



PREFACE

This Synchronized Skating Referees Handbook 2015/16, 10th edition, is a revised version of the Referees Handbook published in 2012. This handbook has been designed as a guide for all Referees of our sport discipline under the ISU Judging System. The purpose of this supplementary Handbook is to give Referees guidance in how to handle various management tasks prior to and during the competition, and how to create a positive environment for Judges, organizing committee members, and all participants. With increased popularity, the sport is increasingly exposed to media and audience scrutiny. The Referees approach must be professional and efficient and all individuals must put forth an effort in improving, not only their knowledge of the rules and sport as such, but also their personal leadership skills.

The basic objectives are:

- To assist Referees in planning events (whether national or international)
- To enhance the knowledge and personal skills of the Referees
- To provide a continuing reference for all Referees

If you need clarification on any aspect of this Handbook, please contact a member of the Synchronized Skating Technical Committee.

ISU Synchronized Skating Technical Committee, September 2015

NOTE:

All rule references within this manual refer to 2014 ISU Special Regulations and Technical Rules for Synchronized Skating. It is therefore 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.



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SUMMARY

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Chapter 1

REFEREE

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 also by the establishment of positive relationships with the various members of the global figure skating community. All Referees must have excellent technical knowledge, keep themselves up to date on rule changes and content, and also try to develop skills such as sport management, organization and leadership.

Duties and Powers of Referee

Rule 806

A Referee:

- keeps himself fully informed about all matters concerning the Judging and Refereeing of Synchronized Skating in the current General Regulations and Technical Rules, ISU Communications and Manuals, Handbooks, Booklets and all updates published on the ISU website;
- conducts himself in a fair and unbiased manner at all times and adheres fully to the ISU Code of Ethics;
- checks all eligibility Rules* and the ISU clearance certificates unless the ISU Event Coordinator is present; ***includes checking age of skaters as all team skaters must comply with the age requirements as stated in Rule 108 paragraph 4.**
- conducts all the draws for the starting order;
- 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 input by Judges sitting along side them) and acts as the responsible spokesperson of the panel of Judges should the need arise;
- conducts a brief meeting with the Judges prior to every segment of an event;
- gives a signal to the person in charge of music to start the music of the team;
- instructs the Timekeeper (volunteer) to take the time of the program as skated and to time possible interruptions according to Rule 906 paragraph 8 e) and Rule 912 paragraph 9 e)
- allows a team to restart under Rule 936;
- decides whether the condition of the ice permits the holding of the event;
- decides upon all protests on the event concerned;
- alters the shape and size of the skating arena if unfavorable circumstances arise;
- accepts in agreement with the Organizing Member or affiliated Club, another rink for the holding of the event;
- decides upon the deductions according to the those Regulations listed in Rule 906 paragraph 8 and Rule 912 paragraph 8, which come under the responsibility of the Referee, namely: time violations, interruptions of the program, allowance of fresh start, music violations, hold deductions;



- deductions for costume, excessive sub-grouping, excessive division into small groups, and make-up together with the Judges Panel;
- judges the complete event for his/her own information;
- suspends skating until order is restored in case the public interrupts the competition or interferes with its orderly conduct;
- excludes teams from the event, if necessary;
- removes Judge(s) from the panel, if necessary, based on important and valid reasons;
- 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 taking place;
- decides any matter concerning breaches of the ISU Constitution or Regulations (including Protests – see below);
- participates in the Victory ceremony;
- moderates the Round Table Discussion together with the Technical Controller according to ISU guidelines (with the purpose of feed back among the Judges in regards to the application and validity of current regulations and discussions on the general quality of skating); the Referee provides the input regarding the Grade of Execution of the elements and the Program Component Score;
- prepares the Report on the event
- sends the report without delay (i.e. within 14 days following the competition) to the ISU Secretariat.

Protests

Rule 123

Protests based on alleged violation of rules may be lodged provided that they are not forbidden by this or another rule. 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 paragraphs: **2/Persons entitled to file a Protest, 3/Time limits for filling Protests, 4/Protest restrictions and 5/Referee's decision of Rule 123.**

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.



Responsibilities

A Referee must:

- Have a technical expertise in Synchronized Skating
- Have a clear understanding of the most recent Rules
- Efficiently manage the event in a professional manner
- Create supportive atmosphere for Teams and Officials
- Must be able to conduct Meetings and discussions.
- Must have a proper public appearance;
- Should be able to work with the Media as well as represent the ISU at Press Conferences;
- Have appropriate liaison with Skaters/Teams, Coaches, Technical Panel and Organizers
- Provide relevant information to the skating public including Media.

