

**O****JUDGES AND REFEREES****1 Authority and Period of Appointments**

- 1.1 All Referees and Judges of Figure Skating tests, competitions and championships shall be appointed by and at the discretion of the NJTC. All Referees and Judges:
- 1.1.1 must be an eligible member of SAFSA but not an eligible member with restricted rights;
  - 1.1.2 will be appointed annually commencing on the 1<sup>st</sup> of April and ending on the 30<sup>th</sup> of March the following year, or if the appointment is made during the course of a year, such appointment will be valid for the remaining pro-rata period of the year only.
  - 1.1.3 will receive a Certificate of Appointment issued by the Chairman of the NJTC detailing the level and period of appointment.

**2 Restriction of Appointments**

- 2.1 No person under the age of eighteen (18) years shall be appointed as a Judge on the official Judging Panel of a test, competition or championship in Figure Skating. Such person may however be a member of any trial judging panel.
- 2.2 A Referee or Judge who has reached or will reach the age of seventy (70) in the appointment period referred to in Clause O.1.1.2 shall not be eligible for re-nomination that year or thereafter as a Championship, Competition or Test Referee and Judge but may be appointed as an Honorary SAFSA Referee or Judge.
- 2.3 No person who is a member of the immediate family of a competitor or candidate shall be permitted to serve as a Referee or Judge in the same Section or test at any championship, competition or test in which such competitor or candidate is entered.
- 2.4 Persons of the same family or close relatives shall not be permitted to serve as a Referee or Judge in the same panel of any Section at any championship, competition or test.
- 2.5 A member of the immediate family of an ineligible person shall not be permitted to serve as a Referee or Judge in the same Section at any championship, competition or test in which a pupil of such ineligible person is entered.

- 2.6 A member of the immediate family of a remunerated coach and/or paid employees of SAFSA shall not be permitted to serve as a Referee or Judge in the same Section at any championship, competition or test in which the pupil of said coach and/or paid employee of SAFSA is entered.

### 3 Classes of Judges and definitions

All Judges are classified as follows according to the competition sections that they are qualified to judge:

- 3.1 International/[Championship Judge and/or Referee](#)  
A Judge/[Referee](#) who is listed on the most recent ISU List of Referees and Judges Communication. Such Judge/[Referee](#) is qualified to judge [or Referee, as the case may be](#), the Senior and Junior Sections of a skating discipline at an International Competition [and Championship](#).
- 3.2 Senior National Judge  
A Judge who is qualified to judge the Senior Section of a skating discipline at a National or Interprovincial Championship.
- 3.3 Junior National Judge  
A Judge who is qualified to judge the Junior Section of a skating discipline at a National or Interprovincial Championship.
- 3.4 Probationary Judge  
A Judge who is trial judging a skating section(s) in a championship or competition or tests that is/are required for him/her to apply for the next level of promotion. Such trial judging at championships, competitions or tests is limited to a maximum of one (1) Judges Level above his/her current appointment level. Should circumstances so dictate that a limited number of seats are available on the trial judging panel, a Probationary Judge shall receive precedence over a Learner Judge.
- 3.5 Learner Judge  
A Judge who is trial judging a skating section(s) in a championship or competition or tests that is/are not required for him/her to apply for the next level of promotion. Where circumstances so permit, Judges are encouraged to act as Learner Judges. This trial judging experience may be used for promotion purposes in later years subject to the provisions of the applicable promotion requirement and criteria clauses.

- 3.6 Provincial Judges Coordinator  
A Senior National Judge appointed by a Provincial Committee to coordinate the activities, promotions and other judging affairs of the Province concerned.

