



Judges Committee: Monitoring Guidelines

(updated 2015)

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Welcome

Thank you for volunteering your time and offering your expertise to guide and monitor our upcoming officials. The service you will provide and the knowledge you will impart are invaluable to U.S. Figure Skating!

Objective

As a monitor, your role is to educate, support, encourage, mentor and communicate with the trial judges you are assigned. You will supplement their training (gained through judging schools and trial judging) through meetings and discussions, and guide them through each appointment.

- A. Keep an open line of communication with your trial judges. If you haven't heard from your trial judges at least once every three months, please contact them.
- B. After each test session or competition, review the TJ's papers and discuss the experience with them. Discuss the next steps and approach for their continued development, regardless of whether you were present at the same event.
- C. Conduct a goal-setting meeting each year to map out growth and learning for the upcoming season.
- D. Help set realistic expectations about their progression and the time it takes to develop into a strong, capable, U.S. Figure Skating judge. Encourage their continued education and participation.

Overview of Trial Judging

Remember that every trial judges' experience is different. There are several different tracks of proficiency available based on a trial judge's past skating experience. Prior to the commencement of trialing, it may be useful for the monitor to go over the procedures for navigating the "Officials" section on the U.S. Figure Skating Members Only site () and the "Judges" page of the U.S. Figure Skating website (<http://www.usfigureskating.org/About.asp?id=514>), including reviewing the guidelines for appointment. The "Officials" menu on the Members Only website is useful for all stages of judging development, facilitates tracking of trial and official test and competition activity, Continuing Education Units, schools and other information from U.S. Figure Skating. Instructions for using this online tool are found on www.usfsaonline.org. Members may log in with their username and passwords, click on the link for the "Officials FAQ", and then review the section titled "Test Judge Reports." The dropdown menu on the left side of the page has several options for finding information tracked by U.S. Figure Skating and this page also contains the officials' directory.

- 1. Discuss the following items with your trial judge/potential new judge prior to his/her first trial experience
 - A. **Attire at test sessions/competitions** – The most important aspect of attire for an event is that it be warm and comfortable. At the same time, remind the trial judge that they will be

representing U.S. Figure Skating and being dressed appropriately shows respect for the sport and establishes them as an official. It is always a good idea for the trial judge to contact the test chair and ask about the rink conditions if it is an unfamiliar rink. Other trial judges and judges can also be good sources for advising as to how cold or warm a specific rink can be.

- B. Maintaining a professional attitude extends the time from when the trial judge enters the rink through the end of the test session or competition and after the test session or competition when talking with people about the experience** – The trial judge is always a representative of U.S. Figure Skating. Maintaining a professional attitude from the start of their careers as trial judges will be beneficial for building respect and confidence. A monitor should explain appropriate conduct in the ice rink around coaches and skaters and discuss how to provide constructive feedback when asked, in a non-defensive manner. It is important to stress to the trial judge that he/she is a trainee. Regardless of skating experience, the trial judge is still learning and has no influence on the final outcome of a test or competition. Inevitably, friends, skaters or coaches will approach the trial judge and want to discuss test or competition outcomes. Explain to the trial judge that the results of a test or competition event are something on which he/she cannot and must not provide an opinion. The only opinions that matter at the time are those of the official panel of any singular test or event at a competition. It is not appropriate for a trial judge to presume what the officials were thinking when marking a test or an event. When approached to comment on such outcomes, the trial judge may refer skaters and coaches to the official panel for their comments. This is also a good opportunity to discuss the U.S. Figure Skating Social Media Policy <http://www.usfsa.org/content/Social%20Media%20Policy%20for%20Officials.pdf> and appropriate use of electronic devices in the ice rink during and after tests and competitions.

- C. The trial judge's role in the judge's room and on the stand (in the hockey box)** – Upon arriving at the rink, the trial judge should find the test chair and introduce him/herself. The test chair will then direct the trial judge to the judges' room. More than likely some or all of the official judges will already be present completing their paperwork for the test session. The trial judge should introduce him/herself and engage the judges in some conversation. Down the road when the trial judge is ready to submit papers for an appointment, references from judges who have been present while the trial judge was trial judging will be needed. These judges will be asked for feedback about the trial judge.

When it is time to head out to rink side, the trial judge should follow the judges out and, once there, ask where would be an appropriate place to stand or sit. After each set of tests, the trial judge should present his/her test papers to the judge-in-charge along with a pen so that the judge-in-charge can sign the papers. The judge-in-charge will then hold onto those papers and give them to the test chair for processing at the conclusion of the test session. It is normal for different judges to take charge as the judge-in-charge for portions of the test session. Rarely will one official be the Judge-in-Charge for the entire session.

- D. What to bring** – Listed below are items that each trial judge should bring to each test session. Always assume that there will be nothing provided. In that way, the trial judge will be prepared and ready.
- I. U.S. Figure Skating membership number, which, with the trial judge's signature, will have to be provided on every test form submitted
 - II. Clipboard and pencil(s)
 - III. Manila envelope(s), pre-addressed to the trial judge's monitor and if desired to the trial

judge.

