



To: Section Chairs
Section Offices
Section Judge/Evaluator Chairs
Section Data Specialist Chairs
Officials Assignment and Promotion Committee

From: Laura Baker
High Performance Manager

Date: March 5th, 2019

Subject: Notice of Officials Assignment and Promotion Committee Meeting for
Challenge Promotion Applications

Introduction

This communication has been developed to outline the process of officials seeking a Challenge level promotion. We kindly ask Sections to circulate the information regarding applications for Challenge level promotion to officials within their section. **A section may only nominate 2 officials per role per discipline to be submitted.** An email blast will also be communicated to members instructing them to contact their Section to receive information on promotion applications.

The submission deadline for applications for promotion is 11:59 PST **April 1st, 2019.**

Similar to previous years, all Challenge level promotion applications will be submitted through the online WuFoo form, which can be found using the following link:

<https://skatecanada.wufoo.com/forms/201920-challenge-officials-promotion/>

If you have questions about completing the WuFoo form, please contact Kennedy Laing at klaing@skatecanada.ca.

Items for review

- **Promotion/exam application packages that are submitted and determined to be incomplete will not be considered by the committee for the 2019-2020 year.**

Based on the analysis of organizational needs the Officials Assignment and Promotion Committee will be accepting promotion applications for the following qualifications. Note that these numbers may be changed at the discretion of the OAP.

After submitting your online application, Kennedy Laing will contact your Section Judge/Evaluator Chair to complete the following form. The form only needs to be completed once for each candidate, regardless if you are applying for one or multiple promotions:

<https://skatecanada.wufoo.eu/forms/promotion-applicationsection-je-chair-submission/>



Lastly, all applicants will be asked to provide five names of officials with whom you have directly worked with over the past three years. We ask that you contact your references prior to putting their name forward. Please note, this cannot include any member part of the Officials Assignment and Promotion Committee (OAP). From this list, the OAP will select two individuals to complete the Confidential Reference form which will be directly submitted to Laura Baker, High Performance Manager. The candidate, yourself, will also select one individual to complete the reference form. We ask that you submit your references, name and email to Laura Baker at lbaker@skatecanada.ca prior to the April 1st deadline.

Please ensure that you have reviewed application requirements as stated in the Officials Definition Appointment and Qualifications policy (Info Center/Procedure/Officials Appointment and Qualification Procedure).

Technical Controller	Singles	Pair	Ice Dance
Challenge	1	1	1

Technical Specialist	Singles	Pair	Ice Dance
Challenge	0	1	0

Referee	Singles	Pair	Ice Dance
Challenge	0	0	0
Judge*	Singles	Pair	Ice Dance
Challenge	1	1	1

***Please note that priority may be given to officials already qualified at a current level in order meet the needs of serving events.**

Other Promotions

- Honorary officials' appointments: please submit your letter of recommendation for review.

If you have any questions related to the promotion process, please contact your section representative. Should you have additional questions that your section representative cannot address, please feel free to contact Laura Baker, High Performance Manager at lbaker@skatecanda.ca. If you have any questions related to completing the WuFoo form please contact Kennedy Laing, High Performance Coordinator at klaing@skatecanda.ca. This is an extremely busy time of year; therefore, I encourage you to call should you have an urgent question 1.888.747.2372 ext. 724.