# ASSOCIATION POLICIES AND PROCEDURES

Skate Canada Policies and Procedures are organized according to Section 1000 – Skate Canada Constitution (Letters Patent and Association Bylaws) and Official Rules - Section 2000 – Individual Within the Association.

# OFFICIAL RULES - SECTION 2000 – INDIVIDUALS WITHIN THE ASSOCIATION

**POLICY: REINSTATEMENT TO ELIGIBLE PERSON STATUS**

**REFERENCE**: Rule 2105

**EFFECTIVE DATE**: **REVISED DATE**: September 2000

## 1.0 APPLICATION FOR REINSTATEMENT

Applications shall be made to the Chief Executive Officer of the Association, through the applicant's club if possible, and shall be accompanied by the prescribed fee

The Board of Directors, in approving a reinstatement request, may make such reinstatement effective immediately or following such waiting period as it sees fit, depending on the circumstances.

Details regarding reinstatement by the ISU Council may be obtained from the Chief Executive Officer of the Association.

**POLICY: ANTI-DOPING POLICY AND DOPING CONTROL PROGRAM**

**REFERENCE**: Rule 5401 (4)

**EFFECTIVE DATE**: **REVISED DATE**: ~~April 2000 *(Housekeeping change 2003)*~~ ***July 1, 2004***

**NOTE**:

This policy supports the CCES Canadian Anti-Doping Program in its most current version.

Before using medication, athletes and their coaches and/or parents are advised to consult the latest "Drug Classification document" prepared by the Canadian Centre for Ethics in Sport.

This document includes lists of Canadian brand name banned, restricted and permitted drugs. Moreover, athletes, coaches and parents should seek guidance from medical experts in circumstances where there is any question whether certain products are permitted.

A copy of the CCES Canadian Doping Control Regulations and Canadian Policy on Doping in Sport may be obtained from the CCES upon request. The full policy and regulations may be found on the CCES web page at www.cces.ca. The ISU Medical Code – Anti Doping rules and update communications, can be obtained from the ISU web page at www.isu.org. All National Team members will be provided with a copy of the ISU and CCES regulations and policies upon request. This policy serves as an addendum to the current CCES regulations and policies.

## 1.0 POSITION STATEMENT

1.1 Skate Canada is unequivocally opposed to the use by athletes of banned and restricted substances and methods for the purpose of performance enhancement.

1.2 Fair and equal competition is an essential tenet of sport. Doping control (testing for the use of banned and restricted substances and methods) is a means of attempting to ensure that such is the case.

1.3 With a view to promulgate this aspect of fair play in athletic competition, Skate Canada will attempt to ensure that all of its representatives in a position to do so, will use their best efforts to see that effective national and international anti-doping education and doping control programs are in place.

*(Anti-Doping Policy and Doping Control Program continued)*

1.4 The individual skater always bears ultimate responsible for the products they ingest. As such, skaters have the responsibility to be familiar with the Canadian Doping Control Regulations and the Canadian Policy on Doping

~~3.5 **Announced** Testing will be conducted for the full list of International Olympic Committee (the "IOC") "Banned and Restricted Doping Classes and Methods". A positive result will be duly reported to the CCES and the President/Chairman of the Board of Skate Canada.~~

~~3.6 The full IOC list of "Banned and Restricted Doping Classes and Methods" will be tested for and reported as positive or as an infraction, if such be the case, with respect to **Unannounced** Testing conducted at competitions.~~

~~3.7 Unannounced Doping Control, out-of-competitions, will be conducted and reported positive or as an infraction, for;~~

- ~~anabolic agents~~
- ~~peptide hormones, mimetics and~~
- ~~diuretics and other modifiers of renal function such as probenecid.~~

~~However, should an athlete's urine analysis disclose the presence of a banned or restricted substance other than those described immediately above, an explanation will be required from the athlete with respect to the presence of the substance which may result in the athlete being directed to cease using a drug or combination of drugs. If subsequent positive test results by the same athlete for the same substance occur, such occurrence may be treated as a positive test and reported accordingly. An athlete commits doping offense if he or she does not follow any such direction to cease using a drug or combination of drugs.~~

3.1 The Skate Canada Doping Control Program Committee shall appoint a doping liaison officer who is a physician, who, on the advice of the Skate Canada Doping Control Program Committee, may request from the CCES, information on the presence of cannabinoids in the urine samples provided for doping control purposes. This information will be used strictly for counselling any athlete involved. No sanction of any kind will be applied. Positive test results for cannabinoids will be kept confidential.

3.2 Illegal drug use with recreational "street" drugs, even if not on the ISU or CCES banned or restricted substance list is prohibited and is contradictory to the athlete performance goals of Skate Canada. Although sanctions may in some instances, not be administered by the ISU or CCES, action including suspension from activities and/or teams may be undertaken by Skate Canada.

## ~~4.0 BANNED AND RESTRICTED DOPING CLASSES AND METHODS~~

~~4.1 A comprehensive list of banned and restricted doping classes and methods is published and updated regularly by the CCES. This document and any updates are available by contacting the CCES directly. National Team members and National Team coaches will receive the list and updates.~~

4.2 Banned Categories of Drugs include:

A. Stimulants
B. Narcotics
C. Anabolic Agents
D. Diuretics
E. Peptide Hormones and Analogues
F. Substances that alter the integrity of the urine sample

4.3 Banned Doping Methods include:

A. Blood Doping – blood or red cell transfusion or reinfusion
B. Administration of artificial oxygen carriers or plasma expanders.
C. Pharmacological, Chemical and Physical Manipulations of the urine. The use of substances and of methods, which alter the integrity and validity of urine samples used in doping controls, is banned.

4.4 Restricted Substances:

A. Local Anaesthetics
B. Asthma and Respiratory Ailment Drugs
C. Glucocorticosteroids
D. Caffeine
E. Beta-Blockers
F. Alcohol
G. Cannabinoids

4.5 Supplements, herbals, homeopathics, etc.

It is impossible to verify the accuracy of labels of "nutritional supplements" or "natural" products. Many products contain botanical or so-called "natural" sources of ephedrine; ephedrine is a banned substance.

The ultimate responsibility for consumption of a substance rests with the athlete. If there is any doubt re: the contents of a given supplement, herbal or homeopathic substance the athlete should not take that particular product.

4.6 Before using medication, athletes and their coaches and/or parents are advised to consult the latest "Drug Classification document" prepared by the Canadian Centre for Ethics in Sport.

This document includes lists of Canadian brand name banned, restricted and permitted drugs. Moreover, athletes, coaches and parents should seek guidance from medical experts in circumstances where there is any question whether certain products are permitted.

Further information can be obtained from the CCES.
(CCES, 2197 Riverside Dr., Ottawa, ON K1H 7X3, (613) 521-3340, 1-800-672-7775, www.cces.ca)

**5.0 DOPING OFFENSES**

5.1 For the purposes of this Policy, infractions consist of:

- Doping Infractions: the use of banned substances or practices; and,
- Doping related Infractions: infractions other than the use of banned substances or practices, which have occurred anytime in the previous four (4) years. Related infractions shall include and individual or Sport Governing Body.

5.2 A doping infraction is the use of banned substances or practices. Reference for identifying these substances and practices include the International Olympic Committee's published categories of banned classes and methods.

5.3 Doping related infractions are:

(a) acknowledging a doping infraction or doping related infraction by means of an admission;
(b) refusal or failure to comply to participate in doping control procedures;
(c) condoning the use of banned substances or practices;
(d) counselling or advising others to use banned substances or practices;
(e) avoiding or aiding in avoiding doping control detection of banned substances or practices;
(f) securing, supplying or administering banned substances or practices;
(g) possession of banned substances without valid medical reason;
(h) importing or selling banned substances;
(i) failing to cooperate as requested in any CCES or sport governing body investigation into a possible doping infraction or doping related infraction;
(j) failing to recognize or adhere to sanctions imposed under this policy.

**6.0 PENALTIES – DOPING AND DOPING RELATED INFRACTIONS**

6.1 In accordance with the Canadian Policy and Doping in Sport, a doping infraction may be determined by a positive test result in accordance with the policy, or by such other evidence which establishes a doping related infraction (e.g. admission etc.).

6.2 Whether a doping infraction is established by evidence other than a positive test result will be determined according to the Canadian Doping Control Regulations, with necessary modifications.

6.3 The penalty for a doping infraction proven by a positive laboratory test result is calculated from the date of sample collection. Otherwise, a penalty is calculated from the decision of the CCES Doping Control Review Panel as set out in the Canadian Doping

~~Control Regulations Penalties for Doping Related Infractions are calculated from the date of refusal to be tested or failure to comply with Doping Control Procedures.~~

**~~7.0 SPORT ELIGIBILITY PENALTIES~~**

~~The penalties for a doping infraction or doping related infraction by an athlete are:~~

~~(a) 1st infraction: 4 years sport ineligibility and permanent ineligibility for Federal Sport funding.~~

~~(b) 2nd infraction: permanent sport ineligibility and permanent ineligibility for Federal Sport funding.~~

~~The penalties for a doping infraction by a person other than an athlete are:~~

~~(a) 1st infraction: permanent sport ineligibility and permanent ineligibility for Federal Sport funding.~~

~~In cases where the infraction occurs at a major sport event (e.g. World Championship or Major Games) a person's four-year ineligibility will include the same major sporting event even if the date of the next date of the major sport event is beyond the 4 year time period.~~

~~In accordance with the Standard Operating Procedures, an athlete with a positive laboratory finding on the "A" Sample will be ineligible to compete pending the outcome of the "B" Sample Confirmation, or successful Protest or Appeal.~~

## 4.0 PROCESS FOR SKATE CANADA DOPING CONTROL & APPEALS OF TEST RESULTS

4.1 The Skate Canada Doping Control Program is conducted in close co-operation with the CCES. Such being the case, Skate Canada shall use the CCES' Canadian Doping Control Regulations for Doping Control, as in effect, for the purpose of testing athletes and determination of possible doping related infraction of any person involved with Skate Canada. The Skate Canada Doping Control Program therefore incorporates by reference the CCES' Canadian Doping Control Regulations, including the protest and appeal procedures contained therein.

~~8.2 Skate Canada relies upon the CCES for the scientific validation of doping control test results. Athletes must therefore become familiar with the protest and appeal procedures available to them as provided for in the CCES's Standard Operating Procedures for Doping Control should they have a complaint about the sample collection process or test results. Since athletes are limited to both scope of testing and time, should the athlete have a complaint about the sample collection they should immediately refer to the protest and appeal procedures to ensure compliance with them in the event of a positive test result.~~

~~8.3 The CCES uses only laboratories accredited by the International Olympic Committee (IOC).~~

4.2 Skate Canada reserves the right to request testing of any restricted, banned or illegal substances that are not a component of the regular testing protocol but are tested by special request of the organizations and reported by the IOC designated laboratory.

## 5.0 REINSTATEMENT

~~All members who committed a doping or doping related infraction may apply for reinstatement in accordance with the Canadian Doping Control Regulations.~~

~~Circumstances may exist which justify reinstatement, however the test for such circumstances is intended to be restrictive in both interpretation and scope.~~

~~Reinstatements may be granted in the following circumstances only:~~

~~(a) Category I – Where the infraction is a first doping infraction involving banned substances in the stimulant class when administered for a medical purpose or ingested as part of a nutritional product.~~

~~(b) Category II – Where exceptional circumstances surrounding the infraction have been proven.~~

~~(c) Category III – Where the requirements for sport reintegration have been met.~~

~~(d) Category IV – Upon completion of a penalty.~~

For the full reinstatement process, please refer to the CCES Canadian Doping Control Regulations.

## 6.0 SKATE CANADA DOPING CONTROL PROGRAM COMMITTEE

6.1 Skate Canada shall appoint a Doping Control Program Committee to oversee the doping control actions of the organization as required. The committee shall be composed of:

(a) **2 Board Members:**
(President/Chairman of the Board or designate and Past-President or designate)

(b) **1 Athlete Representative**

(c) **2 Members of the Sport Science Subcommittee (or equivalent):**
(Chair of Sports Science Subcommittee or designate and physician/medical designate) ***(Housekeeping change 2003)***

6.2 The President/Chairman of the Board of Skate Canada shall be the chairperson of the Subcommittee unless extenuating circumstances force the Officers of the Association to name another one of the committee members to be chairperson.

6.3 Three or more members of the Committee constitute a quorum, and all decisions of the Committee require the vote of a majority of the members of the Committee present at the meeting.

6.4 The President/Chairman of the Board of Skate Canada may direct, and in the case of an alleged doping offense under Section 5.0 above shall direct the Committee to hold a hearing and determine any specified allegations of a doping offense having been committed by anyone within the scope of the Skate Canada Anti-Doping Policy (see Section 2.0 above).

## 7.0 SANCTIONS OR PENALTIES OF OTHER AUTHORITIES

7.1 Athletes and others must understand that Skate Canada shall respect sanctions imposed by other authorities or violators (such as the Canadian Olympic Committee or the International Skating Union (ISU)) to the extent of their authority, but shall in no way limit the right of the Doping Control Committee to impose other or greater sanctions within the jurisdictional limits of Skate Canada. ***(Housekeeping change 2003)***

## 8.0 OTHER RIGHTS TO DISCIPLINE

8.1 Nothing in this Anti-Doping Policy and Doping Control Program in any way limits the right of other persons or authorities within Skate Canada to discipline athletes and other persons where and when so authorized.

## 9.0 EDUCATION

9.1 Skate Canada is committed to providing effective anti-doping education, both from the perspective of physiological effect and the perspective of fair play in sport.

9.2 The educational programs to be pursued by Skate Canada will include any or all of:

(a) Provision of educational talks on anti-doping and doping control to National and Junior National Team athletes and their coaches;

(b) Distribution of information on pertinent educational material, policy and procedures documents, drug classification guides, Skate Canada Doping Control Policy and other applicable resources to National and Junior National Team athletes, coaches and support staff, and Sections.

(c) Provision of contact information for CCES in Skate Canada publications and Skate Canada website.

**POLICY: HOME ORGANIZATION POLICY**

**REFERENCE**: Rule 2201

**EFFECTIVE DATE**: **REVISED DATE**: July 1, 2003

**1.0 CHOICE OF HOME ORGANIZATION**: The home organization of an eligible person is the member club or skating school through which he/ she registers with the association as an Associate Member. The home organization shall be in the Section in which the skater resides unless otherwise approved by the Board of Directors of the Section of the member's requested home organization. Members who are moving to a new Section may maintain their original home organization. (Rule 2201(1))

1.1 The home organization of a member who intends to compete in a qualifying event must be a Skate Canada member club (Rule 1202 (1)(c )).

