



**Chief Referee Timeline for
Regional and Sectional Qualifying Competitions
Version 1.1
Revised October 2016**

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**Revised under the Auspices of the
Referees Education Subcommittee
of the
US Figure Skating Competitions Committee**

**Chief Referee Timeline for
Regional and Sectional Qualifying Competitions
Version 1.2**

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So you've been selected as the chief referee for a regional! Your work will start well before entries close to coordinate and work with your LOC.

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Chapter 1 : Preparing early – before the regional announcement submission deadline

The LOC is required to submit regional announcements for approval to headquarters. These announcements include tentative schedules for qualifying competitions. This timeframe is also a good time to start talking with your LOC and getting some general details worked out.

Section 1.1 April or May before the regional

Start talking with your Local Organizing Committee (LOC)

- Start a dialogue with the LOC on the following:
 - Arranging a site visit if possible, perhaps during their nonqualifying competition. Items for review during a site visit are contained in [Chapter 3: Event site review](#).
 - If a site visit is not possible, do become familiar with the LOC's plans and discuss any issues that arise.
 - Some clubs will want to hold a nonqualifying competition in conjunction with the regional. While the nonqualifying competition held in conjunction with regionals is not your responsibility, you will want to make sure that it does not interfere with the qualifying competition. Find out:
 - Who is refereeing?
 - What days do they wish to hold the nonqualifying competition?
 - If the nonqualifying competition is held on the same date as regionals, then consider taking on responsibility for scheduling the nonqualifying competition as well
 - Ask the LOC to bring in someone else to run the nonqualifying competition so you can focus on the regional itself once things start.
 - If the nonqualifying competition does not share the same dates, then it may make sense for someone else to be chief referee.
 - If you are refereeing the nonqualifying competition:
 - What levels would they like to offer?

Start preparing preliminary schedules

- Gather your data from previous regionals
 - U.S. Figure Skating website has historical numbers for all regionals posted
 - Events>Hosting an Event>Event Information
 - SVC Competitions should provide you with last year's 104 and practice ice schedule, or you can contact last year's chief referee

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- SVC Competitions will also let you know staffing plans for your regional (one rink versus two rinks)
- Start your preliminary detailed schedule to plan for events
 - Consider the published dates for your regional – if you run into issues fitting your schedule into the allotted time, discuss with Competitions Committee chair and/or sectional vice chair.
 - Decide whether or not to announce scores (not necessary). Make sure your event timing encompasses this (15 seconds extra) if you choose to announce.

Putting together your schedule- event timing guidelines

- Put together your events schedule first. Use last year's 104 as a guide on timing events, how often to make ice, etc. if applicable.
 - Consult rulebook for event warm-up times.
 - GUIDELINE: Allow 2:00 for SP, 2:30 for FS for reviews.
 - GUIDELINE: Allow 15 extra seconds if you are announcing scores.
 - Other guidelines:
 - Allow an extra 30 seconds if necessary for on-off time
 - Round your event times up to the nearest 5 minutes.

Putting together your schedule- official practice ice

- Plan your official practice ice:
 - Consult the rulebook on how far in advance the official practice session should be from the event.
 - Make sure to allow enough practice ice sessions given the number of competitors and the appropriate program time (either FS for qualifying rounds or SP for championship rounds)
 - If possible, try to schedule each competitor one official practice ice session on the rink where they are to compete.
 - Also plan official warm-up ice if necessary. Consult the rulebook and refer to last year's 104 to guide you.
 - Communicate with your LOC on official practice ice policies for the announcement. Decisions that should be made include:
 - Practice groups or "free for all" for QR
 - Practice group selection for CR by placement
 - If qualifying rounds are necessary, ensure that CR PI is not sold prior to the completion of all qualifying rounds.
 - Determining practice group skate order on official PI
 - Post official groups
 - Alphabetical
 - Random draw by accountant
 - Draw rinkside (allow time for music person to arrange music CD's in order after draw)

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- Procedures need to be posted for all on the website prior to the competition and at the arena during the competition.
 - Work with the nonqualifying referee on a detailed schedule with official practice ice if applicable, to ensure that there are no issues.
- Keep in mind for scheduling that it needs to be fair for all. Remember that NO skater may practice or warm up once his or her competitive event has commenced.
- Do a tentative schedule that lists the events by day, but does not list times. This will go into the qualifying announcement. Please see [Appendix D: Tentative Schedule Example](#) for sample format.

