



Handbook for Referees

Synchronized Skating

Season 2018-2019

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The Synchronized Skating Referees Handbook is a guide for all Referees of our sport under the ISU Judging System. The purpose of this handbook is to provide Referees guidance in planning events and handling the various required tasks prior to and during competitions.

All rule references contained within this handbook refer to the 2018 ISU Special Regulations and Technical Rules for Synchronized Skating. It is the responsibility of every Referee to keep themselves up to date on rule changes and content as it relates to the duties of a Synchronized Skating Referee, including all applicable ISU Communications for the season.

If clarification is needed on any aspect of this handbook, please contact a member of the Synchronized Skating Technical Committee.

ISU Synchronized Skating Technical Committee, August 2018

A Referee of Synchronized Skating plays a major role in development of the sport of Synchronized Skating. This is accomplished through effective leadership and management of competitions and by establishing positive relationships with the various members of the global figure skating community. All Referees must have excellent technical knowledge and keep themselves up to date on rule changes and content.

For all Synchronized Skating competitions or ISU Championships, whether the events are large or small, a Referee must be well prepared and organized. The organizational steps can be broken down into four (4) areas:

1. Pre-Event Activities (Chapter 4)
2. On-Site Activities (Chapter 5)
3. Event Management (Chapters 6-8)
4. Post-Event Activities (Chapter 9)

Duties and Powers of Officials

Rule 920

e) Officials must adhere fully to the ISU Code of Ethics.

f) Officials must:

1. keep themselves fully informed about all matters concerning the performance of their duties in the current General Regulations and Special Regulations and Technical Rules, ISU Communications and Manuals, Handbooks and Booklets and all updates published on the ISU website;
2. have a satisfactory standard of eyesight, hearing and general physical condition in order to perform their duties;
3. comport themselves with discretion as ISU appointed Officials;
4. not show bias for or against any Team on any grounds;
5. be completely impartial and neutral at all times;
6. base their marks and decisions only on the performance and not be influenced by reputation or past performance;
7. disregard public applause or disapproval;
8. not discuss their marks or decisions and marks or decisions of other Officials during the competition with any person other than the Referee and/or, for members of the Technical Panel only, the other members of the Technical Panel of the part of the discipline in which they are serving;
9. not serve as television commentator nor engage in communication with the media, television, or others except through the Referee of the part of the Competition in which they are serving;
10. Any form of electronic communication devices such as mobile phones, tablets or smart watches must be switched off while the officials are on the officials' stand;
11. not act as Team Leader (or Assistant) in ISU Synchronized Skating Championships in the same season during which they serve as a Referee, Judge, Technical Controller, Technical Specialist or OAC member in ISU Synchronized Skating Championships.
12. No official participating in an International Figure Skating event in any capacity may make any negative comment to the public concerning such event.

1. Duties and Powers of the Referee

- a) checks the observance of all eligibility Rules, the ISU clearance certificates and the accuracy of calculation software unless the ISU Event Coordinator is present;
- b) together with the medical advisor/competition physician, approves any medical appliances containing metal or hard plastic in advance of the competition (see Rule 141, paragraph 2);
- c) conducts all the draws for the starting order;

- d) manages the panel of Judges (including ensuring that they do not, while on the Judges stand, bring notes from previously awarded scores or any form of electronic communication, nor communicate with one another or indicate errors by action or sound, nor look at marks being inputted by Judges sitting alongside them) and acts as the responsible spokesperson of the Officials should the need arise;
- e) conducts the Initial Judges Meeting (see Rule 921) and a meeting with the Judges prior to every Segment of an event according to the ISU guidelines;
- f) check the compliance of warm up periods with Rule 964;
- g) times the duration needed by the Competitors/Team to take the starting position and decide upon subsequent possible withdrawal (see Rules 953 and 838 paragraph 3);
- h) gives a signal to the person in charge of music to start the music of the Team;
- i) Time with the assistance of a Timekeeper (see Rule 816) the program as skated, the possible interruptions according to Rule 843 paragraph 1.n);
- j) takes necessary actions related to delayed start or restart as per Rule 965, including instructing the person in charge of music to stop or restart the music of a Competitors/Team;
- k) decides whether the condition of the ice permits the holding of the event;
- l) decides upon all protests on the event concerned;
- m) alters the shape and size of the skating surface if unfavorable circumstances arise;
- n) accepts in agreement with the Organizing Member or affiliated Club, another rink for the holding of the event;
- o) decides upon the following deductions according to Rule 843 paragraph 1. n) : time violations, interruptions of the program, music violations, part of the costume/decoration falls on the ice;
- p) together with the Judges Panel decides upon the deductions according to Rule 843, paragraph 1.n) for the violation of the following requirements or restrictions: costume, props (including feathers/headpiece). Those deductions are applied according to the opinion of the majority of the panel which includes all the Judges and the Referee. No deduction is made in case of a 50:50 split vote;
- q) judges the complete event;
- r) suspends skating until the order is restored in case the public interrupts the competition or interferes with its orderly conduct;
- s) excludes Teams from the event, if necessary;
- t) removes Judge(s) from the panel, if necessary and based on important and valid reasons;
- u) forbids any coach at any time during the course of the Championships or Competitions to be on any part of the ice surface of the rink on which the Championships or Competitions is taking place;
- v) decides any matter concerning breaches of the ISU Constitution or Regulations;
- w) participates in the Victory ceremony;
- x) moderates the Round Table Discussion according to ISU guidelines (See Rule 921);
- y) prepares the Report on the event according to ISU guidelines (See Rule 923).

3. Communication between the Referee and Technical Controller

If possible, there should be direct communication between the Referee and Technical Controller during the competition.

Referee Skills

A wide range of skills are required to manage all the Referees' responsibilities.

Technical Knowledge

- Comprehension of current Regulations, Technical Rules, and ISU Communications relating to Synchronized Skating
- Comprehension and understanding of the ISU Judging System

Planning and Organization Skills

- Prepare in advance for the event as fully as possible
- Conduct the event efficiently according to ISU Rules
- Delegate appropriate responsibilities to the Referee's Assistant at ice level prior to the start of the competition
- Work cohesively with the Technical Panel and Organizing Committee to ensure a well-executed event

Interpersonal Relations

- Develop and maintain open relations with all members of skating community
- Promote a supportive atmosphere needed for others to perform their tasks effectively
- Provide tactful and constructive feedback when appropriate or when requested
- Respect the views of Judges on the panel and advise them in a positive and non-threatening manner
- Possess good verbal ability of the English language

Analysis and Reporting

- Prepare the Referee Report accurately and honestly. Submit the report on time.
- Reply promptly to requests for further information except requests regarding decisions made by the Judges and/or the Technical Panel. Such replies are subject to the "Field of Play" decisions and it is not appropriate to comment

Communication

- Ensure direct communication between the Referee and Technical Controller, particularly during the competition
- Ensure Judges receive appropriate and clear guidance of the technical rules of Synchronized Skating
- Foster an environment of open, clear communication with all members of the Judges Panel, Technical Panel and Organizing Committee
- Encourage constructive discussions among Judges during the Round Table Discussion
- Be able to work with the Media as well as represent the ISU at Press Conferences

Organizing Committee must assign a person (International or National level Synchronized Skating Official) as the Referee's Assistant at ice level.

Responsibilities

The Event Referee will designate the functions of the Referee's Assistant at Ice Level according to Rule 816.

- permits (verifying the competing Skaters) the first and each additional Team to enter the ice for their warm-up;
- checks the number of credentialed team alternates (maximum of four (4)) permitted at the ice level barrier and kiss and cry;
- monitors the ice conditions and reports problems to the Referee;
- directs a registered alternate to enter the ice for the express purpose of picking up objects on the ice considered hazardous to the Skaters;
- does not Judge or take notes during the Team performance. For safety reasons, the full attention of the Referee's Assistant at ice level must be on the Team;
- does not participate in the Victory Ceremony.

If a foreign object or part of costume falls to the ice during the competition, the Referee's Assistant Ice may direct a registered alternate to enter the ice for the express purpose of picking up the object. At least one (1) alternate on the team should stand close to the Referee's Assistant Ice at the entrance to the ice. If the Team does not have an alternate, a skater from the Organizing Committee will be used.

Gathering General Information

The official competition Announcement should be sent to the Referee together with the invitation. Referee may also find a copy of the Announcement on the competition website.

Announcement checklist:

- Dates of competition
- Tentative schedule of events, including Officials' Meetings, Draws, Practice sessions
- Official hotel (other hotels) – distance to competition/practice rink
- Transportation
- Marking System/Calculation of results (Reference: www.isujudgingsystem.com)
- Music reproduction system

Review of Rules

Referees should review any rules or technical information prior to the competition, as they feel necessary.