#### **4 Appointment and Promotion Procedures and Requirements**

- 4.1 A person wishing to be appointed as a Judge for the first time must submit an Application for Initial Appointment and the Judges Introductory Exam, both duly completed to the NJTC Executive for consideration. The Provincial Judges Coordinator and Chairperson of the Province in which such applicant is registered must countersign the application form.
- 4.2 Such first time applicant may only be appointed as a Level 0 Judge subject to obtaining a minimum pass mark of 80% for the Judges Introductory Exam. No first time applicant may be appointed to any higher level than Judges Level 0. The Level 0 Judge must judge in this capacity for a minimum of one (1) year and must attend an NJTC or NTC accredited Judges or Judges/Coaches course during this period.
- 4.3 All Referees and Judges with a Certificate of Appointment, and Level 0 Judges who have completed the one (1) year probationary period, shall be required, prior to the 1<sup>st</sup> of January in each year, to apply to the NJTC Executive for re-appointment or promotion to the next higher test or competitive level by means of the duly completed Application for Appointment or Promotion as Referee and Judge Form (Appendix No. 8) for the ensuing appointment period. This form must be countersigned by the Provincial Judges Coordinator and Chairperson of the Province in which said Judge is registered. All relevant Trial Judging Sheets (TJS's) and any other relevant documentation shall be attached to the relevant form.
- 4.4 All appointments and promotions must correspond to the Judging Levels listed in the tables of Appendix 7. No Judge or Referee may be appointed to any competition, championship or test panel that is higher than said Judges current appointment level listed in Appendix 7 unless the provisions of Clause O.9 apply in the case of SAFSA tests.
- 4.5 After the 1<sup>st</sup> of January in any year, the Chairperson of the NJTC shall compile and circulate a provisional list of all Judges applying for re-appointment and/or promotion for the ensuing period of appointment together with the applicable Judging Levels of each Judge to all members of the NJTC

during the first week of February. The NJTC members shall review the provisional list and submit to the NJTC Executive any objections, in writing, for alterations to such provisional list prior to the final day of February. The NJTC Executive shall consider such objections if any are forwarded and submit to all Judges and the SAFSA Executive the final list of Judges for the appointment period, together with the respective Judging Levels of each Judge prior to the 1<sup>st</sup> of April in any year.

4.6 Judges and/or Referees who are both inactive and do not attend NJTC or NTC accredited courses for the purpose of training held during the preceding twenty-four (24) months shall not be entitled to act as a Judge, Assistant Referee or Referee at Interprovincial and National Championships. However, in special circumstances, the NJTC Executive may waive this rule.

4.7 **International Competitions and ISU Championships**  
All Judges or Referees requesting initial appointment and/or re-appointment for International Competitions or ISU Championships shall submit such request by means of the applicable ISU form to the NJTC Executive prior to the 31<sup>st</sup> of January in any year. The NJTC Executive shall then forward these forms to the SAFSA Executive who shall then forward such forms prior to the 1<sup>st</sup> of April to the ISU General Secretary. All appointments of Judges for International Competitions or ISU Championships and Referees for International Competitions or ISU Championships are subject to ISU approval.

4.8 **Resignations**  
Any Judge who resigns and who subsequently applies for reinstatement may be reinstated at the same level of seniority held at the date of resignation if he/she is reinstated within one (1) year of the date of resignation, otherwise at one level lower in all disciplines that the Judge was appointed at the date of resignation. International Judges who resign and apply for reinstatement are subject to the ISU Regulations in respect to reinstatement.

## 5 Promotion Requirements and Criteria

5.1 No person shall be appointed to Judging Level 1 until he/she has satisfactorily acted in a probationary capacity for this Judging Level during the preceding year and no person shall be promoted to any next higher Judging Level until he/she has acted in a probationary capacity at the next higher class of tests and competitions during the preceding year. In

addition, any Judge applying for a promotion must also have successfully completed a Judges Promotion Exam which must be submitted together with the Appointment or Promotion of Referee and/or Judge Form.

- 5.2 A Judge will be considered to have satisfactorily judged in a probationary capacity if such Judge has trial judged the minimum specified number of tests and sections at competitions at the level for which promotion is sought and that the judging by the Judge is evaluated as satisfactory whilst trial judging the tests and competitions.
- 5.3 It is the responsibility of the Judge to keep accurate records of tests and competitions trial judged by him/her, including all TJS's that must be submitted as proof of activity together with the Application for Appointment or Promotion as Referee or Judge Form (Appendix No. 8).
- 5.4 Where the situation arises that a Judge cannot trial judge a sufficient number of tests and/or sections at competitions to meet the minimum specified number of tests and sections at competitions in the preceding year due to circumstances beyond his/her control (e.g. insufficient tests, no competitors in the relevant sections), such Judge may submit TJS's for the required levels from earlier years preceding the current year in support of the promotion. The Provincial Judges Coordinator from the Province in which the Judge is registered must authorise that these TJS's be used for promotion purposes.
- 5.5 The Judge may request the promotion even when the situation arises that the provisions of Clause O.5.4 remain insufficient for the Judge to meet the minimum number of tests and/or sections at competitions required for promotion. In this case, a very strong motivation must be submitted by the respective Provincial Judges Coordinator to support the promotion.
- 5.6 The promotion of Judges will ordinarily occur at one (1) level per appointment period subject to a satisfactory evaluation of all the criteria required for promotion. Under exceptional circumstances and after careful consideration by the NJTC Executive, a Judge may receive a promotion of two (2) levels from one appointment period to the next. Such double promotion will only be considered if a strong motivation by the Provincial Judges Coordinator is submitted together with the Application for Appointment or Promotion of Referee and Judge. No Judge may receive more than two (2) double promotions during the course of his/her promotions and such double promotions may not be

consecutive and cannot occur between Judges Levels 6 and 9.