Section 1.2 Circa June 1st before the regional

- Regional tentative schedules are due to Competitions Committee and your LOC for posting in their announcement
- Do have another experienced referee and/or accountant look over your schedule prior to release.

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Chapter 2 : Things to do in the summer before your regional

Section 2.1 Get organized!

Get to know your rules – seeding, posting, deductions, falls and stops

- Get your rules together
 - Become familiar with seeding
 - Consult rulebook
 - See example of Excel seeding chart in [Appendix A : Seeding Chart Example](#). Please note that this example may not reflect the current year’s rules and is meant only as an example.
 - Know the rules for posting starting orders
 - Pull together documents that you will need on the stand
 - 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 interruptions, falls and stops
 - For equipment failure
 - For music
 - Unable to complete program
 - How long interruption before needing another warm-up

Sports Medicine and SafeSport

- Familiarize yourself with the current Medical Sports Medicine protocols (blood, concussion, vomiting, fever, etc.) for referees – available on Members Only (usfsaonline.org).
- Familiarize yourself with the SafeSport policies on usfigureskating.org, especially with respect to requirements for locker rooms.

Checklists for meetings – coaches, officials, technical panel, both pre-event and post event

- Create a checklist of things to talk about in pre-event meetings beyond the Judges Committee Regional rules review scripts.
 - EXAMPLE: Rink conditions, announcement of scores, subtleties of the IJS equipment, expectation to be on the stand, confidentiality reminder.
- Consider creating an Awards schedule – so that time is allotted post-event for protests after an event has finished. Please see [Appendix E: Awards Schedule Example](#) for sample format.

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- Create a checklist of things to check post-event.
 - Signing sheets
 - Halfway point verification
 - Verify correct officials are on results.
 - Determine how long the event referee and technical controller need to wait after finish of events.
 - Review post-event protocol and protest procedures.
- Create a script for your Officials Meeting prior to start of events. You can address items like:
 - Credentialing
 - Conduct on the stand
 - Storage of technical panel protocols and referees sheets
 - Electronic items (cell phones, tablets) on the stand
- Work with LOC to determine tentative times for the following items:
 - PSA coaches meeting if needed (contact your local PSA rep)
 - Officials pre-event general meeting
 - Technical panel pre-event general meeting (if necessary)
- Make sure your travel arrangements for regionals include being on-site for official practice ice, and accommodate being available through end of events and awards on the last day.

Section 2.2 Once your list of officials is posted

Sync up with your key officials

- Contact your chief accountant.
 - Discuss timeframe for seeding after receiving data from HEADQUARTERS
 - Discuss event scripts between accounting and the referees
 - Discuss IJS equipment layout and any concerns
 - Discuss (in conjunction with the technical accountant, music and announcing) your policy for announcing of scores. Make sure that the equipment is available to make this possible.
 - Discuss the number of officials you wish to use on each event (recommend 6 or 7 judges should be used) and make sure there is adequate space and equipment. Use 5 judges only in emergency.
 - Technical accountant should know how many judges the equipment can support.
 - Discuss any guidelines the accountant might want communicated to all officials (no drinks on the stand, what to do with sheets post-event, availability of notification and ISU/U.S. Figure Skating documents, sheets on the stand or in files, etc.)

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- Discuss when your accountant will arrive, and when starting orders will be posted. Consider when official practice ice starts in determining when accounting needs to arrive.
- Discuss storage of IJS judges, tech and referee paperwork in accounting.
- Discuss timeframe for posting of results, so awards schedules may be created, and officials know how long to stay around post-event.
- Contact your technical panel captain
 - Establish a timeframe around which your technical panel captain will do their assignments
 - Find out if your technical panel captain will require any judges to fill any technical panel slots.
 - Confirm availability for PSA/coaches meeting if holding one.
- Consider contacting your assistant referee about when you want them to arrive
 - Possibly help monitor practice ice
 - Referees meeting prior to start of events, just to get you in sync.
- You may choose to do preliminary assignments on your detailed schedule to assess how you might balance your panels.
 - Contact RVC/SVC Judges for any desired officials' assignments for promotion purposes.
- Consider creating an officials' cell phone list for use during regionals.

