



## IJS Checklist

### For Manual IJS System

- Select referee experienced with IJS
- Select accountant experienced with IJS
- Include in judges availability if they are trained for IJS
- Include in judges availability if they are trained for technical panel (controller and/or specialist)
- Invite sufficient number of technical panel personnel if there are not sufficient numbers among the judges
- Order quantity of copy paper & have reliable copier on hand
- Provide ample space for judges, referee & technical panel
- Provide hands-free microphone for technical specialist
- Provide all judges with headsets to hear calls
- Have runners available after each skater to run sheets to accounting room
- Provide protocol to skaters after each event

### For fully computerized IJS System

- Select referee experienced with IJS
- Select accountant experienced with IJS
- Make arrangements for computer equipment to be shipped to rink
- Include in judges availability if they are trained for IJS
- Include in judges availability if they are trained for technical panel (controller and/or specialist, data input operator & video)
- Invite sufficient number of technical panel personnel if there are not sufficient numbers among the judges
- Invite technical accountant(s) to oversee installation & maintenance of computer system
- Order quantity of copy paper & have reliable copier on hand
- Allow for set-up time for computer system prior to the first event using IJS. Be sure that it will be undisturbed when not in use.
- Arrange for set-up of video operator & camera location
- Provide hands-free microphone for technical specialist
- Provide all others on technical panel with headsets to hear calls
- Provide protocol to skaters after each event