Rule numbers of particular importance are:

- **ISU Constitution**
 - Age Limits Rule 108
 - Participation in Competitions Rule 109
 - Protests Rule 123
- **ISU Regulation**
 - Officials Rules Rules 900 to 911
 - Judges Draw Rule 971
 - ISU Judging System Rule 842
 - Determining Results/Publication Rule 843
 - Protocol Rule 856
 - Duties of Event Officials Rule 920
 - Meetings at Competitions for Referees and Judges Rule 921
 - Reports Rule 923
 - Officials Assessment Commission Rule 930
 - Short Program & Free Skating Requirements/Criteria Rules 991, 992
 - Short Program & Free Skating Marking Rule 954
 - Draws (teams) Rules 962, 963, 970
 - Warm-up Periods Rule 964
 - Call to the Start Rule 838
 - Allowance of a Delayed Start or Restart Rule 965
- **ISU Communication**
 - On Ice Medical Emergencies ISU Communication 2049
 - Code of Ethics ISU Communication 2104
 - Conflict of Interest ISU Communication 2104
 - Officials Assessment Commission ISU Communication 2194

Referees should always have available at competitions the current ISU Constitution, Special Regulations and Technical Rules for Synchronized Skating, current ISU Communications/Clarifications, GOE and Program Component Criteria, and GOE Reduction/Deduction Sheet.

Review of Officials/Team Entries

Confirm the following:

- All announced Officials are on the current ISU list of Referees, Judges, and Technical Panel members for Synchronized Skating;
- If any Event Official is new for the season;
- Composition of the Officials panel;
- If any Judges will be judging more than your event;
- Number of teams participating;
- Correctness of preliminary time schedule in relation to number of participating teams;
- Competition schedule is in accordance to the Rules.

Discipline and Content of Synchronized Skating

Reference Rule 800, Rule 108 and Communication 2184

A Synchronized Skating Team must consist of the following number of Skaters and may include both ladies and men; the object of a Team is to perform as one unit.

In all International Synchronized Skating Competitions

- a) Senior: shall consist of sixteen (16) Skaters
 - has reached at least the age of fifteen (15)
 - a maximum number of four (4) alternate Skaters.
- b) Junior: shall consist of sixteen (16) Skaters
 - has reached at least the age of thirteen (13) but not the age of nineteen (19)
 - a maximum number of four (4) alternate Skaters.
- c) Advanced Novice: shall consist of sixteen (16) Skaters
 - has reached at least the age of ten (10) but not the age of fifteen (15)
 - a maximum number of four (4) alternate Skaters.
- d) Basic Novice A: shall consist of twelve (12) Skaters
 - has reached at least the age of ten (10) but not the age of fifteen (15)
 - a maximum number of four (4) alternate Skaters. At the National level,
 - ISU Members may permit a different team composition.
- e) Basic Novice B: shall consist of sixteen (16) Skaters
 - has reached at least the age of ten (10) but not the age of fifteen (15)
 - a maximum number of four (4) alternate Skaters. At the National level,
 - ISU Members may permit a different team composition.

In all ISU Synchronized Skating Championships a Team shall consist of sixteen (16) Skaters. Each Team may have up to a maximum of four (4) alternates listed as such on the Team roster.

If an injury/illness occurs during practices or competition, the Team will be permitted to skate with not less than fourteen (14) Skaters.

Don't Forget to Bring:

- Whistle
- Stopwatch
- Announcement
- Organizing Committee contact information

Gathering General Information

As Referee, you should arrive early at the competition to become familiar with the Organizing Committee, all arrangements and carry out the essential pre-event tasks. ISU Rule 137, Communication 1562 and 1570 item 12 (Clarification of ISU Communication 1562 – Cost savings at ISU Events) must be observed.

Key Contact Personnel

- ISU Event Coordinator, Regional Event Coordination Assistants, ISU Representative (at ISU Championships only – Rule 870)
- Technical Representative or other person assigned from the OC – primary contact for all local arrangements
- Chairperson of the Organizing Committee – overall responsibility for all aspects of the competition
- Announcer/Music Technician
- Chief for Calculation/Result service
- Ice Monitor/Gate Keeper
- Chief for Transportation
- Emergency Medical Services Staff
- Media Officer
- Technical Panel
- Technical Controller – responsible for planned program content sheets

Ice Rink Facilities (Competition and Practice)

NOTE: For ISU Championships, most of the obligations of the Referee will be performed by the ISU Event Coordinator and staff.

The Referee should visit each ice rink as soon as possible after arrival to become familiar with their layout and any physical challenges. Any concerns at the ISU Synchronized Skating Championships should be directed to the ISU Event Coordinator or the person acting in that capacity. The rink(s) should be a total non-smoking facility.

Check the following in Ice Rinks:

- Operations Center OC/Competition Director; ISU Event Coordinator's Office; ISU Representative's Office (at ISU Championships)
- Officials' Room (Judges, Technical Panel); OAC at ISU Championships (OAC not present at World Junior Synchronized Championships)
 - Materials, pencils, judging sheets
 - Nearest washroom for Event Officials
 - Food/beverages
- Judges Stand
 - Size/view/seating arrangements (chairs), etc.
 - Touch screens/the ISU Judging System equipment
 - Communication system to Referee's Assistant Ice
 - Communication system to the Technical Controller
- Announcer and Music Technician/walkie-talkie or phones
- Entry and exit to the ice for the teams
- Technical Panel stand
- Cameraman place (Video replay)
- Location to conduct initial and intermediate draws
- Referee's Assistant Ice location
- Announcing/Music Area
- Results/Calculation Room

- Printing services/Copy Room (belongs to the OC)
- Notice Boards and Team Mailboxes (belongs to the OC)
- Distribution of Bulletins/Communications/Results (belongs to the OC)
- Medical Facilities and Doping Room (if announced)
- Dressing Rooms
- Team Warm-up Area
- Transportation Desk
- Bus Pick-up/Drop-off
- Media Room

The Referee must make sure that the panel of Judges knows how to operate the touchscreen or any similar units. If needed, the Referee must make an appointment for instructions with the company responsible for the data input.

Functions of Ice Rink Facilities

- Availability of sweepers or flower gatherers
- Location for ice resurfacing equipment entry and exit
- Arrangements for repairing the ice during the event
- Communication with the ice maintenance crew
- Adequate lighting for practices and competition in the arena
- Location of TV cameras will not interfere with the officials/skaters during the event (this task belongs to OC)
- Resurfacing procedure in case of accidents leaving blood on the ice

Medical Services Staff

Medical Services Staff must be on site before the competition starts, otherwise, the competition must not start.

The Referee should contact the Chief Medical Officer (CMO) or ISU Medical Advisor at the Championships to clarify open questions, especially when the medical team should enter the ice for first aid and/or evacuation in case of an accident.

The Referee, if applicable, should also do the draw for the doping control selection. At the ISU Championships, the ISU Representative does the draw for the doping control selection.

- Location and contact with rink-side medical personnel
- Service arrangement in timing and attendance
- Ambulance location and call time in case of an emergency
- Hospital name, location and distance in case of an emergency
- Location of medical station, equipment, and operating hours

Hotel Facilities

- Registration Desk/Information Desk – hours of operation
- Meals – location, hours of dining room operation
- Meeting Rooms – location for the Initial Judges Meeting and Round Table Discussion
- Pick-up Area – location for transportation to/from arena/special events
- Notice Board – location in hotels and rinks

The following are provided as quick reference on how to handle various tasks prior to and during the competition. Always refer to the ISU Special Regulations & Technical Rules for Synchronized Skating.

Falls and Interruptions

Rule 953

1. A Fall is defined as loss of control by a Skater with the result that the majority of his/her own body weight is on the ice supported by any other part of the body other than the blades e.g. hand(s), knee(s), back, buttock(s) or any part of the arm. For every Fall there shall be a deduction (see Rule 843, para 1.n)).

2. An Interruption is defined as the time elapsed between the moment a Skater(s) stops performing the program until the moment they resume performing the program. For every Interruption by one (1) or more Skaters of more than ten (10) seconds, there shall be a deduction (see Rule 843, para 1.n)). If an Interruption by the Team as a whole lasts more than forty (40) seconds, an acoustic signal is produced by the Referee and the Team is withdrawn. For cases of interruption due to adverse conditions unrelated to the Skater or related to the Skater's health or equipment, see Rule 965.

Accidents on the Ice During the Competition

If serious accident occurs to a skater during the competition leaving blood on the ice, the decision of action should be communicated between the Referee, Referee's Assistant Ice, and the Coach/Team Leader. **Please refer to Communication No. 2049 – On Ice Medical Emergencies.**

If an accident occurs, there are no restarts of the program and the team must continue from the point of interruption as verified by the Referee, after substitution of skater(s) is made.

The Referee must inform the Judges on the panel of the continuance of the program with regard to marking the elements, and also communicate the time to the Music Technician. The Announcer may give a short remark to the audience, if appropriate. In order to have effective management of situations such as this, the Referee must have suitable and workable communication system with the Referee's Assistant Ice, the ISU Event Coordinator, if present, the Announcer and the Music Technician at all times during the event.

It is suggested that the Referee meet prior to the start of the competition to test the communication equipment and set the procedures with regard to serious accidents and program interruptions.