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Chapter 3 : Event Site Review/Site Visit

A chief referee should do their best to become familiar with the event location.

A site visit is optimal.

If a site visit is not possible, do review the following items with your LOC.

- Review locations, and room sizes for:
 - Registration
 - Starting orders and results posting area – ensure anticipated foot traffic does not cause congestion in violation of fire code
 - Vendors
 - Skater warm up areas
 - Skater locker rooms and compliance with SafeSport policies
 - Medical room and locations of EMTs
 - Review rink proximity to ensure fast response.
 - Awards – ensure flash will not be seen in the rink.
 - Accounting
 - Music
 - Officials' hospitality
 - Review rink proximity and access from officials' hospitality
 - Review proximity to restrooms
 - Trial judges debriefing room and document prep/pick up area
 - Judges and technical panel pre-event meeting location
- Review rink locations:
 - Officials stands for technical panel and judges
 - Platform size – Assess potential layout for IJS to ensure adequate space for officials and equipment
 - The location of music and the announcer should allow for ease of communication with the referee.
 - Assess any issues with visibility, discuss with LOC on how to resolve these issues
 - Glass removal – if possible, remove enough glass so the coaches may speak to their skaters without being crowded
 - Foam bumpers
 - Photographer location in the rink
 - Videographer location in the rink
 - Ensure that photographers and videographers do not block officials' line of sight.
 - Verify removal of glass for photographer/videographer
 - Trial judge seating in the rink
 - If possible, tape off this area to maintain as much visibility as possible
 - How the arena will be secured, and who will be allowed into which areas

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- Some clubs create colored badges to indicate access to areas. Others are more relaxed. Be sure that the competitors' area is secure (access by coaches, skaters, monitors, certain LOC staff, referees)
- Find out what sort of rink support exists for ice resurfacing and communication with ice technicians.
 - Expectations for patching and timing of ice cuts.
 - How to contact in an emergency (blood on the ice, etc.)
- Review expectations for transportation from officials' hotel to rink
 - Set expectation of officials' arrival prior to pre-event meetings
- Meet with the following LOC chairs, review responsibilities of LOC, chief referee, and U.S. Figure Skating with the following chairs, and answer any questions:
 - Competition chair(s)
 - Registration/credentialing
 - Coaches registration
 - Facility representative (rink manager)
 - Practice ice
 - Volunteer coordinator
 - Trial judge chair
 - Officials chair
 - Transportation chair
 - Hospitality chair
 - Security chair – access to officials' stand, locker rooms, competition area.
 - Ice monitor chair – address communication needs with referee

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Chapter 4 : Communication prior to your regional

Many Chief Referees will create letters for the regional competitors and for officials. These optional letters help put everyone at ease by setting expectations and communicating information. This can be done late in the summer, before the September close of entries.

Section 4.1 Competitors letter

- May be delivered by email or posted on event website, perhaps after LOC has posted your timed schedule after close of entries.
- Suggestions for contents:
 - Rink temperatures
 - Traffic
 - Parking
 - Rule reminders
 - Backup music policies
 - Practice ice reminders
 - Competition groups and advancement information
 - Please see [Appendix B](#) for an example of a regional competitors' letter.

Section 4.2 Officials letter

- May be delivered by email when the 104 is sent out to your officials.
- Suggestions for content:
 - Times and locations of any officials' meeting prior to the start of regionals
 - Pre-event meeting times and location
 - Where meals will be served (i.e. all at the rink, or at the hotel)
 - Officials' dinner information and dress code
 - Expense policies
 - Rink temperature
 - Onsite contact information for you as chief referee
 - LOC contact information
 - Competition chairs
 - Transportation chair (if available)
 - LOC will sometimes communicate the following separately – or it can be put into your letter.
 - Airport transfer information
 - Schedule for transportation to and from the rink
 - Hotel location
 - This letter should be sent out with your 104 to the officials approximately two weeks prior to the regional.
 - Please see [Appendix C](#) for an example officials' letter.

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Chapter 5 : Yes, it's really happening! Getting started on the real schedule!