**2.0 MEMBER OF MORE THAN ONE CLUB/ SKATING SCHOOL**: An eligible person may be a member of more than one club or skating school, but can only have one home organization. (Rule 2201(2))

2.1 A member who belongs to more than one club or skating school must advise each organization of which he/ she is a member as to his/ her declaration of a home club not later than September 1st of each year.

2.2 If a member fails to make such declaration, then the first of the organizations to submit the skater's registration shall be the home organization for season.

**3.0 CHANGE OF HOME ORGANIZATION**: A member may change his/ her home organization during the skating year, subject to the provisions of the Skate Canada Home Organization Policy. (Rule 2201(3))

3.1 Any member who wishes to change his/her home organization is subject to the following provisions:

(a) The member must have paid, or made provisions to pay, all proper and outstanding debts incurred while his/ her home organization was the intended home organization. Such debts include all amounts owing to that organization or any of its coaches.

(b) The member shall submit to Skate Canada the prescribed Home Organization Change Form with, together with the prescribed Home Organization Change Fee.

*(Home Organization Policy continued)*

(c) Any Home Organization Change request from a member who has competed in a qualifying event during that membership year must be accompanied by the written approval of the original home organization.

(i) A member who has competed in a qualifying event and whose home organization has denied the request for change may appeal this decision first to their home Section and failing satisfactory resolution, this decision may be further appealed to the Rules/Membership Committee whose decision will be final.

(d) The change of home organization shall take effect on the date the request is approved by Skate Canada and communicated to the member.

3.2 The Home Organization Change process is subject to an administrative fee determined and announced by Skate Canada National Office.

3.3 Skate Canada shall notify the member and the affected Sections as to the approval or refusal of the member's home organization change request within thirty days following Skate Canada's receipt of the request.

**POLICY: SKATER TRUST PROGRAM GUIDELINES**

**REFERENCE**: Rule 2202, 2203, 2205

**EFFECTIVE DATE**: **REVISED DATE**: January 1997

## 1.0 INTRODUCTION

On January 1, 1997, the Skater Trust Program was revised to streamline provisions for eligible persons and synchronized skating teams (**"skaters"**) to earn and receive money, product and/or service (**"compensation"**) while protecting their eligibility to compete in Skate Canada, ISU and Olympic competitions.

## 2.0 THE ROLE OF SKATE CANADA

Skate Canada acts to protect the eligibility and future marketability of skaters by approving, in advance, all agreements (the word "agreements" in these guidelines includes "contracts") entered into by skaters for the purpose of receiving compensation. All agreements made by a skater to receive compensation without the prior express written consent of Skate Canada will render the skater ineligible to compete in Skate Canada, ISU, and Olympic competitions.

Before a skater enters into any agreement, Skate Canada will review and approve it (by way of an approval letter). The agreement is expressly between the skater (or the parent/guardian in the case of a minor) and the party providing compensation to the skater. Skate Canada is not responsible for non-performance by the skater to the other party of any agreement.

All compensation earned by the skater is made payable and sent to Skate Canada (with the exception of certain compensation under Performances/Appearances and all compensation for Skating Instruction and Test Partnering). Skate Canada retains 5% of funds (exclusive of all applicable taxes) as an administration fee and returns the remaining amount to the skater.

## 3.0 ELIGIBLE COMPENSATION SOURCES

A skater may receive compensation for sponsorship agreements, performances/ appearances, competition prize money, donations, skating instruction and test partnering, provided a skater adheres to the guidelines as set out in this document. A brief description of each Eligible Compensation Source follows:

3.1 **SPONSORSHIP AGREEMENTS**: Skaters may seek sponsorship agreements to receive compensation for the use of their name, picture or personal appearance to advertise commercial products, services or enterprises.

The Association reserves the right to reject sponsorship agreements that adversely affect the Association Marketing Program (Rule 2205(1)(a)). Skaters must present to prospective sponsors, the list of Skate Canada's Marketing Program Sponsors for the

purpose of ensuring that they do not attempt to enter into an agreement with a sponsor who may compete directly in the sponsorship category with a Skate Canada sponsor who is in the above-mentioned program.

Skaters must abide by all Skate Canada rules and policies and ISU Rule 102.5 regarding the display of advertising in qualifying events leading up to and including the Canadian, International, ISU and Olympic Championship regulations.

Skaters must expressly inform prospective sponsors, prior to entering contract negotiations, of the limitations to displaying of advertising as mentioned above. Such sponsors must acknowledge in writing to Skate Canada that they will abide by all regulations.

For more information, call Skate Canada at (613) 747-1007 ext. 2617 or 1-888-747-2372 ext. 2617.

3.2 **PERFORMANCES/APPEARANCES**: Skate Canada retains the right to approve, in advance, by way of sanction, all appearances and events involving skaters. Skaters performing/ appearing without a sanction will be declared ineligible.

All sanctions involving performances/appearances of National Team Member Skaters are approved by the Skate Canada National Office.

All sanctions for a media appearance or appearance for a commercial venture are approved by the Skate Canada National Office.

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All sanctions to hold, or participate in, a competition, exhibition, or carnival, above Section level and outside the geographic boundaries of the Section, are approved by the Skate Canada National Office.

A sanction may be issued on behalf of Skate Canada by a Section Chair for skating competitions, events or activities below Section level within the geographical boundaries of the Section.

Skaters are encouraged to have a written agreement when receiving compensation for performances or appearances.

Performance/Appearance fees under $2,500.00 go directly to the skater. Amounts of $2,500.00 and above are made payable and sent to Skate Canada for further disbursement as outlined in Section 2.0, paragraph 3 of these guidelines.

3.3 **COMPETITIONS - OFFICIAL PRIZE MONEY**: All competitions for which a skater is receiving prize money must be sanctioned by Skate Canada for domestic competitions and by the ISU through Skate Canada for international competitions.

For all international competitions, the skater is only officially entered by Skate Canada.

All competition prize money by ISU rules can only be directed to the skater through the member federation (Skate Canada).

3.4 **SKATING INSTRUCTION:** See the Skating Programs Department, Skate Canada, for information on CanSkate Program Assistants (613) 748-5635 ext. 2563.

3.5 **DONATIONS**: If no business or advertising value is expected in return, a gift of money, service or product in kind, is considered a donation.

If the donation is directed to a specific skater, no charitable donation receipt can be issued. Instead, the donor uses the canceled cheque as a general business receipt.

When a donor wishes to make a directed donation, the money must be first sent to Skate Canada and will be subject to the usual administration fee, and the balance forwarded to the skater.

3.6 **TEST PARTNERING:** The Partnering Fee may not exceed the prescribed amount as set by the Board of Directors and amended from time to time. The relevant taxation requirements as directed by Revenue Canada are the responsibility of the Partner.

3.7 **OFFICIALS:** Agreements negotiated or compensation received will be processed in a manner similar to sponsor agreements and performances/appearances for skaters.

## 4.0 DISBURSEMENT OF SKATER COMPENSATION

The skater has the option to receive payment from Eligible Compensation Sources directly or into a trust fund, in accordance with paragraph 3 of Section 2.0 of the Skate Canada Skater Trust Program Guidelines. A trust fund shall be held as a Skate Canada Skater Trust Fund (STF).

## 5.0 TAXATION RESPONSIBILITIES

5.1 **WHEN INCOME IS TAXED**: When the skater receives compensation directly, the income is subject to government tax in the year it is earned. When the skater directs compensation into a trust fund, it becomes taxable as earned income when it is withdrawn from the trust account.

5.2 **T-3 TAX RECEIPT**: At the end of each calendar year, Skate Canada will issue a T-3 tax receipt to the skater for all income earned from the Skater Trust Program. Income earned from the Skater Trust Program includes compensation received direct (defined as the balanced received after Skate Canada deposits the cheque and retains 5%) and withdrawals made to the Skater Trust Fund.

5.3 **REPORTING OF INCOME**: It is the responsibility of the skater each year to report to Revenue Canada all income earned through the Skater Trust Program and all other sources. Please consult Revenue Canada for more information.

## 6.0 GRANTS, BURSARIES, AWARDS

*(Skater Trust Program Guidelines Policy continued)*

Grants, bursaries, awards, etc., from Skate Canada, Skate Canada member organizations, family members, or governments are not considered compensation, and therefore may be accepted directly by a skater.

## 7.0 SKATER TRUST FUND ADMINISTRATION

Skate Canada Skater Trust Fund Administration forms part of the Skate Canada Skater Trust Program Guidelines.

7.1. **OPENING A SKATER TRUST FUND**: The skater (and parent or guardian in the case of minors) fills out and signs the application and trust fund agreement and forwards to Skate Canada.

7.2 **DEPOSITS TO THE SKATER TRUST FUND**: Compensation directed to a trust account must be in the form of a cheque, money order or bank draft only (herein referred to as the "cheque").

The payee must be "Skate Canada" or "Skate Canada in Trust for (Skaters Name)" and the payer must be an Eligible Compensation Source, as described in Section 3.0 of the Skate Canada Skater Trust Program Guidelines.

The skater marks clearly on the back of the cheque "For Deposit Only - Skater Trust Account".

The skater forwards the cheque to the Finance Department, Skate Canada, 865 Shefford Road, Gloucester, Ontario, K1J 1H9.

Skate Canada deposits the total amount, deducts 5% for administration services and returns the balance to the skater unless otherwise directed to credit the skaters trust fund account.

7.3 **WITHDRAWAL PROCEDURES:** Instructions for withdrawal of funds must be made in writing and signed in original form by the registered owner of the STF.

If the skater is a minor, the skater's signature is accompanied by the signature of a parent or legal guardian.

The funds will be forwarded to the skater by way of cheque or electronic funds transfer to a bank account registered in the skater's name (minus applicable banking fees).

The skater will provide to Skate Canada authority to credit their bank account.

7.4 **TAXATION:** Skate Canada is not required to pay income tax on the income deposited into or earned by the trust. The income will be included in the income of the skater in the year the skater withdraws it from the trust and it will be taxed at the skater's personal marginal rate.

Income in the trust is treated as business or property income and the skater may be able to deduct reasonable business expenses specifically incurred for the purpose of earning this income.

Skaters may defer and spread out this income (and taxes paid on that income) over at least an eight-year period from the date of official retirement from eligible competitive skating. The trust will begin when the first amount is received by Skate Canada for a particular skater. Trust accounts older than 1992 are deemed to commence January 1, 1992 and apply to all amounts held at that date for this purpose.

(This information is from the Government of Canada Taxation Guide - Athlete Trust or Reserve Funds - December 1992 - any up dates by Revenue Canada supersede this information.)

Skate Canada issues T-3 tax receipts annually to the skater. The skater must claim to the Federal Government all income received.

7.5 **INTEREST:** Interest on the STF is to be calculated semi-annually, September 30 and March 31, using an interest rate approved by Skate Canada on minimum monthly balances of $5,000.00.

7.6 **ADMINISTRATION FEE:** In accordance with Section 2.0, paragraph 3, of the Skate Canada Skater Trust Program Guidelines, an administration fee of 5% is levied on all funds received for deposit to a skater's STF.

7.7 **CLOSING A SKATER TRUST FUND:** In writing, the skater advises Skate Canada to close the STF and forward the remaining funds to the skater by way of cheque or electronic funds transfer to a bank account registered in the skater's name (minus applicable banking fees).

7.8 **TERMINATION OF A SKATER TRUST FUND**: STF will be terminated by Skate Canada when a skater ceases to be a member of Skate Canada in good standing, the skater is declared ineligible by Skate Canada or the ISU, or, on the request of the skater.

7.9 **FORMS AND INQUIRIES**: All forms and inquiries for the STF may be directed to:

Member Services, Skate Canada, 865 Shefford Road, Gloucester, ON K1J 1H9
Tel: (613) 747-1007 or 1-888-747-2372
Fax: (613) 748-5718 or 1-877-211-2372

**POLICY: SANCTIONS FOR SKATERS – APPLICATION PROCESS**

**REFERENCE**: Rule 2206

**EFFECTIVE DATE**: **REVISED DATE**: September 2000

(1.0 to 9.0 is Rule 2206)

## 1.0 DEFINITION

A sanction is an approval by the Association of a skating competition, event or activity. There are four types of sanctions:

(a) to hold, or participate in, a competition;
(b) to participate in an exhibition or carnival;
(c) to hold an exhibition or carnival;
(d) for a media appearance or appearance for a commercial venture.

## 2.0 PENALTIES

2.1 **CLUBS AND SKATING SCHOOLS**: Any club or skating school failing to abide by the rules and regulations pertaining to sanctions will be subject to the disciplinary action set for in the Complaints, Suspension and Expulsion Policy by-law, which may include loss of membership in the Association.

2.2 **ELIGIBLE PERSONS**: Any eligible person failing to abide by the rules and regulations on sanctions will be subject to the disciplinary action set for in the Complaints, Suspension and Expulsion Policy by-law, which may include loss of membership in the Association.

**3.0 ISSUANCE OF SANCTIONS:** The authority for issuing sanctions is as follows:

3.1 All sanctions involving National Team Member Skaters are approved by the Skate Canada National Office.

3.2 All sanctions for a media appearance or appearance for a commercial venture are approved by the Skate Canada National Office.

3.3 All sanctions to hold, or participate in, a competition, exhibition, or carnival, above Section level and outside the geographic boundaries of the Section, are approved by the Skate Canada National Office.

3.4 A sanction may be issued on behalf of Skate Canada by a Section Chair for skating competitions, events or activities below Section level and within the geographical boundaries of the Section.

**4.0 SANCTIONS FOR HOLDING OR PARTICIPATING IN COMPETITIONS**: See Rule 7303.

**5.0 OTHER EVENTS AND ACTIVITIES REQUIRING SANCTION**

5.1 Any event, carnival or exhibition, whether open to the public or to club members only, requires a sanction if an admission fee is charged, participants include eligible and/or ineligible persons, or if some financial benefit accrues to the organizers and/or participants.

5.2 If there is no paid admission, no one is in receipt of any financial gain and only eligible persons are involved, then no sanction is necessary.

5.3 If both eligible and ineligible persons are to participate together in any event, carnival or exhibition, a sanction must be obtained.

5.4 The Association reserves the right to require a sanction for any event regardless of the above, when, in its opinion, such action is necessary to protect the eligibility of its members and the interests of skating.

5.5 The Association reserves the right to refuse any application for a sanction which it deems would not be in the best interests of the Association. This action shall be at the discretion of the Skate Canada Executive Committee.

5.6 The Association reserves the right to cancel any sanction at any time for what it considers to be just cause. The cancellation will not take place until the parties concerned have been granted a hearing. When a sanction is refused or cancelled, the fee paid shall be refunded to the person who made the application.

5.7 The Association may sanction participation of its members in events not sanctioned, controlled or sponsored by the Association.