#### 5.7 **Judges Promotion Exam**

All Judges seeking promotion must satisfactorily complete the Judges Promotion Exam. The applicant must receive the following final pass marks to be eligible for the requested promotion, which is in addition to any trial judging requirements:

5.7.1 75% for promotions between Judges Levels 1 and 3;

5.7.2 80% for promotions between Judges Levels 3 and 5;  
and

5.7.3 85% for promotions between Judges Levels 5 and 7.

Should the Judge receive a final pass mark of 85% on the first submission of the Judges Promotion Exam, such Judge need not rewrite the exam again for further promotions. Should the Judge receive a final pass mark of 80% on the first submission of the Judges Promotion Exam, such Judge must rewrite the exam again for further promotions between Judges Levels 5 and 7. Should the Judge receive a final pass mark of 75% on the first submission of the Judges Promotion Exam, such Judge must rewrite the exam again for further promotions between Judges Levels 3 and 7 until the required final pass mark for the respective level has been achieved.

#### 5.8 **Minimum Promotion Criteria**

5.8.1 All Judges seeking promotion must meet the minimum criteria in terms of the number of tests and competitions successfully trial judged and all the test and competition TJS's submitted in support of the promotion must have been evaluated by the Provincial Judges Coordinator as being judged satisfactorily by the applicant seeking promotion.

5.8.2 All Judges applying for a Judges Level promotion must have participated in at least one (1) Judges Training Course during the twenty-four (24) months preceding the promotion application.

##### 5.8.3 **Singles Skating Tests**

5.8.3.1 From Judges Level 0 to Judges Level 1  
To be eligible for this promotion a Level 0 Judge must submit a minimum of a total of

eight (8) TJS's. At least four (4) of these TJS's must be Level 1, 2 and/or 3 Skating Skills Tests. The remaining four (4) TJS's must be from one (1) or more of the following test types: Singles Class 1, 2 or 3 Elements in Isolation, Singles Pre-preliminary, Preliminary or Bronze Free Skating or Singles Preliminary or Bronze Star.

- 5.8.3.2 From Judges Level 1 to Judges Level 2  
To be eligible for this promotion a Level 1 Judge must submit a minimum of a total of seven (7) TJS's. At least four (3) of these TJS's must be Level 3 and/or 4 Skating Skills Tests. The remaining four (4) TJS's must be from one (1) or more of the following Tests: Singles Class 3 and/or 4 Elements in Isolation, Singles Bronze and/or Intersilver Free Skating or Singles Bronze and/or Intersilver Star.
- 5.8.3.3 From Judges Level 2 to Judges Level 3  
To be eligible for this promotion a Level 2 Judge must submit a minimum of a total of six (6) TJS's. At least three (3) of these TJS's must be Level 4 and/or 5 Skating Skills Tests. The remaining three (3) TJS's must be from one (1) or more of the following Tests: Singles Class 4 and/or 5 Elements in Isolation, Singles Intersilver and/or Silver Free Skating or Singles Intersilver and/or Silver Star.
- 5.8.3.4 From Judges Level 3 to Judges Level 4  
To be eligible for this promotion a Level 3 Judge must submit a minimum of a total of five (5) TJS's. At least two (2) of these TJS's must be Level 5 and/or 6 Skating Skills Tests. The remaining three (3) TJS's must be from one (1) or more of the following Tests: Singles Class 5 and/or 6 Elements in Isolation, Singles Silver and/or Intergold Free Skating or Singles Silver and/or Intergold Star.
- 5.8.3.5 From Judges Level 4 to Judges Level 5  
To be eligible for this promotion a Level 4 Judge must submit a minimum of a total of four (4) TJS's. At least two (2) of these

TJS's must be Level 6 and/or 7 Skating Skills Tests. The remaining two (2) TJS's must be from one (1) or more of the following Tests: Singles Class 6 and/or 7 Elements in Isolation, Singles Intergold and/or Gold Free Skating or Singles Intergold and/or Gold Star.