Section 5.1 September before the regional

- Your estimated numbers will likely come out 3-7 days after close of qualifying entries. Rosters will come out after that in order of regional week.
- Make sure you and your chief accountant are prepared to seed independently and quickly – once numbers come out, you will likely only have a few days to seed.
- If you are creating practice ice groups, make sure you have your procedure documented and communicated to LOC.
- If a PSA meeting or teleconference is needed at your event, coordinate with your PSA representative, and determine when this needs to occur.
- Establish communication with RVC Judges for trial judge information.

Section 5.2 Your numbers are HERE! Finish up your schedule

- Create groups via rulebook seeding procedures.
- Consider sending your roster to your technical panel if your technical panel captain thinks this is important, to ensure they are conflict-free. Do this early to avoid changes later.
- Once you have seeded, confirm your seeding with your accountant and resolve any discrepancies. Be careful, check and double check! If you cannot agree contact SVC Competitions Committee.
- Make sure the posted group information states whether it reflects skating order or not.
- Let SVC Competitions Committee know that you and your accountant have completed grouping and seeding, and request permission to post groups.
- Once you have permission, forward your group information to LOC for posting.
- Once groups are posted, group size cannot be adjusted, even if there are withdrawals.
- Using your detailed tentative schedule, fill in your numbers from headquarters, and re-adjust your schedule as necessary.
- Using your detailed tentative schedule, make any adjustments to official practice ice based on the real numbers from headquarters.
- Make sure your official practice ice schedule clearly states SP or FS for each session.
- Once you have a schedule for official practice ice and competition events, send your schedule to LOC for publication. If you are responsible for drawing practice groups and skating orders, also forward that to LOC.

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- Although unofficial practice ice is not the responsibility of the chief referee, offer assistance to the LOC because of your expertise and for the purposes of relationship building.
- Although medals lie outside of the chief referee's responsibility, remind your LOC to double check the number of medals received from headquarters against what is required for your events schedule.
- Once you have a tentative schedule, finalize the details of your [competitors' letter](#) (if you planned on one) and post on the event website or email using addresses from the competitor list from headquarters.
- Coordinate with LOC on officials' dinner, if applicable
- Assign your officials to events
 - Make sure to balance your assignments in terms of level of officials
 - Consider assigning a majority of national officials to the senior level events.
 - If post-event meetings are required, consider this when scheduling officials.
 - Avoid scheduling first and last on consecutive days
 - If your schedule allows: for officials who might be commuting, consider scheduling events in blocks without large gaps.
 - Work with LOC on officials transportation if necessary
 - Upon completion of assignments, send RVC Judges a copy for JET and trial judge assignment.
 - Send your judges the 104 approximately two weeks prior to the regional, along with your finalized [officials' letter](#) if you have drafted one.
- Keep your schedule up-to-date
 - Withdrawals – please refer all withdrawals received by yourself or LOC to headquarters. Only headquarters may accept and process withdrawals.
 - International byes
- The referee or the chief accountant should prepare seeding for posting with starting orders at the competition.
- Gather your documents for use at the competition:
 - Posting on the official bulletin board:
 - 104
 - seeding
 - awards schedule
 - meeting notices for protest protocol and PSA (if needed)
 - Rulebook
 - ISU documents
 - US Figure Skating Technical Notifications
 - Printed copy of technical panel post-event protocol
 - Printed copy of protest form
- Check with LOC to make sure they have U.S. Figure Skating accident reports within easy access during the competition.

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Chapter 6 : Game on - Regionals is here!

Section 6.1 During the regional official practice ice day(s), prior to events

- If you can arrive on-site to check on rink setup, that's optimal
 - Identified obstructions removed
 - Glass removed as appropriate.
 - Areas for competition secured
 - Consider vendor stations where copies of the schedule might need to be posted (videographer, medical, rink management, photography)
 - Set up of IJS stands – placement of accounting, judges, tech, announcing and music
 - Make sure access to the stand is secure and safe
- Be on-site or available via phone for official practice ice to make sure things go smoothly.
 - Monitoring practice ice is not required for a regional competition, and not often done for regionals.
- Let accounting know you are around if they need you.
- Check that the posted competition groups are correct.
- Check that seeding has been posted (either by you or accounting).
- Ensure that the following information has been posted on the official bulletin board:
 - Sanctions for qualifying and nonqualifying competition.
 - Competition schedule
 - Practice ice schedule
 - Awards schedule
 - PSA meeting and protest protocol meeting (if needed)
- Run your officials' meeting.
 - Make your officials comfortable, and emphasize that you are approachable with concerns in and out of meetings.
 - Thank your officials for donating their time and expertise to the event.
 - Review guidelines and rules for behavior on and off the stand.
 - Timeframe for pre-event meetings.
- Run your PSA/protest protocol meeting (if needed)
 - Emphasize your role as skater's advocate.
 - Cover the protest time windows.
 - Talk about what issues can be protested.
- Meet up with your assistant referee/s.

