



Competition Trial Judge Management Kit

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INTRODUCTION

Congratulations on having your competition selected to be a trial judge event. We appreciate your willingness to help our current and future officials hone their skills and advance their appointments.

There are many things to think about when planning and coordinating the trial judging activities of a competition. This management kit is designed to provide guidelines and checklists of what you and your volunteers need to do to carry out a successful trial judging experience.

Remember, the trial judges are spending a lot of time and resources to work toward their next judging appointment. Therefore, it is important that their papers are handled in the proper manner and get forwarded to the correct people. These guidelines are designed to standardize the procedures used to prepare for and conduct trial judging activities and standardize the way trial judge papers are handled.

THINGS TO KNOW ABOUT COMPETITIONS WITH TRIAL JUDGES

Rules pertaining to trial judges at competition – requirements, applications, records – can be found in the U.S. Figure Skating Rulebook, rules JR 18.10-18.36. Please review them in advance of your competition.

In order to be an official trial judge competition, approval must be granted by the U.S. Figure Skating Judges Committee Chair.

For nonqualifying competitions and regional championships, the appropriate Regional Vice Chair (RVC) from the U.S. Figure Skating Judges Committee will work with the chief referee to set the trial judge schedule and determine which judges already assigned to the competition will lead the critiques. For sectional championships, these responsibilities will be handled by the appropriate Sectional Vice Chair (SVC) from the Judges Committee. For the U.S. Figure Skating Championships, the JETS chair will handle these responsibilities, and for synchronized

skating competitions these responsibilities will be handled by the National Vice Chair for Synchronized Judges.

If a large number of trial judges sign up for a qualifying competition, a Judges' Education Trainer (JET) may be assigned to the competition specifically to oversee the trial judges and lead the critiques. If U.S. Figure Skating assigns a JET to a competition, U.S. Figure Skating will cover the expenses for the JET to attend the competition (airfare and hotel). The LOC should allow the JET into all areas where the other judges are allowed, including the officials' hospitality area.

If possible, provisions should be made to allow the trial judges to eat with the official judges. One of the reasons they are trialing is to meet and interact with official judges. This food may be provided to the trial judges free of charge (encouraged, if possible), or a small stipend (per Rules of Sport, Rule 2162) may be charged to help cover the cost to the LOC. Hopefully trial judges will eventually become judges, and if they are treated well at your competition, they will be more willing to volunteer for you in the future, after they receive their appointments. Either way, it is important to let trial judges know prior to the competition what the food situation will be so they can plan accordingly.

Once a trial judge event concludes, and the results are available, the trial judges and JET will convene in the trial judge room to do an event critique. This room must be a dedicated room for the trial judges for the whole competition and should be separated from the accountants and the officials' room, if possible.

ROLES AND RESPONSIBILITIES

The following people (listed alphabetically) will have involvement in the trial judging process.

- **Accountant** – Provides the skating orders and results for the events being trialed.
- **Director of Technical Services (HQ)** – Receives original TJ Form 1 for each trial judge; provides the trial judges with appropriate credits and notifies TJ Monitors and Judges Committee Regional and/or Sectional Vice Chairs when the competition results are posted on U.S. Figure Skating Online.
- **Judges Education and Training Subcommittee (JETS) Vice Chair** – The member of the Judges Committee responsible for overseeing the trial judge process, including selection of official trial judge competitions.
- **Judges Education Trainer (JET)** – A current judge who judges the trial events, runs the event reviews and evaluates the trial judges. At some competitions, the U.S. Figure Skating JETS chair will assign one or more JETs to the competition. At other competitions, the JETs will be selected from those judges already officiating at the competition. In this case, their might be a different JET for each event.
- **Monitor** – Each TJ has a monitor who guides and mentors them through the trial judging process and maintains all of the TJ's official trial judging papers and records. With the exception of Element Identification, this is where all original Trial Judge papers are sent.