Interruptions, Music Deficiencies and Incomplete Programs

Rule 965

1. If the tempo or quality of the music is deficient, the Teams may restart their program from the beginning, provided the Referee is informed, by the Team Captain, within thirty (30) seconds after the start of the program.
2. If an interruption or stop in the music or any other adverse condition unrelated to the Team or his/their equipment, such as lighting, ice-condition etc. occurs, at any time during the program, the Team must stop skating at the acoustic signal of the Referee. In the event the Referee does not stop the skating with an acoustic signal, the Team Captain should inform the Referee about any music deficiencies (even if happening after thirty (30) seconds). The rest of the Team must continue to skate until they are ordered to stop by an acoustic signal of the Referee. No penalty will be applied to the Captain leaving the

team to consult with the referee or the referee then stopping the program. The Team shall continue from the point of interruption immediately after the problem has been solved. If, however, the interruption lasts longer than ten (10) minutes, there shall be a second warm-up period according to Rule 964, paragraph 2.

3. If a Skater gets injured during the performance or another adverse condition related to him or his equipment (such as health problems or unexpected damage to his clothing or equipment) impedes their skating, the Skater must stop skating and either this Skater (if possible) or the Team Captain must report to the Referee. The rest of the Team must continue to skate until they are ordered to stop by an acoustic signal of the Referee.

a) If the adverse conditions can be remedied without delay, and the rest of the Team has continued to skate their program and the affected Skater(s) resumes skating their program without reporting to the Referee, the Referee will apply a deduction for interruption as per Rule 843, paragraph 1.n) depending on the duration of the interruption. This time period commences immediately after the Skater stops performing the program or the Team is ordered to do so by the Referee, whichever is earlier.

b) If the adverse conditions cannot be remedied without delay and the Team Captain (or affected Skater) reports to the Referee within forty (40) seconds, the Referee will order the rest of the Team to stop skating by an acoustic signal and allow an additional up to three (3) minutes period and/or will permit the Team to solve the problem in order for the Team to resume skating. The Team will resume skating as close as possible to the time that the Team Captain reported to the Referee. This additional time period commences at the moment the Team Captain reports to the Referee. The Referee will apply a deduction as per Rule 843 paragraph 1.n) of 5.0 points for the whole interruption.

- (i) If either the whole Team stops skating without being ordered to do so by the Referee or the Referee ordered the Team to stop skating and the Team Captain does not report to the Referee within forty (40) seconds or if the Team does not resume skating their program within the additional three (3) minutes period, they shall be considered withdrawn.
- (ii) The Judges and Technical Panel continue to evaluate the Teams performance until the Referee orders the Team to stop skating with an acoustical signal. The point from where the Team must continue the program shall be decided and communicated to the Team.
- (iii) The Referee in consultation with the Technical Controller will determine whether the interruption has occurred before or during an element. If the interruption occurred during any part of an Element, the Team will begin on the transition following that Element. If the interruption occurred during a Transition, then the Team will begin after that point and continue into the next Element. The Referee will inform the Judges and Technical Panel where to continue the evaluation of the program.

c) In case of Skater's injury, which requires Skater's evacuation by the medical personal from the ice surface and / or new ice resurfacing is needed after the accident, this three (3) minutes period is not in place.

4. If, in the opinion of the Referee, medical attention is required, the Referee must stop the performance. The Referee, after consulting with medical personnel, if available, will decide if the Skater is fit to continue the program with no further risk to themselves or their teammates. There will be a maximum of a three (3) minutes allowance for evaluation before the Referee will be required to make a decision. If it is determined that the Skater is not fit to continue, another Skater may be substituted per Rule 965, paragraph 6. If it is determined that the Skater is fit to continue, Rule 965, paragraph 3. b) will apply.

a) In case of Skater's injury, which requires Skater's evacuation by the medical personal from the ice surface and/or new ice resurfacing is needed after the accident, this three (3) minutes period is not in place.

b) If a substitute Skater is available but not used, and the Team chooses to finish their program with less than sixteen (16) Skaters, Rule 800, paragraph 2.f will apply.

c) If a Team initially starts to compete with less than sixteen (16) Skaters, Rule 800, paragraph 2.f. will apply. If an injury or adverse condition occurs, Rule 965, paragraph 3 will also apply.

5. If any Skater/Team between entering the ice and being called to the start is/are injured or any other adverse condition related to him/them or his/their equipment impeding his/their skating occurs and time before the start of the program is not sufficient to remedy the adverse condition, the Referee shall allow the Team up to three (3) additional minutes before he/they is called to the start. The Referee will apply a deduction as per paragraph 3.b) above.
6. Once a Short Program or Free Skating has started, no substitution of a Skater will be permitted (if there is no visible reason i.e. injury/equipment failure, etc...). However, registered Team alternates may be substituted if the Team's program is stopped by the Referee due to injury or equipment problems. If a Team substitutes a Skater without the Referee first stopping the program, the Team will be disqualified.
7. With respect to adverse conditions related to a Skater or his equipment, only one (1) restart per program is allowed. In case of a second stop of the performance due to an adverse condition related to the Skater(s) or his/their equipment, the Team concerned shall be considered withdrawn.
8. If a Team does not complete their program, no marks are awarded, and the Team is withdrawn.

Protests

Rule 123

Protests based on alleged violation of rules may be lodged provided that they are not forbidden by this or another rule. The Referee decides upon all protests.

Protests must be filed with the Referee in writing and within the stated time limit. At the same time 100 Swiss Francs or other convertible currency to the same value must be deposited with the Referee. The Referee will remit the protest fee to the ISU.

Please read carefully:

- Persons entitled to file a Protest (paragraph 2)
- Time limits for filing Protests (paragraph 3)
- Protest restrictions (paragraph 4)
- Referee's decision of Rule 123 (paragraph 5)

Rule 123 also applies to the evaluation by the Technical Panel (TC, TS, Data & Replay Operator) of teams' performances. Protests against results are permitted only in case of incorrect mathematical calculation. A wrong identification of an element or of a level of difficulty, although it results in a lower or higher score, is a human error and not an incorrect mathematical calculation.

Protest Restrictions

Protests against evaluations by Referees, Judges and the Technical Panel (Technical Controller, Technical Specialists, Data & Replay Operator) of Skaters' performances are not allowed.

Protests against results are permitted only in the case of incorrect mathematical calculation. A wrong identification of an element or of a level of difficulty, although it results in a lower or higher score, is a human error and not an incorrect mathematical calculation.

This is in line with the generally accepted international sports principles of applying "Field of Play" decisions.

In Synchronized Skating, a correct time schedule is very important in utilizing the ISU Judging System equipment and touch screens.

If an ISU Event Coordinator or Regional Event Coordinators have been assigned to the event, they will have checked the schedule before it was finalized. In some cases, circumstances prevent ideal scheduling. The Referee should be aware of such problems so as to be able to provide solutions if changes to the published schedule need to be made. All changes in the time schedule must be announced in the form of a Communication.

Practice Sessions

After registration at accreditation for an event, teams may not practice at a rink other than the official rink (Rule 830).

Unofficial Practices

- Unofficial practice sessions may begin before the official draw.
- Practices should be fifteen (15) minutes in duration and may be on any ice surface.
- Resurfacing should be done after every group of four (4) teams.
- Teams may use the music of their own choice and practice the programs of their choice (with exception of the ISU Championships).
- The arrival time of the teams should be taken in consideration by the OC when scheduling the unofficial practices.

Official Practices

Announcers and Music Operator Guidelines in Synchronized Skating

The information for playing music at the official practices before the Competition or Championships events is outlined in Rule 830.

Official practice sessions (no additional fee may be charged) start on the day of the first draw or first day of competition.

At all International Competitions and ISU Championships, the Organizer must provide to each competing team on the competition arena ice surface:

- 10 minutes of practice ice for the Short Program
- 12 minutes of practice ice for the Free Skating, conducted after the Short Program

At the official practices for Short Program and Free Skating, the competitive music of the team will be played twice, each time without interruption.

No other music will be played during the official practice segments.

The teams will be divided into groups as nearly equal in number as possible but no more than six (6) teams for the short program and no more than five (5) teams for the free skating program should practice on the same ice.

The skating order as drawn must be used for official practices.

If the starting order for official practice is for any reason not the same as the official draw order, the alphabetical order of the countries (and alphabetical order within the country) must be used.

Official Practice Ice Procedure

Entering Ice Surface

A team may enter the ice surface for their practice session once their name is announced and the preceding team has been asked to exit the ice. The team must exit the ice immediately when their practice segment is over.

Timing for their practice session begins when team's name is announced.

Announcer's Script

The music will be played twice without interruption. The music will be played for the first time at the 1:30 minute mark, and again at 6:00 minute mark for Short Program, for Free Skating it will be the 7:00 minute mark. A warning will be given 30 seconds before the music starts.

No coach or team members are permitted to stand near the music people to give direction during the 10 or 12 minute official practices.