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Section 6.2 During the regional

- Be present at the rink or easily accessible from first event through last, regardless of how you assigned yourself. LOC or other event referees may need you to weigh in on issues.
- Continue to check group postings for CR (Championship Round) SP and CR FS for accuracy.
- During your first pre-event meeting for a given level, spend more time discussing the specific deductions. Remember to emphasize the mandatory SP reductions, and to use component marks.
 - The event referee may designate another official to run the meeting if appropriate.
- Monitor the protocols for all events, and modify your pre-event meeting agenda accordingly to emphasize areas that need clarification.
- Have your checklists handy for pre-event, during event and post-event.
- Remember that your decisions should be driven by the rules, and know in what situations you can modify those rules.
 - Competitions Committee SVC and chair are always there if you need help.
- Keep a cool head and relax. This will help you make clear-headed decisions.
 - Do consult your other officials, and use their opinions to help clarify issues.
 - Take a moment to consult rules and protocols
 - Proceed deliberately, taking care to not make a rash decision or change.
- In case of accidents, make sure LOC gets appropriate information to fill out U.S. Figure Skating accident report, and gives you information for the referee's report. The rink may also require an accident report as well.
- Keep your eyes and ears open for issues, particularly on those events where you are not the event referee. Try to keep on top of everything that happens, so you can report if it necessary.
- Keep track of any judging and technical panel changes made to update 104.
- Keep track of schedule deviations for documenting in the referee's report.
- Toward the end of the competition – make sure that LOC and accounting have made provisions to send the appropriate documentation to headquarters' archivist.
- Toward the end of the competition – could review with trial judge chair what paperwork goes where according to current published policies.

Section 6.3 Handling a protest

- Ensure that the protest is valid – you have a checklist for this!
 - Who can file a protest
 - What sort of issues can be protested
 - Make sure the timeframe of the protest is valid

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- “same day”
 - “until the final segment”
 - “until awards are given”
- Involve the right people in the protest:
 - Chief Referee
 - Event Referee
 - Technical Panel Captain
 - Event Technical Panel (TC, TS, ATS, DO) for tech issues
 - Chairs of various committees for complaints against officials – check the rulebook.
- Have Grievance Committee Hearing Panel information available, in case a protest decision needs to be appealed.
- Follow documented procedures for decision-making
 - Technical panel Protocol
 - Rulebook
- Make sure that the event referee or Chief Referee communicates any decision back to the affected party and the person lodging the protest (if not the same person).

Chapter 7 : What to do after it’s all done

- Don’t forget to file your referee’s report in the timeframe posted in the rulebook
 - Update your 104 with any changes you had to make at the competition.
 - List any unusual happenings
 - Protests
 - List any accidents requiring accident reports
 - Issues with equipment
- Follow up with LOC to ensure items are sent to headquarters for archiving.
- Follow up to ensure LOC has filed their financial statements post-event.
- Send thank you notes
 - To the club
 - To rink management and technicians
 - To your officials

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Appendix B Regional Competitors letter example

NOTE: This letter is meant to provide an example, but will need updating for current year rules and based on the particulars of your regional and any circumstances or information you need to communicate to the regional competitors.

September 29, 2013

Dear Competitors:

Welcome to the 2014 Southwestern Regional Championships hosted by the Dallas Figure Skating Club and sponsored by U.S. Figure Skating. The local organizing committee has been working very hard to make this a pleasant and rewarding experience for you. The LOC and I hope it will add to your knowledge of skating and will encourage good sportsmanship.