- IV. Stamps or money for postage to mail the envelopes
- V. Appropriate trial judge test forms ([Trial Judge Test Forms](#))
- VI. Appropriate pages of the Rulebook, Tests Book and other instructional books– The rulebook and tests book, singles and pairs and dance manuals for judges are available on the U.S. Figure Skating website. Moves in the field and dance instructional pamphlets which discuss common errors and what is expected for each test can also be purchased through the Professional Skaters Association (PSA) <http://www.skatepsa.com/> online store.

E. Judges Continuing Education/ Judges Schools - At each progressive level of achievement, the trial judge is expected to participate in some type of formal training, for example, a judges' school or an online training course. There are also weekend seminars that are available for testing through to a higher level for some disciplines (singles and pairs). Other online resources are available, but trial judges should be cautioned when using "instructional videos" posted on social media or "You Tube" as most of these are not vetted through the U.S. Figure Skating and may contain information that is incorrect. Sanctioned, validated available training and educational videos and seminar/webinars for various skating programs (e.g. Solo dance, Showcase, Theatre on ice) are available on the U.S. Figure Skating website should be discussed with your trial judge mentees.

Test Appointments

1 Preparing for Test Sessions

1.1. Test session roles and procedures

- a. The **test chair** is the club's representative for the test session and has organized the test session, collected the test applications, organized the order of tests, calculated how much time to allow for each test and secured all of the officials. The test chair has also determined, when the test sessions are lengthy, who on the judges panel gets a break and when. The test chair will make copies of completed and signed papers and will record them in a report that is sent to U.S. Figure Skating Headquarters. While the test chair is a resource for all the judges, the trial judge should not expect that the test chair will be providing trial papers for the trial judge.
- b. The **judge-in-charge** will provide instructions to the test skater (as needed), will confer with the other two officials regarding need for a re-skate, and will communicate to a skater what element needs to be re-skated and why. This person will sign all of the trial judge's papers in the designated area to make them official and will hand them on to the test chair after they are signed for final processing.
- c. The trial judge will fill out their trial sheets with the test candidates' names, write their U.S. Figure Skating membership number and sign each sheet legibly. Once the sheets are signed by the judge in charge, they will be turned in to the test chair for processing and sending to headquarters.

- d. Trial judges should keep track of their progress by keeping a copy of their papers. The originals will be sent to their monitors for review, constructive feedback and tracking purposes. U.S. Figure Skating will collect and summarize trial judge and official activity on a regular basis which is available for review on line on the Members Only section of the U.S. Figure Skating website.

- 1.2. **Advising the trial judge regarding which tests to trial in a session** - Generally, trial judges will be out at rink side for as long as they can physically and mentally handle it. Trial judges need to decide on their own when they need a break. Remember, they will not get all of their tests required for appointment in one session. In fact, a minimum of two trialed test sessions are required before the first appointment. **More than the minimum are usually necessary** and this should be relayed to a trial judge. Much learning and refinement occurs in the first few sessions that can be applied to later trialing sessions. The numbers of tests required at each level, and for each track are *suggested minimum* numbers , but often more experience is needed to hone one's skills at different levels.

In some test sessions where there may be two panels, trial judges should only trial a skater on one of the panels. For test sessions that contain multiple candidates testing the same dance, trial judges should not try to trial every candidate to allow sufficient time for gathering their thoughts and making coherent concise and useful feedback on test papers. While quantity is important, the quality of their judging is of greater value. In addition, it is important to trial tests in a variety of geographic areas, and at multiple clubs and rinks to experience as many diverse judging and skating perspectives as possible to shape their educational experiences.

- 1.3. **Discussion of tests with fellow judges to hone knowledge** –The most valuable resource for a trial judge is fellow judges. There is a great opportunity for the trial judge to engage the official judges in a discussion regarding any test or element within a test session for which he/she wants some clarification when there is a break in the session, for a warm up, a Zamboni resurface or at the end of a test session. Every judge started as a trial judge, and most are quite amenable to discussing the tests with trial judges. This is also an opportunity for judges to get to know the trial judge. Getting to know experienced judges is not only an opportunity for learning but also for building camaraderie and it is helpful when it comes time for requesting personal references to accompany a test appointment application. Often the monitor can facilitate introductions to judging peers. It is important to also counsel your trial judges to be aware of their surroundings and be careful of parents or skaters overhearing remarks either at rinkside or in the judge's room, which could be mistakenly taken out of context.

- 1.4. **The trial judge must review the rulebook for the levels he/she will be seeing!** It is critical to be prepared! For trial judges who have never seen a test or never skated, it may be necessary to also go over how to properly fill out a test form and what information or vocabulary is most constructive to provide as feedback.

A combination of technical and qualitative evaluation is needed for each test at every test level. Deciding what numerical marks to give requires practice and experience. It should be stressed that a retry should be obvious with constructive bullets included on papers that outline what the skater is missing or could do to present a better test. The trial judge should be advised not to retry a test if their assessment is within 0.1 points of a passing score. The benefit should always go to the skater and if it is that close, the test is probably worth

passing or the score should be more reflective of the errors evaluated.

