

Data Operator Protocol

The Data Operator is a member of the Technical Panel and serves in qualifying competitions and non-qualifying competitions in events that are judged using the International Judging System (IJS). The data operator serves an important role in the process and is responsible for entry of elements, levels of difficulty, and deductions, facilitating the review process using video clips, making any necessary corrections, and rule vetting.

The Technical Controller (TC) serves as the leader of the Technical Panel. The Data Operator (DO) will receive direction from the TC during the event. It is important to remember that the DO does not generally speak while a skater is performing, nor does the DO offer opinions on calls or levels. The DO must adhere to the ethics and conflict of interest policies established by the Technical Panel Committee. All discussion during the course of an event is confidential and the TC serves as the spokesperson for the panel.

The equipment used by the DO should be treated with care. Therefore, no food or drink is allowed on the stand. The DO should use only a pencil eraser, stylus, or fleshy pad of the finger on the touch screen.

The DO attends the pre-event meeting for the Technical Panel at all qualifying events and at non-qualifying events if they are held. The DO should review the well-balanced program requirements for the event, regardless of whether or not there is a pre-event meeting. This will be helpful to easily recognize when a rule violation has occurred.

If technical problems arise during an event, it is important to remain calm but alert the Technical Panel to the problem. If it is not possible to correct the problem immediately, the DO should record all elements on paper. Elements can be inputted once the problem is corrected.

Data Operator Procedure

A. Before the event starts

1. Ask the TC for her/his preferences for the readback (words or codes, desired speed) and video replay (e.g. particular situations to play in real time or slow motion)
2. Gather necessary items – Program Requirements document, Pencil Eraser/Stylus, Skate Order, additional paper/pencil for taking any notes
3. Check Data terminal and make sure correct discipline is chosen

B. During a Singles event

1. Once the warm-up period has ended, touch the **Green “START SINGLES”** button.
2. The technical accountant will state the name of the skater
3. DO reviews the name of the skater on the screen and confirms by stating “I have *Skater’s Name*”
4. DO checks the VDR box on top of the screen and when it is green, states “Video is ready”. If the box does not turn green, immediately alert the panel.
5. Once the skater begins, the Assistant Technical Specialist (ATS) will state “the first element is *jump/spin/step*”
6. The DO replies “Thank you”. (Note – this is only done after the first element pre-call)
7. The DO touches the appropriate box – **JUMPS, STEPS, SPINS, COMBO SPINS** – to open the subscreen
8. The DO touches the appropriate box corresponding to the element that the Technical Specialist calls

a. JUMPS

- i. Solo Jumps – touch the box in the row that corresponds to the number of rotations. For example: double Salchow, touch the “2” in the Salchow row. The code will appear in the box as 2S
- ii. Combination jumps – touch the box in the row corresponding to the number of rotations of the first jump followed by the box in the row corresponding to the number of revolutions of the second jump. For example: triple flip – double toe loop combination, touch the 3 in the flip row followed by the 2 in the toe loop row. The code will appear as 3F+2T
- iii. Jump sequences – enter jumps as called as described by above followed by SEQ button. For example: double Lutz – single Axel sequence, touch the 2 in the Lutz row, then the 1 in the Axel row, then the SEQ button. The code will appear as 2Lz+1A+SEQ

b. SPINS

- i. Solo Spins - touch the name of the spin as soon as it is called by the TS. At the conclusion of the spin, the level will be called. Touch the appropriate box in the row of the spin name. If a flying entry is called, touch the **Yellow “FLYING”** box. If “V” is called, touch the corresponding **Green** button.
- ii. Combination Spins – touch the COMBO SPIN button as soon as it is called by the TS. If the TS then states “with a change of foot”, touch the COMBO SPIN CHANGE FOOT button. This will overwrite the previous entry. If a flying entry is called, touch the **Yellow “FLYING”** box. If “V” is called, touch the corresponding **Green** button.
- iii. The **purple “SPIN NO LEVEL”** button can be used in case of an execution error where the intended spin position is not apparent.

c. STEPS

- i. Leveled Step Sequence – touch “STEPS” as soon as it is called. At the conclusion, touch the box in the row that corresponds to the level called.
- ii. Choreographic Step Sequence – touch “CHOREO STEPS” as soon as it is called. Touch the 1 button when the TS says “confirmed”
- iii. Choreographic Sequence – touch “CHOREO SEQ” as soon as it is called. Touch the 1 button when the TS says “confirmed”

9. If a fall is called, touch the **Gray “FALL”** button on the bottom of the screen.

10. If a review is called, touch the **Blue “REVIEW”** button. You will see an orange “flag” on the right side of the box of any element that is marked for review.