Sample Practice Timing – Senior Free Skating Practice

- Enter Ice 0:00
- First 30-second warning 1:00
- Play Music First Time 1:30
- Program Ends 6:10
- Second 30-second warning 6:30
- Play Music Second Time 7:00
- Program Ends 11:40
- Exit Ice 12:00

Competition Time Schedule – Short Program/Free Skating

SHORT PROGRAM – 10 minutes	FREE SKATING – 12 minutes
Competition ice surface	Competition ice surface
Maximum 6 per group	Maximum 5 per group
According to official draw order	According to official draw order
10-minute practice	12-minute practice
Once the music has started it will be played through in its entirety with no interruption. Music to be played twice.	Once the music has started it will be played through in its entirety with no interruption. Music to be played twice.
Ice to be resurfaced after each group. After two groups, a dry cut may also be recommended.	Ice to be resurfaced after each group. After two groups, a dry cut may also be recommended.

At the ISU Championships, the competition schedule is the responsibility of the ISU Event Coordinator in consultation with the Organizing Committee. At International Competitions, the time schedule is the responsibility of the Organizer in consultation with the Referee. The competition schedule must be completed prior to the Opening Initial Draw. The completed schedule with dressing room assignments must be distributed as soon as possible upon completion of the Opening Initial Draw.

The time per team for short programs and free skating should reflect the following:

- Time allowed for program
- At least one (1) minute warm up, per Rule 964
- Thirty (30) seconds to exit the ice

Computerized Schedule for Synchronized Skating – ISU Judging System

Starting Time for the Competition	18:30	Time minimum but may change according to the number of dressing rooms.
Dressing Room Time	20	
Wait time	2	Same remarks as for only ice make. This is the maximum time used.
Ice Make + Dry Cut	20	
Dressing Room Clear Time	18	*Number of dressing rooms depends on the number of competing teams.
First Dressing Room #	1	
Last Dressing Room #	6*	
Photo Time	10	(If necessary)
SP = 6.0		Marks read in two languages (+ 30 seconds)
Junior FS = 7.0		The Referee, Panel of Judges and Technical Panel will be announced prior the start of a competition.
Senior FS = 7.5		
Novice FS = 6.5		

Duration of Skating

Rule 952

The time must be reckoned from the moment that a Skater begins to move or to skate, until arriving at a complete stop at the end of the program.

1. Short Program for Senior and Junior: Two (2) minutes and fifty (50) seconds but may be less.
 - a) Any Element started after two (2) minutes and fifty (50) seconds will be considered in the marking as omitted.
 - b) If the Team fails to finish the Short Program within the time limit, there shall be a deduction (see Rule 843, paragraph 1.n)), from the Total Score for up to every five (5) seconds in excess.
2. Free Skating:
 - a) Senior: Four (4) minutes
 - b) Junior: Three (3) minutes and thirty (30) seconds
 - c) Novice: Three (3) minutes

The Team is allowed to finish the Free Skating within ten (10) seconds plus or minus the required time. If the Team fails to finish the Free Skating within the allowed range of time, there shall be a deduction (see Rule 843, paragraph 1.n)) for up to every five (5) seconds lacking or in excess.

Any Elements started after the required time (plus ten (10) seconds allowed) will not be identified by the Technical Panel and will have no value. If the duration of the program is thirty (30) seconds or more under the required time no marks will be awarded. These deductions are not applicable under the Rule 965, paragraph 5.

Warm-Up Periods

Rule 964

1. Warm-up periods must be allotted to all Teams. For a maximum size of each Starting Group before ice to be resurfaced see Rules 980, 981 and 982; Size of Starting Order Groups Tables I, II and III).
 - a) Short Program and Free Skating; each Team shall be allowed a warm-up of at least one (1) minute in duration (without their music during the judging time of the previous Team) before the Team is called to start.
 - b) A Team must not take more than thirty (30) seconds for exiting the ice surface for both the Short Program and Free Skating.
 - c) The first Team of each starting group is granted a one (1) minute warm up period before their call to start.
2. In case of an interruption in the competition due to unforeseen circumstances of more than ten (10) minutes, the Teams affected will be permitted to a second warm-up period.
3. In the event one or more tied Teams, as per Rule 963, paragraph 2.e), are included in the same group, the maximum number permitted to warm-up may be exceeded by one (1) Team. However, if the maximum number permitted is exceeded by two or more Teams, the group in question shall be divided into two (2) sub-groups
4. For Synchronized Skating it is recommended that the ice be resurfaced after every six (6) Teams for the Short Program and after every five (5) Teams for the Free Skating. The ice resurface groups will be based on Rules 980, 981 and 982, however the ISU Event Coordinator and/or ISU Representative may decide to change the ice resurface groups based on the conditions of the ice at ISU Championships.

Call to Start

Rule 838

1. Prior to each performance, the names of those Teams about to compete must be clearly called on the ice and in the dressing rooms.
2. Prior to the announcement, the next Team to skate must enter the ice surface for their warmup at the sign of the Referee's Assistant at ice level. Following the warmup period of at least one (1) minute (see Rule 964), the Team is announced.
3. Teams shall be announced utilizing the Teams' own name in the following manner: Team Name followed by the name of the ISU Member.
4. Each Team must take the starting position and make a signal to the Referee of each Segment of the competition (Short Program and Free Skating) at the latest thirty (30) seconds after their name has been announced. If this time has expired and the Team has not yet taken the starting position, the Referee shall apply a deduction (deducted from the final score) as per Rule 843, paragraph 1. n). If sixty (60) seconds started from the call to the start have expired and the Team has not yet taken the starting position, they will be considered as withdrawn.

General Timing Guidelines

Timing should be started when the last Skater of the team enters the ice surface for their one (1) minute warmup.

Initial Judges Meeting**Rule 921****Initial Judges Meeting and Pre-Event Meeting at ISU Championships, ISU Events and Olympic Winter Games**

Judges at ISU Championships, ISU Events and Olympic Winter Games must attend an Initial Judges Meeting moderated by the Referee, together with the Chair or a member of the respective Technical Committee, if present, and, if possible, the Technical Controller, held before the competition starts, and a Pre-Event Meeting moderated by the Referee immediately preceding the beginning of the competition. In the Initial Judges Meeting, the moderators must draw to the attention of the Judges in brief summary form the Rules relating to the duties of Judges and the marking of Synchronized Skating with special attention being paid to any changes in Rules or in their interpretation or clarification that have been officially published. In the Pre-Event Meeting the focus shall be on the essentials of the Elements of the respective segment of competition.

For the purpose of Rule 907 paragraph 5, this meeting must be moderated by the Referee, together with the Chair or a member of the respective Technical Committee.

Judges at International Competitions

Judges at International Competitions must attend a Judges Meeting to be held immediately before the beginning of the competition. The exact time and the format of this meeting will be determined by the Referee. However, this meeting shall include at least a brief summary of all topics to be covered in the Initial Judges Meeting and the Pre-Event Meeting of ISU Championships, ISU Events and Olympic Winter Games.

Referees should also **remind Judges about ISU Communication #1540** and the following items:

“Figure Skating - Use of papers/documents by Figure Skating Judges during competitions”

- Taking notes by the Judges can be done only during the Team’s performance, but not after the scores have been sent
- GOE marks should be entered directly to the mini screen, before writing on your judging papers. Corrections should be done later before sending marks
- After confirming the scores using the “Send” button, changes can be done only through the Referee (if good reasons exist)
- Judges should send marks immediately after elements are “Authorized.”
- Each Judge should make at least one comment during the Initial Judges’ Meeting so the Referee can assess Judges’ working knowledge of English.

By rating the Judges’ knowledge of English language, please note that these are the explanations for Judges’ working knowledge of English.

No – must be removed from the List (does not understand the conversation and cannot participate)

Partly – understands, but cannot discuss (must improve the knowledge)

Weak –not enough knowledge to follow discussions (will not be considered for promotion)

Yes – everything is o.k.

A good meeting will accomplish the following:

- establish a strong and positive working relationship between all Officials and OC
- help the Officials become acquainted with one another

- provide necessary information such as discussion of new rules, duties of Judges
- establish a supportive atmosphere
- draw as required to complete the Judges panel
- draw to determine the seating for the Judges panel (if not set by OC)

The information listed below should be communicated at the Initial Judges meeting:

- introduction of Referees, Judges and Technical panel/check pronunciation of names
- identification of important personnel on OC
- locations of Event Officials' room and off-duty Judges' room
- access to Judges and Technical Panel stand
- seating for off-duty Judges
- arrangements for meals and refreshments
- schedule or assignment revisions
- transportation arrangements
- arrival time for Judges to the ice rink prior the start of each event (short program and free skating)
- use of the ISU Judging system/review use of touch screens (especially deduction button) or other equipment
- arrangements for draws
- arrangements for the Round Table Discussion (where and when)
- review of new rules and/or changes (if necessary)
- review the Code of Ethics
- review the principal of the GOE mark, use of the bullet points and special criteria for each element and the adjustment of GOE
- review some main points of Program Components

The Referee should remind the Judges of the important duties and rules regarding the ISU Judging System, any updates since the last competition, and also provide an opportunity for the Judges to ask questions. It is important to have on hand copies of current ISU Communications that address rule changes, etc.

Before and during a competition, the Referee should refrain from any comment with respect to the teams, which could have an influence on the judging of the present and future competitions.

