



**Chief Referee Timeline for
Nonqualifying Competitions
Version 1.1
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(Appendices drafted by Nancy Iida)**

**Revised under the auspices of the
Referees Education Subcommittee
of the
U.S. Figure Skating Competitions Committee**

Referee Checklist for Nonqualifying Competitions

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Stefanie Mathewson
April 2014

Acknowledgements for TOI and National Showcase

In 2015, the Referees Education Subcommittee was asked to draft guidelines for TOI and National Showcase referees. To this end, I am publishing Appendix A and B in this document to capture any special considerations for these disciplines.

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Nancy Iida
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So You Have Been Invited to be a Chief Referee of a Nonqualifying Event...

Congratulations on being invited to referee a competition! Your time and expertise are valuable to the sport of figure skating. You have been selected because of your knowledge and expertise in the field, temperament and organizational skills. Being prepared before the event is just as important as managing the event! Be sure to take time to familiarize yourself with the current U.S. Figure Skating Rulebook, in addition to any pertinent ISU documents (discussed below). The Rulebook will dictate specific procedures for building and conducting events. Of particular interest are the Rules for Nonqualifying Competitions, Section 3000, and the Rules that Apply to All Competitions, Section 1000. This document may be useful as a checklist or timeline of actions to use alongside the U.S. Figure Skating Rulebook.

Nonqualifying events are run differently in different parts of the country. Try to make time to find an experienced referee willing to mentor you and help you through the event from start to finish! Remember – organization, communication, patience and cooperation are keys to running a great event from start to finish!

Prior to the event...

- **Clear your Calendar**
 - Once you have been selected to referee an event, be sure you are available and clear your calendar during and prior to the event. Be prepared to work on building the event (approximately 30 days prior) and collect officials' responses (approximately 60 days prior). Please see below for additional duties.

- **Prepare the Announcement & Apply for a Sanction (10-12 weeks prior to event)**
 - Some clubs have the referee create and review the announcement. This has the rules and specifics about the competition. Registration, practice ice and hotel information is included. The U.S. Figure Skating Rulebook outlines what must be included in nonqualifying announcements. With increasing frequency, registration is done through Entryeze. Some clubs do not use this system and may use mail instead. Be sure you are in contact with the registrar and know how entries will be submitted.
 - Regardless of whether you draft the announcement or review one used in prior years, you are responsible for the document's correctness and content.
 - As referee, you need to make sure the rules reflect the current season's changes from Governing Council and the latest ISU Congress. Be sure to refer to rule numbers in the Rulebook as well as the U.S. Figure Skating

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Well Balanced Program requirement sheets as needed. See the U.S. Figure Skating Website “Technical Info” link for information/documents.

- For examples of event announcements, see the U.S. Figure Skating website and click on the “Events” tab. Then scroll down on the menu bar on the left and click on “Nonqualifying Competition Announcements.”
- Be sure to indicate age level minimums and/or maximums, program times (from U.S. Figure Skating Rulebook) and type of judging system (IJS, modified IJS, 6.0).
- Typically juvenile and above are IJS. Events vary on implementation of 6.0 or modified IJS judging for pre-juvenile and below.
- Be sure that you indicate whether the full or partial (usually half) surface will be used for events such as moves in the field, compulsory moves, spins, jumps, Basic Skills, etc.
- Indicate in the announcement whether there will be qualifying and championship rounds; whether the events will be seeded and include any age restrictions and/or information on groups that will be grouped by age.
 - Many nonqualifying events early in the season keep the short program and free skate events separate, do not have championship rounds, nor do they seed entries.
 - Later in the season, bigger nonqualifying competitions may have championship rounds and/or use seeding when creating groups.
 - Be sure to check with the announcement from the year prior, the prior year’s referee and/or the Local Organizing Committee, (LOC), to confirm whether the qualifying rounds consist of short program, short program and free skate or just free skate. Additionally, confirm whether the Championship round consists of short program and free skate or just free skate.
 - Seeding at a nonqualifying competition is not necessary, but is sometimes used, especially at larger competitions, to balance the groups.
 - If seeding is being used, make sure the announcement indicates which levels will be seeded.
 - If events are seeded, be sure to follow the seeding rules in the U.S. Figure Skating Rulebook.
- The announcement should also indicate whether special events such as jumps, spins, compulsory moves, showcase and/or artistic will be:
 - Separated by age,
 - Combined or not combined (males and females and/or levels)
- Once the announcement for the event is completed, it is always a good idea to have a colleague or club official review it prior to submitting for a sanction.
- When the announcement is complete, a SANCTION (permission to proceed from the Competitions Committee) needs to be applied for. Work with club officials and be sure the sanction application and the announcement are submitted to the Regional Vice Chair of Competitions 10 -12 weeks PRIOR to the event.

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- Once the sanction is granted, then the announcement may be posted and registration for the event may begin.
- As chief referee, upon approval of the sanction, you will receive an email from Headquarters with the sanction number and the referee report document. Note that you will need to submit officials' names and U.S. Figure Skating numbers for CEU credit in the referee's report after the conclusion of the competition.
- **Invite Officials**
 - Once the announcement is complete and the sanction is granted, work with the club to determine the number of officials they wish to invite. This is determined by the type of judging systems used and the level of judges the club wishes to have on its panels. Things to consider:
 - Will you need a technical panel (technical controller, technical specialists, data and video)?
 - Note many nonqualifying events run on paper and do not require data and video operators
 - Some use a modified mini-system that doesn't require a video replay operator
 - Be sure you know the system that will be used so that the officials can be informed in the invitation
 - Travel expenses the club can afford
 - Appointment levels of judges and technical panel officials
 - Length of days and competition (use historical data)
 - Be sure to consider that while many officials will be available, some will have limitations and others will not be available at all. Be sure you account for this and send out enough invitations to completely staff all events. At the same time, remember that you will want to keep your officials busy during the events.
 - 8-10 weeks prior to the event, the LOC or you will send out the officials' availability forms. This is typically done via email. Be sure to have officials complete contact information, dates they are available, appointments held (referee, judge, technical panel), whether they require hotel accommodations AND skaters that they must recuse themselves from evaluating. Please see the U.S. Figure Skating website for specific information on perceived and actual conflicts, especially with respect to the technical panel. Be sure to ask all technical panel officials to state their conflicts with their availability. When sending out availability:
 - As officials return their responses, acknowledge them with a quick thank you and/or request clarification if needed.
 - **Be sure** to have technical panel officials indicate ANY conflicts that they know of. Prior to making the schedule, it is a good idea to send out a form just to the technical panel on which they can indicate their conflicts for

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that specific competition. If you have a list of competitors, this can be included also. This is REQUIRED for any qualifying events.