Skills

The skills outlined below can be useful as a framework for growth and development at each stage of a Referee's career. A wide range of skills is 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 (GOE Criteria, Program Component Criteria, Reductions, Deductions)
- Understanding the techniques required to correctly execute the elements of Synchronized Skating
- Knowledge of the criteria of quality skating as it relates to Synchronized Skating

Leadership

- Be a model of active commitment to the sport regarding Synchronized Skating
- Ensure Judges receive appropriate and clear guidance of the technical rules of Synchronized Skating
- Advise Judges in a positive and non-threatening manner
- Conduct the event efficiently according to the ISU Rules
- Encourage constructive discussions among Judges during the Post Event Round Table Discussion

Planning and Organization Skills

- Prepare in advance for the event as fully as possible
- 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 the 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

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.



Chapter 2

REFEREE'S ASSISTANT AT ICE LEVEL

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

Suggested Responsibilities

The Event Referee will designate the functions of the Referee's Assistant at ice level according to Rule 719 paragraph 6.

The Referee Assistant will permit the first and each additional Team to enter the ice for the Short Program and Free Skating event.

Monitoring Ice Conditions / Foreign Objects on the Ice

Another important task for a Referee's Assistant Ice is to assist the Referee in monitoring the ice conditions during official practices and competition to ensure the safety of the skaters. If there are problems with the ice, the referee's assistant should communicate this information promptly to the Referee and with the ISU Event Coordinator, if present.

If a foreign object or part of costume drops 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 and the entrance to the ice.

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.

Note: It is recommended that the regulations for the procedure of resurfacing the ice after on ice accidents leaving blood on the ice should be checked by the Referee with the Organizing Committee and with the ISU Event Coordinator, if present before the start of the event.

Since there are no restarts of the program, 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.

The referee assistant ice must also check the number of team alternates permitted at the barrier and kiss and cry. A maximum of four (4) alternates are allowed and should be credentialed.

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.

Allowance of a Fresh Start and Interruption of Program **Rule 936**

In the case of the Short Program and Free Skating:

If circumstances arise which jeopardize the safety of the Team on account of unexpected damage to its clothing or equipment which impedes his skating, the Team must stop skating at the signal of the Referee. The Team then shall continue immediately from the point of interruption, if the circumstances, which caused the Team to stop, can be rectified without delay.

If that is not possible, a period of up to three (3) minutes before the continuation will be allowed to correct the equipment problem or replace the skater having a problem with an alternate before continuing the program from the point of interruption. The three (3) minutes time period commences immediately after the Referee has stopped the performance with a loud signal.

The same applies to the situation when the Team interrupts the program on account of unexpected damage to skaters' clothing or equipment without the signal of the Referee. If a team substitutes a skater without the Referee first stopping the program, the team will be disqualified.

If, in the opinion of the Referee, medical attention is required, the Referee must stop the performance, replace the injured skater with an alternate and allow the Team to continue immediately from the point of interruption or, if that is not possible, allow a period of up to three (3) minutes before the continuation. However, it is the Chief Medical Officer (CMO) decision, not the Referee, to start an evacuation from the ice of an injured skater.

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.



Music Problems

If the tempo or quality of the music is deficient, no restart may be made if the Team fails to inform the Referee within 30 seconds after the start. However, if there is an interruption or stop in the music or any other problem such as lighting, ice etc. not caused by the Team and which needs time to be repaired, the three (3) minutes period will not be in place.

No restarts of the whole program are allowed (except due to deficient music).

Once a Short Program or Free Skating has started, no substitution of personnel will be permitted. 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.

If a Team is unable to complete the program, no marks are to be awarded. The same applies to the situation where a Team has been given the opportunity to continue the program from the point of interruption and once more is unable to complete the program.

The ISU Constitution and General Regulations, together with the Special Regulations and Technical Rules for Synchronized Skating, outline the Referee's responsibilities and the rules that must be followed. These, along with common sense, provide the basis for all decision making during an event.

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

- 1. Event Management / Pre-event Arrangements (Chapter 3)*
- 2. Event Management / On-site Arrangements (Chapter 4)*
- 3. Conducting Meetings / Draws (Chapter 7)*
- 4. Post-event Arrangements / Reporting (Chapter 8)*



Chapter 3

EVENT MANAGEMENT **Pre-event arrangements**

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
- Music reproduction system

Review of Rules

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

Specific Rule numbers of particular importance are:

Citizenships, Residency, Clearance	ISU Communication 1420
Code of Ethics	ISU Communication 1717
Conflict of Interest	ISU Communication 1481
Age Limits	Rule 108
Participation in Competitions	Rule 109
Protests	Rule 123
Officials	Rule 719
Judges Draw	Rule 720, 972
ISU Judging System	Rule 737
Determining Results/Publication	Rule 738
Protocol	Rule 752, 783
Duties of Event Officials	Rule 806
Initial Judges Meeting	Rule 809
Round Table Discussion	Rule 809, 824
Report on Event	Rule 816
Evaluation of Judges Performance	Rule 825
Short Program Requirements/Criteria	Rule 905
Short Program Marking	Rule 906
Free Skating Requirements/Criteria	Rule 911
Free Skating Marking	Rule 912