Some competition information for you:

- ❖ All of your coaches must be currently registered with the PSA and have completed the U.S. Figure Skating coaches' registration process again this year in order to participate in qualifying competitions this season. If your coach has not done either of these tasks, they will not be allowed to coach during practice ice or competition events. Please follow up with your coach to make sure they can work with you at this regional competition.
- ❖ For official practices with music, please be ready to skate your program IMMEDIATELY when your name is called. There will be no delay in starting your program during practice and the music will not be restarted if you are not ready.
- ❖ Please be ready for your event on time. The events will never start ahead of the scheduled, posted time. Some events may start late because of extenuating circumstances.
- ❖ Please have a copy of your music readily available in case you need a replacement. During the event if your music doesn't sound right to you (wrong speed, wrong music or whatever), please stop at once and report to the referee. Your coach should carry an extra copy of your music in his or her pocket. In addition to a back-up CD, an iPod with your program downloaded is always a final option.
- ❖ When your name is called, you have one minute to take your starting position or you will be considered withdrawn.
- ❖ Although Dallas is very pleasant during October, the rink is **very very cold**. Please plan accordingly.
- ❖ Competition groups, qualifying round advancement and advancement to the next level:

Events with Qualifying Rounds

Juvenile Girls	16 to championship round (4 from each group)	4 advance to Sectionals
Intermediate Ladies	16 to championship round (4 from each group)	4 advance to Sectionals
Novice Ladies	12 to championship round (6 from each group)	4 advance to Sectionals

Events with Championship Round Only

Juvenile Boys	4 advance to Sectionals	Junior Ladies	4 advance to Sectionals
Intermediate Men	4 advance to Sectionals	Senior Ladies	4 advance to Sectionals
Novice Men	4 advance to Sectionals		

A final note: A referee is considered the skater's advocate. A referee's job is to make certain that each skater has an equal chance of finishing in first place regardless of who you are or where you come from. If you have any questions, please feel free to find me.

Yours in skating,

<your name>

Chief Referee, 2014 Southwestern Regional Championships

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Appendix C Officials letter example

NOTE: This example is meant to provide an example of an officials' letter, but would require updating based on the particulars of your regional, and any other special information you wish to communicate to your officials.

Dear Officials,

Welcome to the 2014 Southwestern Regional Championships hosted by the Dallas Figure Skating Club. Attached to this email, you will find the official schedule with your assignments.

The competition will be held at the Polar Ice House Grapevine at 3000 Grapevine Mills Parkway, Suite #613, Grapevine, Texas, 76051, phone 972-874-1930. The rink is located at Entrance 6 of Grapevine Mills Mall (<http://www.simon.com/mall/default.aspx?ID=1248>). The rink is **VERY VERY** cold, so please dress warm even though Texas is very temperate this time of year. A transportation schedule to and from the rink will be in your packet when you check in at the hotel. For the first day, please plan on LOC van pickups 45 minutes prior to the start of events. You may also want to take advantage of the mild weather and walk to the rink as it is only a short walk of about 10 minutes. All meals will be served at the rink starting Saturday. For those of you with late starts, there is a continental breakfast available at the hotel as well.

Officials hotel: Hyatt Place Grapevine, 2220 West Grapevine Mills Circle, Grapevine, Texas, 76051, phone 972-691-1199.

website: <http://dallasdfwnorth.place.hyatt.com/en/hotel/home.html>.

Hotel fact sheet: <http://www.hyatt.com/hyatt/images/hotels/dfwzd/factsheet.pdf>.

The officials dinner is at Babe's Chicken Dinner House in Carrollton- 1006 W. Main Street, phone # 972-245-7773. Plan on meeting at the hotel lobby at 6PM for transportation to the restaurant.

Meetings:

Officials' meeting Friday night at 8:30PM- for those of you who are in by then, in Officials' Hospitality at Hyatt Place.

Mandatory technical panel meeting Saturday morning at 7AM in the hotel lobby.

Pre-event meetings prior to start of each event:

Technical panel: **30 minutes** prior (lead by the technical controller or designee)

Judging panel: **20 minutes** prior (lead by the event referee or designee)

All officials should be in their seats five minutes before the start of each event. Please make sure you review the latest pertinent rules including ISU communications as well as U.S. Figure Skating technical notifications.

If you have any conflicts with your schedule, please contact me as soon as possible.

Thank you for volunteering your time and expertise. I look forward to seeing you all in Grapevine soon!
Safe travels to you all!