- Keep track of WHO has responded. This will allow you to follow up with non-responders and know who declined.
- Keep track of who is available and when. Include the dates and times they are available. Also keep track of their appointments. You will want to make sure that trial judges as well as more experienced judges are distributed fairly.
- You may wish to update your contact list with officials' emails and cell phone numbers from the directory as you verify their appointments.
- Tracking sheet sample below:

Official	Thursday	Friday	Saturday	Sunday	Appointments
Anita Apple	x	NA	x	NA	TS, D
Betsy Banana	x	x	x	Until 5	R, J, TC
Carl Cherry	NA	12 on	12 on	12 on	TS, D
Danielle Darling (TJ)	12 on	x	x	x	TJ, TS
Ellie Evans	NA	12 on	x	x	R, J, TS, TC, D

- Confirm with the LOC to be sure that accountants, and if needed, technical accountants, have been requested, and a music / announcing crew is requested. Make contact with your chief accountant.

- **Preparations for the Operation of the Competition**

- Contact the club to make sure that they are beginning to recruit volunteers for the registration desk, the monitors, runners and hospitality. Normally, they have event chairs that handle these departments and, most likely, they will have held such an event in prior years. Checking in with the chairs is a positive communicative step.
- If you are not familiar with the LOC, set up a meeting or a conference call with the primary LOC chairs (accounting, registration, practice ice, logistics, stand setup, etc., hospitality, officials, perhaps even the rink management), and talk about expected responsibilities, what to expect from the LOC, etc. Most of the time, meeting with the event chair will suffice.
- If you have not seen the rink, make an appointment with a club official or the event chair to walk through the building so that you can familiarize yourself with the layout of the facility. If you have judged this event in prior years and it is an experienced LOC, a formal visit may not be necessary, and many of your questions and clarifications can be resolved in a phone call. Remember that the LOC is comprised of volunteers, too.

- Points to clarify on a site visit/phone call may include:
 - Where the skaters will enter the ice
 - Location of the music and announcers, determined means of communication between music/announcers and referees

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- Sometimes this is via walkie-talkie
- Sometimes this is via hand signals
- Location of the registration desk
- Location of hospitality for officials and coaches (consider access issues for older officials)
- Location of the judges' and technical panel stands (consider access issues)
- Location of the accounting room – power, internet wiring
- Location of result posting
- Location of vendors (not close to ice or impeding warm up area)
- Location of skater warm-up area
- Location of locker rooms. Be sure the locker rooms are in compliance with the Safe Sport policies.
- Introduce yourself to the manager and determine how ice resurface schedule will be posted and how to contact ice maintenance staff if the need arises
- Location for trial judge debriefing (if applicable)
- Location for 104 posting (in the officials' room)
- Where will the videographer be located in relation to officials?
- Access to rink – walking distance from hotel, shuttle, arrange transportation
- Be ready to inform officials of time it take to walk from hospitality to officials' stand, especially if ice surface is not in view of the hospitality room
- Local traffic conditions/anomalies
- Shuttle service for out of town officials
- Temperature of rink – variability through day, difference from rink side to hospitality to outdoor temperature?
- Access to restrooms for skaters, coaches, officials
- Location of photographer (insure that flash does not affect skaters)
- If it is a double rink and a new LOC, be sure to touch base with the practice ice chair about not scheduling practices for skaters once their groups start (if practice ice is being sold).
- Location of medical room and supplies. Approximate time for emergency response from the local hospital (hopefully this will not be needed).
- Consult the event chair about specific state laws regarding the handling concussions and/or possible concussions at sports events with minors. See the “Safe Sport” tab in the “Clubs” link on the U.S. Figure Skating website for more information.

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- **Registration Opens**

- Once registration opens, you may get scheduling questions. It is recommended that you refer to last year's schedule. Always remind the requestor that nothing is set until the close of entries and the final schedule is developed. If it is likely that there will not be major scheduling changes, then you can refer them to last year's schedule and indicate that there is a possibility that the schedule will be similar.
 - However, always remember to mention that this year's schedule is subject to change due to entries and also other scheduling factors.
- Be sure to respond to emails promptly. Flag issues that arise before the close of entries that will need to be addressed, such as skaters entering multiple events (singles and pairs or singles and dance are most frequent).

After the Close of Entries...

- **Consolidate & Verify the Information!**

- Verify with the registrar that the entries are closed.
 - Confirm the manner in which you will receive the entry information from the registrar.
 - If they are closed, proceed to next bullet.
 - If they are not, find out the closing date. Sometimes clubs extend registration windows to boost entries. Proceed to next bullet when entries close.
- Get the information about the entries from the registrar by:
 - Downloading the entries from Entryeeze. Be sure to get the password and login information from the registrar.
 - Having the registrar send you a spreadsheet with the names and events each competitor has entered.
- Make a note of competitors who are entering multiple events (pairs, dance and singles).
- A skater from another country may enter an Open competition in the United States. They should produce a document from their governing body releasing them for the event AND the referee needs to let the International Committee chair know. Please see the Rulebook for specifics. Please be sure to check the Rulebook for particular requirements for Canadians and sanctions as well.
- Once you have the entry numbers, you will need to organize your groups. The grouping guidelines are usually specified in your announcement. Most organize the groups below juvenile by age, from youngest to oldest in groups of similar size. The events for juvenile and up are usually grouped using a random draw. See below if your events require seeding.
- Once you have an idea of the size of the groups and the number of groups, you can begin a preliminary timing worksheet to determine the total number of hours you will need for the competition. Be sure to note the correct program times AND

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decide how long to allow for transition and judging time in between each event. (See below.)