**6.0 APPLICATION FOR SANCTION**

The application for a sanction shall be made on the Association's sanction application form and accompanied with the applicable fee. Such application form and fee shall be as prescribed by the Skate Canada Board of Directors. (See Skate Canada Policies and Procedures.)

**7.0 TIME LIMIT OF SANCTIONS**

7.1 All sanctions are valid for a specified performance or appearance only.

7.2 Where a carnival or exhibition is being repeated on the same ice, the sanction may cover all performances given over a period of seven consecutive days (Sundays included). A new sanction will be required for any extension beyond the seven days.

**8.0 MEDIA APPEARANCES AND COMMERCIAL VENTURES DEFINED**

*(Sanctions for Skaters – Application Process Policy continued)*

8.1 **MEDIA APPEARANCES**: Media appearances are defined as appearances on television, radio, film or other publicity channels.

8.2 **COMMERCIAL VENTURES**: Commercial ventures are defined as any activity or appearance made on behalf of a commercial organization whose motivation for such activity or appearance is financial gain.

## 9.0 UNITED STATES CLUBS PRODUCING A CARNIVAL IN CANADA

9.1 A sanction may be issued for a club of the USFSA to sponsor, conduct or produce a carnival in a city or town in Canada where no Skate Canada club is located close enough to sponsor the event.

9.2 Skate Canada clubs nearest to the rink where the carnival is to be held must be notified of the application by the Executive Director of the Association, and with their approval, the Skate Canada Executive Committee may approve the sanction.

## 10.0 APPLICATION FOR SANCTION

10.1 The application must indicate the exact status of any skater other than an eligible person, who is to appear in the event covered by the application.

10.2 In the case of carnivals or exhibitions conducted by non-member organizations, the application must give full details as to the distribution of net proceeds of the event. It must also include a copy of any agreement between the non-member organization and the Skate Canada club or Section involved.

10.3 All applications for sanctions, accompanied by the fee (when applicable), shall be sent to the Chair of the Section in which the event is to take place, fourteen days before holding the event.

10.4 The Section Chair shall pass applications for skating events or activities at Sectional level or above, with recommendations as to approval, to the Executive Director of the Association.

10.5 If an application for a sanction is not received within the specified time limit but the Section or the Association deems it is in the best interests of figure skating to grant the sanction, a penalty fee of $100.00 shall be charged in addition to the normal fee, if any.

## 11.0 AGREEMENT OF APPLICANTS APPLYING FOR A SANCTION

In applying for a sanction the applicants agree:

11.1 that they are aware of all Association rules covering the event

11.2 that they will abide by all such rules

11.3 that they will be liable for the payment of applicable fees

11.4 that they will carry out all instructions that they may receive from the Association regarding the sanctioned event

11.5 that no responsibility or claim for damages or losses, financial or otherwise, shall lie against the Association, its officers or members by reason of a sanction or sanctions being granted, partly granted, or not granted by the Association

11.6 that every program, folder, and advertisement shall state in a prominent place, preferably the front cover or title page, that the event is sanctioned by Skate Canada

11.7 that for events or activities conducted by non-member organizations, the Association reserves the right to require that a bond issued by a recognized bonding company, in any amount felt necessary, be posted to guarantee the fulfillment of all agreements

11.8 that the Association shall be entitled to have an official representative in attendance without charge at any sanctioned event or activity

## 12.0 REIMBURSEMENT OF FEES

It is recommended that clubs securing sanctions for other than their own carnivals or exhibitions collect any fees charged by the Association from the producer of the event for which the sanction is required.

## 13.0 ELIGIBLE PERSONS PARTICIPATION IN EXHIBITIONS & CARNIVALS

13.1 All negotiations for skaters to appear in carnivals or exhibitions must be conducted with the skaters' home club. (See Rule 2203)

13.2 A sanction is not required for a member of any club to skate in a sanctioned club carnival. The club holding the carnival must secure a letter of permission from the skater's home club.

13.3 A sanction is required for all exhibitions in the United States by Canadian skaters. There shall be no fee.

13.4 All exhibitions by Canadian skaters in other foreign countries must be sanctioned by the Association. Such appearances will be governed by the ISU rules. The sanction fee shall be at the discretion of the Skate Canada Executive Committee.

13.5 All exhibitions by foreign skaters (except USFSA skaters) must be sanctioned by the Association.

13.6 Invitations by clubs to USFSA skaters are permitted, provided that the Skate Canada club states in the letter of invitation, that the event to which the invitation applies, has been sanctioned by Skate Canada. No further sanction from Skate Canada is required.

## 14.0 INELIGIBLE PERSONS PARTICIPATION IN EXHIBITIONS & CARNIVALS

*(Sanctions for Skaters – Application Process Policy continued)*

14.1 Participation together of both eligible and ineligible persons in club carnivals or exhibitions should, when possible, be avoided. If unavoidable, a sanction must be obtained.

14.2 When such participation together takes place, all skaters must be treated in the same way, that is as eligible persons without any remuneration.

14.3 Guest skaters may be entitled to remuneration as defined in Rule 2205 (2) and "Skate Canada Skater Trust Program Guidelines".

## 15.0 HOLDING EXHIBITIONS AND CARNIVALS

15.1 **DEFINITIONS:**

**EXHIBITIONS**: Exhibitions are defined as brief performances by a skater or group of skaters in connection with some event or form of entertainment other than a club carnival.

**CARNIVALS**: Carnivals are defined as performances in which skating provides the principal part of the entertainment.

15.2 **SANCTIONS**: When a sanction is required in accordance with Rule 2206 (5), application shall be made on the official Association form in accordance with the policy clause Application for Sanctions.

15.3 **FEES**: No sanction fee is required for a member club exhibition or carnival. An administration fee may be charged to cover the expenses of processing the sanction.

## 16.0 MEDIA APPEARANCES AND COMMERCIAL VENTURES

16.1 **SANCTIONS**: Sanction applications for any media appearance or commercial venture shall be made on the official Association form in accordance with the Application for Sanction section of this policy.

16.2 **FEES**: Contractual arrangements and fees for media appearances and commercial ventures shall be determined by the Chief Executive Officer of the Association, where necessary in consultation with the Section Chair.

## 17.0 UNITED STATES CLUBS PRODUCING A CARNIVAL IN CANADA

The rules and sanction fees application shall be at the discretion of the Skate Canada Executive Committee.

**POLICY: DANCE PARTNER FEES – ELIGIBLE PERSONS**

**REFERENCE**: Rule 2209

**EFFECTIVE DATE**: **REVISED DATE**: November 1997

## 1.0 ABIDE BY SKATER TRUST GUIDELINES

Eligible persons who partner skaters in preparation for and on dance tests are subject to the Skater Trust Program Guidelines.

## 2.0 FEES FOR ELIGIBLE PERSONS TO PARTNER TESTS

Eligible persons who partner skaters must abide by the prescribed rates set for partnering as directed by the Board of Directors. See also Rule 2209, 4401 and 5601. The following rates were approved by the Skate Canada Board of Directors, November 1, 1997 :

| Instructor Level | Fees |
|---|---|
| Primary Dances (Preliminary to Junior Bronze) | $5.00 per dance |
| Intermediate Dances (Senior Bronze and Junior Silver) | $10.00 per dance |
| Senior Dances (Senior Silver and Gold) | $15.00 per dance |
| Diamond Dances | $20.00 per dance |

**POLICY: BYES**

**REFERENCE**: Rule 7403 (4)

**EFFECTIVE DATE**: November 1995 **REVISED DATE**: November 2001

## 1.0 DEFINITION OF A BYE

The granting of a bye permits a skater to pass to the next level of competition without competing at a prerequisite level. Byes may be granted through Sectionals or Challenge level of competition. Byes are classified as:

(a) Automatic. See 2.2, and 3.0

(b) Individual. See 2.1, 2.9, 4.3, and 7.1

Sections 2.0 to 6.0 apply to Singles, Pairs and Dance disciplines. Sections 6.0 to 7.0 apply to Synchronized Skating. 8.0 applies to both.

## 2.0 BYES (EXEMPTIONS) FROM COMPETING IN SECTIONALS OR CHALLENGE COMPETITIONS DUE TO INTERNATIONAL ASSIGNMENTS

Upon completion and publication in any skating year of the Skate Canada National Team International assignments:

2.1 **NOVICE OR JUNIOR COMPETITORS THROUGH SECTIONAL OR CHALLENGE COMPETITION**: In the case of International assignments, a bye shall be granted to a Novice or Junior competitor through a Sectional or Challenge Competition event only if there are 7 days or fewer between the scheduled team travel day home and the first official practice day for the next competition.

2.2 **COMPETITORS REGISTERED FOR SENIOR SECTIONALS**: Competitors who register for Senior events at Sectionals and who have been awarded a Senior or Junior Grand Prix or Senior International assignment by the National Teams Committee, shall be granted an automatic entry into the Senior Canadian event (or qualifying round if applicable) of the same discipline in the same competitive season.

2.3 **LIST OF BYES FOR UPCOMING SKATING SEASON:** The President, in consultation with the National Teams Chair, the Director General and the National Teams Director, shall determine a list of byes for the forthcoming competitive season.

2.4 **ACTIVATING A CHALLENGE COMPETITION BYE:** A skater, if granted a Challenge Competition bye must qualify in Sectionals in order to activate the bye.

*(Byes Policy continued)*

2.5 **THE EFFECT OF BYES ON THE (SUB-SECTIONS) COMPLEMENT OF SKATERS TO THE (SECTION) CHALLENGE COMPETITION:** In all cases where a Sub-Sectional bye has been granted, the Sub-Section may send the full complement plus the byed skater(s) to the Sectional level. In all cases where a Sectional bye has been granted, the Section may send the full complement plus the byed skater(s) to the Challenge Competition level.

2.6 **THE EFFECT OF BYES ON THE CHALLENGE COMPETITION EVENTS COMPLEMENT OF SKATERS TO CANADIANS:** In all cases where a Challenge Competition bye has been granted, the Challenge Competition event may send the full complement plus the byed skater(s) to the Canadian level.

2.7 **BYED SKATER(S) ELECTS TO COMPETE AT SECTIONALS OR THE CHALLENGE COMPETITION:** In the event that a skater is byed through Sectionals or the Challenge Competition Event due to International competition participation but elects to compete anyway, the bye will be retained by the skater, and the event will send its full complement plus the byed skater(s) on to the next level of competition.

2.8 **RULE REFERENCE:** See Rule 7403 for 2.1 to 2.7 above.

2.9 **PAIR SKATERS REQUESTING SINGLES BYE THROUGH A CHALLENGE COMPETITION:** Pair skaters wishing to compete in singles must qualify in singles at Sectionals and must specifically request in writing in order to be considered for a singles bye through Challenge Competitions. An unedited videotape of short and free programs must accompany this request. A singles bye for pair skaters is not automatic. Each case will be considered on an individual basis.

## 3.0 AUTOMATIC BYES TO CANADIANS FOR SENIOR COMPETITORS

Automatic "byes" are granted through their respective Sectional event to Senior competitors placing first, second and third in the last year's Canadian Championships although they may compete at the Sectional event (except in such cases where a medical bye as in 4.0 below applies).

NOTE: The Skate Canada Board of Directors has construed the word "compete" as used above to mean "compete in all parts of the relevant event". (e.g. Compulsories, Short Program and Free Program)

## 4.0 MEDICAL BYES

4.1 **FOR SENIOR COMPETITORS**: Medical byes may be approved by the President in consultation with the Chair of the Sport Science Sub-Committee or his/her appointee to Senior competitors. Such requests for medical byes shall be forwarded via the National Office in writing and must be accompanied by the appropriate medical certificate. Applications for medical byes must be accompanied by a supporting letter from the skater's home Section Chair.

*(Byes Policy continued)*

4.2 **NOVICE, AND JUNIOR COMPETITORS**: In events where the total entries at Challenge Competitions surpasses the maximum quota of entries at Junior Nationals/Canadians medical byes will not be granted to Novice or Junior level competitors.

4.3 **MEDICAL BYES FROM SECTIONALS TO CHALLENGE COMPETITION**: In the case that a Section has registered no more than their maximum Challenge Competition complement of entries (maximum 4 with exception of Quebec which is 8) in any Pre-Novice, Novice, Junior or Senior category, they may make a decision on site at Sectionals to send an entry to the Challenge Competition event/Canadians that is unable to compete or finish competing at the Sectional event due to injury or illness. The process to be followed is:

(a) The skater(s) must register for and attend the Sectional Championships where they are to be examined by the medical staff at the event either before they practice (if injury/illness is acute and exists upon the skaters' arrival) or during the competition if the problem arises on site. The medical information as to their readiness to compete must then be presented to and retained by the Section Executive.

(b) The entry must then formally withdraw from Sectionals and the final results sheets must list the entry as having withdrawn at the appropriate portion.

(c) The Section may then decide to forward the entry onto the appropriate Challenge Competition if they so chose.

## 5.0. ADDITIONAL ENTRIES FROM CHALLENGE COMPETITIONS TO JUNIOR NATIONALS /CANADIANS

The President, in consultation with the National Teams Chair, the Director General and the National Teams Director shall determine extra entries to Junior Nationals/Canadians according to the following principle:

(a) At the conclusion of the two Challenge Competitions the number of entries to each event shall be totalled.

(b) If any event at the Junior National Championships or the Canadian Championships is not filled due to insufficient entries at one Western or Eastern Challenge Competition, skaters may be added from the other Challenge Competition at the discretion of the Skate Canada President to complete the maximum event quota. This does not apply to Juvenile events for Junior Nationals.

## 6.0 "GUEST" COMPETING AT SECTIONALS

In the case that a Sectional has registered no more than their maximum Challenge Competition complement of entries (maximum 4 with the exception of Quebec which is 8) in any Pre-Novice,

*(Byes Policy continued)*

Novice, Junior or Senior category, they may allow one or more skaters/teams in the event to "guest compete" at another Sectional Championship under the following conditions:

(a) the other Section must be in agreement

(b) the other Section is more logical because of geographical location and/or training site of the athlete

(c) the event results included in the final protocol from the accepting Section do not reflect the "guest" entry's placement, however, an unofficial result may be produced at the event which does incorporate the "guest" entry's placements

NOTE: Applies also to Synchronized Skating Sectionals.

**7.0 DETERMINATION OF ENTRIES/BYES TO THE CANADIAN SYNCHRONIZED SKATING CHAMPIONSHIPS**

**7.1 INTERNATIONAL BYES:**

(a) Only teams named to the Synchronized Skating National Team Program for the current competitive season shall be eligible for consideration for a "bye" due to international assignments.