Draws (teams)	Rule 925, 933, 969
Warm-up Periods	Rule 934
Call to the Start	Rule 935
Allowance of a Fresh Start	Rule 936

A Referee 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

Check the following:

- Are all announced Officials on the current ISU list of Referees, Judges, and Technical Panel members for Synchronized Skating?
- Is there any Event Official that is new for the season?
- How will the Officials panel be composed?
- Will some Judges judge more than your event?
- How many teams will participate?
- Is the preliminary time schedule reasonable in relation to number of participating teams or should it be changed?
- Is the competition schedule according to the Rules?

Don't forget to bring:

- *Whistle*
- *Stopwatch*
- *Announcement*
- *OC contact information*



Chapter 4

EVENT MANAGEMENT

On-site arrangements

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

Contact Persons

The Referee should identify the key personnel of the event and how to contact them.

- **ISU Event Coordinator, Regional Assistants Event Coordinator, ISU Representative (at ISU Championships only - Rule 771)**
- **Technical Representative or other person assigned from the OC**
This is your primary contact for all local arrangements.
- **Chairperson of the Organizing Committee**
This person has the overall responsibility for all aspects of the competition.
- **Announcer / Music Technician**
- **Chief for Calculation/Result service**
Check calculation software
- **Ice Monitor / Gate Keeper**
- **Chief for Transportation**
- **Emergency Medical Services Staff**
Medical Services Staff must be on site before the competitions start, otherwise, the competition must not start.
- **Media Officer**
- **Technical Panel**
- **Technical Controller**
Responsible for planned program content sheets

Checklist -- Ice Rink Facility

Please note that in ISU Championships most of the obligations of the Referee will be taken over by the ISU Event Coordinator and staff.

Ice Rinks (competition and practice)

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



The Referee should 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 Junior SyS Worlds)
 - Materials, pencils, judging sheets
 - Nearest toilet, 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 Announcer and Music Technician / walkie-talkie or phones
- Entry and exit to the ice for the teams
- Technical Panel stand
- Cameraman place (Video replay)
- Place to conduct initial and intermediate draws
- Referee's Assistant Ice place
- 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
- 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 with the touchscreen or any similar units. If needed, the Referee must make an appointment for instructions with the company, responsible for the data input.

Review Functions of Ice Rink Facilities

- Where do teams enter and leave the ice surface?
- What is the temperature of the ice?
- Will there be sweepers or flower gatherers available?
- Where does the ice resurfacing equipment enter and leave?
- What arrangements have been made for repairing the ice during the event, if necessary?
- How can the ice maintenance crew be contacted?



- Make sure the lighting for practices and events in the competition arena is consistent for all teams.
- Check the location of the TV cameras; these should be placed so as to not interfere with the officials/skaters during the event (this task belongs to OC).

Medical Check List

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.

- Where are the rink-side medical personnel to be located and how are they contacted?
- What is the service arrangement in timing and attendance?
- Where is the ambulance and what is the call time to the ambulance?
- Which hospital has been chosen in case of an emergency?
- Where is the medical station, the equipment, the operating hours, the presence?

Hotel Checklist

The Referee should check the following at the hotel:

- Registration Desk / Information Desk
What are the hours the registration desk / information desk is open?
- Meals
Where will the meals be served and hours the dining room will be open?
- Meeting Rooms
Where will the Initial Officials meetings and Round Table Discussion be held?
- Pick-up Area
Where is the pick up area for transportation to/from arena/special events?
- Notice Board

Review Time Schedule

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 a form of a Communication.



Final Advice

Remember that the Organizing Committee might be dependent on your support, particularly if it is a new competition. Be considerate, polite and helpful. If any changes must be done, try to be as supportive and flexible as possible, however, always act in accordance with the ISU Regulations.



Chapter 5

TIME SCHEDULING

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

Practice Sessions

After registration at accreditation for an event, teams **may not** practice at a rink other than the official rink (Rule 766 paragraph 5 and Rule 922 paragraph 4).