Pre-Event Meeting

The Referee conducts a brief meeting, approximately thirty (30) minutes, prior to every segment (Short program and Free Skating) of a competition.

As Referee, it is your responsibility to focus on the essentials; required elements, reductions, or well-balanced program requirements, for the respective segment of the competition. You will also want to address any last-minute questions the Judges may have following the official practice sessions. This meeting also serves as opportunity for the Judges to become focused, relaxed and confident for the judging of the event. Be supportive and provide encouragement at this meeting.

At this time, the Draw for the seating order of the judging panel is also conducted if not already performed at the Initial Judges Meeting.

Draw for Judges

Rule 971*

***For ISU Championships, please refer to the draw procedures under Rule 971.**

For all other competitions, an open random draw will be conducted by the Referee during the Initial Judges Meeting.

Draw procedure:

- Each panel of Judges will consist of a representative from each member participating in the event, up to a maximum of nine (9) Judges
- Judges not drawn for the first Segment (Short Program) will automatically be assigned to the second Segment (Free skating)
- A separate draw to complete the panel of Judges will be conducted for the second segment (Free Skating)

The Referee conducts the Judges Draw as follows:

- announce for which event (Senior, Junior, Novice) the draw will be performed
- announce the number of participating Members, resulting in the Judges who are automatically assigned
 - if there are more Judges than available seats; assign each Judge a number and draw the required number of Judges to complete the panel
 - Judges not drawn for the first segment are automatically be assigned to the second segment
- draw for the remaining Judges to complete the panel, if required

Conduct the Draw for Seating Order as follows:

- establish the required number of judging seats (in bag, on table, etc)
- ask for a Judge from the host country to draw for the country that will start the draw for seating order
- draw the Judges in alphabetical order by country from that drawn starting point

Draw for Short Program – International Events

Team Draws (International Competitions)

Rules 962, 963

The draws for the starting order of all events are made in public by the Referee. The Referee should ask the Organizer to check the correct spelling of the names of the teams and all Officials. If the Referee misses the Draw, it is automatic Assessment 3 (see Rule 930 paragraphs 5 and 6 a)).

Starting numbers shall be drawn by competitors/team captain if present, or by official representatives of their Member (such as the Team Leader), or by members of the Organizing Committee. **It is recommended that Referees should not draw for a team if no team representative is present.**

Prior to the Opening Draw, the Referee should:

- prepare the Referee's Prompt Sheet for short program
- check the draw chips to be placed in the bag
- check the pronunciation of team names and make sure all teams entered are listed
- make sure team names are in alphabetical order by country and then by team name*

*** NOTE: Participating countries must be listed in the order defined in the ISU Members list. Refer to the Special Regulations and Technical Rules – Synchronized Skating.**

(Example: Sweden (SWE) is before Switzerland (SUI), Germany (GER) is before Great Britain (GBR)).

The Referee conducts the Opening Draw as follows:

- announce the panel (Referee, Judges, Technical Panel). Mostly published, no need to read it. The seating order will be drawn later.
- verify the presence of the teams
- announce the number of participating teams

- announce the number of participating members
- ask for a team captain from the host country to draw for the country that will start the draw – announce clearly the team who will start the draw
- draw the starting order of the teams in alphabetical order by country from that drawn starting point -- **the maximum number of teams to be drawn in the same group is six (6) for the short program** – announce the draw number clearly and double check the screen for the correct starting number
- announce the day and time for the short program practice session
- announce the day and starting time of the first team for the short program event
- announce the number of groups for the event and time of ice resurfacing
- announce the location and time of intermediate draw for the free skating event
- wish the teams good luck on their performance

The Referee's Prompt Sheet for the Short Program can be found in the Appendix.

Draw for Free Skating – International Events

Once the results of the short program have been approved, the draw for the free skating can be conducted. The draw for the free skating is based on the results of the short program.

The public draw must take place in the presence of at least one team captain. If some of the teams are not present for the draw, another team captain, an official representative of their country (such as the Team Leader), or by a member of the Organizing Committee, may draw on their behalf. Referees should not draw for a team.

For International Competitions, the Organizers have the option of determining the order of skating according to Rule 963 paragraph 2 e), or using the reverse order of places in the short program. The method used should be mentioned in the Announcement of the competition.

Prior to the Intermediate Draw, the Referee should:

- verify the starting groups and the procedure for the draw as well as for the draw(s) for any tied teams
- prepare the Referee's Prompt Sheet for free skating
- check the draw chips to be placed in the bag each time
- divide the teams into starting groups -- **the maximum number of teams to be drawn in the same group is five (5) for free skating**
- ties must be drawn in the same group "with a draw to see who draws first between the tied teams" **The maximum number of teams to be drawn in the same group is six (6), for ties** (see Rule 963 paragraph 2).

The Referee conducts the Intermediate Draw as follows:

- announce the results of the short program, if not displayed on a screen.
- the last group to skate (the best placed teams) is drawn first, starting with the first placed team, then the second placed team, etc.
- then the next group is drawn and so on
- finally, the lowest placed teams (last group) are drawn to skate in the first group
- announce each draw number clearly for the audience
- unless a draw board is used, the complete drawn order shall be announced by the Referee at the completion of the draw
- announce the day and time for the free skating practice session
- announce the day and starting time of the first team for the free skating event
- announce the number of groups for the event and time of ice resurfacing
- wish the teams good luck on their performance

The Referee's Prompt Sheet for the Free Skating can be found in the Appendix.

Draw for Starting Order Short Program and Free Skating ISU Synchronized Championships

Rule 970

The draw is prepared by the ISU Event Coordinator assigned to the Championships and conducted by the Referee.

At all ISU Championships, the draw for the Short Program will be held according to the latest World Standings utilizing the Teams' own name. World Standings are established as per the procedures published in an ISU Communication. The draw for the Short Program will be conducted as follows:

- a) Teams will be divided into two (2) approximately equal groups with the higher ranked Teams being drawn in the second part (thereafter called the part "skating later") and the lower ranked Teams, and Teams with no ranking, being drawn in the first part (thereafter called the part "skating earlier"). If the number of Teams cannot be divided equally by two (2), the skating later part will include one (1) Team more than the skating earlier part. In the case of ties in the World Standings on the border of the two (2) parts, all those tied Teams will be included in the skating later part;
- b) if the number of Teams with no ranking is bigger than the number of places in the skating earlier part, some of these Teams (decided by draw) will be in the skating later part. For this draw, all Teams with no ranking will participate to draw for as many positions as necessary for the skating later part;
- c) the number of Teams in the last and the next to last starting order groups will be determined according to the Table in Rule 981 using the total number of Teams;
- d) there will be a free draw among Teams with the highest ranking to skate in the last starting order group of the skating later part and a free draw among Teams with the next highest ranking to skate in the next to last starting order group of the skating later part.
 - (i) In case of ties in the World Standings on the border between the last and next to last starting order groups, all those tied Teams will be included in the last starting order group and the next to last starting order group will be smaller by the number of Teams so added to the last starting order group. In the event the last starting order group exceeds the maximum size permitted by two (2) or more Teams, the last starting order group will be divided into two (2) subgroups and there will be a free draw in each subgroup;
 - (ii) In case of ties in the World Standings on the border between the next to last starting order group and the rest of the Teams, all those tied Teams will be included in the next to last starting order group. In the event the next to last starting order group exceeds the maximum size permitted by two (2) or more Teams, the next to last starting order group will be divided into two (2) subgroups and there will be a free draw in each subgroup;
- e) there will be a free draw among all other Teams of "skating later" part.
- f) there will be one (1) more free draw among all Teams of the skating earlier part. For this draw all these Teams will be divided into two (2) parts: Teams with and without ranking, so that Teams with ranking will draw for the later starting numbers;
- g) starting numbers are drawn according to the World Standings with the highest ranked Team being drawn first, the next ranked Team – second etc. In cases of ties in the World Standings there will be a separate draw between tied Teams to decide the order of the main draw.
- h) Starting Order groups will be determined according to Table II in Rule 981, using the total number of Teams. In case of adjustments to the last and next to last starting order groups as per paragraph d) (i) and (ii) above, Starting Order groups will be adjusted accordingly.

1. The draw for the Free Skating

The starting order for the Free Skating will be held according to Rule 963, paragraph 2.f).

For ISU Synchronized Skating Championships and Olympic Winter Games:

- f) The order of skating for the final two (2) groups (i.e. with the best places Teams) will be drawn in four (4) subgroups.
 - (i) The top three finishers in the Short Program will be the last to skate in the final group and will be drawn from the first subgroup.
 - (ii) The fourth and fifth place finishers in the Short Program will be the first to skate in the final group and will be drawn from the second subgroup.

- (iii) The sixth, seventh and eighth place finishers in the Short Program will be the last to skate in the second-to-last group and will be drawn from the third subgroup.
- (iv) The ninth and tenth place finishers in the Short Program will be the first to skate in the second-to-last group and will be drawn from the fourth subgroup.
- (v) If the size of the subgroup is smaller than the maximum, the subgroups will be adjusted accordingly: in case of an even number of entries the subgroups are equal in size, in case of an odd number of entries the later skating subgroup is larger by one (1) entry than the previous skating subgroup.