5.8.3.6 From Judges Level 5 to Judges Level 6

To be eligible for this promotion a Level 5 Judge must submit a minimum of a total of four (4) TJS's. At least two (2) of these TJS's must be Level 7 Skating Skills Tests. The remaining two (2) TJS's must be from one (1) or more of the following Tests: Singles Class 7 Elements in Isolation, Singles Gold Free Skating or Singles Gold Star.

5.8.4 Singles Skating Competitions

To be eligible for promotion from a Level 0 Judge to a Level 1 Judge or Level 1 Judge to Level 2 Judge, the applicant must submit TJS's that include a minimum of five (5) sections with five (5) or more competitors. These TJS's may include higher sections in which the Judge has only acted as a Learner Judge. Further Judging Level promotions must be supported with TJS's that include a minimum of four (4) sections with five (5) or more competitors and at least one (1) of these TJS's must include the section held at the previous National Championship in the Judges Level for which promotion is sought.

5.8.5 Pair, Ice Dance and Synchronised Skating Tests and Competitions

No minimum requirements have been laid down for these skating disciplines. However, all requested promotions must be substantiated with Trial Judging Sheets (TJS) during the current period.

5.8.6 Referee promotions

A Judge may only be promoted and be appointed as an Assistant Referee or Referee if such Judge has judged the Senior section of the skating discipline concerned at the National Championships for at least two (2) consecutive years. Trial judging the Senior section shall not count towards the two (2) year activity. Such Judge must also have completed

the Referee's Promotion Exam and receive a final pass mark of 85%.

## **6 National Judges Technical Committee**

- 6.1 A standing committee of SAFSA shall meet once a year (but may meet on other occasions) at the time and place of the National Championships and shall consist of all the Senior National Judges.
- 6.2 A quorum for any meeting shall be one-third of the total number of members.
- 6.3 At the first meeting they shall elect an NJTC Executive consisting of a Chairperson, Vice-chairperson, Secretary and R&RC nominee for a period of three (3) years. The Executive of the Council shall be notified of such appointments within seven (7) working days from the day of such appointments.
- 6.4 The NJTC Executive shall meet on a regular basis for the efficient running of the NJTC Executive and may co-opt further members to the NJTC Executive should the need arise with the approval of at least 51% of the NJTC members.
- 6.5 During any meeting the members shall discuss matters of common interest and benefit to the members of SAFSA in respect of judging and Figure Skating and submit to the:
- 6.5.1 NTC any recommendations of a technical nature in respect of Medal Tests and competitions.
- 6.5.2 Executive any:
- 6.5.2.1 Appointments and Promotions of Judges.
- 6.5.2.2 Appointments and Promotions of Referees.
- 6.5.2.3 Appointments of Honorary Judges and Referees
- 6.5.2.4 Disciplinary action in matters of misconduct by Judges or Referees as follows:
- 6.5.2.4.1 Provincial Championship Judges  
First evidence of moderate bias or errors - letter of advice;

Subsequent evidence of bias or errors - letter of criticism or letter of warning;

First evidence of severe bias or errors - recommendation for suspension.

#### 6.5.2.4.2 National Championship Judges

First National judging bias or errors - letter of advice.

With prior National judging;

First evidence of bias or errors - letter of criticism or warning;  
subsequent evidence of bias or errors or first evidence of severe bias or errors - recommendation for suspension.

#### 6.5.2.4.3 All Judges and Referees

Violation of Rules of Misconduct - recommendation for suspension.

## 7 Judges may officiate at any Province

A Provincial Committee shall be entitled to invite any Judge appointed by the NJTC for Tests and/or Provincial Championships or Competitions to officiate in its Province.