- Depending on the size of the competition, some referees generate a schedule immediately; others generate a tentative schedule and then refine the numbers as they are finalized.
- Once you have a general idea of entries and the total time of the competition, you are ready to create a tentative schedule. If the event schedule from the year prior is available to you, take a look and see if there are any drastic changes in the sizes of the groups or if there was any feedback given to the previous referee about suggested changes. This 104 will be helpful in building the tentative schedule.
 - Typically, the more developmental events are scheduled earlier in the day, with the more advanced skaters scheduled later in the day.
 - You will need to find a balance between the number of officials available and the types of events scheduled.
 - A tentative schedule simply lists the names of the events that are planned for that day. Specific times are not released. This is particularly helpful to those planning to purchase airfare. Be careful and thoughtful in creating the schedule so that you can avoid major changes later. Be sure you include every event in the competition as they may change from one year to the next, particularly the number of qualifying groups. Be sure to cross check for skaters entered in multiple events.
 - Typically, dancers and pairs skate on ice prior to singles skaters so the tap take off holes do not cause peril for the teams
 - Consider grouping pairs and dance events since they require specialized technical panel officials. This way, dance and pair officials can come in for a day or a few hours for their events.
- **Seeding (if used)**
 - Many smaller nonqualifying events do not seed groups. However, be sure you know if your event does.
 - Refer to the U.S. Figure Skating Rulebook for specific rules for seeding groups.
 - Seed the events yourself.
 - Be sure to check and compare the seeded groups from the accountant with your seeding BEFORE the groups are announced. Human errors happen, catching them before the groups are posted eliminates changes and confusion.
- **Timing the Events**
 - Referees around the country have different methods for timing competitions. Ask a mentor and/or use one of the samples offered herewith.
 - Be aware that announcers vary in the time they take to announce, and this can affect transition times.
 - Round to 5 minutes (up or down)

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- Sample One
 - Please see attached event timing sample Excel file (compliments of Wayne Hundley).
- Sample Two
 - 6.0 Transition time
 - 30 seconds on/30 seconds off
 - 30 seconds only for judges to score
 - IJS Judging time
 - Short program 2:00
 - FS 2:00 – 3:00 depending on the length and type of event,
 - Allow one extra minute for entering and exiting the ice for the warm ups
- Sample Three
 - Calculate the ice time required for an event. Then round up 5 minutes.
- Be sure you know program times of each event. See current the U.S. Figure Skating Rulebook.
- Be sure to allot time for ice cuts!
 - Make ice cuts 20 minutes where possible to allow for delays.
 - Ice cuts can be executed in 10 to 15 minutes by experienced ice technicians and/or multiple Zambonis. You may wish to allot 20 minutes for the cut to give yourself some padding.
 - Most referees never allot less than 15 minutes per ice cut.
 - Typically, ice cuts are scheduled every 60-120 minutes, depending on the level of skating.
 - You will need to prepare an ice cut schedule for the rink and ice technicians prior to the event. This will simply include the ice cut times; it does not need to include the entire 104. Create a clean and clear schedule for ice cuts. Some LOCs do this for their referees. Either way, know who is responsible and be sure the management has an ice cut schedule.
 - Be sure to have a system for contacting the ice technicians should you need them for service prior to scheduled cuts or if the events are running late. It may be helpful to establish radio or eye contact with the ice technician.
 - Additionally, plan to speak with the rink manager and explain that sometimes events run late or early, and the schedule is a guide. Explain that if the event is running behind, the ice cuts will be delayed accordingly.
 - Make yourself available to the ice technicians should they have questions.

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- **Warm Up Times**
 - For juvenile and above, warm up times are 6 minutes. Some referees use 5 minutes for juvenile and intermediate at nonqualifying competitions.
 - For pre-juvenile and below, the warm up times are flexible. You may use 4 to 5 minutes for pre-juvenile to pre-preliminary
 - Basic Skills and element events may suffice with a 3 to 4 minute warm up.
 - For small groups, consider combining warm ups. For example. if you have two pairs exhibitions, the novice and junior teams can warm up together. Be sure to allow event transition time for the accountants to change events rink side if using a mini-system.
 - Note that in such an instance, you would likely have the same panel officiate both events.
- **Submitting Ice Time Requirements**
 - Be prepared to give the LOC an estimate of the required ice time. Do not shave it too short. It can be easier to cut out than add time.
 - At a point, you will not be able to make adjustments to the schedule. You will have some withdrawals (more at the higher levels) that will help things run on time. Avoid allotting too much time so that the LOC doesn't have to pay for unused ice. Find out the deadline to adjust ice time from the LOC.

Building the 104...

- **Organize Your Information**
 - Excel is the easiest way to generate the 104
 - These files can be formatted to plug in program and transition minutes and or entries and then generate a schedule.
 - Be sure to cross check skaters who are in multiple events so that they have ample transition times. If a skater must do two events in one day, try to schedule pairs/dance first for safety reasons.
 - Make sure to refer to the U.S. Figure Skating Rulebook so that you are correctly using boys/men and girls/ladies after the event titles.

