

## **Skate Canada Manitoba Officials Department Guidelines**

As representatives of Skate Canada and Skate Canada Manitoba it is important that all officials deport themselves in a manner fitting to their position and duties. The following is a list of guidelines that all officials should strive to put into practice.

### **Approachable**

- Always maintain a pleasant and approachable demeanor. When officiating at a test day make yourself available to answer any questions that skaters/coaches/parents might have regarding tests or the evaluation process. While it is important to be approachable, remember to also maintain a professional distance with skaters/coaches and parents so as not to call the fairness of your evaluation/judging into question.
- Attempt to be helpful and respond to questions and concerns from clubs, test chairs, host committees etc. Remember, many of these volunteers are new to the sport or have not run a competition since the last time it was in their club (could be years ago).

### **Professional**

- All officials should be technically competent at their levels. Be knowledgeable about standards and requirements for tests and competitions. Officials should check the Skate Canada Website for updates before heading to the rink to judge or evaluate.
- Always judge with objectivity, considering only the performance of the given day.
- Apply standards for tests consistently. If you are feeling unsure of the standards, get together with another more experienced judge and watch some practices or tests.
- Always judge/evaluate fairly being equitable to all skaters regardless of race, gender, body type, coach, club etc.
- Balance praise and constructive criticism on test sheets and during monitor sessions for skaters.
- When participating in discussions via email, face book or other social networking tools, please be discrete and appropriate. Communication in these mediums is never completely confidential.
- Dress appropriately. We often wonder, what does “appropriate” mean. In a cold arena, remember to bring sufficient layers. Please make sure clothes are neat and clean, if you wear it to clean your bathroom, don’t wear it to the rink! For higher level competitions (Sectionals, MB Open, STARSkate Provincials) the suggested dress is business casual. When traveling out of province your attire should be at least business casual.
- If you have food allergies, or specific needs regarding accommodations please politely make them known well in advance. If you have requested accommodations you will be expected to honor that request. Clubs often cannot cancel rooms without charge on short notice.

### **On time and Prepared**

- Arrive at the arena on time. For test days “on time” means ½ hour before you are to start evaluating, for smaller competitions ½ hour may also be sufficient. For competitions such as the MB Open, Sectionals and STARSkate Provincials (or out of

- province competitions) please arrive 1 hour before your event.
- Give yourself plenty of time to reach your destination. We all know that it may take us longer to reach an arena under winter driving conditions.
  - Arrive at the arena prepared for your events. “Prepared” means that you have the most current reduction sheets as well as all other relevant materials (dance patterns, tech package) and that you have reviewed the requirements for the events. Asking what the current elements are while walking out to the stand to judge at Sectionals is not acceptable.
  - If you are requesting either referee reports or trial judge reports, make sure requests are made prior to the start of the event. Referees have the right to refuse requests for reports that are not made prior to the event. Please provide envelopes/stamps and appropriate paperwork for all requests.
  - If you have the responsibility of writing reports for others, make sure that you do so in a timely manner.

### **Respect for others**

- Show appropriate respect to all volunteers both prior to and during the event. We are all volunteers. It is not acceptable to complain about accommodations (they are often the best that could be secured), food or gifts. Please thank host committees for their hospitality prior to leaving the arena.
- Respect the opinions of your fellow judges and treat others as you would like to be treated.
- Please make sure comments in the judge’s room and other areas in the arena and host hotel are considerate of skaters, parents, coaches, volunteers and fellow judges.
- Refrain from complaining to/about the chief referee or tech rep regarding the schedule or their running of the competition.
- Demonstrate respect for what the skater’s have done, for their hard work and for just getting on the ice and completing their programs. This is an achievement.
- As members of Skate Canada and Skate Canada Manitoba all officials should demonstrate support for these organizations.

### **Focus on the skater**

- When writing comments for skaters please attempt to write legibly. Illegible comments are not helpful. If you have poor penmanship, please make sure you are available after tests so that you can decipher your comments for skaters/coaches.
- Remember that our skaters range in age from approximately 5 years to adult. Attempt to relate to each skater at his or her level.
- Maintain a positive attitude and have some fun. It is possible to be professional and to enjoy oneself at the same time.

These guidelines were compiled by officials present at the Skate Canada Manitoba AGM in April 2008.