## 8 Judging Requirements - Medal Tests

Test		Number of Judges Required	
		<i>For Panel</i>	<i>To Pass Candidate</i>
<b>Skating Skills</b>			
Levels 1, 2, 3 and 4	}	Two	Two
Levels 5, 6 and 7	}	Three	Two
<b>Singles</b>			
<i>Elements in Isolation</i>			
Classes 1, 2, 3 and 4	}	One	One
Classes 5, 6 and 7	}	Three	Two

Test		Number of Judges Required	
		<i>For Panel</i>	<i>To Pass Candidate</i>
<b>Singles (cont.)</b>			
<i>Free Skating</i>			
Preliminary, Bronze and Intersilver	}	One	One
Silver, Intergold and Gold	}	Three	Two
<i>All Star tests</i>	}	Min. Three	N/A
<b>Pairs</b>			
<i>Elements in Isolation</i>			
Classes 1, 2 and 3	}	One	One
Classes 4, 5 and 6	}	Three	Two
<i>Free Skating</i>			
Preliminary, Bronze and Intersilver	}	One	One
Silver, Intergold and Gold	}	Three	Two
<i>All Star tests</i>	}	Min. Three	N/A
<b>Ice Dancing</b>			
<i>Compulsory Dances</i>			
Bronze	}	One	One
Silver and Gold	}	Three	Two
<i>All Star tests</i>	}	Three	Two
<b>Synchronised Skating</b>			
<i>All Star tests</i>	}	Three	Two

## 9 Co-opting of Judges

Should a Judge be absent on the day of testing the Test Referee (if available) shall judge such test in the place of the absent Judge. In other cases of emergency where a sufficient number of Judges is not available for a test and the Test Referee is not qualified to judge such test in terms of regulation O.1.1.3, other than the Gold Singles, -Pairs, -Ice Dancing, Class C Synchronised Skating, Gold Star Singles, -Pairs, -Ice Dancing or –Synchronised Skating Tests:

- 9.1 In the case of the Skating Skills Level 1 through Level 6 Tests, the Test Referee may appoint a probationary Judge from the appropriate trial judging panel.
- 9.2 In the case of the Singles Class 5 or Class 6 Elements in Isolation Tests, the Singles Silver or Intergold Tests and the Singles Preliminary, Bronze, Intersilver, Silver or Intergold Star Tests, the Test Referee may appoint a probationary Judge from the appropriate trial judging panel.
- 9.3 In the case of the Pairs Class 4 or Class 5 Elements in Isolation Tests, the Pairs Silver or Intergold Tests and the Pairs Bronze, Intersilver, Silver or Intergold Star Tests, the Test Referee may appoint a probationary Judge from the appropriate trial judging panel.
- 9.4 In the case of the Silver Ice Dancing Test and the Ice Dancing Bronze, Intersilver, Silver or Intergold Star Tests, the Test Referee may appoint a probationary Judge from the appropriate trial judging panel.
- 9.5 In the case of the Synchronised Class A and B Elements in Isolation Tests and the Synchronised Preliminary, Bronze or Silver Star Tests, the Test Referee may appoint a probationary Judge from the appropriate trial judging panel.
- 9.6 The Test Referee shall request a written explanation from the absent Judge. Should the Test Referee be absent, the Provincial Chairman shall request a written explanation. The written explanation shall be forwarded to the NJTC Executive for record purposes.

## **10 Judges Travelling Expenses**

- 10.1 **National Championships**  
Senior Judges appointed by the Executive and officiating at the National Championships will have their travel expenses and accommodation paid by the Association on a basis determined by the Executive.
- 10.2 **Interprovincial Championships**  
The Executive will be responsible for the payment of travelling and accommodation expenses of one (1) invited Referee who the Province holding the Interprovincial Championship may nominate from the most recent NJTC list referred to in O.4.5. In addition, all Provinces with competitors entered into any section in the Championship shall be entitled to send, at their expense, one (1) judge for

the aforementioned section. Any travelling and accommodation expenses of other invited Referee's/Judges will be for the account of the Province holding the event.

**10.3 Provincial Championships**

The Provinces will be responsible for payment of travelling and accommodation expenses of the Judges who they appoint to judge Provincial events.

**10.4 Medal Tests**

Judges carrying out Medal Tests will be reimbursed for travelling expenses when they use their own motor transport to and from their residence or place of employment (as the case may be) and the ice rink at the rate set down by the Council (per kilometre) from time to time plus any parking levies. These expenses shall be paid by the Province conducting the tests and are recoverable out of the Test Fees.

**11 Judges who are Competitors and/or Candidates**

Judges who still compete in championships or competitions may never judge a test where a fellow competitor is being tested. A Judge competing in any championship or competition may not judge said section.

**12 Judges, Competitors and Candidates residing together**

Judges officiating at National, Interprovincial and Provincial Championships and at Medal Tests shall not stay at the homes of, or have residing with them any competitor or candidate participating in any of the aforementioned events.