(b) If a Senior and/or Junior team is assigned or invited by Skate Canada to represent the Association at an ISU approved international competition, the Skate Canada President, in consultation with the Chair of the National Teams Committee, the Director General, and the National Teams Director, may grant a bye to the team(s) through a Sectional event when there are 7 days or fewer between the scheduled team travel day to/from one event and the first official practice day for the next competition. Teams granted a bye through a Sectional event must compete in the qualifying round (if applicable) at the national championships in order to advance to the Canadian Championships.

(c) No byes shall be granted to any team wishing to participate in "invitational" competitions unless the team is assigned to compete by Skate Canada.

(d) In all cases where a bye through a Sectional event has been granted, the Section may send the full complement plus the byed team(s) to the Canadian qualifying round event/Canadians as applicable. (See Rule 7705)

**7.2 ADDITIONAL ENTRIES FOR THE CANADIAN SYNCHRONIZED SKATING CHAMPIONSHIPS:** Additional entry(s) will also be granted to the Section (into Canadian Qualifying Round or Canadians as applicable) that produced the top three placements at the last Senior Canadian Synchronized Skating Championships. See Rule 7705.

*(Byes Policy continued)*

## 8.0 NOTIFICATION OF BYE(S) THROUGH SECTIONALS

The Section Chair of the Section where a team(s) has been granted a bye through Sectionals, shall be notified by the Skate Canada President, in writing, of the decision regarding the team(s) and the event.

**POLICY: REGISTRATION OF PROFESSIONAL COACHES**

**REFERENCE**: By-law 1202 (3) and 2401

**EFFECTIVE DATE**: **REVISED DATE**:

The coach's registration card shall cover the period of the membership year.

Clubs and schools shall submit a list to the Association of the names and addresses of all coaches teaching in the club or school for the current membership year by September 1st of each year or by the first program session of the club or school.

Where Skate Canada professional coaches begin to teach in a club or school after September 1 in any year, the club or school will submit an additional list to the Association.

Coaches shall abide by the Coaches Code of Ethics Policy.

**POLICY: COACHES CODE OF ETHICS**

**REFERENCE:**

**EFFECTIVE DATE:** **REVISED DATE:** April, 2001

## 1.0 SKATE CANADA MISSION STATEMENT

Skate Canada is an Association dedicated to the principles of enabling every Canadian to participate in skating throughout their lifetime for fun, fitness and/or achievement.

## 2.0 COACHING STATEMENT

To strive to improve and recognise coaches and to promote continuous coaching development through education and communication.

## 3.0 INTRODUCTION:

This mission can only be accomplished successfully if all stakeholders involved in the sport of skating (including skaters and parents, coaches and judges/evaluators, officials and club directors) share a common vision and understanding of their role to create and maintain a positive learning environment. However, it is the actions of each stakeholder that ultimately contribute to or undermine the existence of a positive skating environment.

The onus of establishing and maintaining appropriate ethical behaviour in the pursuit of this worthwhile objective falls on and must be accepted by the leaders in our sport. At the club or sanctioned skating school, these people are the coaches, sport officials, judges/evaluators and club directors.

## 4.0 ETHICAL CONDUCT:

To understand the fundamental principles of ethical conduct it is useful to review the definition of the word "ethical":

- Relating to morals or moral principles;
- Philosophy that governs human character and conduct i.e.; the distinction between right and wrong and/or moral duty and obligations to the community;
- Originating from the Greek word "ethos", meaning character.

## 5.0 COACH ETHICAL CONDUCT CONCERNING OBLIGATIONS TO THE SKATER AND PARENT

5.1 To assist one's skating student to determine realistic goals and objectives in the sport.

5.2 To provide the skater and parent/s with the basic information necessary to enable them to choose a realistic and affordable course of action to achieve these goals and objectives.

*(Coaches Code of Ethics Policy continued)*

5.3 To outline clearly one's coaching services available including cost and method of payment for such services.

5.4 To provide such coaching services as agreed or contracted to each student.

5.5 To provide the skater and parent/s with a current copy of the Skate Canada Coaches' Code of Ethics and review the code with the skater and parent/s.

5.6 To maintain the skater's best interests at heart when making decisions that will affect the skater's advancement through the sport.

5.7 To be ever mindful of the influence one can exercise over one's skating students and to never abuse this trust.

5.8 To avoid making promises or giving guarantees to the skater and/or parents of test or competitive achievement but rather endeavour to restrict dialogue to the skater's personal skating development.

5.9 To communicate as regularly and effectively as possible with the skater and parent/s as to the skater's progress, changes in Skate Canada rules or club regulations, or other important or relevant information affecting the skater's participation in the sport.

5.10 To respect the fact that a skater and/or parent/s have the right to contract the services of another coach to either replace or supplement the student's instruction.

**6.0 COACH ETHICAL CONDUCT CONCERNING OBLIGATIONS TO THE SPORT**

6.1 To be familiar with and adhere to the standards of coaching as defined under Section 2400 of the Skate Canada Rulebook; and maintain a current working knowledge of ISU, Skate Canada, Section and club rule changes, policies, regulations and programs so as to be able to deliver the product of skating in a professional manner.

6.2 To maintain professional competence by continually pursuing educational and professional upgrading including knowledge in related fields beneficial to skating (e.g. the performing arts, sport science, sport psychology, officiating, etc.).

6.3 To exhibit the important character traits of honesty, reliability/dependability and cooperation when dealing with all participants in the sport so as to bring credit to the profession.

6.4 To share responsibility with coaching colleagues, judges/evaluators and club officials to initiate and support actions that are required to meet the needs of the skaters, the club and skating in general.

6.5 To actively participate in the development and/or maintenance of desirable standards of coaching practice, education, certification and working conditions in the sport.

*(Coaches Code of Ethics Policy continued)*

6.6 To dress in a neat, clean and appropriate manner that is becoming a member of this profession.

6.7 To give back a certain portion of time, effort and knowledge to the sport as a volunteer.

6.8 To promote Skate Canada and its' programs and the sport of skating in general.

**7.0 COACH ETHICAL CONDUCT CONCERNING OBLIGATIONS TO THE CLUB/ SKATING SCHOOL**

7.1 To accurately represent one's technical, educational and professional credentials and resume.

7.2 To accept personal responsibility for providing and delivering coaching services in a professional manner.

7.3 To help ensure that a positive learning environment is maintained in the club.

7.4 To negotiate coaching contracts in good faith and honour their terms.

7.5 To treat members of the club with respect and fairness.

**8.0 COACH ETHICAL CONDUCT CONCERNING OBLIGATIONS TO PROFESSIONAL COLLEAGUES**

8.1 To strive to create and maintain cooperative relationships with coaching colleagues for the purpose of ensuring a positive skating environment.

8.2 To avoid criticizing another coach's teaching methods, techniques and/or opinions unless done so with the coach's knowledge or permission.

8.3 To respect the fact that a coach becomes the base coach of a skating student from the moment that a skater contracts the services of that coach, whether individually or in a group situation, and that other coaches must initiate discussion about a skater's training only through the base coach.

8.4 To respect a coach/skater and/or parent/s' relationship and not solicit or cause to be solicited, directly or indirectly, or through a third party the skater/s of another coach.

8.5 To pursue the following course of conduct in the event that any of the following or similar situations occur:

(a) To communicate clear, precise guidelines or parameters to a coaching colleague whose services one wishes to retain on a temporary or permanent basis to assist, supplement or replace one's services currently being rendered and to communicate these parameters to the skater and/or parent/s.

(b) To obtain authorization and clear, precise instructions from a coaching colleague as to what the coach wishes to be done with the skater in the absence of the coach or agreed upon team coaching situation and do nothing to undermine the base coach/skater and/or parent/s' relationship.

(c) To immediately advise a coaching colleague and seek confirmation from that coach that all undisputed coaching and/or related skating bills are paid or arranged to be paid to the reasonable satisfaction of the coach and/or club upon being approached by a skater and/or parent/s who request to contract your services. This is to ensure that the proper procedure occurs when taking on a new skater as a student. The parent should have discussed the situation with the previous coach and informed him/her of the change to the new coach. All bills should have been paid to the former coach prior to coaching a new student.

**POLICY: ACCREDITATION FOR PROFESSIONAL COACHES**

**REFERENCE**: By-law 2403

**EFFECTIVE DATE**: **REVISED DATE**: October 2002

## 1.0 FUNDING AND ACCREDITATION

In order to receive funding and accreditation from the Association, Skate Canada professional coaches must meet the following standards:

1.1 **INTERNATIONAL, CANADIANS, JUNIOR NATIONALS (NOVICE), CANADA GAMES (NOVICE):** be Level 3 Certified for ISU sanctioned International competitions, Canadian Championships, Junior Nationals (Novice), and/or Canada Games.

1.2 **NACS, JUNIOR NATIONALS (JUVENILE, PRE-NOVICE):** be Level 2 Certified for the North American Challenge and/or Junior Nationals (Juvenile/Pre-Novice National Championships).

## 2.0 ACCREDITATION

2.1 **SUB-SECTIONALS, SECTIONALS, CHALLENGE COMPETITIONS, SYNCHRONIZED SKATING FESTIVAL CHAMPIONSHIPS AND ADULT COMPETITIONS**: In order to receive accreditation from the Association at Sub-Sectionals, Sectionals, Challenge Competitions, Synchronized Skating Festival Championships and Adult Competitions, Skate Canada professional coaches must be NCCP Level 2 Certified.

2.2 **SYNCHRONIZED SKATING SECTIONALS AND/OR CANADIANS:** In order to receive accreditation from the Association at Synchronized Skating Sectional and/or Canadian Championships, for Novice, Junior and Senior competitions, synchronized skating professional coaches must be NCCP Level 3 Certified. A coach who is Level 2 certified in Synchronized Skating and who has completed the Level 3 theory, Level 3 General Subjects and Level 3 Synchronized Skating technical courses, may be granted a one time exemption to receive accreditation for Synchronized Sectionals and/or Synchronized Nationals occurring in the same season.

## 3.0 COMPLETION OF CERTIFICATION

Certification must be completed twenty-one days prior to the start of the event.

## 4.0 NON-QUALIFYING EVENTS

Competitions below Sub Sectional and Sectional Championship level as defined in Rule 4700 are not affected by this policy.

## 5.0 NEW COACHES

New professional coaches who do not meet the above criteria for accreditation or funding will have three years in which to become Level 2 Certified and four years to become Level 3 Certified from the date of registering as a Skate Canada Professional Coach. Former Skating Instructors will have three years in which to become Level 2 Certified and four years to become Level 3 Certified from the date of becoming a Skate Canada Professional Coach.

## 6.0 CONDITIONS FOR RECEIVING ACCREDITATION

In order to receive accreditation from the Association at any Sub-Sectional, Sectional championships or higher, Skate Canada professional coaches must be members of the Association and hold a valid First Aid Certificate.

## 7.0 FOREIGN COACH ACCREDITATION

Foreign coaches (including other foreign individuals who work with figure skaters), who have not started coaching in a Skate Canada or sanctioned skating school, may apply to the Association for a Special Accreditation and Photo ID upon payment of the prescribed fee as set by the Board of Directors in connection with one or more particular events and/or competitions.

**POLICY: OFFICIALS DEFINITION, APPOINTMENT, QUALIFICATIONS**

**REFERENCE:**

**EFFECTIVE DATE:** July 1, 2001 **REVISED DATE:** October 2002

Shaded wording denotes rules relating to Officials.

For specific requirement and detailed information regarding Evaluation, refer to the Skate Canada Evaluator Training Manuals. Specific policies and procedures of the National Judges/ Evaluators Sub-Committee are included in the Judges Policy Handbook. (Rule 2500)

## 1.0 DEFINITIONS

1.1 **ACCOUNTANT**: An Accountant is an individual sixteen years of age or older who has been trained and certified as per item 14.0 of this policy to calculate the results of sanctioned figure skating competitions.

1.2 **CLINIC LEADER:** A Clinic Leader in an experienced Evaluator/ Judge who has been specifically trained as a Clinic Leader by his/her section and appointed by the Skate Canada National Judges/ Evaluators Sub-Committee.

1.3 **EVALUATOR:** An Evaluator is an individual sixteen years of age or older who has been trained and certified as per item 12.0 of this policy to assess tests in the STAR program. Evaluators are qualified to assess tests at or below a specified level in one or more of the STAR program disciplines.

1.4 **JUDGE:** A judge is an individual sixteen years of age or older who has been trained and certified as per item 12.0 of this policy to mark competitive tests and competitions. Judges are qualified to officiate at or below a specified level of competition in one or more of singles, pairs, dance or synchronized skating.

1.5 **REFEREE (Test):** A referee of a test is the evaluator or judge in charge of the conduct of the test. In the case of tests with a single judge or evaluator, that person assumes the role of referee. For other tests, the referee is selected from the panel assigned to that test.

1.6 **REFEREE (Competition):** A referee of a competition is an experienced judge who has received further training to conduct a competitive event and monitor the performance of the panel of judges. Referees are qualified to referee or judge at or below a specified level of competition in one or more disciplines.

## 2.0 ELIGIBILITY

2.1 **Eligible Person Status:** All referees, judges, evaluators and accountants must be eligible persons as defined in Section 2100 and are subject to the restrictions of Rule 2104(2)(A)(i). (Rule 2501(1))

2.2 **Compensation:** All referees, judges, evaluators and accountants may receive direct compensation in accordance with ISU rules, however for all revenues earned or received from their expertise as an Official, they shall abide by the Skate Canada Skater Trust Guidelines. (Rule 2501(2))

## 3.0 EVALUATOR AND JUDGE APPOINTMENT OR PROMOTION PROCEDURE

3.1 Individuals intending to seek appointment or promotion as Evaluators must inform the Section Evaluators/ Judges Chair.

3.2 The Section Evaluator/ Judge Committee will offer training clinics for applicants based on need (location and/ or discipline/ level). Clinic Leaders will be responsible for training during the clinic and assessing the performance of candidates in the clinic. The number of participants seeking promotion at each clinic shall not exceed ten per Clinic Leader. The total number of participants at each clinic shall not exceed fifteen per Clinic Leader.

3.3 For each level and discipline of appointment as Judge or Evaluator candidates must complete:

- Theory and Technical Clinic (off ice)
- Written and/ or practical exercises
- Skill identification test.
- Satisfactory trial judging or evaluating
- Satisfactory judging or evaluating at the present level

Detailed requirements for each level of appointment are outlined in item 12.0 of this policy.

3.4 All training requirements outlined in item 3.3 shall be valid for two years from the date of completion.

3.5 The appointment, promotion and monitoring of all evaluators, judges and referees up to and including the Canadian Championship level shall be dealt with in the following manner:

(a) Individuals who have completed all the requirements outlined in item 12.0 of this policy in one or more disciplined shall submit an application for appointment or promotion to the appropriate Section Evaluator/ Judges Committee.

