
- ❖ Remember that as a member of the Evaluator/Judges Committee, your ideas and suggestions are important and will be presented to and be considered by the other members of the Committee.

## PROCEDURES FOR OBTAINING EVALUATORS/JUDGES

Through the Regional Supervisor, get the names of each Test Chairman for the clubs within your Region.

Contact each Test Chair to obtain High and Low/Intermediate Test Day requests in your Region if the Regional Supervisor does not already have them. Be sure to have them to the Evaluators/Judges Chairman no later than June 1<sup>st</sup>, 2009

Make sure you have the latest copy of the Evaluators/Judges list for Manitoba. If you are not sure if you have a current copy, call the Section Evaluator/Judges Chairman. The latest update will be mailed to you and each update thereafter.

Personally phone each Evaluator in your Region and create an Evaluator Worksheet for yourself. Introduce yourself as the Evaluator/Judges Bureau Representative and ask the following questions:

- ❖ When is the best time to reach you by phone or do you have access to email ?
- ❖ Are you working? Do you have a work number where I might reach you? What is your work schedule?
- ❖ Do you have any major holidays planned that I should work around?
- ❖ Do you have young children? Will this cause you baby-sitting considerations?
- ❖ Do you have a car available for assignments?
- ❖ Which weekdays/evenings/weekends are you most likely free?

With this in mind, consider making a master schedule for the test days in your Region. Create a test day calendar for each month. On the calendar leave room for 2 evaluators at every test day in case there are a large number of tests or in case test days need to be combined.

You will contact the Test Day Coordinator to determine which evaluators will be used. The Evaluator / Judges Chairman will be responsible for securing competitive test panels and Diamond Dance evaluators.

Test Chairman are not to make the initial contact with evaluators directly. The Region Judges Bureau Representative **is** the direct contact with Evaluators.

If an adjoining Region wishes to use one of your Evaluators, that Evaluator/Judges Bureau Representative should contact you to let you know whom they are using.

Under the Evaluation System, an Evaluator should NOT evaluate the same skaters for the same test, two test sessions in a row. To avoid this, rotate evaluators between Clubs and Test Days.

This safety device allows the skater to have a new appraisal of the same test at each session. It also prevents the Evaluator from being labeled as the reason for the test not being successful. As this is extremely important it is essential that you keep strict control of the Evaluator assignments.

## **EVALUATOR PROTOCOL**

No evaluator is to be expected to evaluate for more than four (4) hours on any one-day.

Evaluators should also not be expected to drive more than two (2) hours to any test day, work for four hours and then drive two hours home which constitutes an eight hour day.

The level of concentration required to handle the evaluation format is very taxing and maximum efficiency wanes even prior to this time span. On behalf of keeping our Evaluators and allowing them to travel on one day, evaluate and get back home safely, we are requesting that you monitor the Test Days and invite the number of Evaluators appropriate to the length of the test day and within the four hour time frame.

Having two Evaluators could make your day more efficient if they do free skating elements at each end and take turns with the free skating programs and dances, rather than having one evaluator come for the first half of the day and the second evaluator arriving to complete the last half of the day.

Fair treatment is expected for all these very dedicated volunteers. It must be kept in mind that the test days in your Region are only a very few of the total test days these Evaluators/Judges attend, and we ask that they be well treated, properly cared for, and appreciated.

## **EXPENSES EVALUATORS/JUDGES**

The Skate Canada - Manitoba approved mileage rate is \$.40 per kilometer for travel for Officials for 2008-2009. Therefore, any evaluator or Judge presenting mileage bills within your Region is only allowed to receive that reimbursement.

Please notify the Chairman of Evaluators/Judges immediately if an evaluator or judge requests a larger amount.

If two or more Evaluators/Judges are attending your test day and if it is feasible, they should be encouraged to travel together.

If two Evaluators/Judges of the same sex are attending your tests and require overnight accommodations, you may ask if they would share accommodation.

If a spouse is accompanying Evaluators/Judges, ensure that when arrangements are being made and prior to their arrival that they are well aware and prepared to pay any additional charge for the second person in the room. The spouse's meal charges are to be paid privately, not added to the room bill.

If overnight charges are billed for hotel accommodation or meals during travel, please insure that actual receipts are presented for both.

Taxi travel requires a written receipt.

It is expected that reimbursement will be made at the time of the assignment, before the Evaluator/Judge leaves the building.

## **COMPETITIVE TESTS**

Competitive Tests for Singles, Pairs and Dance will be Centralized. The Evaluators/Judges Committee will advise all concerned of the dates and locations well in advance.

The Evaluators/Judges Committee will need to know early in the year and at least 4 weeks in advance if your Region has skaters needing to take these tests so that the number of judges required may be invited and adequate ice time booked.

The Competitive Judges required for these tests are specialized and fewer in number and sometimes out of province judges must be brought in.

Only the Evaluators/Judges Committee will contact these judges for assignment.

## **OUT OF PROVINCE EVALUATORS/JUDGES**

Out of province Evaluators/Judges **may not** be invited by either the Club or Region for test days.