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- Be sure to include the following on your 104:

Event #	Time		System of judging	Skaters	Warm-ups	Warm-up Time		Chief Referee	Assistant Referee		Judges	Technical Panel
	9:45 AM	Ice Resurface										
21	10:00 AM	Novice Ladies Free Skate Group B	IJS	2	1	6			D		6	

- The Event Number is helpful to the accountants in their preparation and also is a quick reference to the event.
- Start time of event. End times are optional.
- Name of the event and group letter. Include QR or CR if applicable.
- System of judging (6.0 or IJS) is helpful to officials, accountants and LOC
- Number of skaters
- Number of warm ups
- Warm up time (see discussion above)
- The chief referee is traditionally listed first, followed by assistant referees.
- You may then list officials in order by last name or separate them by judge and technical panel roles by last name. Note that in many nonqualifying events, officials serve in multiple capacities so alphabetical by last name is often the easiest.
- Referees will sometimes place officials who serve solely on the technical panel at the far right (coaches).
- For split-ice events, you will also need to indicate which end of the ice an event should be held.
- Split-ice example below
- Note that the areas of the ice are designated
- Note how tandem events are listed. You will have flexibility in assigning the times, but note that the best case scenario is to have both ends of the ice finish events at the same time so that the full surface can then be utilized.

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Area	TIME	EVENT	Minutes	Warm Up Length	No. of skaters	Chief Referee	Assistant Referee	Abby Apple	Betty Banana	Christy Cherry
	8:45 AM	ICE RESURFACE								
A	9:00 AM - 9:30 AM	Basic 4 Girls Compulsory Moves	30	3	8	R			J3	
B	9:00 AM - 9:20 AM	Basic 3 Girls Compulsory Moves (1 w/u)	20	3	7		R			J 1
B	9:20 AM - 9:40 AM	Preliminary Girls Compulsory Moves	20	3	6		R			J 1
A	9:30 AM - 9:40 AM	Basic 2 Boys Compulsory Moves	10	3	2	R			J3	
A	9:40AM - 9:50 AM	Basic 5 Compulsory Moves	10	3	3	R			J3	
	9:50 AM - 10:35 AM	Pre-Preliminary Girls Free skate Group "A"	45	4	13	R		J4		J 1

A - North End

B - Zamboni End

- **Officials' Assignments on the 104**

- Know who is available when (refer to the records you kept upon receipt of officials' availability forms)
- Know if the event is 6.0 or IJS
 - 6.0 events can run with a referee and three judges. In emergencies, the referee can also judge. Try to have at least 5 judges on 6.0 panels. This is flexible for jump, spin and compulsory events, as well as for the lower level events.
 - IJS events are flexible in their build also.
 - Most events have a technical panel and use judges to assign both GOEs and components for each skater (recommended), but it is also possible to use three judges for components and three judges for GOE.
 - Try to have 6 judges on IJS panels. Remember you will also need a technical panel. Sized according to requirements of mini-system or paper system being used:
 - Mini-system technical panel – technical controller, technical specialist, assistant technical specialist, video operator, data operator, technical accountants.
 - Paper technical panel – technical controller, technical specialist, assistant technical specialist
 - Modified system – technical controller, technical specialist, assistant technical specialist, data (note that at “monitoring

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events” the event must use the hardware designated by U.S. Figure Skating).

- Block out time officials are not available
- Block out recusals (events officials cannot partake in due to conflicts)
- Be sure to fairly distribute the events. Consider judging level when assigning panels. Balance trial judges and all levels of competition judges. Note the rules in the U.S. Figure Skating Rulebook referring to official panel composition for nonqualifying events and club events. Be sure that newer judges have good schedules and feel well used and valued. Depending on the time in the season, some advanced events may be comprised of more national and sectional judges so that the skaters get time in front of those officials.
- Consider travel times – if a person can make it home or come from home, help save the LOC the expense of a hotel night and excuse them earlier or start them later.
- Think about number of skaters per event and also break times. Judges are volunteers and they enjoy judging! Make sure they are judging and not just sitting in the hospitality room.
- Try not to assign a first event to an official after the judge officiated the last event the night before, especially if it is a late night and an early morning.
- Try not to hold an official for a long break followed by a very small event.
- A good test is: would you like that schedule? If not, re-evaluate it.
- Attempt to balance events assigned by level and size.
- Check recusal lists carefully.
- If you have members of the same family, they may serve in roles that are different. E.g. – as a referee and a judge or as a judge and on the technical panel.
- **Technical Panel Assignments**
 - Send your technical panels the competition rosters prior to posting the schedule so they have the opportunity to recuse themselves.
 - Check recusal lists carefully. Make changes to the 104 as needed.
- **Send out the 104**
 - Check your 104 carefully. Then send it to your chief accountant to take a look. Usually they will find errors ☺
 - Alert your chief accountant of any changes/withdrawals
 - Be sure to have the registrar and accountant alert you to any withdrawals as well so that everyone is on the same page.
 - After the schedule is posted, do not make timing changes.
 - Once the 104 is finalized, send it to your officials electronically. You may wish to include a PDF as well as the Excel file for ease of opening.
 - It is customary to include information about the event in the text of the email when sending the 104. Thank the officials for their time, welcome

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them to the event, give them specifics about rink location, hotel, travel, rink temperature, etc. Look at letters you have received from referees with 104s as guides.