(b) The Section Evaluators/ Judges Committee shall review all evaluator, judges and referees and make recommendations to the National Judges/ Evaluators Sub-committee regarding their appointment, retention or promotion.

(c) The decision of the Section Evaluators/ Judges Committee regarding all evaluator appointments, Primary and Juvenile judge appointments and Event and Interclub referee appointments shall take effect immediately. All other appointments must be submitted to the National Judges/ Evaluators Sub-committee for approval. Divisional, Canadian and International promotions must be approved by the Officials Coordinating Committee.

(d) An individual wishing to appeal the recommendation of the Section Evaluator/ Judges Committee shall forward such an appeal to the Chair of the National Judges/ Evaluators Subcommittee with a copy to the Chair of the applicable Section Evaluator/ Judges Committee.

(e) The National Judges/ Evaluators Sub-Committee shall review the recommendations of the Section Evaluators/ Judges Committees and

(i) Notify the Section Evaluators/ Judges Committee of those appointments, promotions, demotions or deletions up to and including the Senior level that the subcommittee supports or does not support. The Section Evaluators/ Judges Committee shall be responsible for communicating the decision to the individuals concerned.

(ii) Recommend to the Officials Coordinating Committee those appointments, promotions, demotions or deletions with respect to Divisional and Canadian Championship list that it deems advisable. The Officials Coordinating Committee shall be responsible for notifying the individuals and the Section Evaluators/ Judges Committees of its decisions.

(f) The Officials Coordinating Committee shall have the authority, in exceptional circumstances, to recommend the promotion of judges or referees even if the requirements for promotion have not been entirely met. All such promotions shall be reported to the Skate Canada Board of Directors.

(g) Any individual wishing to appeal the decisions of these committees shall forward the appeal to the appropriate committee Chair with a copy to the applicable Section Evaluators/ Judges Committee.

3.6 Requests for promotion as an International or ISU judge or referee shall be forwarded to the Chair of the International Judges Sub-Committee for consideration. The recommendations of this committee shall be forwarded to the Officials Coordinating Committee for approval. These recommendations shall be reported to the Skate Canada Board of Directors, and then be forwarded, by April 1 of each year, to the ISU for its approval.

3.7 The dates relating to the availability and return of examinations, receipt of recommendations and appointment reviews shall be established by the Officials Coordinating Committee and communicated to the Section Evaluators/ Judges Committees.

3.8 The Officials Coordinating Committee may take any action deemed necessary with respect to the appointment, promotion, demotion or deletion of any official to ensure that the best interests of skating and Skate Canada are protected.

## 4.0 CHAMPIONSHIP ACCOUNTANT APPOINTMENT OR PROMOTION PROCEDURES

4.1 Requests for appointment or promotion will be originated by the individual accountant. Applications shall be sent to the Chair of the Section Accountants Committee.

4.2 Clinics will be offered by each Section based on need (location and/ or level).

4.3 Candidates must successfully pass the written accountants' examination for each level. Exams are valid for two years from the date of completion. However, if a candidate passes an exam but has not fulfilled the necessary requirements or is otherwise not recommended, a new application for promotion must be submitted the following year.

4.4 Candidates must successfully complete the accounting and clinic requirements as set out in 14.0 of this policy.

4.5 Applications shall be dealt with in the following manner:

(a) The Section Accountants Committee shall consider all appointments, promotions or deletions which it believes are warranted. This committee shall approve appointments to Computer Accountant and shall forward recommendations for promotion to Interclub Accountant and above, as well as any deletions, to the Skate Canada National Accountants Sub-Committee.

(b) The Skate Canada National Accountants Sub-Committee shall consider all promotions, appeals and deletions together with any other recommendations and shall approve promotions to the Interclub and Sectional level. The Sub-Committee shall make recommendations to the Officials Coordinating Committee concerning promotions to Canadian and to Senior Computer Accountant as well as any demotions or deletions. These must be approved by the Officials Coordinating Committee.

4.6 The Section Accountants Committee shall notify the candidate of the results of any application for appointment or promotion up to the Sectional Accountant level. Candidates applying for promotion above the Sectional level will be notified by the Skate Canada National Accountants Sub-Committee.

4.7 Any individual wishing to appeal a decision of these committees shall forward such appeal to the Chair of the Skate Canada National Accountants Sub-Committee with a duplicate to the appropriate Section Accountants Chair.

4.8 The dates related to the availability and return of examinations, receipt of recommendations and appointment reviews shall be established by the Officials Coordinating Committee and the Skate Canada National Accountants Sub-Committee and shall be communicated to the Section Accountants Committee.

4.9 The Skate Canada National Accountants Sub-Committee, subject to the approval of the Officials Coordinating Committee, shall take any action deemed necessary with respect to the promotion, demotion or deletion of Skate Canada Accountants to ensure that the best interests of skating and the Association are protected.

## 5.0 ANNOUNCEMENT OF APPOINTMENTS

5.1 All appointments or promotions as evaluators, Primary or Juvenile competitive judges, and Event or Interclub referees shall become effective on the date of approval by the Section Evaluators/ Judges Committee.

5.2 All appointments as judges from Pre-Novice up to and including Senior and Sectional referees shall become effective on the date of approval by the National Judges/ Evaluators Sub-Committee.

5.3 All appointments as Skate Canada Divisional or Canadian Championship judges or referees shall become effective on the date of approval by the Officials Coordinating Committee.

5.4 All appointments as International or ISU judges or referees shall become effective on the date determined by the ISU.

5.5 All appointments as Computer accountants shall become effective on the date of approval by the Section Accountants Committee.

5.6 All promotions to Interclub or Section Accountants shall become effective on the date of approval by the National Accountants Sub-Committee.

5.7 All promotions to Canadian or Senior Computer Accountant shall become effective on the date of approval by the Officials Coordinating Committee.

5.8 A list of all appointments including addresses and phone numbers shall be issued annually and sent to members of the Board of Directors and to all members of the Officials Coordinating Committee and of its sub-committees.

5.9 A list of appointments by Section including addresses and phone numbers shall be distributed annually to all clubs. A club shall receive only the list for the Section in which it is located. Lists for neighbouring sections shall be supplied on request.

5.10 Supplementary lists may be issued at the discretion of the Officials Coordinating Committee.

## 6.0 DURATION OF APPOINTMENT

6.1 All appointments shall be valid until the next published Skate Canada list, except by reason of demotion or suspension. (Rule 2509).

6.2 Evaluators who are within a three-year period of their initial appointment must successfully complete a mentored test session at least once per year as a condition of continued appointment.

6.3 Evaluators, judges and referees must participate in an approved Continuing Education Activity at least once every three years as a condition of continued appointment. The certification of an activity as meeting the "Continuing Education" requirement shall be made by the Section Evaluators/ Judges Committee.

6.4 The Section Evaluators/ Judges Committee or Section Accountants Committee, as appropriate, may require any evaluator, judge, referee or accountant to attend additional seminars or clinics and/ or write an examination as a condition of continued appointment.

6.5 All appointments and removals are reviewed by the Officials Coordinating Committee which reserves the right to make additional appointments and removals as deemed necessary.

6.6 Any individual shall have the right to appeal to the National Judges/ Evaluators Sub-committee or National Accountants Sub-committee, as appropriate, and decision of the Section Evaluators/ Judges Committee or Section Accountants Committee.

6.7 Any individual shall have the right to appeal to the Skate Canada Board of Directors any decision of the Skate Canada National Judges/ Evaluators Sub-committee, National Accountants Sub-committee or Officials Coordinating Committee.

## 7.0 EXTENT OF APPOINTMENT

NOTE: For purposes of consistency, a ‘non-qualifying’ event is any event other than Sub-sectionals (Regionals), Sectionals, Challenge or Canadians.

7.1 Any evaluator, judge or referee is eligible to officiate at or below the specified level of certification in the applicable disciplines

7.2 Primary judges are qualified to judge Preliminary or lower events, and any other event requiring no more than a Preliminary test as a prerequisite at Interclub or Invitational competitions. Primary judges may also judge any event at a club competition.

7.3 Juvenile judges are qualified to judge Juvenile or lower events at any competition up to and including Sectionals and Senior Bronze and lower events at Interclub or Invitational competitions.

7.4 Pre-Novice judges are qualified to judge Pre-Novice or lower events at any competition up to and including Sectionals and Gold and lower events at Interclub or Invitational competitions.

7.5 Interclub judges are qualified to judge all Juvenile or lower events and any competition up to and including Sectionals, and Gold and lower events at Interclub or Invitational competitions. ***(Regulation Change approved by the Skate Canada Board of Directors, October 2002, effective immediately)***

7.6 Novice, Junior and Senior judges are qualified to judge the corresponding levels or lower events at any competition up to and including Sectionals and any level event at Interclub or Invitational competitions. Senior judges may be invited to complete the panel for a Challenge Competition or the Junior National Championships.

7.7 Divisional judges are qualified to judge all events in all competitions up to and including a Challenge Competition and the Junior National Championships. Divisional judges may be invited to complete the panel for a Canadian Championship.

7.8 Canadian judges are qualified to judge all events in all competitions up to and including the Canadian Championships.

7.9 International and ISU judges are qualified to judge all events in all competitions up to and including the Canadian Championships, and any international competitions as per ISU guidelines.

7.10 A referee shall be eligible to referee an event if (and only if) he/she is qualified to judge the event.

7.11 Event referees may referee an event at the Senior Bronze level or lower and any other event requiring no more than a Senior Bronze test as a prerequisite at Interclub or Invitational competitions.

7.12 Interclub referees may referee events up to and including the Novice level and any event at the Gold level or lower in Interclub or Invitational competitions.

7.13 Sectional, Divisional and Canadian referees may referee any event at any competition up to and including the corresponding Championship.

7.14 An accountant at any level is eligible to act as a chief accountant at or below his/her current level of certification. Individuals may act as an assistant accountant (this includes accountants in training) up to one level higher than his/her current certification.

## 8.0 RESCINDING OF APPOINTMENT

8.1 Evaluators, judges, referees and accountants who are inactive for more than two consecutive years shall be removed from the list by the relevant Section Committee unless satisfactory reason exists. (Rule 2510(1))

8.2 Demotion or removal of referees, evaluators, judges or accountants may be made at any time for good and sufficient reason by the Officials Coordinating Committee or the Board of Directors, whichever is responsible for the classification in question (in consultation with the appropriate Section Committee). (Rule 2510(2))

## 9.0 REAPPOINTMENT OF OFFICIALS

Experienced evaluators, judges, referees or accountants whose appointments have been rescinded for reasons other than incompetence, may be re-appointed to a level not higher than their previous level upon completion of appropriate up-dating activities. Requests for such re-appointment shall be forwarded by the appropriate Section committee to the Officials Coordinating Committee for consideration. (Rule 2511)

## 10.0 APPOINTMENT OF SINGLE PANEL JUDGES/ EVALUATORS

10.1 The appointment of single panel judges for competitive tests shall be made by the National Judges/ Evaluators Sub-committee based upon recommendations from the Section Evaluators/ Judges Committees. (Rule 2504)

10.2 Divisional and Canadian Championship judges may be appointed as single panel judges for all levels in any discipline for which they are qualified.

10.3 Senior Sectional Championship judges may be appointed as single panel judges for tests up to and including the Junior level in any discipline for which they have been approved. In exceptional cases Junior Sectional judges may be appointed as single panel judges for tests up to and including the Pre-novice level in any discipline for which they have been approved. Single panel competitive test judges must have judged a sectional qualifying event (or higher) within the previous two seasons.

10.3 All such appointments shall be for one year, subject to renewal.

10.4 There shall be no appeal of the decisions regarding single panel appointments.

## 11.0 EVALUATORS/ JUDGES FOR SPECIFIC TESTS

11.1 **INTERPRETIVE**: All Interpretive tests shall be evaluated by Interpretive Evaluators.

11.2 **DIAMOND DANCE**: Diamond Dance Evaluators, or Senior Competitive Dance judges who are also fully certified Gold Dance Evaluators, may evaluate the Diamond Dance Tests.

11.3 **SYNCHRONIZED SKATING**: Synchronized Skating tests (ISU) shall be judged by a panel of three judges as follows:

**Level 5:** Novice Synchronized Skating judges or higher.
**Level 4:** Novice Synchronized Skating judges or higher.
**Level 3:** Novice Synchronized Skating judges or higher.
**Level 2:** Junior Synchronized Skating judges or higher.
**Level 1:** Senior Synchronized Skating judges or higher.

In special circumstances, Single panel judges may be used with permission of the Evaluators/ Judges Chair of the Section holding the test. The single judge must be a Canadian level Synchronized Skating judge, and must accept such an assignment from the Section Evaluators/ Judges Chair.

## 12.0 REQUIREMENTS FOR APPOINTMENT OR PROMOTION AS A JUDGE OR EVALUATOR

The specific requirements for appointment to each level are summarized below. Each judging and evaluating level is a pre-requisite to the ones that follow it. Complete details can be found in the relevant training materials. Where indicated, video exercises may be substituted for actual/ demonstrated exercises if the Section Evaluator/ Judges Committee deems it necessary. In exceptional circumstances, partial judging promotions or appointments (i.e., Pre-Novice or Junior) may be made at the recommendation of the Section Evaluators/ Judges Committee and with the approval of the National Judges/ Evaluators Sub-committee. Partial evaluating promotions or appointments (i.e., Junior Bronze, Junior Silver or Senior Silver) may be considered with the approval of the Section Evaluators/ Judges Committee when extenuating circumstances prevent the completion of the full promotion.

12.1 The **"SKATING BACKGROUND"** required for the specified levels of appointment is as follows:

Any two of Junior Bronze Free Skating, Skills, Dance; or
- Any one of Senior Bronze Free Skating, Skills, Dance or a Juvenile Competitive test; or
- Any one higher level test.

### 12.2 PRIMARY CLUB JUDGE/ PRIMARY EVALUATOR

This promotion is a multi-discipline promotion, covering Singles, Dance and Pairs Judging as well as Free Skating, Skating Skills and Ice Dance Evaluating.

**Prerequisite**: No Prerequisite.

**Clinic**: Successful completion of the Juvenile Judge/ Evaluator Clinic.

**Skill Identification**: Included in the Juvenile Judge/ Evaluator Clinic.

**Practical**: Successful completion of the Primary Workbook, which includes as a minimum the following practical exercises:

- Test Day Mechanics Worksheet,
- Standards Identification Module,
- One Report of Trial Judging per discipline (actual or video),
- One Supervised Trial Evaluating Session per discipline (actual or simulated).

## 12.3 JUVENILE SECTIONAL JUDGE/ SENIOR BRONZE EVALUATOR

This promotion is a multi-discipline promotion, covering Singles, Dance and Pairs Judging as well as Free Skating, Skating Skills and Ice Dance Evaluating.