Cheers,

<your name>

Chief Referee, 2014 SW Regional

Email: [<include email here>](#)

Cell: <include cell contact if available>

<Comp. Chair Name #1>

Competition Chair

Cell: <include number if available>

Email: <include email if available>

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Appendix D Tentative schedule example

NOTE: This is meant to provide an example of a tentative schedule, but would require updating based on the particulars of your regional, and any other special considerations.

2014 SOUTHWESTERNS

Tentative Schedule*

(*Subject to Change)

Saturday, October 12, 2013

Intermediate Ladies – Qualifying Rounds – FS
Intermediate Men – SP
Novice Men – SP
Junior Men –SP
Senior Ladies – SP
Senior Men –SP

Sunday, October 13, 2013

Juvenile Girls – Qualifying Rounds – FS
Novice Ladies – Qualifying Rounds – FS

Monday, October 14, 2013

Juvenile Boys – FS
Intermediate Ladies- Championship Round- SP
Intermediate Men – FS
Novice Ladies – Championship Round – SP
Novice Men – FS
Junior Ladies – SP
Junior Men – FS
Senior Ladies – FS
Senior Men – FS

Tuesday, October 15, 2013

Juvenile Girls – Championship Round – FS
Intermediate Ladies – Championship Round – FS
Novice Ladies – Championship Round – FS
Junior Ladies – FS

NOTE: Events each day are listed in order of ascending levels, and not necessarily order to skate.

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Appendix E Awards Schedule example

NOTE: This is meant to provide an example of an awards schedule, but would require updating based on the particulars of your regional, and any other special considerations. Note that the time between the scheduled completion of an event and awards is at the discretion of the chief referee and should be decided after consultation with the chief accountant and after review of any applicable rules, including those involving protest window timeframes.



AWARDS SCHEDULE

	Event Scheduled Completion	Award Time
Intermediate Ladies QR A(event 1)	Saturday, 10:10 AM	Saturday, 11:00 AM
Intermediate Ladies QR B(event 2)	Saturday, 12:05 PM	Saturday, 12:55 PM
Intermediate Ladies QR C(event 3)	Saturday, 2:00 PM	Saturday, 2:50 PM
Intermediate Ladies QR D(event 4)	Saturday, 3:50 PM	Saturday, 4:40 PM
Novice Ladies QR A(event 8)	Sunday, 10:10 AM	Sunday, 11:00 AM
Novice Ladies QR B(event 9)	Sunday, 12:15 PM	Sunday, 1:05 PM
Juvenile Girls QR A(event 10)	Sunday, 2:10 PM	Sunday, 3:00 PM
Juvenile Girls QR B(event 11)	Sunday, 4:00 PM	Sunday, 4:50 PM
Juvenile Girls QR C(event 12)	Sunday, 5:50 PM	Sunday, 6:40 PM
Juvenile Girls QR C(event 13)	Sunday, 7:40 PM	Sunday, 8:30 PM
Juvenile Boys(event 17)	Monday, 2:10 PM	Monday, 3:00 PM
Intermediate Men(event 18)	Monday, 2:50 PM	Monday, 3:40PM
Novice Men(event 19)	Monday, 4:15 PM	Monday, 5:05PM
Senior Ladies(event 20)	Monday, 5:55 PM	Monday, 6:45 PM
Juvenile Girls(event 21)	Tuesday, 9:40 AM	Tuesday, 10:30 AM
Intermediate Ladies(event 22)	Tuesday, 11:40 AM	Tuesday, 12:30 PM
Novice Ladies(event 23)	Tuesday, 1:20 PM	Tuesday, 2:10 PM
Junior Ladies(event 24)	Tuesday, 2:55 PM	Tuesday, 3:45 PM

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Appendix F Sectional Referee Addendum

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

Chapter 1: Preparing early – Before the Sectional Announcement Submission deadline

- The sectional announcement submission date is the same as the regional announcement submission date. Make sure to put in the announcement under your Tentative day schedule – “days are subject to change based on final numbers after the close of entries September 1st”
- Usually no nonqualifying competition is held in conjunction with sectionals. If held, make sure that a different referee is assigned as well as judges. Make sure the nonqualifying competition is done on the non-competition rink and does not conflict with any of your practice times.
- Review previous data from sectionals the year before on in a similar sized facility (one or multiple rinks)
- Consider the published date of your sectional when setting a preliminary schedule
- Consult with your dance referee or an experienced chief referee when setting up timing for pairs and dance in your tentative schedule.
- Watch the loading of officials and spacing of events – technical panel will need to attend practices as well as competition events.