Every judge and trial judge must determine how much review is needed before going to a test session. After each test session, it is equally important for a trial judge to spend a small amount of time reflecting on what he/she has seen. Ensuring that the trial judge has a sound fundamental basis for what is expected at each level is part of a trial judge's job. The monitor should be available to answer any questions that arise during a session that have gone unanswered. The monitor can offer additional resources for learning such as lessons with a local professional, going to a local club and watching skaters during a session and/or online training videos. Care must be taken not to make comments to skaters or speak about skaters to others while in the learning stage. Any time spent preparing will help accuracy improve as the trial judge moves forward.

1.5 Discuss time commitment and goals with trial judge - The amount of time spent going to and being at a test session will determine how many tests the trial judge will decide to trial and start to determine how long the appointment process may take. It is not unusual for trial judges to be very excited about getting started and communicate that they want to get their first appointment quickly. It is wise at this early juncture to share the "Guidelines and Tools for Appointment/Promotion as a Judge" so that the trial judge has a firm understanding of what will be expected. These can be found on the "judge's page" of the US Figure Skating website (<http://www.usfsa.org/About.asp?id=514>). With the guidelines in hand, it becomes much easier to map out a plan. There are many other useful links located on this same page including tracking sheets and examples for monitors to use as guides.

1.6. Discuss the rinks/club the trial judge should attend to see a variety of skating and work with a variety of officials

- a. The monitor should help the trial judge identify clubs/rinks that are within a reasonable driving distance. These are the clubs that will provide the vast majority of all tests that will be trial judged and judged once the trial judge is awarded his/her first appointment. The monitor should point out that, as a judge, one will be asked to go to many different clubs to participate as an official. This is an important link to the local skating community. The monitor should also point out the appointment process to the trial judge. Relying on only one's home club or a limited number of clubs provides a very narrow viewpoint of tests and skating. This approach does not provide the breadth necessary so that the trial judge can understand the national expectations of a passing test or of a test that needs to be re-tried.
- b. The monitor should also indicate to the trial judge that the list of all clubs (and their test chairs) can be found in the directory, which is available free of charge on the Members Only site. The monitor should advise the trial judge to contact local clubs so that a schedule of test sessions for the year for each club can be obtained. The trial judge will need to be informed about the proper way to contact the test chair of a club in advance of a test session to let the test chair know he/she is interested in attending as a trial judge (see d. below). Additional information about upcoming test sessions or harder to find tests to be tried may also be posted on the Trial judges' Facebook page or available on other social media sites.
- c. Once the trial judge has received his/her first appointment, it is quite useful to let each test chair know. In addition to a trial judging requirement, there is an official judging activity requirement that he/she will need to fulfill. By keeping in good contact with local test chairs this requirement can easily be fulfilled.
- d. The proper way for a trial judge to contact a test chair is to call or email prior to the test

session the trial judge would like to trial. Below are examples of specific questions that a trial judge might ask when contacting the test chair of a club. In this way, there will be no surprises for the trial judge once he/she arrives.

- I. Ask for a schedule for the next available test session; many clubs now post their schedules on line.
- II. Ask to attend the next applicable test session
- III. Ask what he/she should bring – verify what resources will be available
 - a. Clipboard and pencil
 - b. Manila envelope, pre-addressed to monitor with the number of stamps needed
 - c. Rink conditions – warm/cold
 - d. If the test session will be long, the trial judge should inquire about food.

Sometimes a club will provide food for trial judges free of charge; other times a club will ask the trial judge to pay a small amount to cover the cost of food.
- e. The monitor could also reach out to the test chairs to give them a head's up that a new trial judge is in the area and will be attending the test session. This will open up communication to allow the test chair to forward comments or concerns back to the monitor regarding anything that happens during the test session. It can be very useful for the trial judge to notify his/her monitor as to when and where he/she will be trial judging or judging. It offers the opportunity for the monitor to follow up and make sure the candidate is behaving in a respectful manner and is representing the sport as an official in a positive fashion. Feedback from test chairs is useful since they are outside observers and can provide feedback on how the trial judge appears to be fitting in, whether there is any tension while he/she is around, if he/she is nervous, etc.

Although it is not always possible for a monitor to judge alongside of his/her trial judge mentees, it is a good learning situation when the monitor is able to judge the same test session and can oversee the trial judge and be there to “wrap-up” the first session. Being around the trial judge is quite useful for a monitor, who is ultimately expected to know the candidate better than any other judge. The monitor is not just holding the trial judge's papers and waiting for enough time to have passed or tests to have been trial judged/judged in order to submit an application. The monitor is there to help guide the trial judge around any pitfalls that may arise. The monitor is ultimately the trial judge's advocate and, as such, must know how to best help the trial judge along in this process. It is also helpful for a new trial judge if the monitor can introduce him/her to other judges at their first or second test session.

2 Wrap-up from Test Sessions

- 2.1 Discuss the first test session** – Equally important to the preparation for a test session is answering questions that may have arisen during the test session. Once the test papers have been received, the monitor can review them with the trial judge. While the test session is fresh in the memory of the trial judge, the discussion can be quite valuable in terms of what to review before the next test session. Below are some of the questions that a monitor might

ask the trial judge.