**Prerequisite**: The prerequisites to a Juvenile promotion are:

- Primary Judge certification (may be waived in exceptional cases)
- A skating background as defined in 12.1.

**Clinic**: Successful completion of the Juvenile Judge/ Evaluator Clinic.

**Skill Identification**: Included in the Juvenile Judge/ Evaluator Clinic.

**Practical**: Successful completion of the Juvenile Workbook, which includes as a minimum the following practical exercises:

- Standards Identification Module,
- Two Reports of Juvenile Trial Judging per discipline (actual or video),
- One supervised trial evaluating session at the Junior Bronze or Senior Bronze per discipline (actual or simulated),
- One self-evaluation of judging at the primary level in each discipline (actual or video),
- One mentored session of evaluating at the preliminary level in each discipline.

## 12.4 INTERCLUB JUDGE

There is a separate Interclub Judge promotion for each discipline (singles, pairs and dance). The following requirements must be completed separately for each discipline. ***(Regulation change approved by the Skate Canada Board of Directors, October 2002, effective immediately)***

**Singles, Pairs, Dance:**

**Prerequisite**: The prerequisites to an Interclub promotion are:

- A minimum of Juvenile Judge certification,
- At least three years experience judging competitions at the Senior Bronze level,
- A skating background as defined in 12.1.

**Clinic**: Successful completion of the Novice Judge/ Evaluator Clinic.

**Skill Identification**: Included in the Novice Judge/ Evaluator Clinic.

**Practical**: Successful completion of the Interclub Judging Workbook, which includes as a minimum the following practical exercises:

- Three reports of Interclub Trial Judging (Junior Silver to Gold level) in the applicable discipline - at least one must be at the Senior Silver or Gold level,
- Two Referee Reports of judging at the Senior Bronze Interclub level in the applicable discipline.
- One self-evaluation of judging at the Sr Bronze level in each discipline (actual or video),

## 12.5 NOVICE SECTIONAL JUDGE

There is a separate Novice Sectional Judge promotion for each discipline (singles, pairs, dance and synchronized skating). The following requirements must be completed separately for each discipline.

**Singles, Pairs, Dance:**

**Prerequisite**: The prerequisites to a Novice promotion are:

- A minimum of Juvenile Judge certification
- A skating background as defined in 12.1.

**Clinic**: Successful completion of the Novice Judge/ Evaluator Clinic.

**Skill Identification**: Included in the Novice Judge/ Evaluator Clinic.

**Practical**: Successful completion of the Novice Judging Workbook, which includes as a minimum the following practical exercises:

- Three reports of Pre Novice or Novice Trial Judging in the applicable discipline - at least one must be at the Novice level,
- Two Referee Reports of judging at the Juvenile level in the applicable discipline - for the singles promotion, at least one report must be on judging at a qualifying event.

**Synchronized Skating:**

**Prerequisite**: Full certification as a Primary Judge/ Primary Evaluator.

**Clinic**: Successful completion of the Juvenile/ Novice Synchronized Clinic.

**Examination**: Novice/ Adult written exam, Novice video exam.

**Practical**: Three reports of Novice or Adult Trial Judging with a satisfactory assessment.

## 12.6 GOLD EVALUATOR

There is a separate Gold Evaluator promotion for each of Free Skating, Skating Skills and Dance. The following requirements must be completed separately for each discipline.

**Prerequisite**: The prerequisites to a Gold promotion are:

- A minimum of Senior Bronze certification in the discipline
- A skating background as defined in 12.1.

**Clinic**:

- Free Skating and/ or Skating Skills: Successful completion of the Novice Judge/ Evaluator Singles Clinic.
- Dance: Successful completion of the Novice Dance Judge/ Evaluator Clinic.

**Skill Identification**: Included in the Novice Judge/ Evaluator Clinic.

**Practical**: Successful completion of the Gold Evaluating Workbook, which includes as a minimum the following practical exercises:

- Completion of a standards module (actual or video),
- Report of a mentored test session at the Senior Bronze level,
- One supervised trial evaluating session at the Junior Silver, Senior Silver or Gold level in the applicable discipline (actual or demonstrated).

## 12.7 INTERPRETIVE TEST EVALUATOR

**Prerequisite**: The prerequisites to an Interpretive promotion are:

- A minimum of Gold evaluator certification in the Free Skate, Skating Skills or Dance
- A skating background as defined in 12.1.

**Clinic**: Successful completion of the Interpretive Skating Clinic.

**Practical**: Successful completion of the Interpretive Skating Workbook, which includes as a minimum the following practical exercises:

- Standards Module (actual or video),
- Report of a supervised evaluation session with three interpretive tests,
- Summary report of an observation session at a theatrical or dance performance (actual or video).

## 12.8 DIAMOND DANCE TEST EVALUATOR

**Prerequisite**: The prerequisites to a Diamond Dance promotion are:

- A minimum of Gold Evaluator certification in Dance
- A skating background as defined in 12.1.

**Clinic**: Successful completion of the Diamond Dance Clinic.

**Practical**: Successful completion of the Diamond Dance Workbook, which includes as a minimum the following practical exercises:

- Standards Module (actual or video),
- Report of mentored evaluation session at the Gold Dance level.

## 12.9 JUNIOR SECTIONAL SYNCHRONIZED SKATING JUDGE

**Prerequisite**: The prerequisites to a Junior Synchronized promotion are:

- A minimum of Novice Synchronized Judge certification
- A skating background as defined in 12.1.

**Clinic**: Successful completion of the Junior Synchronized Clinic.

**Examination:** Junior written exam, Junior video exam.

**Practical:** Successful completion of the following practical exercises:

- Three referee reports of Adult or Novice Judging (at least one at a Regional Festival event),
- Three Trial Judge Reports of Junior events (at least one at a Regional Festival event),
- Junior Teams on video.

## 12.10 SENIOR SECTIONAL JUDGE

There is a separate Senior Sectional Judge promotion for each discipline (singles, pairs, dance and synchronized skating). The following requirements must be completed separately for each discipline.

**Singles, Pairs, Dance**

**Prerequisite**: The prerequisites to obtaining a Senior promotion are:

- A minimum of Novice Judge certification in the discipline
- A skating background as defined in 12.1.

**Clinic**: Successful completion of the Senior Judge Clinic in the applicable discipline.

**Skill Identification**: Included in Senior Judge Clinic.

**Practical**: Successful completion of the Senior Judging Workbook, which includes as a minimum the following practical exercises:

- Three reports of Junior or Senior Trial Judging in the applicable discipline - at least one must identified by the assessor as "equivalent" to a Senior invitational event,
- Three Referee Reports of judging at the PreNovice or Novice level (at least one Novice) in the applicable discipline - for the singles promotion, at least one report must be from an event which used open marking.

**Synchronized Skating:**

**Prerequisite**: The prerequisites to a Senior Synchronized promotion are:

- A minimum of Junior Synchronized Judge certification
- A skating background as defined in 12.1.

**Clinic**: Successful completion of the Senior Synchronized Clinic.

**Examination:** Senior written exam, Senior video exam.

**Practical:** Successful completion of the following practical exercises:

- Three referee reports of Junior Judging,
- Three Trial Judge Reports of Senior events,
- Senior Teams on video.

## 12.11 DIVISIONAL JUDGE

There is a separate Divisional Judge promotion for each discipline (singles, pairs and dance). The following requirements must be completed separately for each discipline.

**Singles, Pairs, Dance**

**Prerequisite**: The prerequisites to obtaining a Divisional promotion are:

- A minimum of Senior Judge certification in the discipline
- At least one referee report of a complete Senior (or equivalent) event in the discipline at Sectionals or an equivalent competition.
- A skating background as defined in 12.1.

**Skill Identification**: Included in the examination.

**Practical Examination**: The Divisional exam shall include (as a minimum) assessment of the candidate's technical knowledge, communication skills, deportment and leadership. The National Judges/Evaluators Subcommittee approves the format of the exam on an annual basis.

Successful completion of the exam process results in a probationary promotion pending successful judging at a Skate Canada Challenge competition, Junior National Championships, or an equivalent event designated by the National Judges/Evaluators' Subcommittee.

## 12.12 CANADIAN JUDGE

There is a separate Canadian Judge promotion for each discipline (singles, pairs, dance and synchronized skating). The following requirements must be completed separately for each discipline.

**Singles, Pairs, Dance**

**Prerequisite**: The prerequisites to obtaining a Canadian promotion are:

- A minimum of Divisional Judge certification in the discipline
- At least two referee reports of a complete event in the discipline at a Skate Canada Challenge competition or the Junior National Championships
- A skating background as defined in 12.1.

**Skill Identification**: Included in the examination.

**Practical Examination**: The Canadian Exam shall include (as a minimum) assessment of the candidate's technical knowledge, communication skills, deportment and leadership. The Officials' Coordinating Committee approves the format of the exam on an annual basis.

Successful completion of the exam process results in a probationary promotion pending successful judging at the Canadian Championships.

**Synchronized Skating**

**Prerequisite**: The prerequisites to a Canadian Synchronized promotion are:

- A minimum of Senior Synchronized Judge certification
- A skating background as defined in 12.1.

**Skill Identification**: Included in the examination.

**Examination**: Written examination on site of the practical examination.

**Practical**: Successful completion of the following practical exercises:

- At least one referee report of a complete Senior event in the discipline at Sectionals or an equivalent competition,

- Practical examination consisting of two parts. Phase One is to be completed at the Skate Canada Festival of Synchronized Skating with Phase Two completed at the Canadian Synchronized Nationals.

## 12.13 INTERNATIONAL JUDGE

There is a separate International Judge promotion for each discipline (singles & pairs, dance and synchronized skating). The following requirements must be completed separately for each discipline.

**Singles & Pairs, Dance**

**Prerequisite**: A minimum of Canadian Judge certification in the applicable discipline for at least two years. Candidates must be under the age of 50 and over the age of 23 by July 1 of the year of nomination.

**Clinic:** National or International in preceding 3 years.

**Skill Identification**: Included in the examination.

**Examination**: Written at the Canadian Championships.

**Practical**: Successful completion of the following practical exercises:

- Referee reports of a complete event in the discipline at a Skate Canada Challenge competition or the Canadian Championships,
- Practical examination at the Canadian Championships.

**Synchronized Skating**

**Prerequisite**: A minimum of Canadian Judge certification in the applicable discipline for at least two years. Candidates must be under the age of 50 and over the age of 23 by July 1 of the year of nomination.

**Clinic:** National or International in preceding 3 years.

**Examination**: Written at the Canadian Championships.

**Practical**: Successful completion of the following practical exercises:

- Referee reports of a complete event in the discipline at the Canadian Championships (Junior or Senior),
- Practical examination at the Canadian Championships.

NOTE: A two year transition period will allow that candidates for promotion or appointment as a judge or evaluator who began their training prior to the implementation of these regulations (July

1, 2001) may request promotion or appointment based on the promotion requirements in effect prior to July 1 2001. This transition period will end July 1, 2003.

## 13.0 REQUIREMENTS FOR APPOINTMENT OR PROMOTION AS A REFEREE

### 13.1 EVENT: (Singles, Pairs, Dance)

**Prerequisite**: A minimum of Juvenile Judge certification and a skating background as defined in 12.1.

**Clinic**: Completion of the Refereeing module in Juvenile Judge/ Evaluator Clinic.

**Practical**: Successful completion of the following practical exercises:

- Two Referee Reports of judging at the Juvenile level in the applicable discipline.

### 13.2 INTERCLUB: (Singles, Pairs, Dance)

**Prerequisite**: A minimum of Novice Judge certification and a skating background as defined in 12.1.

**Clinic**: Completion of the Interclub Referee Clinic.

**Practical**: Successful completion of the following practical exercises:

- Two Referee Reports of judging at the Pre Novice or Novice level in the applicable discipline,
- Satisfactory refereeing of at least 2 Juvenile or lower competitive events in the applicable discipline.

### 13.3 SECTIONAL: (Singles, Pairs, Dance)

**Prerequisite**: A minimum of Senior Judge certification and a skating background as defined in 12.1.

**Clinic**: Completion of the Sectional Referee Clinic.

**Examination**: Practical

**Practical**: Successful completion of the following practical exercises:

- Two Referee Reports of judging at the Junior level and two Referee Reports of judging at the Senior level in the applicable discipline,
- Satisfactory refereeing of at least 2 Interclub or Invitational competitive events in the applicable discipline.

### 13.4 SECTIONAL: (Synchronized)

**Prerequisite**: A minimum of Senior Judge certification for two years.

**Clinic**: Completion of the Sectional Referee Clinic (if available).

**Examination**: Practical

**Practical**: Successful completion of the following practical exercises:

- Two Referee Reports of judging at the Sectional Championship level,
- Satisfactory refereeing of at least 2 Interclub or Invitational competitive events.

13.5 **DIVISIONAL: (Singles, Pairs, Dance)**

**Prerequisite**: A minimum of Divisional Judge certification for two years and a skating background as defined in 12.1.

**Clinic**: Completion of the National Symposium (if available).

**Examination**: Written/ Practical.

**Practical**: Successful completion of the following practical exercises:

- Two Referee Reports of judging at the Challenge Championship level or the Junior National Championships,
- Satisfactory refereeing of at least 2 Sectional competitive events.

13.6 **CANADIAN CHAMPIONSHIP: (Singles, Pairs, Dance)**

**Prerequisite**: A minimum of Canadian Judge certification for three years and a skating background as defined in 12.1.

**Clinic**: Completion of the National Symposium (if available).

**Examination**: Practical.

**Practical**: Successful completion of the following practical exercises:

- Two Referee Reports of judging at the Canadian Championship level,
- Satisfactory refereeing of at least 2 Challenge or Junior National competitive events.

13.7 **CANADIAN CHAMPIONSHIP: (Synchronized)**

**Prerequisite**: A minimum of Canadian Judge certification for three years.

**Clinic**: Completion of the National Symposium (if available).

**Examination**: Practical.

**Practical**: Successful completion of the following practical exercises:

- One Referee Report of judging at the Canadian Championship level and one Referee Report of judging at the Sectional Championship level,
- Satisfactory refereeing of at least 3 Sectional competitive events.

13.8 **INTERNATIONAL OR ISU PROMOTIONS:**

For Specifications see current ISU regulations.