Unofficial Practices

- Unofficial practice sessions may begin on the day before the official draw and a fee may be charged.
- Participating teams will be divided into groups as nearly equal in number as possible but not more than four (4) teams to a group with 15 min practice.
- Practices should be 15 minutes in duration if possible and may be on any ice surface.
- The short program, free skating or both programs may be skated on unofficial practices.
- The arrival time of the teams should be taken in consideration by the OC when scheduling the unofficial practices.
- At the unofficial practices teams may use the music of their own choice and practice the programs of their own choice (with the exception of the ISU Championships)

Official Practices

Announcers and Music Operator Guidelines in Synchronized Skating

- The information for playing music at the official practices before the Competition events is outlined in Rule 922 paragraph 6
- For the official practices at the ISU Championships see Rule 766
- 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 before the Short Program event

12 minutes of practice ice before the Free Skating event, but after the Short Program event

- At the official practices for Short Program and Free Skating, the competitive music of the team will be played twice, each time without interruption.
- At **one** of the official practices, the team is obliged to skate the whole (entire) competition program, or one half of the program first and then the second half of the program, for the purpose of the Technical Panel observations. The Referee might want to remind the coaches and team leaders of this Rule at the Opening Draw.

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 starting order, the alphabetical order of the countries (and alphabetical order within the country) must be used.

Official Practice Ice Procedure

Entering ice surface

The practice segment ends and the team is asked to leave the ice. The next team steps onto the ice and stands by the boards as the previous team is exiting the ice (as it is done during competition). The team must exit the ice immediately and quickly after their practice segment is over.

Once the name of the next team to practice is announced, a team may begin to skate.

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



Sample Practice Timing for 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

SHORT PROGRAM - 10 minutes		FREE SKATING - 12 minutes	
Competition ice surface		Competition ice surface	
Maximum 6 per group		Maximum 5 per group	
<i>According to official draw order</i>		<i>According to official draw order</i>	
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.	

Competition Time Schedule – Short Program / Free Skating

At the ISU Championships, the competition schedule is the responsibility of the ISU Event Coordinator in consultation with the Organizing Committee. At International Competitions and Junior World Challenge Cup, 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:

1. Time allowed for program
2. One (1) minute warm up, per Rule 934
3. Thirty (30) seconds to exit the ice



Computerized Schedule for Synchronized Skating – ISU Judging System

Starting Time for the Competition =	18:30	
Dressing Room Time =	20	Time minimum but may change according to the number of dressing rooms.
Wait time =	2	
Ice Make =	15	Time may change according to the number of the resurfacing machines.
Ice Make + Dry Cut =	20	Same remarks as for only ice make. This is the maximum time used.
Dressing Room Clear Time =	18	
First Dsg Room #	1	
Last Dsg Room #	6	
Photo Time =	10	(If necessary)
SP = 6.5		Marks read in two languages (+ 30 seconds)
Junior FS = 7.5		
Senior FS = 8		The Referees, Panel of Judges and Technical Panel will be announced prior the start of a competition.
Novice FS = 7		

*The number of dressing rooms depends on the number of competing teams.



SYNCHRONIZED SKATING COMPETITION									Time per Team
City, country									
Date of competition									
Short Program Competition – Ice rink name									
TEAMS	DSG ROOM	ENTER DR RM	EXIT DR RM	WAIT AT RKSIDE	ENTER ICE	EXIT ICE	EXIT PHOTO	EXIT DR RM	
S1	1	18:05	18:25	18:28	18:30	18:38	18:48	19:06	8.5
S2	2	18:13	18:33	18:36	18:38	18:45	18:55	19:13	6.5
S3	3	18:20	18:40	18:43	18:45	18:51	19:01	19:19	6.5
S4	4	18:26	18:46	18:49	18:51	18:58	19:08	19:26	6.5
S5	5	18:33	18:53	18:56	18:58	19:04	19:14	19:32	6.5
ICE MAKE					19:04	19:19			15
S6	6	18:54	19:14	19:17	19:19	19:26	19:36	19:54	6.5
S7	1	19:01	19:21	19:24	19:26	19:32	19:42	20:00	6.5
S8	2	19:07	19:27	19:30	19:32	19:39	19:49	20:07	6.5
S9	3	19:14	19:34	19:37	19:39	19:45	19:55	20:13	6.5
S10	4	19:20	19:40	19:43	19:45	19:52	20:02	20:20	6.5
ICE MAKE					19:52	20:07			15
S11	5	19:42	20:02	20:05	20:07	20:13	20:23	20:41	6.5
S12	6	19:48	20:08	20:11	20:13	20:20	20:30	20:48	6.5
S13	1	19:55	20:15	20:18	20:20	20:26	20:36	20:54	6.5
S14	2	20:01	20:21	20:24	20:26	20:33	20:43	21:01	6.5
S15	3	20:08	20:28	20:31	20:33	20:39	20:49	21:07	6.5
S16	4	20:14	20:34	20:37	20:39	20:46	20:56	21:14	6.5
ICE MAKE					20:46	21:01			15
S17	5	20:36	20:56	20:59	21:01	21:07	21:17	21:35	6.5
S18	6	20:42	21:02	21:05	21:07	21:14	21:24	21:42	6.5
S19	1	20:49	21:09	21:12	21:14	21:20	21:30	21:48	6.5
S20	2	20:55	21:15	21:18	21:20	21:27	21:37	21:55	6.5
S21	3	21:02	21:22	21:25	21:27	21:33	21:43	22:01	6.5
S22	4	21:08	21:28	21:31	21:33	21:40	21:50	22:08	6.5