- a. Do you have any overall questions about the test session?
- b. Was there a level or particular moves-in-the-field/free skate/dance test that was easy for you to score?
- c. Was there a level or particular moves-in-the-field/free skate/dance test that was hard to score?
- d. What do you feel were your strengths during the test session?
- e. What do you feel were your weaknesses during the test session?

2.2 Discuss interacting with officials – This is a key component for the monitor to encourage. Developing rapport with other officials can be a great learning experience and also develops a sense of community that makes judging even more enjoyable. The trial judge needs to understand that in addition to the written materials he/she has read and will read and the interaction with the monitor, the officials whom he/she meets at test sessions will provide additional sources of information. These other officials can also become very important advocates for the trial judge. Most want to help and are glad to help trial judges. The monitor should encourage the trial judge not to shy away from getting to know as many of the officials as possible. Below are a few sample questions to pose to the trial judge to start the discussion.

- a. Did you introduce yourself to any of the judges?
 - I. Whom did you meet?
 - II. What did you discuss?
 - III. What did you think about that interaction?
 - IV. Are there any myths or preconceived notions regarding officials that you would like to discuss?
- b. Did you ask any official a question about a skater or a portion of a test?
 - I. Did you gain confidence from the experience?
 - II. Do you feel more comfortable engaging officials in conversation regarding tests?
 - III. If there was a re-skate or the test was retried, did you discuss/understand the rationale behind these decisions by the panel?

2.3. Assessing the trial judge's papers - The monitor should review a sample of the trial judge's papers to assure that the trial judge is communicating effectively and providing appropriate, comprehensible, constructive feedback that will be useful to skaters and coaches, when the trial judge becomes an official. This is an opportunity to discuss a vocabulary for providing constructive criticism and feedback as well as appropriate use of the 6.0 marking system. The monitor should also check to see that the marks reflect what is written on the sheets. For example, if the comments say excellent flow, edges and timing, there should not be an average or retry mark on the trial judge's paper. Often it is useful to do a semi-annual progress report and show the trial judge what has been accomplished toward an appointment and what is still needed. This is also a time to assess if the agreements/understanding of standards is lacking in any area that can be remedied or if additional education may be beneficial.

Competition Appointments

3 Overview of Competition Trial Judging

3.1 Discuss time commitment and goals with the trial judge:

- a. **The amount of time to spend going to, and distance to travel to, competitions –**
Where the trial judge lives will in large part determine how many competitions may be within driving distance. There is also the issue of how much time a trial judge has to dedicate to judging competitions. Some competitions are only on the weekends but many in the summer stretch from Wednesday through Sunday. Of course, qualifying competitions will require about five days of trial judging and travel. Competition judging, like most of judging, is not a sprint but a marathon. This means a trial judge must be willing to invest the time that it takes to develop judging skills, and the monitor needs to guide the trial judge into not overdoing the number of competitions taken on in any one year. A yearly schedule is a good thing for the trial judge to develop and then share with the monitor for guidance. There is a balance to life and to skating.

- 3.2. Discuss the possible competitions to which the trial judge can apply –** Obtain the list of approved trial judge competitions found on the “Judges “page of the U.S. Figure Skating website at <http://www.usfigureskating.org/About.asp?id=514> . A monitor should assist the trial judge in reviewing a calendar of all competitions that will take place in his/her Region/Section during any given year. The monitor can review what competitions make the most sense for the trial judge to attend. There are always key or large competitions that take place during the summer. These are great learning opportunities not only because of the sheer size of the event but because skaters and judges from many different regions and sections of the country will often participate in these competitions. The trial judge thus gets the opportunity to trial judge/judge skaters he/she would not otherwise see and to also view, firsthand, high level athletes and the skills that they possess.

3.3 Discuss the application process

- I. **Where to find the application –** The “request to trial” application can be found on the U.S. Figure Skating website (<http://www.usfsa.org/About.asp?id=514>).
- II. **To whom to send it and by when –** It takes a great deal of work to accommodate each trial judge and allowing for sufficient time for the trial judge chair to prepare will be most productive for all concerned. The application for appointment will progress through the Judges Committee. Judges Rule (JR) 18.11 in the rulebook details the process that must be followed in terms of processing. Applications for non-qualifying competitions need to be sent 60 days prior to the competition start and those for (all) qualifying competitions must be submitted by September 1st. Since this process is automated, it is important to impress upon your trial judges that they abide by the deadlines set forth in the rulebook, fill out the application fully and not apply at the last minute.

- 3.4 Determine a date to prepare one to two weeks prior to the first competition -** A trial judge should not arrive at a competition “cold” and expect to learn the rules and nuances of judging at the competition. He/she should arrive ready to judge. Thus, it is imperative that the monitor establish a time to either meet in person or over the telephone to review where the

trial judge is in his/her preparation for the first competition. It is a great time to get a sense of the preparations that the trial judge has taken and an opportune time to point out any last minute tips. Sometimes the monitor may be aware of an official with whom the trial judge or monitor is familiar who will be in attendance at this competition. It is always helpful to make a phone call and try to arrange for a helping hand to be around during the first competition for the trial judge. It is also a time to quell any apprehension that the trial judge may have. Let the trial judge know that he/she is going through a process that many before have experienced. Remind him/her to stay calm and that the world will not come to an end if the trial judge has a rough event or two. Make sure the trial judge understands that this is all a part of the journey and to embrace the opportunity and challenge that competition judging has to offer.