- **National Vice Chair (NVC) Synchronized Judges** – Member of the Judges Committee who is responsible for overseeing the trial judge process for synchronized skating competitions.
- **Regional Vice Chair (RVC)** – Member of the Judges Committee who is responsible for regional competition appointments for the judges in their region and discipline (singles & pairs, ice dance). Needs to receive a copy of TJ Form 1, TJ Form 5 and TJ Form 7 for each trial judge in their region and discipline for nonqualifying and regional competitions.
- **Sectional Vice Chairs (SVCs)** – Member of the Judges Committee who is responsible for sectional appointments and also assists with national appointments for judges in their section and discipline (singles & pairs, ice dance or synchronized). Needs to receive a copy of TJ Form 1, TJ Form 5 and TJ Form 7 for each trial judge in their section and discipline for sectional and championship competitions.
- **Trial Judge (TJ)** – A prospective judge working toward their first appointment or a current judge working toward a higher appointment. The TJ will judge selected events for practice, but their marks will not count toward the results. They will then participate in a critique led by a JET following each event. TJ could be at the competition strictly as a trial judge or may be an official judge who is also trialing some events to attain a higher appointment.
- **Trial Judge Chair (TJ Chair)** – Prepares, collects and copies all trial judge papers and mails them to the correct individuals. Ensures that the JETs have necessary papers and materials and that the trial judge room is set up appropriately.

The names and contact information for HQ, NVC, RVCs, SVCs and JETS chair can all be found in the current U.S. Figure Skating Directory online. The names and contact information for TJ monitors will be provided by each trial judge. The names of the TJs will be sent to the TJ Chair by the appropriate RVC or SVC.

ROLE OF THE TRIAL JUDGE CHAIR

The main role of the TJ chair is to accumulate, in an organized manner, all trial judge (TJ) papers and distribute them to the correct individuals. **The TJ Chair should be present during the entire competition** to ensure things run as smoothly as possible and no papers are lost.

The TJ chair should be chosen at the same time as all other key committee heads. In addition to the TJ chair it will be necessary to have one or two other volunteers to help during the trialed events. These people will sit with the TJs while they are trialing and collect their sheets (as described under *During the Competition*). This will allow the TJ Chair to remain in the TJ room. It is not a good idea to have various people assigned to sit in the TJ room; papers have been lost in the past using this process.

The TJ chair has a great impact on the future of U.S. Figure Skating judges. TJs will spend a significant amount of money and time to attend competitions to gain the needed experience to reach their desired judging levels. It is important that the TJ Chair have strong organizational skills and is focused on the tasks at hand and not distracted by other things occurring during the competition. It's also important that the TJ Chair recognize that **the papers they see and information they hear is personal and confidential and should not be shared with anyone except those who are supposed to receive the information** (JETs, RVCs, SVCs, HQ, monitors).

WHAT IS NEEDED (FOOD, ROOM, SUPPLIES)

1) Food for the TJs and JETs

See *Things To Know About Competitions With Trial Judges* on page 1

2) A dedicated TJ room

- a) Large enough to accommodate a high-speed copier, four tables (see *working supplies* below) and enough seating to accommodate all TJs, JETs and the TJ chair.
- b) Used by the TJs to prepare for events, by JETs to prepare paperwork and conduct event reviews, and by the TJ chair for paper preparation and activity coordination.
- c) Should be near in proximity to the accounting room, as a lot of the paperwork is generated by the accountants.
- d) Can also utilize two adjacent or adjoining rooms – one for the copier and paperwork preparations and one for the event reviews

3) Working supplies

You will need to have the following items on hand in the TJ room at the beginning of the competition:

- a) High speed copier with collating capabilities
 - i) Extra toner
- b) At least four (4) rectangular tables
 - i) Three (3) for critiques and trial-judges
- c) Enough chairs for TJs, JET(s) and TJ Chair
- d) White copy paper – approximately 10 reams
- e) Color copy paper (not pink, green, yellow or blue) to be used when copying TJ work. This way the originals cannot be confused with the copies – approximately 10 reams
- f) Two (2) large wastebaskets
- g) Two (2) dozen #2 pencils
- h) Heavy duty electric pencil sharpener (can be shared if accounting room is in close proximity)
- i) Two (2) staplers – one of which should have the capabilities of stapling 25-35 pages
- j) Extra staples for all staplers
- k) Flat rate 10 x 13 envelopes
 - i) One (1) for each TJ's monitor
 - ii) One (1) for each RVC or SVC
 - iii) One (1) for HQ
 - iv) One (1) for each TJ
- l) Tape – scotch, masking and packing
- m) Large paper clips – four (4) boxes
- n) Black markers
- o) Correction fluid – one (1) bottle
- p) Name badges – for TJs, JETs, TJ chair and volunteers (if not provided by LOC)