- Request that officials confirm receipt and look over the 104 for conflicts.
- Request that officials alert you of any such conflicts.
- Be sure to alert your chief accountant and any affected officials of any changes.
- Once the 104 is finalized, send it to the LOC so that they can make final arrangements for mealtime planning and numbers served. If you do not wish to disclose judging assignments, send the approximate number of officials for each meal to the LOC. This will be helpful for hospitality planning.
- **Gather Important Documents & Information**
 - Do this PRIOR to the commencement of the event.
 - Get your rules together! (Load the current U.S. Figure Skating Rulebook, technical documents and competition announcement onto your phone/tablet for easy reference). Make sure you have hard copies as well since access to wireless service may not be immediate rink side.
 - Know the rules for posting starting orders.
 - In addition to the documents mentioned above, gather documents that you will need on the stand and compile in a notebook (source: USFigureSkating.org):
 - Referee and judge deductions
 - Timing deductions
 - Costume/prop violations
 - Music violations
 - “Singles/Pairs – Who’s Responsible for Deductions?” document from the Technical Info section of usfigureskating.org
 - What to do...
 - For falls, interruptions and stops
 - For equipment failure
 - For music issues
 - Know Sports Medicine Protocols (see <https://www.usfsaonline.org/Officials/InfoForReferees>)
 - What to do with blood, bodily fluids, injuries
 - If skaters are unable to complete program
 - Know how long an interruption can be before another warm up is required.
 - Know the protest protocols and related timeframes
 - Know who can protest and when
 - In addition to the above, the notebook on the stand should contain:
 - The 104
 - The announcement
 - Withdrawal documents
 - Hotel and availability information if printed
 - Prepare an enlarged color copy of the final 104 to post in the officials’ room. Any

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changes will henceforth be made by hand by you in red pen and communicated to accounting by you.

A Day in the Life of a Nonqualifying Competition Chief Referee...

- **Getting the First Day of Competition Started**
 - Be present (physically and mentally!)
 - Get to the rink early.
 - Make sure out of town officials have transportation to the rink.
 - Examine the condition of the ice, check for holes, cracks, moist spots and watch the first ice cut to get an idea of the condition of the Zamboni and the drivers' expertise. Contact management immediately if additional ice care is required.
 - Post a larger copy of the 104 in the officials' hospitality room.
 - Any changes to the 104 must be made by you in red pen AND communicated to accounting.
 - Chief referees should plan be around before the first event to make sure all is set up and ready to go.
 - Chief referees typically do not assign themselves to the first event. Because...
 - If there are issues, the event referee runs the event and the chief referee handles the issues.
 - Greet officials and club volunteers as you see them. Be sure to make sure they are doing well and ask if they need anything.
 - Communicate to the officials whether clipboards will be on the stand or in a file box in the officials' room.
 - Remind judges that communicative devices are not allowed on the stand.
 - Be near the stand at the start of the first event to help judges acclimate to the paper or mini-system.
 - Have extra stopwatches and batteries on hand.
 - Remind event referees to take the halfway mark.
 - Be sure to remind your event referees of particulars (if any) that judges should be considering:
 - Special artistic events
 - Special awards to be noted
 - Be sure runners and monitors know their roles.
- **Managing the Event**
 - Be positive and polite.
 - Smile!
 - Make yourself accessible to coaches, skaters and officials.
 - Be sure that conduct of officials is appropriate.
 - Assist trial judges and trial judge chair if needed.

Referee Checklist for Nonqualifying Competitions

Version 1.1

- Touch base with accounting and music to make sure all is well.
 - Be gracious and thank volunteers and officials. Do not forget to thank music, ice technicians, announcers and accountants!
 - Mediate issues as they arise. Take time to take a breath and react appropriately. Think through the situation from multiple perspectives. Sift everything through the U.S. Figure Skating Rulebook and technical panel documents. Consider negotiable versus non-negotiable rule-based issues.
 - Have the U.S. Figure Skating Rulebook on hand
 - Have the announcement to the competition on the stand
 - Be sure your technical panels have all pertinent documents; if they don't, you should have them
 - If needed, ask for help from more experienced referees who are present. Their experiences will help inform your decisions. You will have the final say but you may seek counsel from them.
 - Manage personalities – be ready to mediate emotions among officials should they arise.
- **After the Last Event Finishes**
 - The chief accountant will give you the documents you need to submit to U.S. Figure Skating in your report electronically. Be sure you have them prior to leaving the last event. You may get a thumb drive or the accountant may submit the event information directly to U.S. Figure Skating Headquarters.
 - At the end of the event, assist the LOC in tearing down.
 - Be sure to thank officials and LOC for their help.
- **Post-Event Follow Up**
 - Thank the rink management (handwritten notes or email).
 - Thank the officials (emails will suffice); include accounting and music and announcing.
 - Submit the referee report to U.S. Figure Skating WITHIN the specified time.
 - For your own growth as a referee, reflect on the event and consider things you would do again, would do differently, etc.
 - Be sure to ask for help/input from more experienced referees.
 - Congratulations! You did it!

Referee Checklist for Nonqualifying Competitions

Version 1.1

Appendix A: National Showcase

This section is meant to document any differences in process or procedure for being a chief referee for National Showcase.

Prior to the event:

- The National Showcase announcement work usually starts early in the year and finishes up in the April time frame.
 - Work with LOC to ensure your close of entries date allows enough time for schedule and practice ice set-up. Ideally close of entries should be 4-6 weeks prior to start of the competition.
- When doing initial planning, consider getting officials home the last day to save on LOC expenses.
- Coordinate with LOC to ensure that the selection of officials occurs as early as possible, preferably in the fall.
 - As chief referee, you should be onsite one day prior to official practice ice.
 - The assistant referees should arrive in the afternoon on the first day of official practice ice for a meeting with the chief referee and LOC to go over the facility and troubleshoot any issues.
- Review the Showcase guidelines on the U.S. Figure Skating website under “Programs”. Some of the items included in this document:
 - Showcase event timing.
 - Warm-up timing.
 - Event-specific logistics (such as interpretive).
 - Showcase-specific reductions for singles, duets and ensemble events.
 - Rules concerning scenery and props including setup and breakdown time.
 - Rules concerning grouping.
 - Make sure you know which rules and deductions for competition free skate programs also apply to Showcase events, and which do not.
- Review your announcement so you know which events use house lighting and which use blackout with spotlights.
 - Some events may allow props on practice ice (spotlight events), while others do not. Make provisions to enforce such restrictions, such as referee monitoring or ice monitor training.