4 Preparing the Trial Judge for Competition trial judging

This is the time to review any new ISU or U.S. Figure Skating handbooks, ISU Communications or Technical Notifications that update or clarify the rules of competition. A trial judge should come to the competition knowing the most up-to-date rules and expectations for program requirements, reduction and deduction marking guidelines, and program component criteria as well as each competition's specific event rules.

Rules should be reviewed prior to arriving at the competition.

4.1 Review the program requirements

- a. **Print program requirements from the Technical Info section of the U.S. Figure Skating website (http://www.usfigureskating.org/New_Judging.asp)** – It is a good idea for the monitor and trial judge to go over each of the elements that will be required for the events that he/she is likely to see at the upcoming competition. The trial judge may want to consider printing out the requirements for short program/dance and free skate/dance to bring in case a question should arise. The list, however, should not be used as a crutch. The elements and their rules should be memorized.

This is also a good time for the monitor to discuss note taking techniques, hints and shorthand to help the trial judge learn the vocabulary of IJS and how to evaluate and mark in the 6.0 system. Remind the trial judge to be sure to put down marks for each element attempted and component for each program.

- b. **Print the Guidelines for Establishing GOE** – It is a good idea for the monitor and trial judge to go over the positive and negative bullets that are updated annually by the ISU (usually in July). After a few competitions, the need to review all of this information will diminish into a need for a reminder session where the monitor and trial judge might hit the highlights of the most critical points along with those that the trial judge may have missed in the past. In addition, it is a good idea to review the phases of each element and how they relate to the Guidelines for marking GOE. Again this provides a focus for what should be looked at and what is extraneous.
- c. **Print Program Component Overview** – This sheet is important to review as it draws attention to the exact skill set that is being reviewed for each component. Once the GOE and program component guidelines have been reviewed, it is a good idea to encourage the trial judge to spend a small amount of time looking at prior competition programs from YouTube, icenetwork.com or other sources. This can help the trial judge prepare for the upcoming competition but can also assist in understanding the various marks such as what a “+3” GOE looks like or what it takes to receive a mark in the 7's for interpretation.

- d. **Encourage the trial judge to view the online Program Component videos and take the corresponding online quiz** – Instructions can be found under “Online Education Opportunities” in the “Official” section of the Members Only site (www.usfsaonline.org), to view the online Program Component videos and take the corresponding quiz.
- f. For events marked under the 6.0 system, the monitor may want to review “Judging Competitions With the 6.0 System” (<http://www.usfsa.org/content/6.0%20Judging-Final.pdf> - see appendix) with the trial judge. Discussion on this topic should include which mark the trial judge can use to break a tie between skaters in his/her rankings for each event segment (initial and final).

4.2 Post-event Critiques

- a. **Discuss what happens during a critique** – The trial judge needs to know that a critique is the primary way for a Judges Education Trainer (JET) to discover what a trial judge knows and how he/she came to a particular mark. It may be useful to explain that the JET is also an unpaid volunteer who usually spends quite a bit of time to mentor and teach new trial judges and is there to help make a trial judge a better judge. While only some marks will be discussed, the JET will ask for comments or explanations by everyone in the room. In this way, the JET can give an honest, accurate report of the positive and negative aspect for each trial judge. During these discussions, it is not unusual for a trial judge to gain new perspective and to build on previous understanding, learning from both the JET and more experienced peers.
- b. **Discuss expectations during a critique** – The trial judge should be prepared to point out his/her methodology of reaching a mark. He/she should confidently discuss what was seen. At this point, it is most important for the trial judge to listen. He/she inevitably will get some things right and some things wrong. Counsel the trial judge to own up to mistakes. We all make mistakes; that’s how we learn. For all the good that comes from being correct, being wrong presents opportunities as well. It allows the trial judge to understand how an element or a component mark might be approached in a different manner. The trial judge should remember that by accepting and improving upon weaknesses, he/she can become a well-rounded and better judge. Professional behavior and attitude is expected during a critique. The trial judge must be open to the opinions of others to get the most out of the experience. The trial judge needs to be reminded that the more he/she learns and is willing to take in and accept, the closer he/she is to being ready for an appointment and becoming a reliable, accurate judge on a panel.

4.3 After the Competition

- a. Remind the trial judge to send you, as monitor, a copy of the papers from any competition he/she has trialed and advise your mentee to keep a copy of all data sheets and chits along with a copy of the official 104 of competitions judged and trial judged with events judged noted. It is also a good idea to get the official results protocols from the competition so that you may compare the results with those of the trial judge. As trial papers from competitions come in, the monitor needs to make sure they include the detailed classification sheets (“Judges Details per Skater” sheets) from each of the events trial judged by the candidate. The monitor will need the “Judges Details per Skater” sheets to evaluate all events trialed by the candidate. As the trial judge is learning, the monitor can assist by assuring that all GOEs and component marks are assigned and none are missing. In addition, the monitor may assess the note taking techniques and offer some hints or shorthand to make it easier.
- b. **How to compile competition summary sheets for each IJS competition event(see**

examples in Appendix)

Once the monitor has the detailed sheets, he or she should, in a timely manner, evaluate each GOE and component for each skater that the candidate awarded during that event and compare it to the panel's marks.

