### U.S. FIGURE SKATING Trial Judge Checklist



# For Test and Competition Judges

Before beginning any trial activity, you must be fully compliant. Compliance occurs on an annual basis as long as you serve as an official or continue trialing. You will renew your membership and update all the compliance documents by July 1 each year.

- Compliance: Log into Members Only > Account > Compliance > Complete each item:
  - o Membership
  - Background Check (for those 18 and older)
  - SafeSport<sup>™</sup> Training (for those 18 and older)
  - Waivers and Release
  - o Medical Consent
  - o Name and Likeness Release
  - o Travel and Expense Policy
  - o Code of Ethics
  - Code of Conduct
  - o Officials Creed
  - o Officials Standards of Professionalism
- Mentorship
  - Mentors are no longer assigned. Review the documents below for more information:
    - Mentorship FAQ
    - Mentor Directory
- Continuous Learning and Reminders
  - Monthly Officials e-Newsletter: Sent from U.S. Figure Skating headquarters, title starts with "U.S. Figure Skating Officials Newsletter." These include important reminders about deadlines, rule changes, announcements for schools and informational sessions, and links to recorded sessions.
  - **Monthly Office Hours**: Held the second Tuesday of every month. Registration and discussion topics will be announced in the Newsletter.
  - Rules Review: Rules review season runs from summer through the end of a calendar year. There are different reviews for each type of judge (tests, competition singles, competition dance, etc.). These are "open book," and judges are encouraged to discuss the questions with their peers. Answers are found in the U.S> Figure Skating Rulebook, compliance policies, and other guidance.
    - Members Only  $\rightarrow$  Officials  $\rightarrow$  Exams & Schools  $\rightarrow$  Education Opportunities  $\rightarrow$  Open Exams
  - Skating Activities Calendar: Refer to this calendar to get a sense of trial opportunities throughout the year and minimum appointment requirements. Competition seasons have specific windows of trial opportunities, while test sessions occur throughout the year.

## U.S. FIGURE SKATING Trial Judge Checklist



- <u>Continuing Education Units (CEUs) Guidelines</u>: Be mindful that officials (including trial judges) need to maintain a minimum amount of activity on a rolling basis. Activity is tracked through U.S. Figure Skating's CEU system. Officials earn CEUs with every test they judge (or trial), and every competition or educational opportunity they attend.
- **Reports of Your Activity**: Become familiar with these databases to track your trial activity. You will use these tools to generate final reports when you submit your application for promotion.
  - Generate your Event/Test History report through Members Only > Officials
    > Officials Event/Test History and Report: Test Activity
  - Generate your Continuing Education Unit report through Members Only > Officials > Report: CEU
- **ISU Junior Grand Prix events**: Use these streams to practice at home for both test and competition trial judges. "Judge" programs to identify elements, develop notes and shorthand, and ingrain judging criteria and standards.
  - <u>ISU Junior Grand Prix Live Streams</u> (Singles, Pairs, and Ice Dance)
  - <u>ISU Synchronized Skating Live Streams</u> (Synchronized)
- Applying for an Appointment
  - $\circ$  Members Only  $\rightarrow$  Officials  $\rightarrow$  Officials Info  $\rightarrow$  Judges  $\rightarrow$  Application for Appointment and Advancement
  - Managing Appointments and Trial Judge Feedback <u>Slides</u> (Recording available on the Judges page)