Event site review/site visit

- Showcase site specific requirements are available in the National Showcase Bid Package on the U.S. Figure Skating website. This document contains a lot of useful information about requirements such as:
 - Staging, including the setup and resurfacing of “backstage” with curtain.
 - Lighting:
 - House lights – how long to bring up?
 - Blackout with spotlights – identifying how many spotlights.

Referee Checklist for Nonqualifying Competitions

Version 1.1

- Temporary storage of scenery or props.
- Requirements for ice entries and exits (for participants and for any scenery/props).
- Identify dressing rooms and access to the ice surface.
- Identify location for sequestered listening room(s) for interpretive.
- Location for awards, and identification of persons to hand out awards (LOC members, local community leaders, local celebrities, etc.).
- Review/identify placement of judging panel, music and announcing.
 - Review proposed work area set up for these officials, including local work area lighting for marking during spotlighted blackouts.
- Add the lighting director as an additional person you may wish to meet and talk to at a site visit.
- Identify communication links between announcers, stage monitor, lighting director/crew, registration and the chief referee.

Building the 104

- When putting together your event schedule:
 - GUIDELINE: Allow 1:00 for on-off time/judging time. This will give you plenty of time during the event, plus allow for buffer time for unexpected occurrences or to change panels between events.
- Keep in mind that most entrants competing will be in more than one event, so ensure no skater has back-to-back events.
- If possible, schedule the interpretive, light entertainment and dramatic entertainment events for a given level on different days.
- Consider scheduling production and mini production events on different nights and as the last event of the evening.
- Consider scheduling interpretive events after each ice resurface.
 - House lights are already up for interpretive.
 - Other events requiring the spotlights would be placed after interpretive.
 - If needed, a second interpretive event could be scheduled immediately following the first, or at the end of a block of events(just prior to ice resurface)
- When creating groups for events with more than 15 participants, consider placing those groups back to back in the schedule. This allows merging of those groups back together if scratches bring the total number of participants back down to 15 or fewer.
- Finals:
 - Make sure to provide balance in the order of dramatic and light entertainment final rounds. It is not optimal to schedule all of the event finals for a given event type together – consider your audience.
 - Skaters will make final rounds in more than one event, so consider this in planning your schedule. Avoid having events of the same level occurring back to back if possible.

Referee Checklist for Nonqualifying Competitions

Version 1.1

- Parade of Champions:
 - National Showcase has four final rounds
 - Parade of Champions (adult masters, intermediate/novice/junior/senior)
 - Junior Parade of Champions (pre-preliminary through juvenile/teen, adult/young adult bronze, silver and gold)
 - Interpretive
 - Duet
 - The Parades are “random” draw, but the chief referee should work with the chief accountant to stage a good show. Consider optimizing the order of the Parade of Champions based on crossovers, and to provide the best entertainment experience for the audience. You may not want to assign yourself on any final so that you are available to handle the last minute listing that occurs after each final is completed.
 - Remember that interpretive requires 30 minutes prior to the events for participants to listen to music, so it may make sense to place this event first to eliminate issues with crossovers.
 - Consider planning a break between each final. This will allow the chief referee time to work with the chief accountant on setting up the Parade of Champions based on the result of the final just conducted.
 - GUIDELINE – consider a 45-minute break (no practices occurring) between the end of finals, and prior to the start of the Parade of Champions.
- Suggestions for scheduling officials
 - 7 judges for events with 10 or more skaters
 - 5 judges for events with fewer than 10 skaters
 - 7 judges for all finals and Parade of Champions events
 - 7 judges for mini and production ensemble events.
 - Don't overschedule yourself – part of your job is to move around the facility to watch and solicit feedback.

A Day in the Life of a National Showcase Competition Chief Referee

- In your referees' meeting with your assistants:
 - Familiarize your assistants with the layout and any particular areas of concern.
 - Be sure to review the methodology for moving events along. The schedule will flow from one event to the next with no “down” time in between, and the chief announcer needs to move things along.
- Perhaps re-verify communication links between announcers, stage monitor, lighting director/crew, registration and the chief referee.
- Don't forget to remind your judges that:
 - Marking should occur right after a performance, as the next performance will start immediately.

Referee Checklist for Nonqualifying Competitions

Version 1.1

- Judging criteria – based on entertainment and the ability to express that through skating.
- During events, do feel free to move around the facility and watch the skating.
 - It will help you more easily determine the skating order of the Parade of Champions
 - Being present and visible gives you a chance to solicit feedback from others on the quality of the entertainment experience.
- For those skaters who make Parade of Champions in multiple events, do solicit their input as to which event they would like to skate first.

Referee Checklist for Nonqualifying Competitions

Version 1.1

Appendix B: National Theatre On Ice Guidelines

This section is meant to document any differences in process or procedure for being a chief referee for National Theatre On Ice.

Prior to the event

- The National Theatre On Ice announcement is handled by the Theatrical Skating Committee and U.S. Figure Skating Headquarters.
- Review the Theatre On Ice guidelines on the U.S. Figure Skating website under “Programs”. Some of the items included in this document:
 - Types of events
 - The current year’s theme(s)
 - Event timing
 - Rules concerning scenery and props, including setup and breakdown times
 - Interruptions and stops
 - Required deductions
 - Practice ice
 - Rules concerning costumes
 - Officials roles, including the ice referee
- Remember that the U.S. Figure Skating rules may differ from the international Theatre On Ice rules. Knowing the differences will help you resolve questions and issues.
- Get together your assumptions for timing the schedule. Some suggested timing assumptions courtesy of Judy Edmunds – these timing assumptions may vary as rules change from year to year. Time is in minutes.