PREPARATION: TWO MONTHS PRIOR TO COMPETITION

- 1) Ensure that you have the necessary room/space for the TJs
- 2) Make arrangements for the necessary supplies and equipment
- 3) Receive the list of TJs, JETs and TJ events from:
 - a) RVC if a nonqualifying or regional competition

- b) SVC if a sectional competition
 - c) NVC or JETS chair if championship competition
- 4) With the chief referee, determine where the TJs will sit during the competition. If space permits, they can sit at one end of the judges' stand, or they can sit in the stands. If they are seated in the stands, you will need to rope off a section large enough to accommodate all of the TJs, JETs and TJ Chair or volunteers.
 - 5) Make sure the LOC has determined arrangements for food and whether TJs will be charged a fee to eat at the competition
 - 6) Send a welcome letter to all TJs and JETs. At a nonqualifying or regional competition this letter should come from the RVC. At a sectional competition this letter usually comes from the SVC. At a championship competition this letter usually comes from the NVC or JETS chair.
 - a) The letter should include:
 - i) Recommended hotels with phone numbers
 - ii) Address and phone number for the rink where the competition will be held
 - iii) Information on transportation between the airport, hotel and arena
 - iv) Information on the area (this could include tips on airlines, the rink – is it cold, places to eat and things to do, etc.)
 - v) List of other TJs with their email addresses. This can help if they are looking for roommates to cut their costs.
 - vi) Information on food availability or fees at the competition
 - vii) TJ Form 1 (optional) to gather the necessary information and payment

PREPARATION: THE DAY BEFORE THE COMPETITION STARTS

- 1) Check to make sure the TJ room is set up appropriately
- 2) Post the TJ schedule and the competition schedule
- 3) Verify that the area where the TJs will watch the events is set up properly
- 4) Check with the accountants as to where to pick up your required papers. You will be getting the papers before the events with names and skating order and a complete set of results after each event.
- 5) **Prepare the TJ packet** for the first few events that will be trialed. Always try to have sheets ready a few hours before the event to be trialed so that TJs can prepare.
 - a) TJ Form 1 – Make one copy for each TJ. The top portion should be completed by each TJ when they arrive. If they come with their own copy, make sure they have the most up-to-date version (7/2015). If they have an older version, ask them to discard it and to complete the most up-to-date version. Once the TJs have completed these forms, the TJ chair can use the information to address the 10 x 13 envelopes to the monitors and the appropriate RVCs (nonqualifying and regional) or SVCs (sectional and championship).
 - b) TJ Form 2 – A set of the judges' sheets or the skate order will be provided by the accountants and will contain the skaters' names. Create a master set of chits (on white paper) for each event to be trialed by writing the name of each skater along with the

order number in which they will skate in the spaces on the chit. Copy a set for each TJ onto white paper. Paperclip (DO NOT STAPLE) the sets of chits for each TJ. These chits should be made available to TJs several hours prior to the start of the event. Each signs every sheet. These sheets will be collected after every 1 or 3 skaters, depending on which version of the form is being used.

- c) TJ Form 3 – Using the judges' sheets or skate order provided by the accountants, make a master sheet for each event by writing the name of each skater in skate order across the top column. If the event has more than 21 skaters, you will need an additional TJ Form 6. Next, make one copy on white paper for each TJ for each event segment trialed. This form is clipped to the chit set.
- d) TJ Form 4 – Sign-in Sheet. Make one copy for each event to be trialed and make available on a table for TJs to sign as they pick up their sheets. These copies will be used to complete the bottom portion of the Registration (TJ Form 1).
- e) TJ Form 5 – There are two element ID sheets per page. Each TJ needs one sheet for each skater for whom they will do element ID. At nonqualifying and regional competitions, the RVC will determine which events and/or skaters will be utilized. For sectional competitions, the SVC will make this determination.
- f) TJ Form 6 – IJS Data Comparison. This form is not used often, so check with the RVC, SVC or JET to determine if they will be using it. The TJs will fill this out after the event.
- g) Paperclip all these sheets for each event and put on table for distribution. Repeat for all other events.
- h) Blank sheets of paper – For TJs to keep notes, if desired. These can be made available on a table. They do not have to be included in the packets.

6) Prepare the JETS packets.