11. Confirm that the entry is correct in the element box. If it is not, quickly press the **Yellow “CLEAR ENTRY”** box on the bottom of the screen and enter the correct element.

12. Touch the **Green “NEXT”** button to advance to the next element box. The pacing of this is very important. Judges must have adequate time to enter the GOE on their terminal before next box is highlighted. Pushing “NEXT” too soon may result in judges entering the intended GOE on the wrong element. As a rule of thumb, a count of three should provide enough time.

13. Continue this process as elements are called. Note: the subscreen closes when the “NEXT” button is pressed. The DO will need to touch **JUMPS, STEPS, SPINS, or COMBO SPINS** each time to open the appropriate subscreen.

14. When the skater has finished his/her program:

- a. Touch the **Red “STOP”** button on the top left of the screen, then “YES”.
- b. State the number of elements and number of reviews. For example: “10 elements, 4 reviews.
- c. Immediately start the video replay for the first element for review while stating which element is being reviewed and the level called. For example: Element 2, camel spin, called a level 4:
 - i. Touch the element box of the first element for review

- ii. Touch the **blue “VIDEO REPLAY”** button at the bottom right of the screen.
- iii. Follow the direction of the TC, TS, or ATS concerning what they want to review.
 - 1. For rotation on jumps or counting revolutions on spins use the **“SLOW”** and **“SLOW REVERSE”** buttons
 - 2. To quickly go to the portion of an element for review use the **“2X PLAY”** and **“2X REVERSE”** buttons
 - 3. The **“PAUSE”** button may be used to freeze a frame
 - 4. **“SUPER SLOW”** and **“S-SLOW REVERSE”** are sometimes used
 - 5. **“FAST PLAY”** and **“FAST REVERSE”** are not recommended as they play at a speed that is generally not helpful in reviews.
 - 6. **“REPLAY CLIP”** is used to restart the clip from the beginning
- iv. Touch anywhere on the video review screen to return to the data entry screen
- v. It is important to listen and anticipate the needs of the TC, TS, and ATS. The review process is more efficient when the DO can quickly manipulate the video clips.
- d. Make corrections/changes as directed by the TC
 - i. Make sure the correct element box is highlighted. The appropriate subscreen will automatically open.
 - ii. Touch the **Purple “EDIT”** button
 - iii. JUMPS:
 - 1. For solo jumps, a downgrade, under-rotation, wrong edge, or edge attention (edge alert) can be added by touching the appropriate button. Note: if a jump has a wrong edge and under-rotation/downgrade, you may press **“WRONG EDGE”**, **“UNDER ROTATED”** or **“DOWNGRADE”** button in any order.
 - 2. For sequences or for jump combinations in which there is a change to the jump(s) other than the last one, press **“CLEAR ENTRY”** then enter the entire element as corrected. Wrong edge, under-rotation, or downgrade must be touched immediately after the jump it is associated with.
 - 3. **“SEQ”**, **“COMBO”**, or **“REPEAT”** may be added at the direction of the TC for errors in execution or violations of the well balanced program requirements.
 - 4. A **BONUS** may be added to certain jumps for juvenile, intermediate, and novice levels. Review the rules before each event to make yourself familiar with which jumps may receive a bonus. If an eligible jump is reviewed, the **Bonus** is applied by touching the **green “b1”** button while editing the jump. If the **Bonus** is to be applied to the first jump of a combination, you must clear the box and reenter the element, touching the **green “b1”** button immediately after the first jump, then enter the second jump. An eligible may also be **“UNDER ROTATED”** or **“WRONG EDGE”**. If an eligible jump is not reviewed, the bonus may be called during the live event or the TC may instruct the DO to add the **bonus** to the appropriate jump after all reviews are done.
 - 5. An **“Asterisk”** may be added to a jump at the direction of the TC by touching the **red “*”** button.
 - iv. SPINS:
 - 1. For a change in level, touch the button in the appropriate row for the new level
 - 2. V can be added by touching the corresponding button
 - v. STEPS:
 - 1. For a change in level, touch the button corresponding to the new level in the **“STEPS”** row
 - 2. To change to no level for a step sequence or not confirmed for choreo steps or choreo sequence, press **“CLEAR ENTRY”**, then touch only the **“STEPS”**,

“CHOREO STEPS”, or “CHOREO SEQ” box. Any element with no value will have a red flag to the left of the element box.