## 14.0 CHAMPIONSHIP ACCOUNTANTS

14.1 **INTERCLUB ACCOUNTANT:** The candidate must:

(a) Be at least sixteen years of age at the time of appointment

(b) Have served satisfactorily as an assistant accountant in at least two sanctioned competitions

(c) Have passed any examination requirements as set by the Skate Canada National Accountants Sub-Committee

(d) Be recommended by the Section Accountants Committee concerned

(e) Be approved by the Skate Canada National Accountants Sub-Committee

Note: Effective September 1, 2000 Club Accountants promoted prior to July 1, 1998 have been granted Interclub Accountant level status. Those individuals appointed to Club Accountant level between July 1, 1998 and August 31, 2000 will be granted Interclub Accountant status on the second anniversary of their initial appointment at which time the club accountant level will be eliminated.

14.2 **SECTIONAL ACCOUNTANT**: The candidate must:

(a) Have been on the Interclub Accountants list for at least two years.

(b) Have served satisfactorily as a Chief or Co-Chief Accountant in at least one sanctioned competition that has two-part events or where this is not possible, as a Chief Accountant in at least one sanctioned competition and as an Accountant in at least two other sanctioned competitions that have two-part events.

(c) Have passed any examination requirements as set by the Skate Canada National Accountants Sub-Committee

(d) Be recommended by the Section Accountants Committee

(e) Be approved by the Skate Canada National Accountants Sub-Committee

14.3 **CANADIAN ACCOUNTANT**: The candidate must:

(a) Have been on the Sectional Accountants list for at least two years.

(b) Subsequent to appointment as a Sectional Accountant, have served satisfactorily as a Chief or Co-Chief Accountant in at least one Sectional Championships or Sub-Sectional competitions that has two-part events and as a Chief Accountant in at least two other sanctioned competitions.

(c) Have passed any examination requirements as set by the Skate Canada National Accountants Sub-Committee

(d) Be recommended by the Section Accountants Committee, Skate Canada National Accountants Sub-Committee and the Officials Coordinating Committee

(e) Be approved by the Board of Directors

14.4 **COMPUTER ACCOUNTANT**: The candidate must:

(a) Have been on the Interclub Accountants list for at least one year

(b) Have served satisfactorily as an accountant in at least two sanctioned competitions

(c) Have attended two computer clinics given by a Senior Computer Accountant and have demonstrated the skills necessary to serve as a computer accountant

(d) Be approved by the Section Accountants Committee

14.5 **SENIOR COMPUTER ACCOUNTANT**: The candidate must:

(a) Have been on the Sectional Accountants list for at least one year and on the Computer Accountant list for at least one year

(b) Have served satisfactorily as a Computer Accountant in at least two sanctioned competitions

(c) Have passed the Senior Computer Accountants Exam as set by the Skate Canada National Accountants Sub-Committee

(d) Be recommended by the Section Accountants Committee and approved by the Skate Canada National Accountants Sub-Committee and the Officials Coordinating Committee

(e) Be Approved by the Skate Canada Board of Directors

## 15.0 TRIAL EVALUATING/ JUDGING

15.1 The number of trial evaluators/ judges is not restricted.

15.2 Trial evaluators and trial judges are under the jurisdiction of the Evaluator or Referee as applicable. They must follow explicitly the rules and policies relating to duties of officials applicable to evaluators/ judges.

15.3 Trial evaluators and trial judges have no official standing with respect to tests or competitions and should discuss their marking only with those involved in the training program.

15.4 It shall be the responsibility of the trial evaluators/ judges to maintain the records of their trial evaluating and trial judging, keep photocopied records of activity and reports on activities as required for promotion. Trial judges/ evaluators are responsible for the maintenance of their own records by way of the practical workbook until such time as they request promotion, at which time the records and workbook are forwarded to the Section Evaluators/ Judges Chair as part of the application for promotion.

## 16.0 HONORARY EVALUATORS/JUDGES

A Gold Test Evaluator or Canadian level Judge who has rendered long and valuable service to the Association may be appointed by the Board of Directors to the position of Honorary Evaluator/ Judge. Honorary Evaluators/ Judges shall be placed on a reserve list and shall not be eligible to judge competitions or tests except on the request of the President/Chairman of the Board, with the approval of the Board of Directors. The Skate Canada National Judges/ Evaluators Sub-Committee shall consider suggestions from Section Judges Committees and may make recommendations to the Officials Coordinating Committee who shall make the nominations to the Board of Directors for such appointments. The list of Honorary Evaluators/ Judges is printed in the Skate Canada Rule Book. (Rule 2512)

## 17.0 HONORARY ACCOUNTANTS

A Canadian Accountant who has rendered long and valuable service to the Association may be appointed by the Board of Directors to the position of Honorary Accountant. Honorary Accountants shall be placed on a reserve list and shall not be eligible to officiate at competitions except on the request of the President, with the approval of the Board of Directors. The Skate Canada National Accountants Sub-Committee shall consider suggestions from Section Accountants Committees and may make recommendations to the Officials Coordinating Committee who shall make the nominations to the Board of Directors for such appointments. The list of Honorary Accountants is printed in the Skate Canada Rule Book. (Rule 2513)

## 18.0 JUDGES FROM OTHER COUNTRIES

18.1 A resident of another country may apply for initial appointment and promotion as a Skate Canada evaluator/ judge. Prior to making such application he/ she must be an associate member of Skate Canada. (Rule 2507)

18.2 Judges from other countries may officiate at Canadian non-qualifying and qualifying competitions as per the Event Management Handbook. In all cases the guest judge(s) must be used as a minority on the panel and only at or below the level of certification granted to them by their own association.

**POLICY: DUTIES OF OFFICIALS**

**REFERENCE:** Rule Section 2500 and 2600

**EFFECTIVE DATE:** **REVISED DATE: April, 2003**

Shaded wording denotes rules relating to officials.

## 1.0 GENERAL

Evaluators, judges, referees and accountants are official representatives of the Association and should at all times conduct themselves in a manner befitting such an appointment. They shall also be held responsible for seeing that all rules of the Association are observed on any occasion when they are present. (Rule 2508 (1))

## 2.0 RESTRICTIONS

2.1 A chief accountant, accountant, judge or referee shall not officiate in a competition, or officiate in an event of a competition, nor shall an evaluator, judge, or referee officiate at a test, where any of the following circumstances prevail:

(a) when he/she is closely related* to the candidate

(b) when he/she has been a skating partner of the candidate during the past twenty-four months in a sanctioned competition or during the past twelve months in a test

(c) when he/she is closely related* to a coach he/she shall not officiate, if the candidate is a pupil of said coach during the past twelve months

(d) when he/she is under suspension for any reason

(e) when he/she is closely related to the dance partner, he/she will not officiate unless prior permission is obtained from the appropriate Section Evaluators/ Judges Chair

Rule 2502 (1)

*Note: Closely related is defined as husband, wife (or common law spouse), mother, father, daughter, son, sister, brother (or step mother, father, daughter, son, sister, brother).

2.2 When due to extenuating circumstances, an accountant, or chief accountant is required to officiate contrary to the above, then the chief referee or technical representative must assume the responsibility to verify the procedures employed and/or the calculated results for the event where the conflict exists. (Rule 2502 (2))

*(Duties of Officials Policy continued)*

## 3.0 TEST EVALUATING/JUDGING ASSIGNMENTS

3.1 Evaluators and judges must be selected from the Skate Canada Officials List. Two members of the same family may not be employed on a test panel. All tests will be evaluated by one Evaluator except competitive tests which shall normally be judged by three judges. (Rule 2505)

3.2 In special circumstances, for Competitive tests, a single judge may be employed with permission of the Evaluators/Judges Chair of the Section holding the test. The single judge must be on the approved list issued by the Skate Canada National Judges Sub-Committee. Single panel judges may only accept such an assignment from the Section Evaluators/Judges Chair.

3.3 The Section Evaluators/Judges Committee shall be responsible for the selection of evaluators/judges for the following tests:

- Senior Silver and Gold Skating Skills Tests
- Senior Silver and Gold Free Skating Tests
- Silver and Gold Artistic Tests
- Senior Silver, Gold Dance and Diamond Dance Tests
- Silver and Gold Interpretive Dance Tests
- All Competitive Tests

3.4 SPARE

3.5 For all other Skate Canada tests the evaluators shall be obtained by the club test Chair or the Section Judges Bureau.

3.6 Under no circumstances shall an evaluator or judge accept an invitation to evaluate or judge, extended by a coach except to evaluate or judge at a Skating School. Evaluators or judges shall not officiate at a Skating School unless it is a member organization of the Association.

3.7 Requests for an evaluator or judge from another Section shall only be made through the appropriate Section Evaluators/Judges Chair. Requests for an evaluator or judge to evaluate or judge Skate Canada tests outside Canada shall be made through the Section Evaluators/Judges Chair responsible for the club sponsoring the tests.

## 4.0 DUTIES OF EVALUATORS/JUDGES

4.1 An evaluator/judge must keep themselves fully informed concerning the judging of skating as outlined in the current Skate Canada and ISU Regulations, Communications and Judges Handbooks. (Rule 2508 (b))

4.2 An evaluators/judges eyesight and hearing must be of satisfactory standard to carry out his or her duties.

4.3 As officials appointed by Skate Canada, evaluators/judges are expected to comport themselves with discretion.

4.4 Evaluators/judges must be completely impartial and neutral. They must not show bias for or against any skater on any grounds. They must disregard public applause or disapproval. They must mark only the skating being performed, and must not be influenced by the reputation or past performance of a skater.

4.5 Judges must mark independently and while judging, are not permitted to converse with one another or to indicate errors. During an event which they are judging, judges are not permitted to exchange communications with spectators or others, except through the officiating referee or assistant referee.

4.6 Unless they are at ice level, the evaluators/judges shall be seated on the sides near the center. They must have an unobstructed view of the ice surface and, where applicable, be readily accessible to the referee.

4.7 In tests each evaluator or judge shall make notes to enable him/her to give explanations of his/her marking, on request of the referee or authorized official of the Association. Evaluators/judges remarks on test sheets shall be in longhand for the benefit of the candidates, parents and coaches. In competitions each judge must keep a private protocol and note on it each mark he/she awards before displaying it. He/she must also make adequate notes to enable him/her to give explanations concerning his/her marking, if required.

4.8 In competitions, from the commencement of the compulsory portion until the last performance has been completed, the judges of that event are not permitted to discuss with any person, other than the referee and assistant referee of that event, their own marks or those of any other judge. An exception can be made in the case of a practical examination if the examiner is not the referee or assistant referee of the event.

4.9 In competitions, the whole range of marks must be used according to the merit of the performance. Low marks must not be avoided on sentimental or other grounds if the standard requires them to be given. Judges are forbidden when judging to use previously prepared marks.

4.10 Judges may not write down the marks awarded by the other judges during any part of a championship or competition.

## 5.0 SELECTION OF REFEREE

5.1 A referee must be qualified in all respects to evaluate/judge the test or competition which he or she is to referee. If a referee has not been designated then the panel of evaluators/judges shall select one of the panel to act as referee, in addition to his or her duties as an evaluator/judge. (Rule 2506)

*(Duties of Officials Policy continued)*

5.2 For non-qualifying competitions it is customary to appoint a chief referee. He or she shall supervise all technical aspects of preparations for and conduct of the competition and coordinate the activities of the individual referees. He or she is not empowered to limit the authority of the other referees in their handling of an individual event.

## 6.0 DUTIES OF THE REFEREE

The referee shall:

6.1 Decide on whether the condition of the ice permits the holding of the test or competition.

6.2 Be responsible for ensuring that all rules applicable to the test or competition are observed. When a situation arises which is not covered by a specific rule, make a ruling on the matter, based if possible on the closest existing rule.

6.3 Be in complete control of the ice surface and may order any one to leave the ice who is there without permission. For those authorized to be on the ice surface see the Event Management Handbook.

6.4 Act as Chair of the panel of judges where applicable. For evaluated tests, the evaluator is also the referee.

6.5 If a judge does not report in time, appoint another eligible judge to replace the absent judge. In a competition he/she may also reduce the number of judges on the panel subject to the Event Management Handbook.

6.6 Change the judges on a panel when urgent reasons prevent a judge continuing with his or her duties.

6.7 In competitions, after warning him/her, replace any judge violating any of 4.0 above.

6.8 Not change the judges on a panel for reasons other than those stated above.

6.9 Signal the beginning and ending of the music.

6.10 For dancing, check the suitability of the music for each dance and ensure that the tempo of the music is correct and does not vary due to outside causes.

6.11 Ensure that the proper forms are in use, that they are correctly completed and signed.

6.12 Check the results of tests and authorize the publication of the results of competitions. Results of competitors shall not be released until authorized by the referee. Communicate the result of the test to the skater.

6.13 Be in complete control of trial evaluating/judging, ensure that trial evaluating/judging sheets are completed and signed as verification of marks recorded before leaving test area.

6.14 For free skating tests, supervise the draw for direction of the stroking exercises.

6.15 Assist the club test Chair when necessary.

6.16 See also the Event Management Handbook.

## 7.0 JUDGES AND REFEREES REPORTING PROCEDURES

7.1 Within three weeks of the completion of events at Sectional, Canadian Qualifying Rounds and Canadian Championships, all referees shall submit a written report of the championship to the Chair of the Officials Coordinating Committee, with a copy to the President.

7.2 Within three weeks of the completion of events at International, Olympic and World Championships, all Canadian judges and referees shall submit a written report of the championships to the Chair of the Officials Coordinating Committee with a copy to the President.

7.3 The report shall include full details of any substitution of judges under this policy and of explanations of marking under the Event Management Handbook insofar as Canadian judges are affected. It shall also include comments regarding the conduct of the events, the personal conduct of the officials and suggestions for improving future championships.

## 8.0 DUTIES OF THE TECHNICAL REPRESENTATIVE

The duties listed below are for Sectional Championships, Skate Canada Challenge Competitions, Canadian Championships and Canadian Synchronized Skating Championships.

8.1 A Technical Representative shall have the following responsibilities, and is authorized to:

(a) approve by correspondence with the organizing committee (Sectionals only)

- the announcement before its publication
- the schedule of events
- the ice practice schedule

NOTE: For Challenge Competitions and Canadians, this information is forwarded by the Skate Canada National Office. (No approval is necessary.)

(b) visit the site of the proposed championship or competition at least eight months before the scheduled dates. At this time the following items shall be checked:

(i) music and public address equipment - its operation and location in the ice area, music provisions for the practice rink

(ii) system of registration of competitors and their music

(iii) locations and provisions for seating of judging panels during the competition

(iv) location of announcers in relation to the judging panel

(v) opening for competitors to enter and exit ice area

(vi) ice painting - (ascertain if it will interfere with general condition of the ice surface at competitions and practice rinks, levelness and hardness) (Canadians only)

(vii) arena lighting in conjunction with TV if required

(viii) flooding equipment

(ix) facilities such as: dressing rooms, judges room, meal arrangements for judges, accountants and other officials

(x) location of data control centre, recording area and all equipment required for competition accounting, ensure that adequate electrical circuits are provided

(xi) hotel accommodation for both competitors and officials

(xii) distance from hotel to competition rink: time, probable obstacles, for preparation of draft transportation schedule

(xiii) method of printed communication at the competition (bulletins, communications and results)

(xiv) location and operation of any television cameras (the Technical Representative or Skate Canada appointee shall be the only liaison with television personnel)

(c) A progress report of this visit shall be filed with Skate Canada (Challenge Competition only)

8.2 The Technical Representative should be on the Organizing Committee mailing list. (Sectionals and Challenge Competition only) Information re: Canadians is forwarded by Skate Canada National Office.

