Introductory

Data Specialist

Promotion Workbook



**I Want to Get My Introductory Appointment – What Do I Do?**

1. Obtain the Introductory Data Specialist Promotion Workbook.
2. Attend an introductory training session.
3. Attend a minimum of two competitions as a data specialist in-training, with assessment by a qualified data specialist. There is no maximum to the number of competitions you may attend.
4. Record the competitions that you attend in your Summary of Activity.
5. Once you have completed the clinic and your minimum of two competitions with satisfactory assessments, you are ready to apply for appointment.
6. Ensure that your application for appointment and summary of activity are completed.
7. If you do not have an electronic copy of your assessments scan or photocopy them for your record.
8. Submit full package to the Section Data Specialist Chair for review for promotion.
9. If approved for Introductory Data Specialist Promotion, you must register with Skate Canada.
10. Following registration you must complete mandatory Code of Ethics and Professional Conduct online training and Respect in Sport online training on the Skate Canada Membership elearning site.
11. The next step is to continue to work at more competitions and work on further promotions.

**Remember** – your Assessment is your record for promotion – be sure to bring a copy with you when attending a competition so all necessary information can be recorded.

**Above all – it is your responsibility not to lose your completed Assessments!**

For the most recent requirements for promotion be sure to consult the [Officials Assignment and Qualification Procedure](https://info.skatecanada.ca/index.php/en-ca/procedures/138-officials-appointment-and-qualification-procedure.html)

**Application for Appointment – Introductory Data Specialist**

*The workbook with all pages completed must be submitted to the Section Data Specialists Chair for review by committee for promotion.*

Name:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(first name) (last name)*

Address:

City:       Province:       Postal Code:

Phone:       Email:

Club:       Section:

Skate Canada No.

**Summary of Activity**

|  |  |  |
| --- | --- | --- |
| Assignments During the Past Two Years (use additional sheet if necessary) | | |
| Date | Competition | Responsibility |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Introductory Training Session Attended | | |
|  |  |  |
|  |  |  |

Introductory Data Specialist Checklist

This page forms part of your application for the Introductory Data Specialist promotion. Please ensure that the following areas are completed and signed as necessary.

Complete Introductory Data Specialist Training Session

Location:       \_\_ \_\_\_\_\_

Date: Click here to enter a date.

Clinic Conductor Signature:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assessment #1

Assessment #2

The candidate for promotion to Introductory Data Specialist must submit a minimum of two satisfactory assessments from the Chief Data Specialist (or alternate) (Note: the Chief Data Specialist must be Level II or Level III. If the Chief Data Specialist does not have these qualifications, another Level II or Level III Data Specialist who is working at the event and who has an opportunity to assess your performance may complete the Assessment Form).

Summary of Activity

I have completed the above requirements and wish to apply for Introductory Data Specialist appointment.

Signature:

Date: Click here to enter a date.