- a) For a nonqualifying or regional competition, the JET could be one of the official judges on the panel; therefore, they will have their own set of judges' sheets. Check with them before the event to confirm they are still assigned to JET the event and make sure they know where the critiques are taking place. If the JET is not one of the official judges, make a copy of the TJ sheets listed above for each JET.
- b) For a sectional or championship competition, make a copy of the TJ sheets for the assigned JET. Typically the JET for singles/pairs events is not judging and is a dedicated JET. For dance events, it likely will be a judge from the panel of assigned officials.
- c) TJ Form 6 – give approximately five (5) copies to each JET for each junior or senior event to be trialed.
- d) TJ Form 7 – Make one copy for each TJ for each event trialed and give all copies to the JET. The JET may return the completed forms to the TJ chair at the end of the competition or the JET may send the form directly to the appropriate RVC or SVC. Verify with the JET as to how they plan to handle this so these forms do not get lost, and notify the RVC/SVC of the JET's decision. These forms are confidential and are NOT to be

copied. Do NOT distribute any completed forms to any trial, monitor or other official who may wish to access them.

DURING THE COMPETITION

Make sure TJ Form 4 is available for each event with trial and/or practice judges. Have the TJs sign in using these forms for each event segment trialed.

When the TJs go to trial an event segment, the TJ chair or a volunteer should go with them and sit with them for the entire event. Depending on the number of TJs, you may want to have two volunteers sit with the TJs.

As the event is being trialed, have the volunteer(s) collect TJ Form 2 (TJ chits) from each TJ after every one or three skaters, depending on which form is being used. The person(s) doing the collecting must keep the chits in order and grouped by TJ. At the end of the event, the volunteer(s) should also collect TJ Form 3, which the TJ should have been completing throughout the event.

Immediately at the conclusion of the event segment, when all chits and forms have been collected, they should be taken to the TJ room where the TJ chair will make two (2) copies of each set on a different color paper (not white, pink, blue, green or yellow). These sets can be stapled. Each TJ will receive one copy of his/her own papers. The other set of copies goes to the JET. These copies should not be handed out until just prior to the event critique. If an event critique does not take place immediately following the event, the TJ chair will hold the copies until the critique takes place. The originals can now be stapled and put into the envelope of each TJ's monitor along with detailed result sheets.

If an event or part of an event is chosen for element ID, TJ Form 5 would be collected immediately at the end of the event segment. Please send these sheets along with a copy of the Judges Detail (showing the elements called for each skater) to the Vice Chair of JETs for grading. TJs are not permitted to make any changes to these forms once they have been turned in. Copies are not provided to TJs.

At the conclusion of the competition, the TJ chair must complete the bottom of TJ Form 1 for each TJ by checking off the specific event segments the TJ actually trialed. The TJ chair should then make two copies of each TJ Form 1. One copy will be put in the monitor's packet, one copy will be put in the appropriate RVC or SVC packet, and the originals will be mailed to HQ (attention director of technical services).

TRIALING FOR TEST CREDIT

Occasionally there will be events assigned to trial for test credit. In such instances, the appropriate trial judging test forms should be used. For example, if someone is trialing a senior pairs event for test credit, that trial judge would need one copy of the senior pairs trial judge test form for each team in the event (so if there are four teams competing, the trial judge would need four copies of the form). The trial judge test forms are available on the U.S. Figure Skating website at <http://www.usfigureskating.org/shell?id=59377>.

AFTER THE COMPETITION

Within five days after the competition concludes, the TJ chair needs to make sure that all the papers get sent to the correct people. Below is an outline of who will need information and what should be sent.

1) Director of Technical Services (HQ)

- a) Needs to receive via mail the original TJ Form 1 for each TJ.
- b) Needs to receive via email a PDF copy of the detailed protocol results and final placements for all trialed events. TJ chair should check with the **chief accountant** to make sure he/she knows to email this to HQ.
- c) HQ is responsible for ensuring that each TJ receives appropriate credits based on TJ Form 1, posting the competition results once received from the accountants, and notifying the appropriate monitors, RVCs and SVCs once the competition results are available online.

2) Monitors

- a) At the end of the event, each monitor's packet should include the following papers for that monitor's TJ:
 - i) A copy of TJ Form 1
 - ii) The originals of TJ Form 2 and TJ Form 3, stapled together for each event

3) Regional Vice Chairs

- a) For nonqualifying and regional competitions, each RVC with at least one TJ from their region at the competition should receive the following papers to be mailed by the TJ chair:
 - i) A copy of TJ Form 1 for each TJ from the RVC's region
 - ii) A copy of TJ Form 7 for each TJ from the RVC's region if completed onsite by JET

4) Sectional Vice Chairs

- a) For sectional and championship competitions, each SVC with at least one TJ from their section at the competition should receive the following papers to be mailed by the TJ chair:
 - i) A copy of TJ Form 1 for each TJ from the SVC's section
 - ii) A copy of TJ Form 7 for each TJ from the SVC's section if completed onsite by JET

5) Vice Chair of JETS

- a) For all nonqualifying, regional and sectional competitions, the originals of all TJ Form 5 for each trial judge for those events used for EID along with copies of the Judges Detail for these events.