8.3 The judges panels and working assignments for all Challenge Competition and Canadian events including Synchronized Skating will be set by the National Judges Sub-Committee and once approved, forwarded to the Technical Representative, respective referees and judges at least one month before the competition date. In the case of Sectional Championships, the Technical Representative with the Section Evaluators/ Judges Chair

will select the judges panel and create the working assignments. See the Event Management Handbook for Synchronized Skating Championships.

8.4 Assign practice groups for preparation of music rotation (For Canadians, music rotation sheets are prepared by the Skate Canada National Office)

8.5 The Technical Representative shall arrange for and chair a meeting of the referees and judges to be held before the championships.

8.6 During the competition the Technical Representative will act as the only liaison between the referees and the organizing committee. However, he or she may not limit or intrude upon the authority of the referee of any event. In a Canadian Championship he or she may not act as a judge, referee or assistant referee. In the case of Sectional Championships and Challenge Competition, he or she may act as the referee or assistant referee for dance or pairs (not both) but not for a singles event. At no time may the Technical Representative act as a judge. He or she shall ensure that referees have the necessary report forms.

8.7 Monitor ice conditions.

8.8 In Challenge Competitions and Canadian Championships he or she shall supervise the selection of and order of skating of any exhibitors to ensure that correct protocol is maintained.

8.9 Submit a written report in standard form within one month to the President, (via the Skate Canada National Office). Copies will be distributed to the Chairs of the Officials Coordinating and Events Management Committees, Synchronized Skating Planning Committee (where applicable), and the Chief Executive Officer.

## 9.0 DUTIES OF THE TECHNICAL REPRESENTATIVE FOR INTERNATIONAL COMPETITIONS

The Technical Representative shall have the following responsibilities and is authorized to:

9.1 visit the site of the proposed international competition at least two months before the scheduled dates;

9.2 check all technical matters affecting the competition, including but not limited to:

(a) the announcement before its publication as written by the Associations National Committee in charge of the competition

(b) the schedule of events and practice schedule as decided by the Associations National Committee in charge of the competition

(c) condition of the ice generally before and throughout the competition in consultation with the respective referees

*(Duties of Officials Policy continued)*

(d) marking system; if an electric light marking display system is in use, to maintain continuous liaison with the attending supervisor of the system to ensure its satisfactory operation

(e) requirements for all draws, i.e. equipment required. location, etc.

(f) location and operation of equipment for reproduction of communications, and the method of distribution

(g) system of registration of competitors and music

(h) music equipment, and the method of handling tapes during practice, and the adequate training of music supervisors and equipment operators at the practice rinks, as well as ensuring that there are no dead spots at ice level in the competition arena

(i) public address, and methods of communication between the announcer, referee and music operator during the competition (communication system, in general)

(j) location for announcing and music

(k) facilities such as dressing rooms, judges rooms, etc.

(l) all phases and facilities required for accounting including the operation of any computer(s) used

(m) ice resurfacing equipment

(n) eligible status of all competitors (to be verified by Skate Canada National Office)

(o) seating of judges panels and recorders

(p) location and operation of television cameras and arena lighting (not less than 100 candle footage), and to be the only liaison with television personnel, unless a Skate Canada Appointee is assigned

(q) adequacy and scheduling of the system of transportation between the headquarters hotel and the competition and practice arenas

(r) publication of an information communiqué for use by all competitors, referees, judges and other officials

(s) adequacy and timing of meals for competitors, referees, judges and accountants

(t) distances from hotel to arenas, etc. for preparation of draft transportation schedule

(u) printing and reproduction of an adequate number of the final protocols for distribution to all competitors, referees, judges and other officials not later than the evening of the closing banquet

(v) the selection and order of skating of any exhibitors during and after the competition in consultation with the Chair of the Associations National Committee and the Chair of the local Organizing Committee

9.3 the Technical Representative shall receive all pertinent mailings via the National Office;

9.4 act as the only liaison between the referees and the Organizing Committee of the competition. However, he/she may not limit or intrude upon the authority of the referee of any event. He/she may not act as a judge, referee or assistant referee;

9.5 assign practice groups for preparation of music rotations;

9.6 assignments of referees and judges will be made by the Chair of the Skate Canada national committee responsible for the event. Referees and judges for any international competition will be informed of their working assignments upon arrival unless it has been decided to determine the judges assignments by a system of draws the day before the competition commences;

9.7 monitor ice conditions;

9.8 act as Chair of the meeting of the referees and judges held before the Championship or international competition, as well as Chair of the meeting for the initial opening draws;

9.9 submit a written report in standard form within one month to the President, (via the Skate Canada National Office). Copies will be distributed to the Chairs of the Officials Coordinating and Events Management Committees, Synchronized Skating Planning Committee (where applicable), and the Director General.

## 10.0 DUTIES OF THE CHIEF ACCOUNTANT

The chief accountant shall:

10.1 ensure that he or she is fully informed of current Skate Canada rules governing competitions;

10.2 contact the Technical Representative or Chief Referee of the Competition, early in the planning stage, to discuss matters of mutual concern pertaining to accounting.

10.3 ensure that necessary supporting staff, facilities, supplies and forms are communicated to the Organizing Committee, and obtain confirmation of who will be responsible for providing same;

10.4 ensure that all staff are properly trained, and aware of the rules and the confidential nature of information being prepared. He or she shall ensure that where staff are of a restricted nature as set out in 2.0 of this policy, that proper precautions are taken to not involve these individuals in the events in question, and to maintain draw data confidential pending public posting;

10.5 ensure that adequate and proper forms are used and accurately prepared, and that procedures are adequate to accurately tabulate the judges marks into results, and have all phases verified. He or she shall ensure that results are verified and released in accordance with the Event Management Handbook;

10.6 direct any questions regarding rule clarification or situations not covered by the rules to the Technical Representative or chief referee;

10.7 ensure that all results, data and reports required by the referees for their reports, as set out in 7.0 of this policy, are prepared and made available to them promptly;

10.8 ensure that one copy of the protocol for each sanctioned competition is sent to Skate Canada. The protocol shall include one copy of all results sheets for all parts of all events (with ordinals where possible) including combined interim results as applicable and the final result. At competitions at the Sectional level and above, there shall also be a cover page listing the name, dates and location(s)/hosts of the competition and the applicable sanctions and the names of the host committee and officials.

10.9 Prepare a Report of the Chief Accountant within seven days of the completion of <u>each</u> sanctioned competition and submit one copy to the Chair of the Section Accountants Committee.

(i) For Sectionals, in addition to the above, submit Part B of the Report of the Chief Accountant to the Technical Representative to be completed and returned to the Chair of the Section Accountants Committee. The Chair will forward a copy of both completed forms to the Skate Canada National Office.

(ii) For Challenge Competitions and Canadian Championships, prepare a Report of the Chief Accountant within seven days of the completion of the event and submit one copy to the Skate Canada National Office. Submit Part B of the Report of the Chief Accountant to the Technical Representative, to be completed and returned to the Skate Canada National Office.

**POLICY: OFFICIALS CODE OF ETHICS**

**REFERENCE:** Rule 2508

**EFFECTIVE DATE:** September 2000 **REVISED DATE:**

## 1.0 PURPOSE OF THIS POLICY

The following code of ethics information has been developed to assist in defining the officials' role in the context of Skate Canada, the principles officials stand for, how officiating functions are performed within Skate Canada, and to outline officials' conduct. For the purposes of this code of ethics, the term "officials" is used as described in Skate Canada rules to include all evaluators, judges, referees, and accountants.

In general, the code of ethics outlines standards of conduct in three primary areas as follows:

(a) Technical competence
(b) Loyalty to the Association
(c) Faithfulness to the organization's mission and policies

In order to be designated as a Skate Canada official, each official will be required to acknowledge in writing that he or she has received and reviewed a copy of this Code of Ethics (and any applicable addendum), and that he or she agrees to be bound by and comply with the Code of Ethics.

## 2.0 SKATE CANADA MISSION STATEMENT

Skate Canada is an Association dedicated to the principles of enabling every Canadian to participate in skating throughout their lifetime for fun, fitness and/or achievement.

## 3.0 OFFICIALS STATEMENT

Evaluators, judges, referees and accountants are official representatives of the Skate Canada and will at all times conduct themselves in a manner befitting such a privilege of appointment. They will also be held responsible for seeing that all rules and policies of the Association are observed on any occasion when they are present.

## 4.0 INTRODUCTION

The mission of Skate Canada can only be accomplished successfully if all stakeholders involved in the sport of skating (including skaters and parents, coaches, officials and club directors) share a common vision and understanding of their role to create and maintain a positive learning environment. However, it is the actions of each stakeholder that ultimately contribute to or undermine the existence of a positive skating environment.

*(Officials Code of Ethics Policy continued)*

The onus of establishing and maintaining appropriate ethical behavior in the pursuit of this worthwhile objective falls on and must be accepted by the leaders in our sport. At the club or sanctioned skating school level, these people are: coaches, directors and officials.

## 5.0 ETHICAL CONDUCT

To understand the fundamental principles of ethical conduct, it is useful to review the definition of the word "ethical":

- Relating to morals or moral principles;
- Philosophy which governs human character and conduct i.e. the distinction between right and wrong and/or moral duty and obligations to the community;
- Originating from the Greek word "ethos", meaning character.

## 6.0 OFFICIALS ETHICAL CONDUCT - OBLIGATIONS TO THE SKATERS AND COACHES

6.1 To maintain technical knowledge of figure skating to ensure that performances are marked accurately.

6.2 To maintain objectivity and integrity of judging by marking a performance based on sound technical knowledge. When judging, to mark only the skating being performed without bias or prejudice and not to be influenced by audience approval/disapproval, the reputation and/or the past performance of the skater.

6.3 When judging, to mark independently and from the commencement to the conclusion of the event not to discuss with any person, except the Referee and/or Assistant Referee of that event, one's own assessment or marks or the assessment or marks of other judges.

6.4 To share technical and experiential knowledge of figure skating with skaters, parents, coaches, and other officials to enhance the development of the sport.

6.5 To declare a conflict of interest on occasions when applicable and to refrain from officiating in situations where the perception of conflict of interest may be present.

6.6 To be ever mindful of the influence one can exercise over skaters, coaches, and other officials and to never abuse this trust.

## 7.0 OFFICIALS ETHICAL CONDUCT - OBLIGATIONS TO THE SPORT AND THE CLUB/SKATING SCHOOL

7.1 To maintain membership in good standing with Skate Canada.

7.2 To promote Skate Canada and its programs and the sport of skating in general. In represent Skate Canada in a respectful manner, and to ensure that messages given are consistent with the mission of the Association and in compliance with all Skate Canada rules, policies and procedures.

*(Officials Code of Ethics Policy continued)*

7.3 To refrain from public criticism of the Association and of its members and staff and instead to use appropriate internal communication channels and protocols which are established by Skate Canada from time to time, to communicate concerns or criticism.

7.4 To be familiar with and adhere to the standards of officiating as defined in the Skate Canada Rulebook and regulations (policies and procedures); and to maintain a current working knowledge of the ISU, Skate Canada, Section and club/school rule changes, policies, regulations and programs so as to be able to assess the product of skating in a professional manner.

7.5 To maintain competence by continually pursuing technical upgrading including knowledge in related fields beneficial to skating (e.g. the performing arts, sport science, sport psychology, etc.) and by complying with any activity, training, upgrading, or other certification requirements as determined by Skate Canada from time to time.

7.6 To exhibit the important character traits of honesty, reliability/dependability and cooperation when dealing with all participants in the sport so as to bring credit to officiating.

7.7 To share the responsibility with officiating colleagues, coaches, and club/school officials to initiate and support actions that are required to meet the needs of the skater, the club/school and skating in general.

7.8 To participate in the development and/or maintenance of desirable standards of officiating through regular and on-going communication with partners in the delivery of figure skating programs.

7.9 Immediately upon becoming aware of any breach or possible breach by an evaluator, judge, accountant of this Code of Ethics or of the applicable Rules, policies and procedures, to make a report in writing to the Referee, Chief Accountant, Association as follows:

(a) In relation to a test situation - to the Section Evaluator/Judges Chair.

(b) In relation to a specific event in a competition - to the referee/chief accountant of the event.

(c) In relation to a specific incident at a competition - to the referee/chief accountant who will report the issue to the Officials Coordinating Committee Chair if he/she feels it is necessary or warranted.

(d) In relation to an issue occurring outside of the event context, or in the case that the reporting cannot be done via the referee/chief accountant for some reason - to the Chair of the Officials Coordinating Committee directly.

## 8.0 OFFICIALS ETHICAL CONDUCT - OBLIGATIONS TO OTHER OFFICIAL COLLEAGUES

*(Officials Code of Ethics Policy continued)*

8.1 To share technical and experiential knowledge with one's colleagues as they develop as officials of Skate Canada.

8.2 To judge independently and to refrain from sharing one's assessment or marks with others, except the Referee and/or Assistant Referee, until the completion of an event. At the event review meeting, to present one's assessment in an impartial and technically sound manner while respecting the assessment of one's colleagues.

8.3 To avoid criticizing another official's performance and/or assessment unless done so with the official's knowledge or permission. (When the assessment of an official is required by the Referee or Officials Coordinating Committee, to utilize the standard tools and protocol for review as set out by the Officials Coordinating Committee).

8.4 To comply with the reporting requirements described forth above.

## 9.0 COMPLAINT PROCEDURES

All complaints resulting from the application of the Code of Ethics shall be processed in accordance with the Skate Canada Complaint, Suspension and Expulsion policy as outlined in the Skate Canada Rule Book.

**OFFICIALS CODE OF ETHICS**

**CONFIRMATION FORM**

1. This is to acknowledge receipt of the Officials Code of Ethics.
2. I hereby confirm that I have read fully the terms of the Officials Code of Ethics and will retain a copy for my files.
3. I agree to accept the terms of and be bound by the Code of Ethics as attached.

Date_____

Official's signature_____

Skate Canada Registration Number: _____

Name in printed letters_____

**For National Office use only:**

Date received:_____ Method received:_____

Received by: _____
(Signature)