



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 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 test dates from the clubs within the Region as early as possible, no later than June 1st, to the Test Day Coordinator.
- ❖ 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, 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. Bank of Montreal Manitoba Figure Skating Championships, Manitoba Open Free Skate, Bank of Montreal Manitoba Synchronized Skating Championships, Skate Canada-Manitoba Star Skate Championships, Manitoba Section AGM,& 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.
- ❖ 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 Test Day Coordinator
- ❖ Advises the Evaluators/Judges Chairman, in writing, if problems are discovered.
- ❖ Stays in close touch with the Evaluator/Judges Chairman via email, 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 1st, 2010

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 Test day Coordinator or Section Evaluator/Judges Chairman . The latest update will be emailed to you and each update thereafter.

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 Test day Coordinator & or Evaluator / Judges Chairman will be responsible for securing competitive test panels and Diamond Dance evaluators.

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

Whenever possible try to use different evaluators /judges at each test day. This provides your skaters with a wider range of feedback and is healthy for both the skaters and officials

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 2009-2010. Therefore, any evaluator or Judge presenting mileage bills within your Region is only allowed to receive that reimbursement.

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.

Manitoba Section per diem rate for meals: Breakfast- \$10.00, Lunch-\$15.00, Dinner - \$20.00 if meals are not provided at the test day.

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.

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

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