*No more than six (6) teams per group for Short Program



Referees Handbook, 2015/16 edition Synchronized Skating

SYNCHRONIZED SKATING COMPETITION									Time per Team
City, Country									
Date									
Free Skating Competition – Ice rink									
TEAMS	DSG ROOM	ENTER DR RM	EXIT DR RM	WAIT AT RKSIDE	ENTER ICE	EXIT ICE	EXIT PHOTO	EXIT DR RM	
S1	1	15:30	15:55	15:58	16:00	16:10	16:15	16:33	10
S2	2	15:40	16:05	16:08	16:10	16:18	16:23	16:41	8
S3	3	15:48	16:13	16:16	16:18	16:26	16:31	16:49	8
S4	4	15:56	16:21	16:24	16:26	16:34	16:39	16:57	8
ICE MAKE					16:34	16:49			15
S5	5	16:19	16:44	16:47	16:49	16:57	17:02	17:20	8
S6	6	16:27	16:52	16:55	16:57	17:05	17:10	17:28	8
S7	1	16:35	17:00	17:03	17:05	17:13	17:18	17:36	8
S8	2	16:43	17:08	17:11	17:13	17:21	17:26	17:44	8
ICE MAKE					17:21	17:36			15
S9	3	17:06	17:31	17:34	17:36	17:44	17:49	18:07	8
S10	4	17:14	17:39	17:42	17:44	17:52	17:57	18:15	8
S11	5	17:22	17:47	17:50	17:52	18:00	18:05	18:23	8
S12	6	17:30	17:55	17:58	18:00	18:08	18:13	18:31	8
ICE MAKE					18:08	18:23			15
S13	1	17:53	18:18	18:21	18:23	18:31	18:36	18:54	8
S14	2	18:01	18:26	18:29	18:31	18:39	18:44	19:02	8
S15	3	18:09	18:34	18:37	18:39	18:47	18:52	19:10	8
S16	4	18:17	18:42	18:45	18:47	18:55	19:00	19:18	8
S17	5	18:25	18:50	18:53	18:55	19:03	19:08	19:26	8
ICE MAKE					19:03	19:18			15
S18	6	18:48	19:13	19:16	19:18	19:26	19:31	19:49	8
S19	1	18:56	19:21	19:24	19:26	19:34	19:39	19:57	8
S20	2	19:04	19:29	19:32	19:34	19:42	19:47	20:05	8
S21	3	19:12	19:37	19:40	19:42	19:50	19:55	20:13	8
S22	4	19:20	19:45	19:48	19:50	19:58	20:03	20:21	8

***No more than five (5) teams per group for Free Skating**



Chapter 6

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
- The 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 content



Chapter 7

CONDUCTING OFFICIALS MEETINGS / DRAWS

Officials' Meeting

Initial Judges Meeting

Rule 809

At the ISU World Synchronized Skating Championships, a meeting with the Referee, Technical Controller, and ISU Event Coordinator is organized prior to the Initial Judges Meeting.

An Initial Judges Meeting will be held before the competition, usually preceding the Initial Team Draw. The date, time and place of the Initial Judges Meeting, and the date and time of the Round Table Discussion, must be announced by the Organizer in the official announcement.

**At the ISU Championships, the panel of Judges will be drawn according to Rule 972 (see paragraph 4 b, c and d), which states, on site of the ISU Championships, the open random draw will be conducted by the Referee 45 minutes prior to the start of each segment in the presence of all thirteen (13) Judges drawn for the respective Championships, to complete the panel of nine (9) Judges.*

At the Initial Judges Meeting before the competition begins, the Chairperson or a member of the Synchronized Skating Technical Committee, if present otherwise the Referee, must draw attention to 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.

The Initial Judges Meeting should create a relaxed atmosphere in which those who have questions feel able to obtain information, such as clarification of rules, or their responsibilities and duties as an Event Official. Everyone is aware that the Referee must prepare a final report on the standard of skating and judging of the event. The Referee should encourage the Judges to utilize their knowledge of the ISU Judging System and criteria in order to arrive at proper evaluation of elements and program component scores. Remember, Judges are not to score teams in order to rank them, but to evaluate the elements and performance according to the established rules and criteria of the ISU Judging System.