I. Evaluation of the GOE:

The GOE should fall within the range of the panel for that particular element unless the deviation occurred due to error of the panel. On the evaluation sheet for the event, the monitor should highlight all GOEs in yellow that are higher than the range and should highlight all GOEs in blue that are lower than the range. For any GOE out of range of the panel but acceptable due to documentation, GOE should be noted as an "exception." For example, a wrong edge on a Lutz occurred and was documented by the Technical Panel as an "e" on the detailed classification sheet and the panel all had GOEs of -1 and 0 while the trial judge had a -2 GOE. This would be an acceptable deviation as long as the trial judge's comments reflected the reasoning on his or her sheets. This should be noted as an "exception".

II. Evaluation of Components

The evaluations by- and discussions with-the competition JET(s) should be the primary tool for evaluating whether a trial judge is using components effectively to distinguish skaters. Trial judges are encouraged to use a full range of marks and to be able to justify why they used certain marks according to the marking guide. This does not mean that each component should be within a certain range of other components for that skater or couple and may not be in agreement with the competition panel. Each component is evaluated separately. Trial judges should be encouraged to spread component marks according to the relative strength of each component in each skater's performance. This may mean a wide range of marks within the components for a particular skater(s) as well as for the event.

On the evaluation sheet for the event, the monitor should highlight all components in yellow that are higher than the range and should highlight all components in blue that are lower than the range. (These may be items for discussion after the competition.)

Once the evaluations for GOE and Components have been evaluated and identified, the monitor should fill out the competition tracking sheets provided on the "judges" page of the U.S. Figure Skating website. Entering the marks on the competition tracking sheets found on the judge's page will help clarify trends, deviations and agreements that can generate discussion points with the trial judge. These will also populate a competition summary spreadsheet that will be submitted with an appointment application. These in summation with the JET's evaluations will be considered when evaluating a candidate for appointment.

On the "judges" page, there is an example attached of how a typical evaluation sheet should be marked up and documented. (see appendix)

III. Tracking Sheets:

A tracking sheet for each trial judge is used to keep track of running event percentages as well as element ID scores and is used as a tool to determine quantity

and quality of a candidate's trial judging. The tracking sheet is set up to automatically calculate percentages. This form can be found on the US Figure Skating web site. (see Appendix).

Collective agreement for each segment (singles short program, singles free skate, pairs short program, and pairs free skate, pattern dance, short dance and free dance) MUST be at least 80% to be considered for appointment submission. It should be noted that agreement above 85% is desirable. Element Identification must be 90% correct. Refer to the appointment guidelines for particular requirements by levels of appointment. (See appendix)

At the completion of each competition, the monitor should contact the trial judge and discuss the results. Providing constructive criticism will help the trial judge improve at the next competition.

Appointment Process

5 Appointment Applications

5.1 Provisional Competition Appointment - After several test sessions or competition trialing events, monitors should consider whether the trial judge would benefit from a nomination for appointment as a provisional competition judge (see U.S. Figure Skating Rulebook: Rules JR601H, JR701D, JR801A, and JR11.13) while he/she is trialing for the first test appointment. In particular, former competitors in the select, advanced or accelerated track nearing their first appointment may benefit by sitting on a nonqualifying competition panel as a minority to gain experience toward a first appointment. The application for such an appointment is found on the judges "forms" page at <http://www.usfsa.org/About.asp?id=514> and is sent to the candidates Regional Vice Chair (RVC). The RVC reviews the application and then sends a letter of acceptance where appropriate with instructions on how to proceed.

5.2 Preparing an application for appointment - Ultimately, the *monitor* will be responsible for putting together a candidate's application for a test or competition appointment. No matter the level of appointment, the process remains the same. The monitor is responsible for preparing the data summaries and providing a narrative for any extenuating circumstances. Although the trial judge may keep track of their papers and document their own progress, the trial judge should not be handling their own papers or providing summaries for the monitor. The monitor receives the originals from the test or competition chair.

Remember that the RVC and/or Sectional Vice Chair (SVC) doesn't prepare the summaries – they review the data provided by the monitor and checks the data with that kept by US Figure Skating to assure that it agrees. Occasionally the monitor may have additional data that is not tracked by U.S. Figure Skating.

Note: trial judging papers are only good for two years from the date of the test or event.

a. Know the appointment requirements – The monitor's first task is actually one that would have been initiated as the candidate began the process of trial judging or started a new level of trial judging. It is important for the monitor and the trial judge to be aware of the necessary requirements for promotion for the appropriate level. The detailed guidelines for both test and competition appointments can be found on the U.S. Figure Skating website by going to the tab "About Us" and subsequently going to the tab for "Judges and Officials" and then to "Judges" (<http://www.usfsa.org/About.asp?id=514>) [see appendix]. These documents detail what is expected for each level. They provide a checklist in terms

of items to be completed by the trial judge at each proficiency level. Keep in mind **these guidelines reflect the *minimum* required tests or events**. Some trial judges may need additional practice for some appointment levels. Trial judges may alert their monitors when they think they have met all the requirements for appointment to the next level. The monitor should also be sure to review the track for which the trial judge is qualified (standard, accelerated, advanced or select). There can be several major differences if someone is a standard candidate versus a candidate on other tracks.