Dressing Room Time	20	This can be more if needed or if tight on time can take off couple min.
Walk to Dressing Room	2	
Wait Time at Gate	1	This will make sure everyone is ready and blade guards are off
Ice Make	20	This can be 15 min if not in the summer
Dry Cut/Ice Make	30	Always better to have extra time than not enough time
Awards Time	30	This might be longer if only at end of a competition – sometimes have after completion of an entire division
Official Practice Ice for CE	10	
Official Practice for FS	12	
Dressing Room Clear Time During Practice	10	

**If synchronized referee, will better understand the entire layout of dressing room schedule
Dressing room monitors should understand their duty at the gate**

Referee Checklist for Nonqualifying Competitions

Version 1.1

Event site review/ visit

- Items to consider:
 - Temporary storage of scenery or props – A tent is required for prop storage to facilitate scenery/prop setup for each team participating in the free skate. The Theatrical Skating Committee will provide up-to-date guidelines for tent/storage setup such as proximity to the ice, suggested size and appropriate rental fees.
 - Dressing room space for the teams, including how they will get to the ice surface.
 - What props and scenery are illegal.
 - Requirements for ice entries and exits (for participants and for any scenery/props).
 - Location for awards, and identification of persons to hand out awards (LOC members, local community leaders, local celebrities, etc.).
 - Areas for post-event photos rink side.
 - Location for coaches/team managers meeting.
 - Verify medical personnel coverage for both practice ice and events.
 - Verify dressing room size is adequate for the size of teams.
- Review/identify placement of judging panel, music and announcing.
 - Refer to the TOI guidelines and the National Theatre On Ice announcement for space requirements and placement of the officials' panel.
 - Identify communication links between ice referee, event referee, music, announcers and medical.

Building the 104

- Event scheduling is similar to synchronized skating.
 - Event schedule
 - Dressing room schedule
 - Click on [Example](#): Tentative Official FS Practice and Competition (courtesy of Judy Edmunds) to see an example schedule.
- Recommend assigning assistant referee for junior and senior events.
- Make sure to have an ice referee at each gate (similar to synchronized).

Referee Checklist for Nonqualifying Competitions

Version 1.1

Example: Tentative Official FS Practice and Competition (courtesy of Judy Edmunds)

Yellow is practice, Blue is competition.

TEAMS	DRESSING ROOM NUMBER	ENTER DRESS ROOM	EXIT DRESS ROOM	TO WAIT AREA	ENTER RINK	EXIT RINK	PHOTO	EXIT DRESS ROOM	TIME PER TEAM
DIVISION:									
SPECIAL OLYMPICS OFFICIAL -1									
		7:37 AM	7:57 AM	7:58 AM	8:00 AM	8:12 AM		8:27 AM	12.00
ADULT OFFICIAL CE PRACTICE 9									
	1	7:49 AM	8:09 AM	8:10 AM	8:12 AM	8:22 AM		8:37 AM	10.00
	2	7:59 AM	8:19 AM	8:20 AM	8:22 AM	8:32 AM		8:47 AM	10.00
	3	8:09 AM	8:29 AM	8:30 AM	8:32 AM	8:42 AM		8:57 AM	10.00
	4	8:19 AM	8:39 AM	8:40 AM	8:42 AM	8:52 AM		9:07 AM	10.00
<i>ICE MAKE</i>					8:52 AM	9:07 AM			15.00
	5	8:44 AM	9:04 AM	9:05 AM	9:07 AM	9:17 AM		9:32 AM	10.00
	6	8:54 AM	9:14 AM	9:15 AM	9:17 AM	9:27 AM		9:42 AM	10.00
	7	9:04 AM	9:24 AM	9:25 AM	9:27 AM	9:37 AM		9:52 AM	10.00
	8	9:14 AM	9:34 AM	9:35 AM	9:37 AM	9:47 AM		10:02 AM	10.00
	1	9:24 AM	9:44 AM	9:45 AM	9:47 AM	9:57 AM		10:12 AM	10.00
<i>ICE MAKE</i>					9:57 AM	10:22 AM			25.00
NOVICE OFFICIAL FS PRACTICE 17									
1	2	9:59 AM	10:19 AM	10:20 AM	10:22 AM	10:34 AM		10:49 AM	12.00
2	3	10:11 AM	10:31 AM	10:32 AM	10:34 AM	10:46 AM		11:01 AM	12.00
3	4	10:23 AM	10:43 AM	10:44 AM	10:46 AM	10:58 AM		11:13 AM	12.00
4	5	10:35 AM	10:55 AM	10:56 AM	10:58 AM	11:10 AM		11:25 AM	12.00
5	6	10:47 AM	11:07 AM	11:08 AM	11:10 AM	11:22 AM		11:37 AM	12.00
<i>ICE MAKE</i>					11:22 AM	11:37 AM			15.00
NOVICE OFFICIAL FS PRACTICE 17									
6	7	11:14 AM	11:34 AM	11:35 AM	11:37 AM	11:49 AM		12:04 PM	12.00
7	8	11:26 AM	11:46 AM	11:47 AM	11:49 AM	12:01 PM		12:16 PM	12.00
8	1	11:38 AM	11:58 AM	11:59 AM	12:01 PM	12:13 PM		12:28 PM	12.00
9	2	11:50 AM	12:10 PM	12:11 PM	12:13 PM	12:25 PM		12:40 PM	12.00
10	3	12:02	12:22	12:23	12:25	12:37		12:52	12.00