TABLE OF FORMS

The following forms are included in the Competition Trial Judge Management Kit. Trial Judge Chair (TJ Chair) instructions are in regular font. Trial Judge (TJ) instructions are underlined. *JET instructions are in italics*.

Form	What to do with each Form		
	Before Competition	During Competition	After Competition
TJ Form 1 Trial Judge Registration Form	TJ Chair should make one copy for each TJ.	<u>TJ must complete the top of the form legibly.</u>	Bottom portion to be filled out by TJ Chair at the END of the competition. Originals to the Director of Technical Services (Juliet Newcomer). Copies of this form go to RVC, SVC, VC of JETS
TJ Form 2 Trial Judge Chits	The TJ Chair must make enough copies so that each TJ has one copy for every three skaters. Alternatively, there is a 'one by one' sheet, listing only a single skater per sheet that may be used. These forms will be obtained from Accounting with skater's names on form.	<u>TJ should complete, sign and turn in form after every three (or one) skaters.</u> TJ Chair or appointed volunteer should collect completed forms after every three (or one) skaters. At the end of each event, TJ Chair should make copies for the TJ and JET (not white copies).	TJ Chair should mail originals to the TJ monitor along with a detailed result for the event. Results will be obtained from Accounting
TJ Form 3 IJS Personal Data Sheet	TJ Chair must make enough copies so that each TJ has one copy for each event to be trialed. This form should be clipped to the TJ Chits	<u>TJ must record the GOE and program component scores given for each skater and turn form in at the end of each event.</u> TJ Chair should make copies for the TJ and JET along with a complete set of event results	TJ Chair should staple these sheets to the TJ Chits and mail the original sheets to the monitor.
TJ Form 4 Trial Judge Sign-in Sheet	TJ Chair will make one copy for each event trialed.	TJ Chair will make this sheet available in the TJ Room for TJs to sign as they pick up their sheets.	TJ Chair will use this form to complete the bottom portion of Form 1. This form may be kept by TJ Chair in the event there are any discrepancies of events trialed.

Form	What to do with each Form		
	Before Competition	During Competition	After Competition
TJ Form 5 Element Identification Sheets	<p><i>The JET and/or RVC/SVC will determine which event(s) and how many skaters will be used for element ID. Typically, for singles/pairs there is one singles event and one pair event assigned.</i></p> <p>The TJ Chair must make enough copies so that each TJ has one sheet for every skater/team.</p>	<p><u>TJ needs to identify the elements performed by the skaters. Element codes are required.</u></p> <p><i>The assigned JET should complete this form as well, as there may be sightline issues involved in the identification of elements.</i></p> <p>TJ Chair should make copies of the signed sheets for the TJ and the RVC or SVC.</p>	<p>TJ Chair should mail the original to VC of JETs along with the JET's form and the detailed results for grading.</p> <p>TJ Chair should mail a copy of the ungraded sheets to appropriate RVC (nonqualifying or regional) or SVC (sectional or championship).</p>
TJ Form 6 IJS Data Comparison Sheet	<p>This form is not used often. TJ Chair should check with the assigned JET(s) to determine if it will be used. If used, TJ Chair must provide five copies to each JET for each junior or senior event to be trialed. (This form is only to be given to JET.)</p>	<p><i>JET should choose five skaters per junior and senior event to discuss in detail. JET should then complete form accordingly for each skater discussed.</i></p>	<p><i>JET retains this form; no further action is necessary.</i></p>
TJ Form 7 Trial Judge Evaluation	<p>TJ Chair must make one copy for each TJ for each event trialed and provide all copies to the JET.</p>	<p><i>JET-will complete this form for each TJ for each event trialed. Completed forms should be returned to the appropriate RVC or SVC</i></p>	<p>If completed onsite, TJ Chair will send completed forms to appropriate RVC (nonqualifying or regional) or SVC (sectional or championship).</p>