- b. Statistical data** – Each of the test and competition guidelines has references to statistical agreement. The monitor should be updating the statistical data as the trial judge sheets from each test session are received. In that way, any problems can be identified early on and be addressed before the percentages become skewed in a negative manner. This includes additional activities such as element identification at certain competitions. It is important for the monitor to keep in mind that in rare cases, an argument could be made for exceptions to some of the statistical data only after having consulted with the appropriate regional or sectional vice chair (RVC/SVC) on the Judges Committee in evaluating the extenuating circumstances. These should be rare requests.
 - I. Test Tracking** - Tracking sheets for tests trialed should be compared with prepared summaries found on the U.S. Figure Skating “Members Only” page for each trial judge. When a candidate is ready for an appointment, be sure to ask the trial judge to query the database only the last two years of trialing as those will be the trialed tests that would apply to the current appointment application. Note that some of the trial judge’s activity such as trialing at a competition for test credit is NOT tracked by U.S. Figure Skating. Remember that it is possible to trial judge at competitions for testing purposes in certain circumstances (e.g. rare free dance tests and pairs free skate tests required at various levels). These activities are not tracked by U.S. Figure Skating and the trial judge and monitor are responsible for keeping an accounting of these events and submitting this information to the RVC/SVC at the time of an appointment request. However, you should have a copy of those papers sent to you by the competition trial judge chair. These should be figured into the summaries for the candidates test agreement requirements. (Note: a monitor cannot access a trial judge’s Members Only account; the trial judge must pull statistics for the monitor’s review and for appointments.)
 - II. Competition tracking** – With each competition appointment, there is also a tracking sheet that will show how the trial judge has performed in relation to the official panel. This form can be found on the same above-mentioned website on the “Judges” page. As with the tests, it is important to keep this sheet updated so as to be aware of any inconsistencies that could be addressed quickly. It is a good idea to have the trial judge keep track of his/her own statistical data in addition to the monitor tracking it. It places the responsibility squarely on the shoulders of the trial judge and makes him/her accountable for knowing when a problem may be occurring. The trial judge is his/her own best judge as to what happened during a particular test session, competition or event. He/she then can make the adjustments in judging that will be most meaningful.

The monitor should keep track of any formal (JET) and informal evaluations of the trial judge returned after a competition from the RVC or SVC. This will allow early identification of potential issues that may be easily remedied with some timely mentoring.

5.3 References are a key part of a test or competition application for promotion – The monitor—

should take the time to carefully review the trial judge papers and discuss with the trial judge those individuals who might be most helpful in assessing the trial judge's knowledge and skills. The monitor should be aware that the RVC/SVC will send out more reference notices than just those on the application, including members of the Judges Committee. It is important to receive feedback from a large group of peers. This is why it is important for trial judges to engage other judges in conversation and to be willing participants in critiques. The trial judge's monitor, RVC/SVC and peers need to have an understanding of the knowledge and manner in which a trial judge comports him-/herself in order to make an accurate assessment.

5.4 Borderline applications – Not all applications are going to be easy. In conjunction with the RVC/SVC, the monitor should discuss the positives and negatives of the candidate. Ultimately the RVC/SVC is going to look to the monitor's recommendation, as he/she knows the candidate best. The monitor should go with his/her gut. Know that not all of a monitor's recommendations will work out, but that is consistent with life in any area when dealing with things that are not clear-cut.

5.5 Appointment Checklist: What to send to appropriate RVC or SVC - When trial judge candidate has completed the minimum requirements as outlined and has met agreement requirements, the appointment may be submitted to the applicable RVC or SVC. Instruction for submitting applications is found in the rulebook and also on the application for appointment form. Appointment submissions must contain all the pertinent information or they will be sent back to the monitor.

a. Test Appointment (supporting documents may be scanned and sent by email)

- Completed and signed application form with five references
- Monitors recommendation and summary: this should include any explanations of apparent discrepancies or deficiencies in the candidate's application. This also includes an agreement summary and assessment of the trial judge's communication, knowledge and temperament for judging.
- Judges' school certificate (or a copy of schooling history from the Members only site)
- Copies of test paper trial sheets with comments and marks
- Copies of competitions trialed for test with agreement (JET sheets or summary)
- Copy of U.S. Figure Skating trial judge and official judging activity (if appropriate) and agreement summary provided by the applicant. Test summaries can be copied by the applicant from the Members Only site and provided to the monitor.

b. Competition Appointment

I. Provisional Competition Appointment

- Monitor or Test chair nomination narrative
- Application and supporting documentation/information
- Review the rules applicable to this appointment with the trial judge