Referee Checklist for Nonqualifying Competitions

Version 1.1

TEAMS	DRESSING ROOM NUMBER	ENTER DRESS ROOM	EXIT DRESS ROOM	TO WAIT AREA	ENTER RINK	EXIT RINK	PHOTO	EXIT DRESS ROOM	TIME PER TEAM
		PM	PM	PM	PM	PM		PM	
11	4	12:14 PM	12:34 PM	12:35 PM	12:37 PM	12:49 PM		1:04 PM	12.00
<i>ICE MAKE</i>					12:49 PM	1:04 PM			15.00
NOVICE OFFICIAL FS PRACTICE 17									
12	5	12:41 PM	1:01 PM	1:02 PM	1:04 PM	1:16 PM		1:31 PM	12.00
13	6	12:53 PM	1:13 PM	1:14 PM	1:16 PM	1:28 PM		1:43 PM	12.00
14	7	1:05 PM	1:25 PM	1:26 PM	1:28 PM	1:40 PM		1:55 PM	12.00
15	8	1:17 PM	1:37 PM	1:38 PM	1:40 PM	1:52 PM		2:07 PM	12.00
16	1	1:29 PM	1:49 PM	1:50 PM	1:52 PM	2:04 PM		2:19 PM	12.00
17	2	1:41 PM	2:01 PM	2:02 PM	2:04 PM	2:16 PM		2:31 PM	12.00
<i>ICE MAKE</i>					2:16 PM	2:36 PM			20.00
SPECIAL OLYMPICS COMPETITION									
	3	2:13 PM	2:33 PM	2:34 PM	2:36 PM	2:46 PM	2:56 PM	3:01 PM	10.00
ADULT CE COMPETITION 9									
	4	2:23 PM	2:43 PM	2:44 PM	2:46 PM	2:51 PM		3:06 PM	5.00
	5	2:28 PM	2:48 PM	2:49 PM	2:51 PM	2:56 PM		3:11 PM	5.00
	6	2:33 PM	2:53 PM	2:54 PM	2:56 PM	3:01 PM		3:16 PM	5.00
	7	2:38 PM	2:58 PM	2:59 PM	3:01 PM	3:06 PM		3:21 PM	5.00
<i>ICE MAKE</i>					3:06 PM	3:21 PM			15.00
ADULT CE COMPETITION 9									
	8	2:58 PM	3:18 PM	3:19 PM	3:21 PM	3:26 PM		3:41 PM	5.00
	1	3:03 PM	3:23 PM	3:24 PM	3:26 PM	3:31 PM		3:46 PM	5.00
	2	3:08 PM	3:28 PM	3:29 PM	3:31 PM	3:36 PM		3:51 PM	5.00
	3	3:13 PM	3:33 PM	3:34 PM	3:36 PM	3:41 PM		3:56 PM	5.00
	4	3:18 PM	3:38 PM	3:39 PM	3:41 PM	3:46 PM		4:01 PM	5.00
<i>ICE MAKE</i>					3:46 PM	4:06 PM			20.00
NOVICE FS COMPETITION 17									
1	5	3:43 PM	4:03 PM	4:04 PM	4:06 PM	4:15 PM	4:25 PM	4:40 PM	9.00
2	6	3:52 PM	4:12 PM	4:13 PM	4:15 PM	4:24 PM	4:34 PM	4:49 PM	9.00
3	7	4:01 PM	4:21 PM	4:22 PM	4:24 PM	4:33 PM	4:43 PM	4:58 PM	9.00
4	8	4:10 PM	4:30 PM	4:31 PM	4:33 PM	4:42 PM	4:52 PM	5:07 PM	9.00
5	1	4:19 PM	4:39 PM	4:40 PM	4:42 PM	4:51 PM	5:01 PM	5:16 PM	9.00
<i>ICE MAKE</i>					4:51 PM	5:11 PM			20.00
NOVICE FS COMPETITION 17									
6	2	4:48 PM	5:08 PM	5:09 PM	5:11 PM	5:20 PM	5:30 PM	5:45 PM	9.00
7	3	4:57 PM	5:17 PM	5:18 PM	5:20 PM	5:29 PM	5:39 PM	5:54 PM	9.00

Referee Checklist for Nonqualifying Competitions Version 1.1

TEAMS	DRESSING ROOM NUMBER	ENTER DRESS ROOM	EXIT DRESS ROOM	TO WAIT AREA	ENTER RINK	EXIT RINK	PHOTO	EXIT DRESS ROOM	TIME PER TEAM
8	4	5:06 PM	5:26 PM	5:27 PM	5:29 PM	5:38 PM	5:48 PM	6:03 PM	9.00
9	5	5:15 PM	5:35 PM	5:36 PM	5:38 PM	5:47 PM	5:57 PM	6:12 PM	9.00
10	6	5:24 PM	5:44 PM	5:45 PM	5:47 PM	5:56 PM	6:06 PM	6:21 PM	9.00
11	7	5:33 PM	5:53 PM	5:54 PM	5:56 PM	6:05 PM	6:15 PM	6:30 PM	9.00
<i>ICE MAKE</i>					6:05 PM	6:20 PM			15
NOVICE FS COMPETITION 17									
12	8	5:57 PM	6:17 PM	6:18 PM	6:20 PM	6:29 PM	6:39 PM	6:54 PM	9.00
13	1	6:06 PM	6:26 PM	6:27 PM	6:29 PM	6:38 PM	6:48 PM	7:03 PM	9.00
14	2	6:15 PM	6:35 PM	6:36 PM	6:38 PM	6:47 PM	6:57 PM	7:12 PM	9.00
15	3	6:24 PM	6:44 PM	6:45 PM	6:47 PM	6:56 PM	7:06 PM	7:21 PM	9.00
16	4	6:33 PM	6:53 PM	6:54 PM	6:56 PM	7:05 PM	7:15 PM	7:30 PM	9.00
17	5	6:42 PM	7:02 PM	7:03 PM	7:05 PM	7:14 PM	7:24PM	7:39 PM	9.00
<i>ICE MAKE</i>					7:14 PM	7:29 PM			15.00

A Day in the Life of a National TOI Competition Chief Referee

- Conduct of the event will be similar to synchronized skating, including handling of protests.
- Make sure to review the current season's rules for U.S. Figure Skating with both the ice referee and the assistant referee such as:
 - Time to enter and exit the ice, and logistics in announcing required.
 - Requirements for monitoring skaters and scenery crew during setup and breakdown of props and scenery.