

**BC Section
Event Referee
Manual
October 2019**



THE EVENT REFEREE HAS THREE MAIN FUNCTIONS:

- 1. TO CONDUCT THE EVENT EFFICIENTLY**
- 2. TO REDUCE STRESS ON THE SKATERS**
- 3. TO REDUCE STRESS ON THE JUDGES**

REFERENCE DOCUMENTS ON SKATING IN BC WEBSITE

<https://www.skatinginbc.com/officials-resources>

Scroll down the whole page as it is divided into several resource areas. Particularly helpful will be Forms/Reports and Referee Info/Manuals

GENERAL DUTIES

- Ensure the safety of the skaters.
- Ensure the event is conducted in accordance with the rules.
- Conduct the event efficiently and calmly.
- Keep things running on time.
- Have ultimate responsibility for the total event. If problems arise, deal with them at the time or refer them to the Tech Rep.

PRIOR TO THE START OF THE EVENT

- Required Items: 2 stopwatches and whistle (2nd stopwatch is to time interruptions).
- If you will be JI on STAR 1-4 events, review the [Skate Canada STAR 1-4 Event Management Guide](#) and [BC/YK STAR 1 Operations Guide](#), particularly with respect to:
 - How to set up and run STAR 1-4 events. The judging of STAR 1 should be conducted at ice level. If this is not possible, headsets should be used between the Referee and the Ice Captain. It is essential to have a separate official assigned at ice level to assist the ice captain.
 - As J1, always have a pre-event 'huddle' with the other two judges to review standards and process for calling and recording.
- Review the deductions document (Who is Responsible):
 - Time and Music violations
 - 30 second Call to Start rule
 - Costume and prop violations
 - Illegal elements/moves violations (tech panel responsibility for free skate/pairs/dance).

- Interrupted performance rule, procedure and violations, when and why to blow the whistle
- Music failures
- Withdrawn competitors
- Check judges stand for access, music operator and announcer positions, location for trial judges, ice captains etc.
- Review warm-up times, number of skaters to be on ice for each warm-up group, length of programs.
- Check ice, especially after floods, to make sure ice is dry and in good shape (no clumps or big holes).
- Review timing procedure with timer, review program lengths and how to use the stopwatch.
- If 2-way radios are in use, know which channel is applicable for ice captain and music/announcer.
- Requests for Reports:
 - Confirm any requests for Referee/Trial Judge from the panel. See more info on page 4 under Report Writing.
- Inform Data Specialists that if there are computer delays you will make the call when to go manual.

THE EVENT

- Remind panel to sign/initial JPRs and if there is a need to go manual, communicate that their sheets will be collected after each competitor.
- If J1 on an assessed event, always do a 'Pre-Event Huddle' with the other two judges to review the assessment criteria. Do this each time the panel changes and each time you move to a new category.
- If Referee on Artistic events, read the [Artistic Officials Guide for Competition](#). You will be responsible for identifying and calling each element as it is performed.
- Know the length of time allotted to the event.
- Know where the first aid attendant is located.
- Ensure the ice conditions are satisfactory.
- Check with ice captain to ensure all skaters are present. If there are any withdrawals, inform judges, technical panel, announcers and data specialists.
- Remind music operator that the music is only stopped if the Referee signals to them to stop. The whistle is not a signal to stop the music.
- Ensure complete officials panel is ready to start on time including the Technical Panel, DIO and VR.

- Make sure warm-up period is timed and signal to announcer when the skaters have one-minute remaining in the warm-up time and when the warm-up is over. Referees should be timing the warm-ups as well as the timer and/or music player.
- Watch warm-ups: check number of skaters to be on ice and any potential problems that could arise (especially pairs and dance teams). If a skater is missing, find out who it is and ensure that the coaches of skaters who are to follow in start order are informed that succeeding skaters will all be moved up one place in start order.
- Signal to the announcer to start the event and when to put the following skater on the ice after the completion of marking of the previous skater has been verified. Timing of the programs can usually be verified by the data specialist should there be a questionable program length deduction and you require an additional check.
- During each performance, watch the ice closely for any holes or parts of a costume that may have fallen to the ice. Items such as hair pins are extremely dangerous, and they should be picked up prior to the next skater's start. If a situation arises that jeopardizes the safety of the skater (e.g. something is thrown onto the ice), blow your whistle to stop the skater and remedy the situation; if the situation is unrelated to the skater or their equipment, you can stop the music and they will pick it up without any deduction.
- Be aware of any situation that may distract the judges and try to remedy it.
- If you run ahead of schedule, it is recommended not to start an event more than 30 minutes ahead of the published schedule. Always check with the Tech Rep and ensure that all skaters are present and ready before making the decision to start early.
- Start back on time after each flood, especially if running multiple rinks.

AFTER THE EVENT

- Do not discuss the event while still on the judges' stand. Ensure the panel leaves in a timely fashion.
- In the case of a multi-part qualifying event, reiterate to the panel that they may not discuss the portion(s) of the event with anyone other than the referee.
- Sign the result sheet. Draw for the subsequent portion of the event if it is not being done by computer.
- If coaches wish to question a individual judge after an event, it is essential for the Referee or Tech Rep to be with the judge during the discussion.

REPORT WRITING

- You may be asked to write a report for judges or trial judges. Report requests should be organized prior to the competition and at latest, prior to the event.
- The Event Referee does not need to be the Assessor for STAR 5, Pre-Juvenile and higher reports. If there are multiple requests, other experienced judges on the panel can also be Assessors.
- The report is in two parts. Part 1, Reflections for Judge or Trial Judge' is to be completed by the judge or trial judge immediately following the event. Give a deadline on when you want this submitted. The most effective would be to have it submitted on site at the competition or at most, one (maximum two) week(s) later.
- Part 2, Detailed Assessment of Judging Performance, is completed by the assessor. This needs to be completed in a timely manner after the Reflections part has been received, ideally within two weeks.
- Inform the judge/trial judge of your requirements for their package (JPR's photocopied, detailed judges sheet for each skater including referee marks on the printout, a stamped (usually \$2.50) self addressed envelope for mailing. If you prefer the paperwork scanned and emailed, communicate this to the judge/trial judge. Be sure to exchange email addresses.
- If you feel that any judge had a problem on the event, you should discuss this with the judge. If you feel a report is still in order, complete the report and submit to the Judge/Evaluator Chair, Dawn Williams, with a copy to the judge. This applies to department as well as technical.

Considerations when writing these reports:

- Judges will need several reports before advancing to the next level and yours may be just one of those needed. Your assessment will not be the only report considered for advancement.
- Be totally honest in your assessment of the judge's performance. If the overall assessment will be less than Satisfactory, it will still be a useful tool for the judge/trial judge to improve assessments on subsequent reports. You should consider contacting the judge/trial judge to see if they would still like you to take the time to complete the less than Satisfactory report. Often a discussion by phone or Skype will be a better learning experience than the written report and a better use of your time.
- You must consider the performance from several different aspects –the ability to assess quality and assign appropriate marks, reductions taken, judging department, method of recording of performance and comments to support marks.