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 of the positive use of GOE and starting level of GOE according to the bullet points
- 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 prior to every segment (Short program and Free Skating) of an event. It is customary for the Judges Panel and Referee to convene for a meeting approximately 30 minutes prior to the start of each part of the event.

As Referee, it is your responsibility to address any last minute questions that the Judges may have. Some questions do arise after the official practice sessions. As a group, you may wish to review the required elements, reductions, or well-balanced program requirements for that segment of the event. 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 shall be conducted manually by the Referee for each segment of the event. Please refer to Rule 720 paragraph 3 for International Competitions and Rule 972 paragraph 4b), c) and d) for the ISU Championships.

Draw for Short Program – International Events

**For ISU Championships, please refer to the draw procedures under Rule 969*

Team Draws (International Competitions) Rule 925

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 2.



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:

Please keep in mind that the Draw ceremony in a Championship is different to the procedure for a competition (e.g. listing of teams)

- check the draw chips to be placed in the bag
- prepare the Referee's Prompt Sheet for short program (see Appendix for the form)
- check the pronunciation of the 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
- announce the panel (Referee, Judges, Technical Panel). Mostly published, no need to read it. The seating order will mainly be drawn later.
- verify the presence of the teams (mostly done at the team leaders meeting)
- announce the number of participating teams
- announce the number of countries participating
- 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 place where the teams should line up before their announcement.
- announce the location and time of intermediate draw for the free skating event and wish the teams good luck on their performance

A version of the Referee's Prompt Sheet for the Short Program may be found in the Appendix of this Handbook.



Draw for Free Skating – International Events

**For ISU Championships, please refer to the draw procedures under Rule 969*

Team Draws (International Competitions)

Rule 933

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. It is wise to verify the starting groups and the procedure for the draw as well as for the draw(s) for any tied teams before the draw commences.

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.

The Referee shall conduct the intermediate draw as follows:

- check the **draw** chips to be placed in the bag each time
- prepare the Referee's Prompt Sheet for free skating (see Appendix for the form)
- 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 934 paragraph 3).
- 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 to last 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

A version of the Referee's Prompt Sheet for the Free Skating may be found in the Appendix.



Draw for Starting Order Short Program
ISU World & Junior World Synchronized Skating Championships /
Junior World Challenge Cup

Rule 969

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

The ISU World Synchronized Skating Championships, the ISU World Junior Synchronized Skating Championships and ISU Synchronized Skating Junior World Challenge Cup will consist of the Short Program and the Free Skating independent on the number of entries.

1. The draw procedure will be in accordance with Rule 925, paragraph 1.
2. The draw for the Short Program will be made as follows:
 - a) The list as basis for the draw will be arranged as follows:
 - i. For the ISU World Synchronized Skating Championships based on the results (placement of the Teams by Member) of the previous ISU World Synchronized Skating Championships. The participating Teams are listed with the previous ISU World Synchronized Skating Championships' first placed Member as first, the second placed Member as second, the third placed Member as third and so on.
 - ii. For the ISU World Junior Synchronized Skating Championships based on the results (placement of the Teams by Member) of the previous ISU World Junior Synchronized Skating Championships. The participating Teams are listed with the previous ISU World Junior Synchronized Skating Championships' first placed Member as first, the second placed Member as second, the third placed Member as third and so on. If no ISU World Junior Synchronized Skating Championships were held during the two (2) previous seasons but an ISU Synchronized Skating Junior World Challenge Cup was held during one (1) or both of the previous two (2) seasons, then the list will be based on the results (placement of the Teams by Member) of the last held ISU Synchronized Skating Junior World Challenge Cup. The participating Teams are listed with the previous ISU Synchronized Skating Junior World Challenge Cup' first placed Member as first, the second placed Member as second, the third placed Member as third and so on.
 - iii. For the ISU Synchronized Skating Junior World Challenge Cup based on the results (placement of the Teams by Member) of the previous ISU



World Junior Synchronized Skating Championships or the previous ISU Synchronized Skating Junior World Challenge Cup, whichever of those two Events was held later. The participating Teams are listed with the previous ISU World Junior Synchronized Skating Championships respectively the ISU Synchronized Skating Junior World Challenge Cup first placed Member as first, the second placed Member as second, the third placed Member as third and so on.