II. Competition Appointment

- List of competitions judged and trial judged.
- Copies of 104 for competitions judged
- Summary sheets (form 3-2) or IJS summary sheets for all events judged
- Summary sheets with deviations indicated or IJS worksheets with notations
- Narrative of performance to date supporting an appointment
- Evaluation highlights from Competitions trial judged Summary

<http://www.usfsa.org/About.asp?id=514>

- [Blank Trial Judge Competition Tracking Spreadsheet](#) (Excel) (see [Example Trial Competition Tracking Spreadsheet](#) (Excel) for an example)
- Copies of evaluations from JETs at competitions (if/when available)

5.6 What to send to whom - Completed applications should be sent to the RVC or SVC on the Judges Committee for the region or section in which the candidate resides (per Rule JR 11.04). The names and contact information for the Judges Committee RVCs and SVCs can be found on the “Members only” website in the “Committee” section of the “Directory.”

A. Test Appointments

- I. Regional Vice Chair (**RVC**) for Singles & Pairs :
 - a. Bronze singles/pairs test appointments
 - b. Silver singles/pairs test appointments
- II. Regional Vice Chair (**RVC**) for Dance:
 - a. Bronze dance test appointments
 - b. Silver dance test appointments
- III. Sectional Vice Chair (**SVC**) for Singles & Pairs:
 - a. Gold singles & pairs test appointments
- IV. Sectional Vice Chair (**SVC**) for Dance:
 - a. Gold dance test appointments

B. Competition Appointments

- I. Regional Vice Chair (**RVC**) for Singles & Pairs
 - a. Provisional singles/pairs competition appointments
 - b. Nonqualifying singles /pairs competition appointments
 - c. Regional singles / pairs competition appointments
- II. Regional Vice Chair (**RVC**) for Dance
 - a. Provisional dance competition appointments
 - b. Non-qualifying dance competition appointments
 - c. Novice sectional dance competition appointments
- III. Sectional Vice Chair (**SVC**) for Singles /Pairs:
 - a. Sectional singles & pairs competition appointments
 - b. National singles & pairs competition appointments
- IV. Sectional Vice Chair (**SVC**) for Dance:
 - a. Sectional dance competition appointments
 - b. National dance competition appointments
- V. To the appropriate Sectional Vice Chair (**SVC**) for Synchronized Skating for:
 - a. Provisional synchronized competition appointments

- b. Non-qualifying synchronized competition appointments
- c. Junior sectional synchronized competition appointments
- d. Senior sectional synchronized competition appointments
- e. National synchronized competition appointments

VI. To the National Vice Chair (NVC) for Theatrical Skating for:

- a. Nonqualifying Theatre On Ice competition appointments
- b. National Novice Theatre On Ice competition appointments
- c. National Theatre On Ice competition appointments
- d. National showcase competition appointments

Evaluation Process

For competition appointments, upon receipt of the application and file from the monitor, the RVC/SVC will verify that the candidate has met the required passing percentage on Element Identification (EID). This requirement must be met – there are no exceptions. If so, the appointment process continues. If not, the RVC/SVC will return the file to the monitor with a letter explaining that candidate has not met this requirement. The RVC/SVC will also review the competition tracking sheet and the candidate’s performance at competitions during the last two years, particularly noting any learning that is evident.

The next steps are that the RVC/SVC will send out peer evaluations and request that an exam be sent from headquarters (contact Juliet Newcomer, Director of Technical Services) to the candidate, and verify that the trialing and all other activities meet the requirements as set forth in the Judges Committee guidelines.

This entire process should be completed within 60 days. However, there may be delays in some cases (if the file is not complete, during the exam process, etc.) in which case the RVC/SVC will inform the monitor of the reason for the delay.

When all of the above has been evaluated, the RVC/SVC will make a decision based on the Judges Committee guidelines and inform the candidate and monitor of the Judges Committee’s decision.

Appendix

Instructional Materials

[Singles/Pairs Manual for Test Judges](#) (PDF)

[Dance Manual for Test Judges Training](#) (PDF)

[Moves in the Field Test Standards](#) (PDF)

[Moves in the Field Expectations and Common Errors](#) (PDF)

[Judging Competitions With the 6.0 System](#)

Applications for trial judges

[Application for Appointment/Promotion](#) (DOC)

[Application for Provisional Appointment](#) (DOC)

[Request to Trial Judge a Competition](#) (HTML)

Guidelines for monitors

[Guidelines for Singles/Pairs Test Judges](#) (PDF)

[Guidelines for Singles/Pairs Competition Judges](#) (PDF)

[Guidelines for Dance Test Judges](#) (PDF)

[Guidelines for Dance Competition Judges](#) (PDF)

[Guidelines for Synchronized Skating Judges](#) (PDF)

[Guidelines for Theatre On Ice Judges](#) (PDF)

Tracking Sheets and Examples

[Test Summary and Accuracy Tracking Sheets](#) (Excel)

[Competition Appointment Tracking Sheet](#) (XLS)

[Example of Completed Competition Appointment Tracking Sheet](#)

[Blank Trial Judge Competition Tracking Spreadsheet](#) (Excel)

[Example Trial Competition Tracking Spreadsheet](#) (Excel)