The Referee's Prompt Sheet for the Short Program and Free Skating at ISU Championships can be found in the Appendix.

Round Table Discussion

Rule 921

Judges of International Competitions, ISU Championships and Olympic Winter Games must attend a closed meeting Round Table Discussion (RTD) with the Referee and, if possible the Technical Controller, held as soon as possible after conclusion of each discipline/category but not later than the following day of the discipline/category in question. The Referee is recommended to include video from the competition in the RTD. This is mandatory in ISU Events and recommended in all International Competitions.

The following topics will be discussed during the meeting, with a purpose of feedback among Judges and to reach a consensus to assist the ISU for future judging guidelines:

- a) general quality of skating,
- b) range of points for Elements and each of the Program Components of selected Teams, without establishing a range of acceptable scores (this will be established by the Officials Assessment Commission in accordance with the procedure established by the ISU Council),
- c) application and validity of current regulations,
- d) possible improvements to the marking guide, equipment, the print-outs and the flow of information both internally and externally.

During the discussion the Judges will be encouraged to express their opinions. The discussion will not be used to criticize individuals judging the discipline in question.

Required Documents

Make sure that you are well prepared and organized for the Event Round Table Discussion. It is recommended to start the preparations early, collecting the necessary materials after each part of the event. Make sure that before leaving the competition you have all of the documents needed for writing the Referee Report.

Referees should have the following documents:

- ISU Special Regulations and Technical Rules for Synchronized Skating
- ISU Constitution and General Regulations
- All current applicable ISU Communications – List of Referees and Judges
- A copy of Competition Announcement
- A copy of practice and competition time schedules
- A copy of the list of the panel of Judges
- A list of Judges nominated but not drawn (at ISU Championships)
- A current ISU Referee's Report for Synchronized Skating
- A current Attachment to the Referee's Report for International Competitions
- Two (2) copies of the classification lists (team protocols) for each part of the event with Referee's marks included
- A set of final result sheets from each part of the event
- Verification of ISUCalc System signed by Technical Accountant (www.isujudgingsystem.com)
- Verification of team skaters from Organizing Committee
- A copy of the medical statement for any withdrawn team
- Your own notes for each part of the event
- Your notes regarding facilities, ice conditions and scheduling
- Your notes on discussions held with the Controller and the Referee's Assistant Ice
- Official DVDs of the event
- Trial Judging Coordinator's Report (if necessary)
- Your notes on discussion held with Trial Judging Coordinator (if necessary)
- Guidelines for conducting the Initial Judges Meeting
- Guidelines for conducting the Round Table Discussion

Referees Report**Rule 923**

1. The Referee shall prepare a report on a standard form of the competition, in which the following areas are to be identified:

- standard of organization;
- standard of skating in each Segment;
- standard of judging and the ability of each judge to communicate his understanding of the rules and their applications;
- summary of Round Table Discussion;
- additional remarks (if necessary);
- proposals for improvement;
- correctness of the calculation setup (except for ISU Events);
- documentation on withdrawals.

2. The Referee shall send their report within fourteen (14) days following the competition to the ISU Secretariat. The ISU Secretariat shall send copies of the report as soon as possible to the following persons:

- the Chair and each member of the respective Technical Committee;

- the respective Sports Director Figure Skating.

A report has to be written only if the competition category fulfils the requirements of an International competition, i.e. more than one ISU Member took part. This should be noted to the Secretariat.

In addition to the above, the Referee must include with the Report the detailed protocol of each segment of the event, including the Referee and all Judges' marks, plus the Final Result, the ISUCalc verification form for International competitions, and Confirmation of the Organizing Committee for International competitions.

Special Comments on the Report

- **Organization** – Comment on the organization of the event including; venue facilities, hotel, transportation, food service, distribution of bulletins/results, printed material, security, ice conditions, special incidents, etc.
- **Entries** – Please indicate withdrawn teams and the reason for it
- **Standard of Skating**
- **Standard of Judging** – Make a general evaluation. Specific mistakes done by Judges are commented upon in the Judging Report, Special Remarks and/or in the Referee Addendum Form for International Competitions (**see below*)
- **Deductions** – List the deductions made by the Referee
- **Referee special remarks to SYSTC** – Point out if a Judge does not possess knowledge of English. Point out if any Judge had mediocre/poor judging in both events, or poor judging in one.
- **Special Remarks: Range of Scores Awarded and Time for Marking**
- **Special Remarks: Round Table Discussion**
- **Recommendations** on ISU Judging System in general and open questions

Judges' Evaluation for International Competitions

Referee Attachment Form for International Competitions

*Refer to ISU Communication #2098

The Referee Addendum Form (located in the Appendix) is to be used for International competitions, as there is no Officials Assessment Commission (OAC) assigned to these events. Given this situation and to ensure that all officials are reviewed under equal conditions, the ISU Council decided that a full individual evaluation of Judges scores is not to be undertaken at International competitions. However, the Referee of an individual event must continue to file a formal report reviewing the Judges activity in regard to ethics, behavior, attendance at Round Table Discussion, use of English and the other generalized reporting areas including, but not limited to, skating level and overall Judges marking.

The Referee should utilize the Addendum Form only for the officials who, in the opinion of the Referee, have striking errors or many cases of serious errors, and bias marks.

The Addendum Form should be attached to the Referee Report when submitted to the ISU Secretariat (entries@isu.ch). The ISU Secretariat will copy the Form and send it to the official concerned as well as to his/her ISU Member. This will make the official aware of the potential error and allow the official and his/her ISU Member to review the officiating capabilities of the official and take, if necessary, corrective action.

Referee Evaluation for International Competitions

The Synchronized Skating Technical Committee will review all Referee Reports and the work of the Referee and give a rating as Very Good, Good, Acceptable, Mediocre or Poor. These details will be added to the individual record of that Referee.

On the first occurrence that the Referee's service has the standard graded as Mediocre or Poor, a notification will be forwarded to the Referee informing her/him of the failures contained within the report.

In case of any subsequent Referee's reports submitted by such Referee and received within the same or following season having the standard as Mediocre or Poor, the Referee in question will not be considered for re-appointment until he/she has attended an ISU sponsored Referee or Referee section of an ISU Sponsored Judges seminar and have been given a successful rating by the Moderator(s).

Referee Prompt Sheets for Draws – International Competitions
Referee Prompt Sheets for Draws – ISU Championships
Confirmation of the Organizing Committee/Organizing Members for International Competitions
Sample ISU Calculation System Verification
Referee Report
Attachment to the Referee's Report
IJS Competitor Protest
ISU Withdrawal Notification Form
ISU Return to Competition Form
Ice Maintenance

Referee's Prompt Sheet for Short Program

International Events

Opening Draw

1. Announce the Panel: Referee, Technical Panel, Judges
2. Read the list of Teams entered
3. "We have _____ teams from _____ ISU Members/Countries participating in this event"
4. Draw for the Member / Country to start the draw*

"Will the Team Captain of _____ (host country team name) come forward to make the draw for starting order. Announce the Country drawn

5. Start the Draw
6. Announce the time for the start of the short program practice

"The practice session will start at _____.

7. Announce when the first team will compete

"The first Team will compete at _____ (time) hours on _____ (day)"

8. "There will be _____ groups; the ice will be resurfaced after _____ teams
9. Wish all the teams good luck on their performance

*** REMINDER: Participating countries must be listed in the order defined in the ISU Members list. Refer to the Special Regulations and Technical Rules – Synchronized Skating.** (Example: Sweden (SWE) is before Switzerland (SUI), Germany (GER) is before Great Britain (GBR)).

Referee's Prompt Sheet for Free Skating

International Events

Interim Draw

1. Announce Results of the Short Program (mostly published – no need to read it)
2. Any ties? If yes, draw between those tied to determine order of drawing between them
3. Draw the last group first. Start draw with the highest placed Team in the Short Program. Tied teams must be in the same group
4. Start the Draw
5. Announce the time for the start of the free skating practice
“The practice session will start at _____.”
6. Announce when the first team will compete
“The first Team will compete at _____(time) hours on _____(day)”
7. “There will be _____ groups; the ice will be resurfaced after _____ teams
8. Wish all the teams good luck on their performance

REMINDER: Organizers of International Competitions have the option of determining the order of free skating according to Rule 963 paragraph 2 e) to f) or using the reverse order of places in the Short Program which eliminates the requirement for an Interim Draw.

Referee's Prompt Sheet for Short Program

ISU Championship Events

NOTE: The ISU Event Coordinator will provide you with the Draw Groups.

Opening Draw

1. Introduce yourself and welcome everyone to the Draw Procedure for the "Event Name"

2.. Announce the Skating Resurface Groups and start the Draw

Sample: "There will be four Skating Resurface Groups: 4 + 5 + 6 + 6 (21 entries)

May I have the Team Captain from ____ come up to draw for starting numbers 16-21

May I have...(second ranked team)

May I have...(third ranked team)

May I have...(fourth ranked team)

May I have...(fifth ranked team)

May I have...(sixth ranked team)

Now we will Draw for the second-to-last group, for Starting Orders 10-15...."