- b) Teams/countries with no result from the previous year (new countries/ISU Members) respectively countries with a second Team, which did not participate at the last ISU World Synchronized Skating Championships respectively the ISU World Junior Synchronized Skating Championships/ISU Synchronized Skating Junior World Challenge Cup will be placed at the bottom of the list in alphabetical country order.
- c) In the case that a country/ISU Member has two (2) Teams qualified for the Worlds, the following procedure will apply: The best nationally ranked Team of the country / ISU Member will be entered as Team 1 for the ISU World Synchronized Skating Championships respectively the ISU World Junior Synchronized Skating Championships/ ISU Synchronized Skating Junior World Challenge Cup. Team 1 will be listed for a draw according to the last year's best placement of the respective country's/ ISU Member's Team. Team 2 will be listed for the draw according to the placement of the second placed Team of that country/ISU Member.
- d) The participating Teams will be split in two (2) equal parts with the higher placing Teams being drawn in the second part (called "skating later") and the lower placing Teams and Teams/countries with no result from the previous year being drawn in the first part (called "skating earlier"). If the number of participating Teams is not equally divisible, the "skating later" group will contain one additional Team.
- e) The number of starting order groups will be determined depending on the number of entries (see Size of Starting Order Groups Rule 933) (one of the starting order groups might comprise of Teams from both the "skating earlier" and "skating later" parts).
- f) The draw for a Short Program will be done within each draw group according to the listing (see Rule 969 paragraph 2a)) of the "skating earlier" and the "skating later" parts.



Draw for Starting Order Free Skating
ISU World & Junior World Synchronized Skating Championships /
Junior World Challenge Cup

Rule 969, paragraph 3

The draw for the Free Skating will be according to the placements of Teams in the Short Program. If such placements are equal, the Teams concerned are tied and shall be drawn in the same group.

- a) According to the results in the Short Program event, the Teams would be divided into two (2) Groups with the Teams placed in Short Program among the first sixteen (16) Teams being drawn in the second part of Free Skating (called Group A “skating later”) and Teams placed in the second half in Short Program (starting with the Teams placed as seventeen (17) being drawn in the first part for Free Skating (called Group B “skating earlier”).
- b) The draw for Free Skating will be according to placements of the Short Program for Group A and B separately. The draw will be done within each skating order group; the teams placed best in the Short Program will be drawn in the last skating group (see Rule 933 Table ii. Size of Starting Order Groups for Free Skating).
- c) Free Skating of Group B will take place before Free Skating of Group A and a short break between those two (2) Groups will be scheduled.

If such a tie in the Short Program occurs for 16th place, all the tied Teams will qualify for the Free Skating for which they will be drawn in the same (first) group which will be divided into two subgroups in cases specified in Rule 934, paragraph 3.

If two or more Teams receive an equal total in the final result, the best placement shall be decided on the basis of the best placement of the Free Skating. If such placements are also equal, the placements shall be decided on the basis of the best placement of the Short Program. If such placements are also equal, the Teams concerned are tied.

So, for example purposes if you have 24 teams in total entered in the competition:

Short Program Draw Groups:

$$6 + 6 + 6 + 6 \quad (4 \text{ groups of } 6 \text{ teams per group} = 24 \text{ teams})$$

Free Skating Draw Groups:

(Groups according to results of the Short Program)

Skating Earlier Group B:	$4 + 4 =$	8
Skating Later Group A:	$4 + 4 + 4 + 4 =$	<u>16</u>
Total:		24 teams



Another example with 19 teams in total, the Draw for Free Skating will be as follows:

Skating Earlier Group B:	3 =	3
Skating Later Group A:	4 + 4 + 4 + 4 =	<u>16</u>
Total:		19 teams

There will always be 16 Teams in Group A (the “skating later” group), and there is a separate draw for the skating order within each resurfacing group.



Chapter 8

POST EVENT ARRANGEMENTS / REPORTING

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 competition you have all the documents needed for writing the Referee Report.

Referees should have the following documents:

- ISU Special Regulations and Technical Rules for Synchronized Skating (the latest edition)
- 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 Addendum 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 ISU Calc System signed by Technical Accountant
- 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 discussion held with the Controller and the Referee's Assistant Ice
- Official DVDs of the event, if available
- Trial Judging Coordinator's Report (if necessary)
- Your notes on discussion held with Trial Judging Coordinator (if necessary)
- Guidelines for conducting a Judges Meeting
- Guidelines for conducting a Round Table Discussion



Conducting the Round Table Discussion

Rule 809

At the conclusion of an event, the Referee along with the Technical Controller will moderate a “**Round Table Discussion**” with the Judges. In the discussion, the general quality of skating and the range of points for elements and each of the Program Components of selected teams will be discussed. The purpose of the discussion is to reach a consensus to assist the officials for future judging guidelines, and to assist the Referee in writing the final report on the competition. The Round Table Discussion should not take more than one hour per event. Referees may use DVDs from the event, if available. Only with a special reason and only with the approval of the Referee, guests may attend the RTD, such as a Technical Committee member.

During the Round Table Discussion, the Referee provides the input regarding the Grade of Execution of the elements and the Program Component Scores, while the Technical Controller provides the input regarding Technical Content. During the discussion the Judges are encouraged to express their opinions. The discussion will not be used to criticize individuals judging the event. All Judges should participate in the discussion. Referees should note on the Referee Report which Judges do not participate.