- vi. While making the correction, state the change that is made, then touch the **“VERIFY”** button while saying “verified”. For example: edited to level 3, verified.
 - e. Immediately bring up the clip for the next element to be reviewed and repeat the process until all reviews are done. **The TC will lead the review process.**
 - f. If an element is added during the review process, it is entered at the end of the list. Once added, touch the **blue “ADDED ELEM”** box to alert the judges.
 - g. When all reviews are complete, the TC will prompt the DO to read back the elements.
 - h. The DO reads the list of elements as they appear on the screen as quickly, succinctly, and clearly as possible. It is important to have a good cadence and clarity so that the TC and ATS can follow along on their written record. The DO may read in codes or in words as per the preference of the TC. It is important to state “No Value” if there is a red flag on any element and “Asterisk” if it appears following any element code.
 - i. The DO then touches the **blue “DEDUCTIONS”** button and reports any deductions that appear. If there are none, the DO states “no falls, no deductions”.
 - j. If everything is correct, the TC states “elements authorized.” The DO touches the **green “PRESS ONCE ELEMENTS ARE AUTHORIZED”** button and says “thank you.” **It is important that the DO reviews the elements for any rule violations and brings this to the TC’s attention before the elements are authorized.**
 - k. The DO touches the **red “END REVIEW”** button to return to the Main Screen.
15. The Technical Accountant will advance to the next skater after the score computation has been completed and state “accounting is ready for *skater’s name*”
16. The DO will touch the **green “START SINGLES”** button, confirm the skater’s name and then repeat the process as outlined above for all subsequent skaters. Note: once the **“START SINGLES”** button is touched, all video clips from the previous skater are erased. If you want to return to the previous skater to review a video clip, touch the **yellow “RESUME”** button on the main screen.

C. After the event is completed

1. The Technical Accountant will print the protocol sheets for all skaters and results sheets
2. The DO assists the TC in checking the protocols by reading the elements making mention of any No Value elements, Asterisks, Falls, Deductions, Bonuses, and noting when the second half bonus occurs when applicable.
3. The TC and Event Referee will sign the results sheet.

D. Pairs and Dance events follow the same general procedure as outlined above. However, the subscreens are unique to each discipline.

Video Replay Guidelines

Singles Elements	Common Reviews	Replay Options
Jump	Rotation	Real time until take off, then press slow; may toggle backward slow/forward slow May not use slow motion to assess cheating a take off
Jump	Edge	Slow motion as approaches take off; may need to reverse to get lead in
Spin	Fly	Slow motion so air position can be assessed; may need to reverse Slow motion to determine if in position w/in 2 revs for fly feature to be awarded
Spin	Revolutions	Slow motion to count/verify 2 revolutions in position
Spin	Difficult Entry	May need to reverse
Choreo Step/Seq	Ice Coverage	Play in 2X to determine start/stop point; may need to reverse to beginning
Step Sequence	Ice Coverage	Play in 2X to determine start/stop point; may need to reverse to beginning
Step Sequence	Clusters	Follow direction of panel to quickly find cluster being reviewed
Step Sequence	Rotation	Play in 2X
Step Sequence	Body movements	Play in 2X as directed

Pairs Element	Common Reviews	Replay Options
Lift	Difficult Entry	May need to reverse
Lift	Arm positions	Slow motion as directed
Lift	Man's revolutions	Regular speed, slow motion if requested
Twist Lift	Split position	Slow motion
Twist Lift	Catch	Slow motion
Throw	Rotation	Slow motion
Death Spiral	Difficult Entry	May need to reverse
Death Spiral	Lady position	Slow motion/Pause may be needed to determine low position
Death Spiral	Revolutions	Slow motion
Pair Spin	Revolutions	Usually Regular speed; slow motion not common since spin usually slow
Solo elements	Same as in singles	

Dance Element	Common Reviews	Replay Options
Lift	Lady position	Slow motion as directed
Lift	Rotations	Slow motion as directed
Step Sequence	Clean turns	Follow panel directions for which turns are being reviewed
Twizzle	Entry	May need to reverse
Twizzle	Arm position	Slow motion as directed
Twizzle	Quality	Regular speed to determine if checked 3 turns
Key Points	Achieved	Regular speed; know where key points occur to fast forward to correct portion of dance that is being reviewed
Key Points	Timing	Reverse to several seconds before portion being reviewed to establish tempo