3. Announce the start time of the Official Practice.

4. Announce when the first Team will compete.

5. Close the Draw

Sample: "We look forward to seeing you tomorrow and wish all athletes good luck.

Thank you."

Referee's Prompt Sheet for Free Skating

ISU Championship Events

NOTE: The ISU Event Coordinator will provide you with the Draw Groups.

Interim Draw

1. Congratulate the teams and welcome everyone to the Draw Procedure for the Free Skating

Sample: "Congratulations on your performances and wonderful skating today. Welcome to the Draw for the Free Skating."

2. Announce the Skating Resurface Groups and start the Draw

Sample: "There will be five Skating Resurface Groups: 4 + 4 + 4 + 4 + 5 (21 entries)

We will begin the Draw with the top three finishers, for Starting Orders 19-21.

May I have...(first placed team)

May I have...(second placed team)

May I have...(third placed team)

Next we will draw for the remainder of the final group, Starting Orders 17 and 18.

May I have...(fourth placed team)

May I have...(fifth placed team)

Now we will Draw for the second-to-last group, for Starting Orders 14-16.

3. Announce the start time of the Official Practice.

4. Announce when the first Team will compete.

5. Close the Draw

Sample: "We look forward to seeing you tomorrow and wish all athletes good luck. Thank you."

Confirmation of the Organizing Committee / Organizing Members for International Competitions

Name of International Competition: _____

Date: _____

Place: _____

Organized by: _____

The Organizing Committee hereby confirms that the passports of all participants have been copied and filed and a control was made that, when necessary, the Clearance Certificates were presented and/or checked against the current list of Clearance Certificate sent to the OC by the ISU Secretariat before the start of the Competition.

Discipline (L, M, P, ID, SYS) _____

Category (J, S, N) _____

Name of Referee _____

The following cases could not be solved by the OC and a decision by the Referee was requested:

Name of skater: _____

Member of skater _____

Explanation of the issue:

Decision by the Referee:

Additional comments

Signature of OC

Signature of Referee

Sample ISU Calculation System Verification

(Refer to www.isureresults.com/setupverification.pdf for current version)

Category SENIOR

Event parameter

Software Version	3.0.6
Elm Xml Version	1213.2
Sys Elm Xml Version	1213.1

Competition Type	International Competition
Calculation	ISU Judging System
Trimmed Mean	Starts with 5 judges
Verification Rules Season	2012-2013

Category parameter

Category type	Synchro
Gender	Teams

Level	Senior
-------	--------

Segment Short Program

General segment factor	1.00
Credit for highlight distribution	1.0

checksum element table: 860394c60981e8a90fb5980a4a5ecc72

Program time	2:50 max.
Start time 2nd half of program	1:25
Verification Rules	ISU Rules

Program components:	Factor
General component factor	0.8
1: Skating Skills	1.00
2: Transitions	1.00
3: Performance/Execution	1.00
4: Choreography	1.00
5: Interpretation	1.00

Deductions:	Entered By	Values
1: Costume and Make-up violat	Majority	0 -1
2: Time violation	Referee	0 -1 -2 -3 -4 -5 -6
3: Music violation	Referee	0 -1
4: Illegal element	Tech. Panel	0 -2 -4 -6
5: Interruption in excess	Referee	0 -1 -2 -3 -4 -5 -6
6: Holds	Referee	0 -1 -2
7:		
8: Falls	Tech. Panel	0 Dec Inc (-1 per step)
9: Additional element	Tech. Panel	0 -1.5 -3 -4.5 -6
10: Wrong shape	Tech. Panel	0 -1.5 -3
11: Repeated element shape	Tech. Panel	0 -1.5 -3
12: Excessive use of ice (elemen	Tech. Panel	0 -1 -2 -3
13: Excessive use of ice (trans)	Tech. Panel	0 -1 -2 -3
14: Excessively facing one side	Referee	0 -2
15: Subgrouping	Referee	0 -2
16:		
17: Late start		0 -1

Segment Free Skating

General segment factor	1.00
Credit for highlight distribution	1.0

checksum element table: 860394c60981e8a90fb5980a4a5ecc72

Program time	4:30 +/- 10 sec.
Start time 2nd half of program	2:15
Verification Rules	ISU Rules

Program components:	Factor
General component factor	1.6
1: Skating Skills	1.00
2: Transitions	1.00
3: Performance/Execution	1.00
4: Choreography	1.00
5: Interpretation	1.00

Deductions:	Entered By	Values
1: Costume and Make-up violat	Majority	0 -1
2: Time violation	Referee	0 -1 -2 -3 -4 -5 -6
3: Music violation	Referee	0 -1
4: Illegal element	Tech. Panel	0 -2 -4 -6
5: Interruption in excess	Referee	0 -1 -2 -3 -4 -5 -6
6: Holds	Referee	0 -1 -2
7:		
8: Falls	Tech. Panel	0 Dec Inc (-1 per step)
9: Additional element	Tech. Panel	0 -1.5 -3 -4.5 -6
10: Wrong shape	Tech. Panel	0 -1.5 -3
11: Repeated element shape	Tech. Panel	0 -1.5 -3
12: Excessive use of ice (elemen	Tech. Panel	0 -1 -2 -3
13: Excessive use of ice (trans)	Tech. Panel	0 -1 -2 -3
14: Excessively facing one side	Referee	0 -2
15: Subgrouping	Referee	0 -2
16:		
17: Late start		0 -1

Instructions for Referees:

- Compare the yellow highlighted areas against the official ISU Calculation Verification Setup found at www.isureresults.com/setupverification.pdf
- Compare the blue dashed highlighted area against Rule 843, paragraph 1.m)



**International Skating Union
Parameters for Calculation Setup Verification for Referee**

Valid as of: 20.07.2018

Event Parameter

Item	Verification Number	Last update
Software Version	3.4.6	19.07.2018
Elm Xml Version	1819.3	13.07.2018
Sys Elm Xml Version	1819.2	17.07.2018

Checksum Element Table

Item	Verification Sequence	Last update
MEN Short Program and Free Skating	af0198aa6b63dc8d3db396f9b599993b	13.07.2018
LADIES Short Program and Free Skating	af0198aa6b63dc8d3db396f9b599993b	13.07.2018
PAIRS Short Program and Free Skating	8423be95e46eff692bd3a282b668951f	13.07.2018
ICE DANCE Rhythm Dance	f8f9c530317646cd5c1501f66d3e15ed	13.07.2018
ICE DANCE Free Dance	53090de38e5dbc6ee1567f932f292d59	13.07.2018
ICE DANCE Pattern Dance without Key Points	8e82819da77276256e83026c59ade80c	13.07.2018
ICE DANCE Pattern Dance with Key Points	5d578e94eb9ec4ab70edfb5e40431215	13.07.2018
SYNCHRONIZED SKATING Short Program	0128d2721ffbbc3cf59c6b30de00f92f	17.07.2018
SYNCHRONIZED SKATING Free Skating	614463c9f2f66126232f5b77654ada31	17.07.2018

(Current versions are found on www.isureresults.com/setupverification.pdf)

Report of the Referee for Synchronized Skating

Competition name: _____
 Place (town/country): _____
 Category
 (Senior/Junior/Novice): _____
 Short Program date: _____ Free Skating
 date: _____

Officials	Name	Member
Referee:		
Technical Controller:		
Technical Specialist:		
Technical Specialist Assistant:		
Data Operator:		
Replay Operator:		

Panel of Judges

Short Program

Seating order	Judge's name	Member	Category (Int.J, Int.R, ISU.J, ISU.R)	Presence at Initial Judges Meeting (Yes/No)	Presence at Round Table Discussion (Yes/No)	Working knowledge of English (Yes/Partly/No)
Judge # 1						
Judge # 2						
Judge # 3						
Judge # 4						
Judge # 5						
Judge # 6						
Judge # 7						
Judge # 8						
Judge # 9						

* *Explanation Working knowledge English:*

Yes – good working knowledge or better

Partly – understands, but cannot discuss (will not be considered for promotion)

No – does not understand questions (to be removed from the list)

Panel of Judges

Free Skating (if different from Short Program)

Seating order	Judge's name	Member	Category (Int.J, Int.R, ISU.J, ISU.R)	Presence at Initial Judges Meeting (Yes/No)	Presence at Round Table Discussion (Yes/No)	Working knowledge of English (Yes/ Partly/ No)
Judge # 1						
Judge # 2						
Judge # 3						
Judge # 4						
Judge # 5						
Judge # 6						
Judge # 7						
Judge # 8						
Judge # 9						

Trial Judges (indicate segment SP or FS after name)	Member	Category (Int.J, Int.R, ISU.J, ISU.R)	Presence at Initial Judges Meeting (Yes/No)	Presence at Round Table Discussion (Yes/No)	Working knowledge of English (Yes/ Partly/ No)
Judge # 1					
Judge # 2					
Judge # 3					

For International Competitions only, please enter the name of ISU Judges on site, not drawn to any Segment:

Judge's name	Member	Category ISU J only	Presence at Initial Judges Meeting (Yes/No)

The guideline for conducting the Initial Judges Meeting has been followed:	YES		NO	
The guideline for conducting the Round Table Discussion has been followed:	YES		NO	

(it is not necessary to attach the corresponding forms to the Referee Report)

In case of Trial Judging at an ISU Championships a separate Report with Trial Judging results should be sent by the person in charge to the corresponding Technical Committee

The complete Referee's report must include:

- Final Result including the result of Short Program and Free Skating
- Calculation Setup Verification for Referee (for International competitions only)
- Confirmation of the Organizing Committee for International competitions

Please return within 14 days to: entries@isu.ch

Special comments

1. **Name of organizing Member:**

--

Organization:

Excellent		Good		Acceptable		Mediocre		Poor	
-----------	--	------	--	------------	--	----------	--	------	--

Remarks:

2. Entries:	number of Teams entered:		number of Members:		starting:		completing:	
	Withdrawn: (reasons)							

3. **Standard of skating:**

--

4. **Standard of judging:**

--

5. **Deductions made by Referee (costume, stopping, music, time violation, etc.):**

--

6. Referees' special remarks to the ISU Synchronized Skating Technical Committee:

7. Special remarks: Round Table Discussion (summary of character of meeting) and input of Judges:

Special remarks: Referee concerns regarding standard of English for any Official(s):

8. Recommendations on the ISU Judging System in general and open questions:

Signature of the Referee: _____

Place: _____ Date: _____

**ATTACHMENT TO THE REFEREE'S REPORT
SINGLE & PAIR SKATING, ICE DANCE and SYNCHRONIZED SKATING
INTERNATIONAL COMPETITIONS**

EVALUATION FORM FOR JUDGES HAVING MADE (IN THE OPINION OF THE REFEREE) STRIKING/SERIOUS ERRORS IN THE AREA OF THE GRADE OF EXECUTION (GOE) OR PROGRAM COMPONENTS

This Form is NOT applicable for competitions for which the evaluation of Officials is covered by the Official Assessment Commission, i.e. the Olympic Winter Games, ISU Championships, ISU Senior & Junior Grand Prix of Figure Skating Events and Final, ISU Synchronized Skating Junior World Challenge Cup and the ISU World Team Trophy in Figure Skating (see ISU Communication 1893).

The Referee should use this Form only for the Judges who (in the opinion of the Referee) have striking errors or many cases of serious errors.

The relevant Judges Scoring Sheets must be attached to this Form.

Competition:					
Place:			Date:		
Category (Ladies, Men, Pairs, Ice Dance, Synchronized Skating):				Junior/Senior/Novice	
Referee:			ISU Member:		
Judge's name:			ISU Member:		
Segment	SP <input type="checkbox"/>	FS <input type="checkbox"/>	PD <input type="checkbox"/>	SD <input type="checkbox"/>	FD <input type="checkbox"/>

GOEs of elements or Program Components marks under review (please indicate wrong GOEs/marks):

Skater's/Team's name	ISU Member	Element /Program Component with serious errors in GOE/mark*	Judge's GOE/mark	Panel's trimmed mean	Referees GOE/mark

Referee's opinion of the Judge's work:

***For the purpose of establishing what constitutes serious errors, the Referee should use the criteria for the identification of cases of evaluation described in the Communication 1893 paragraph H, as approximate guidelines**

Date:

Referee's Signature:

IJS Competitor Protest

Competition Name: _____ Date: _____

Competitor's Name: _____

Event: _____ Segment: _____

Coach: _____

Element in Question: _____

Brief Reason: (Note: Levels of difficulty and called rotations of jumps and throws are NOT subject to protest)

Received By: _____ Date / Time: _____
Chief/Event Referee

Resolution: Brief Explanation

1. _____

2. _____

3. _____

4. _____

Chief Referee

Event Controller

ISU Return to Competition Form

(Ref: Communication No. 2049 – On Ice Medical Emergencies in Figure Skating Protocol)

The Physician who conducted the return to compete assessment must complete this Form, and have it signed by the Skater and her/his Guardian if requested.

Name of the Event _____ Location _____

This form confirms that Skater:

Family Name _____ Given Name _____ Date of Birth – (dd/mm/yy) _____

after being examined by Doctor _____ has been medically

approved by Doctor _____ to return to full competition.

The diagnosis and follow up treatment have been explained to the Skater (or guardian if under age 16) and has been recorded on the medical record.

Skater Name _____ Skater Signature _____

Guardian Name _____ Guardian Signature _____

Physician Name _____ Physician Signature _____

Designation of Physician at competition: Please check appropriate box.

Chief /Assistant Medical Officer
Team Physician

Date: _____

This Form must be given to the ISU Event Referee / ISU Event Coordinator

The ISU Event Referee / ISU Event Coordinator must send the Form to the ISU Office either by post or by email at antidoping@isu.ch

Ice Maintenance

Ideal Temperatures

Most ice arenas keep the ice temperature ideal for their most frequent user – Ice Hockey. Ice Hockey requires harder ice than either figure skating or synchronized skating, with synchronized skating between the two. Temperature of the coolant is dependent on many things, for example:

- Outside weather conditions (temperature, humidity)
- Building insulation
- Circulation of air
- Depth of the ice (ideal depth of ice is 3.8 – 4.5 cm (1.5 – 2.0 inches))
- If the depth of ice is about 3.8 cm, the starting point for setting the coolant temperature is –7 to –8 C (18F)

Generally speaking the thicker the ice, the lower the coolant will have to be to maintain the surface temperature cold enough to freeze the ice. Ice maintained at a continuously cold temperature, (ideal for hockey or necessary with very thick ice) becomes dehydrated (loses moisture) and has a low density. Ice with moisture or low density ice contributes to chipping, snow development and deep rutting.

Low Density Ice

Water used for resurfacing freezes from the bottom up which is opposite of how water freezes outside. Minerals found in water stay in the water that has not frozen. Surface water, last to freeze, contains the highest amount of minerals further lowering the density of the ice. You do not have control over the mineral content of the water, you do have control over freezing times.

Air in water used for ice resurfacing acts as an incubator, which further decreases the density of the ice. The hotter the water used, the less air that water contains. Water trapped in deep ruts takes longer to freeze, thus more air is absorbed decreasing the density.

- Require controlled amounts of water for ice resurfacing
- Use very hot water (55 - 60 C / 120-140 F)
- The temperature of water used for ice resurfacing must not be lower than 50 to 55 C (120 – 131 F) and there must be controlled flooding
- With deep ruts the ice must be cut. A cut only will mainly not help. It must be the combination of a cut and the water supply

Air is absorbed in the freezing process. The ice thickness needs to be controlled daily. Special measuring points are to be determined. Probably one of the most important indicators is surface temperature of the ice. This temperature must be below the freezing point for the ice to “set up”.

- Ideal surface temperature is –5 to –6 C (24 F).
- The surface temperature must be constantly checked. Too high a surface temperature and the ice will take too long to freeze. The coolant (brine) is too low. Too low a surface temperature indicates the coolant temperature is too high.
- If the ice is not freezing (surface temperature is too high), turn on exhaust fans or air conditioning.

Freeze Amount

Most facilities have the ability to freeze 300 (1140 liter) to 400 gallons (1520 liter) of water every hour under ideal conditions.

- Ice thickness 3.8 cm (1.5 inches)
- Good surface temperature
- Good air motion
- No hidden heat load (TV lights)

The ice should be able to be resurfaced with 150 gallons (570 liter) of water every 30 minutes. Synchronized skating historically resurfaces the ice frequently.

- Control overall thickness of the ice surface by controlling amount of water used for flooding
- Put same amount of water on as is shaved off
- A good ice maintenance driver will turn the water off then back on as he passes the hockey goal area
- Do not be in a hurry to begin the competition after ice is resurfaced
- Allow enough time in your schedule (15 minutes recommended)
- Every 2nd resurface do a dry and wet cut (20 minutes recommended)

Covering Hockey Lines or Logos

The logo of ISU and the logo of the Championships can be inserted into the ice after approval of the Director General.

Ideal length of time necessary to cover hockey lines or logos is **one (1) day**.

- Minimum of 2.5 to 3 cm of ice over painting of lines or logos.
- Premium quality ice paint should be used to minimize the heat transfer barrier so the surface temperature is not raised
- Oil based paints should not be used
- Ideal color is light grey (RAL 7035 or Pantone 428) which helps prevent absorption of heat

Painting of Ice for TV Purposes

To achieve the correct color by the ISU, use:

- Paint Number RAL 7035 or Pantone 428 (European standard) and North America: PSM-428
- If paint is used to cover ice hockey lines and/or logos, it must be of a high quality and must not be hydrated lime or oil based paint

Quick Ice Repairs

- First, fill in hole with slush
- Level the hole with the ice surface (use a hockey puck)
- Use dry ice to freeze area or CO₂ fire extinguisher sprayed over filled area

If there is no dry ice or CO₂ fire extinguisher, use slush with less water.