The Round Table Discussion will not establish an acceptable range of scores. For International competitions, the Referee will establish the acceptable range of marks. For the ISU World Championships, the Officials Assessment Commission (OAC), in accordance with the procedure approved by the Council, will establish the acceptable range of scores. The OAC will be onsite for the ISU World Championships. The OAC will work offsite for the Junior World Challenge Cup event.

For evaluation of judging and technical content decisions, penalties – see Rule 825 and the current applicable ISU Communications.

The following topics may be covered during the Round Table Discussion:

- General conduct of event, scheduling, communication, problem areas, good areas
- General standard of skating during the short program and free skating
- Review selected marks of selected teams, particularly +2 or +3 elements and/or specific Program Component scores
- Using judges details sheet, select examples of GOE as too high and too low
- Review of Rules, GOE and Program Component criteria that are problematic for Judges – provide recommendations for improvement
- Review of problems with equipment, touch screens, communication during the event
- Current trends in synchronized skating
- Proposals for possible rule changes to be forwarded to the Synchronized Skating Technical Committee in the Referees report
- Special comments to the Synchronized Skating Technical Committee



The special Guidelines for conducting a Round Table Discussion must be observed.

Attendance of the Referee, the Technical Controller and the Judges at the Round Table Discussion meeting is mandatory. Referee should make note on the Referee Report of any persons not in attendance.

Finally, try to conclude the meeting in a positive way. Thank the Judges for their commitment and support of Synchronized Skating.

Writing the Referees Report

Rule 816

The final task of the Referee is to complete the Referee's Report, which must be submitted to the ISU Secretariat within 14 days following the conclusion of the competition. The Report of the Referee and the Technical Controller may be sent separately and directly to the ISU Office (with copies to each other). Reports may be scanned to a .pdf file and emailed to: *entries@isu.ch*

The Referee's Report must be written with accuracy, care and honesty. The Referee prepares the Report reviewing also the Judges activity in regard to ethics, behavior at competitions, attendance at Round Table Discussion, use of English and other general reporting areas including but not limited to skating level and overall Judges' marking.

A complete Referee's Report should include:

- standard of organization;
- standard of skating in each segment;
- standard of judging and the ability of each Judge to communicate his/her understanding of the rules and their applications;
- working knowledge of English (see Chapter 7 - Initial Judging Meeting)
- timing of the event;
- remarks for Judges in relation to their ability to operate the ISU Judging System;
- additional remarks (if necessary);
- proposals for improvement.

In addition to the above, the Referee must include with the Report the detailed protocol of the event (i.e. short program, free skating) including the Referee and all Judges' marks, plus the Final Result, and the ISU Calc verification form.

The Technical Controller shall prepare a Report on a standard form of the competition, in which the following areas are to be identified:

- evaluation of the Technical Specialist;
- evaluation of the Assistant Technical Specialist;
- evaluation of the Data Replay Operators;
- list of deductions taken;



- additional remarks (if necessary);
- proposals for improvement.

Special Comments on the Report

- **Organization** – You may comment on what was good or less good in 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 Addendum Form for International Competitions

***Refer to ISU Communication #1631**

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 insure 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.



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 sent 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.

The ISU Secretariat shall send copies of the complete Referee Report as soon as possible to the following individuals:

- a) the Chair and each member of the SyS Technical Committee
- b) ISU Sports Directorate/ the Sports Director Figure Skating.

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).



SUMMARY

REFEREE

Chairperson of the panel of Judges with a wide range of skills to manage all the Referee's responsibilities

Creates a positive, supportive and encouraging atmosphere for Judges and Teams

Provides a relevant and correct information to the synchronized skating community and other relevant bodies including Media

Writes accurate and honest Referee's Report

Include Verification of ISU Calc (form)



APPENDIX (FORMS)

As scripts and forms are changing, it is the Referee's responsibility to have updated versions of reports and forms. These can be found on the ISU website under Synchronized Skating/Forms.

- ❖ Referee Prompt Sheet for Draws
- ❖ Referee Report
- ❖ Referee Addendum Form for International Competitions
- ❖ Guidelines for Initial Judges Meeting
- ❖ Guidelines for Round Table Discussion
- ❖ Verification of ISUCalc (<http://www.isureports.com/setupverification.pdf>)



Referee's Prompt Sheet for Short Program

International Events

(Opening Draw)

1. Announce the Panel: Referee, Technical Panel, Judges
2. Read the list of Team 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 _____. Please remember that all Teams must skate the whole program, or in two halves, at the official practice.”
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



Referee's Prompt Sheet for Free Skating

International Events

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 _____. Please remember that all Teams must skate the whole program, or in two halves, at the official practice.”
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