### Checklist for Test Trial Judges

- Overview of test judging: Officiate Test Judges
- FAQs for Coaches Seeking Test Accreditation
- Plan Your Trial Activity Review guidelines and prepare
  - Members Only > Officials > Officials Info > Judges > "Guidelines for Appointment and Advancement" section
    - <u>Singles Test Judges</u> and <u>Dance Test Judges</u> (separate documents): Describes the <u>minimum</u> amount of activity you need and in person test session requirements for your application for initial appointments and subsequent advancement
  - <u>"Know Before You Go Test Sessions" (September 2024)</u>, Zoom recording and copy of the <u>PPT slides</u>. The slides have additional information that was not covered during the Zoom presentation.
    - Review Appendix Slides 33-43
  - o Checklist for Communication with Test Chairs
  - <u>EntryEeze</u>: Search for test opportunities
    - Membership/Testing > Find a Test Session > Enter Zip Code
      - To find virtual test sessions, put a large number in "Enter max search distance" to capture all tests. Entryeeze does not distinguish in person sessions from virtual. Refer to "Know Before You Go Test Sessions" for more details.
  - <u>Trial Judge Facebook Page</u>: A hub for trial judges to ask questions and for test chairs to post announcements of sessions and hard to find tests.
  - Your local club(s): Contact your area club(s) to learn about upcoming test sessions. Introduce yourself as a new trial judge.
- Understanding Test Judging (test standards, how to judge, etc.)
  - o <u>Test Judging: The Basics</u>
  - Members Only > Officials > Officials Info > Judges > "Resources" section
    - IJS Element Codes: Useful to learn these for Singles, Pairs and Free Dance (partnered and solo) tests
  - Members Only > Officials > Officials Info > Judges > "Test Sessions" section
    - Test Forms
    - <u>Guidelines for Trial Judging Virtual Tests</u>
    - Test Judging documents
  - eLearning Courses: Members Only > Officials > Exams and Schools > Education
    Opportunities > "My eLearning Account" > Officials Catalog
    - Refer to the eLearning section in the Appointment Guidelines for your discipline(s) to see required courses
    - New courses are continuously being made. Check back frequently for updated material.
    - Skating Skills Courses (Coming November 2024)





### Checklist for Competition Trial Judges

- Overview of competition judging: Officiate Competition Judges
- Trial Plan Planning trial sites and preparing
  - Members Only > Officials > Officials Info > Judges > "Guidelines for Appointment and Advancement" section
    - <u>Singles/Pairs</u>, <u>Dance</u>, and <u>Synchronized Skating</u> Competition Judges (separate documents): Describes the <u>minimum</u> amount of activity you need for your application for initial appointments and subsequent advancement.
  - Members Only > Officials > Officials Info > Judges > "Trial Judging Competitions" section
    - Information cycles throughout the year per the competition season of skating's different disciplines. A document listing the qualifying competitions approved for trial judges is posted a few months before the start of the season. Singles/pairs/ice dance is typically released early spring. Synchronized comes out in late summer.
    - Submit your application(s) to trial using the link in the same section.
  - o <u>"Know Before You Go Competition Trialing"</u> (July 2024) Zoom recording
  - Educational and Promotional Seminars: Promotional seminars for judges typically occur on an annual basis. These will be announced in the monthly Officials eNewsletter.
- Understanding Competition Judging (judging systems, criteria, etc.)
  - 6.0: The 6.0 judging system is used for Compete USA events, and levels deemed to be introductory to skating and competing (e.g. Aspire in Excel and Synchro, Adult Pre-Bronze, Pre-Preliminary etc.). Competition judges are expected to know both the 6.0 and IJS judging frameworks.
    - Members Only > Officials > Officials Info > Judges > "Resources" section > "Judging Competitions with the 6.0 Judging System"
    - eLearning: Members Only > Officials > Exams and Schools > Education Opportunities > "My eLearning Account" > Officials Category > "Judging 6.0" course
  - o International Judging System (IJS) ISU communication, Scale of Values, Levels of Difficulty, and GOE and Component documents for each discipline: Members Only → Officials → Skating Roles and Resources → Select Discipline
    - In Depth Components Training (All Disciplines) Video
    - <u>IJS Element Codes</u> (Singles, Pairs, Ice Dance)
    - <u>IJS Element Codes</u> (Synchronized)
    - Members Only > Officials > Skating Rules and Resources > Select the discipline > Section "Judges and Referee Information"
  - <u>Judges Zoom Review Recordings</u> (GOE and Component discussions for Singles and Pairs, Ice Dance, Synchronized Theatre On Ice and Showcase)
  - Rules: Rule changes will be announced through the monthly U.S. Figure Skating Officials eNewsletter and are available anytime through the <u>Skating Rules &</u> <u>Resources</u> page.





- International Skating Union (ISU) Newsletter: Sign up for latest rule changes and other updates
- eLearning: Members Only > Officials > Exams and Schools > Education Opportunities > "My eLearning Account" > Officials Catalog
  - Refer to the eLearning section in the Appointment Guidelines for your discipline(s) to see required courses
  - New courses are continuously being made. Check back frequently for updated material.