It is a Skate Canada policy that only after we have exhausted the Provincial Evaluators/Judges list that the Section Evaluators/Judges Chairperson may phone another Section Evaluators/Judges Chairperson and request an Evaluator/Judge from their list.

This policy is in place to prevent unauthorized “borrowing” which could place us in the position of not having an adequate number of Evaluators or Judges available for our own tests and competitions.

## **REGIONAL COMPETITIONS**

The Evaluators/Judges Committee will assign the Chief Referee. The Evaluators/Judges Chairman or designate will obtain the judges for competitions and ensure that all Judges are qualified to work at the level to which they are assigned.

Remember these are qualifying competitions for the Skate Canada – Manitoba STARSkate Championships, and we must attempt to have every panel properly constructed.

The Judges Bureau Representative will also be responsible for finding Judges for other Competitions within the Region (i.e. Superskate, Virden Funskate, Stoney Mountain Competition). The Evaluator/Judges Committee will assign a Chief Referee(s) to these competitions.

Provincial Competitions – Prairie Skate, BMO Skate Canada Sectional Manitoba Championships, Manitoba Open Free Skate, Skate Canada Manitoba STARSkate Championships, Skate Canada Manitoba Sectional Festival of Synchronized Skating, and Crocus Invitational will have Competitive Judges assigned by the Judges Committee.

Fun Skate Competitions (CanSkate) should have at least one qualified Evaluator/Judge involved with the day, especially the planning. It is suggested that the Judges Bureau assist with finding that one person. Other Judges for that day may be of the Region's choosing.

## **RESTRICTING TEST DAYS**

If your Region is very limited in number of Evaluators, it may become necessary to restrict the skaters to having only 2 attempts at any one test over the winter season. This would reduce the number of test days and prevent the overuse of evaluators between test days and competitions. This is the most important reason to recruit persons in your Region to become evaluators.

## **TRIAL EVALUATORS**

Please provide all trial evaluators within your Region with a list of Test Days and the names and telephone numbers of the Test Chairman in your Region.

Please ensure that all Trial Evaluators in your Region seeking promotion (no matter what the level) are provided with an opportunity to Trial Evaluate at Test Days.

Ensure that they are not evaluating at the time when the tests they need to 'trial evaluate' are at the other end of the ice.

**These guidelines may look formidable! It is really not.  
Assistance is only a phone call away.**

Test Day Coordinator: Diane Harder  
Box 1058  
Souris, Manitoba  
R0K 2C0  
(204)483-2501  
Email [bhdh@mts.net](mailto:bhdh@mts.net)

**To continue our success, let's work together and support one another.**

**Our goal –**

**To ensure that all skaters have the opportunity to define and reach their own personal level of success!!!**

**These skaters are our tomorrow - let us help build these foundations.**

**“GOOD LUCK”**



## EVALUATORS/JUDGES COMMITTEE RESPONSIBILITIES

The following is a simplified version of the “Terms of Reference” of the Evaluators/Judges Committee:

- Training of all levels of Evaluators and Judges.
- Providing training experience for all of the above both in the Province and at higher levels.
- Promotions of Evaluators/Judges based upon seminars, exams, successful reports and recommendations from Juvenile level through to Senior Competitive level.
- Assigning High Test Evaluators and Competitive Judges to test days in and out of province.
- Training qualified Referees to handle events from Regionals to Sectionals.
- Assigning qualified Chief Referees to all Competitions.
- Assigning qualified Technical Representatives to all the Provincial Competitions.
- Assigning qualified Judges to the following competitions:
  - Prairie Skate
  - BMO Skate Canada Sectional Manitoba Championships
  - Manitoba Open Free Skate
  - Skate Canada – Manitoba STARSkate Championships
  - Skate Canada Manitoba Sectional Synchronized Skating Championships
  - Crocus Synchronized Skating Competition
- Attend Skate Canada - Manitoba Board Meetings plus the Annual General Meeting and present written reports for each.
- Attend National Evaluators/Judges Sub-Committee meetings with reports, promotion requests and Section concerns.
- Liaise with Evaluators/Judges Bureau to ensure that Region Test Dates and issues are being adequately covered.
- Maintain statistics on all Test Days to document the activity within each Region and the activity of each Evaluator/Judge.
- Handle any matter that arises with written documentation that requires disciplinary action or justification regarding evaluators and judges.
- Maintain an update Evaluator/Judges list for both the Section and the National Office.
- Encourage and assist former skaters to become evaluators/judges.
- Encourage and assist former Judges or Coaches to become re-instated as Skate Canada Eligible Persons so that they may become Evaluators/Judges.
- Form an Evaluators/Judges Committee and meet to discuss Section issues and promotions. Provide Minutes of those meetings to the Evaluators/Judges Bureau, Committee Members, Section Board and the National Judges Committee.
- Liaise with Coaches to provide combined training in all new programs and interpretation of new rules for the benefit of the Section Officials, Coaches and Skaters.
- Liaise with the Section Accountants Committee to ensure that all Evaluators/Judges are conversant with all new rule changes and comfortable with current procedures.