Chapter 2: Things to do in the summer before your sectional

- No seeding at a sectional
- Review the rules for byes (four/twelve or fewer, etc.)
 - Headquarters is responsible for generation of bye information, but catching any mistakes early will make your event run smoothly.
 - Understand what level restrictions (if any) exist for those bye conditions.
- Make sure to review all rule changes – know who is responsible for what
 - Review any specific pairs deductions in addition to the singles deductions
 - Make sure your dance referee is up-to-date on dance deductions.
- Decide on open or closed draws for sectionals according to the rules.
 - Coordinate with your chief accountant on draw logistics.
 - If using open draws, consult the rulebook on what officials you must have present for conduct.

Chapter 3: Event site review/site visit

- Make sure to specifically review staffing and designated areas for Medical
 - Pairs and dance may require special attention by medical rinkside

Chapter 5: Getting Started on the real schedule!

- SVC Judges should be contacting you with trial judge information.
- Entry data for pairs and dance will likely come out in three days but may change over the first couple of weeks.

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- Entry data for singles will be available approximately three days after each regional finishes
 - Keep in mind that you will receive byes and must account for those in your groupings.
- Draw your practice groups and provide to LOC. Consult current rulebook on practice groups and how to handle them for different segments.
 - Make provisions for late byes just in case.
 - Pairs and dance can be drawn first
 - Singles practice ice can be drawn early by section and placement, but keep in mind that there may be last minute byes to account for.
- Consult the rulebook on which levels may now receive a bye to U.S. Championships for four/twelve or fewer, and verify those levels are contacted by headquarters.
- Keep in mind that your numbers will also encompass four/twelve or fewer, and that data will take at least seven days to be proofed by headquarters before it is ready.
- There will likely be skaters who are entered in more than one discipline (“crossover skaters”).
 - Crossover possibilities: singles/dance, singles/pairs, pairs/dance
 - Preview rosters from all regionals in your section to determine possible crossover competitors, and schedule accordingly.
 - The crossover report from headquarters will likely come out after all regionals are complete.
- Plan for surprises
 - Additional time for byes – both competition schedule and official practice ice.
 - Unexpected crossover skaters
- For judging assignments, you will be contacted by the chief referee for U.S. Championships with recommendations for assignments. Your technical panel captain should be contacting the technical panel captain for U.S. Championships for similar information. You will also receive requests from the International Judges and Officials Committee for assignments for both judges and technical panel.
- Consider assigning referees to attend the official practice ice events.
 - Clarify any procedures (timing programs, etc.) that you would like your referees to do.
- If using open draws:
 - Assign your officials to the draw according to the rules.
 - Make sure that your officials assigned to the draw will not have other conflicts (attending official practice ice, awards, etc.)
 - Ideally, your event referee should be at the draw to oversee the procedure; however, consider other officials if the rules allow: using another referee or a member of the judging panel with a referee appointment.
- Contact your music personnel ahead.

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- Ensure there are no issues downloading music from headquarters. This includes music not only for regional singles competitors, but also for pairs and dance (pattern dance, short dance and free dance).
- If there are issues with getting some music from headquarters, coordinate with Music and LOC (registration) to develop a plan. Make a list of all music that still must be turned in by competitors during registration for loading prior to official practices. Provide this list to the LOC registration chair as soon as possible.
- Contact your announcing personnel ahead
 - Make sure your announcers are aware that they will be needed to announce the start and end of the 15-20 minute official warm-up sessions during the competition.

Chapter 6:

- Plan on attending official practice ice – for the first day for sure, and at least stopping in on subsequent days to make sure there are no issues. Make sure you are always available via cell phone if you or your assistant referees are not in attendance.
- Make sure medical is available on-site and rinkside, particularly during pairs and dance.

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Revision History

Revision 1.1 (December 2014):

- Removed reference to advancement documents for sectionals (now by email from headquarters)
- Added sectional referee addendum

Revision 1.2 (October 2016):

- Added information about post-event meetings
- Revised information about medals