



# OFFICIALS POLICY

# TABLE OF CONTENTS

Officials Progression Levels - Referees .....	Page 2.
Officials Progression Levels – Starters .....	Page 3.
Officials Progression Levels – Competitors Stewards .....	Page 4.
Volunteer Progression Levels – Chief Timekeeper .....	Page 5.
Volunteer Progression Levels – Timekeeper .....	Page 6.
Volunteer Progression Levels – Finish Line Judge / Lap Scorer / Lap Recorder / Heat Box Steward .....	Page 7.
Duties of the Officials - Referee.....	Page 8.
Duties of the Officials - Ass. Referee / Starter / Competitors Steward .....	Page 9.
Duties of the Volunteers – Chief Timekeeper /Recorder/Timekeepers .....	Page 10.
Duties of the Volunteers – Lap Scorer/ Lap Recorder /Finish Line Judge / Heat Box Steward .....	Page 11.
Track Steward .....	Page 12.
Officials’ Evaluation Form .....	Page 13.



## OFFICIALS PROGRESSION

- 1) In appointing officials to the National List, the Technical Committee regard knowledge of the rules and aptitude for the task and commitment as first priority. It is expected that, dependant on satisfactory evaluations, Officials will progress to Level 1. in 4 – 5 years.
- 2) The officials on the National List are categorised by positions for which they have an aptitude and graded by experience and performance.

REFEREES		
LEVEL	MINIMUM REQUIREMENTS	EVALUATION
Level 6.	Entry level	
Level 5.	Attended a Level Five introductory course for referees and as A trainee at not less than 3 Sanctioned Events over two seasons	Received a satisfactory evaluation from the Chief Referee
Level 4.	Acted as a Referee at 2 National Championships, attended at least one National Course	Passed the Level 4 evaluation examination
Level 3.	Chief Referee at 2 Sanctioned Events. Attended an International Officials Course with pass mark.	Received a satisfactory evaluation from an ISU Referee and Technical Committee
Level 2.	Referee at an International Event or by invitation at an overseas National Championship	Fulfilled the requirements to be recommended as an International Referee
Level 1.	Appointed as an International Referee	
Level 1A	Appointed as an ISU Referee	
<b>Any official who is inactive over a period of three consecutive seasons, will be assessed at the lowest Level.</b>		

<b>STARTER</b>		
<b>LEVEL</b>	<b>MINIMUM REQUIREMENT</b>	<b>EVALUATION</b>
<b>Level 6.</b>	Entry level	
<b>Level 5.</b>	Attended a Level five Introductory course for starters and assisted at not less than 3 Sanctioned Events over two seasons	Received a satisfactory evaluation from the Chief Starter
<b>Level 4.</b>	Acted as a Starter at 2 sanctioned events in one season Championships, attended at least one National Course	Passed the Level 4 evaluation examination
<b>Level 3.</b>	Starter at 2 National championships. Attended an International Officials Course	Received a satisfactory evaluation from an ISU Starter and Technical Committee
<b>Level 2.</b>	Starter at an International Event, or by invitation at an overseas National Championship	Fulfilled the requirements to be recommended as an International Starter
<b>Level 1.</b>	Appointed as an International Starter	
<b>Level 1A</b>	Appointed as an ISU Starter	
<b>Any official who is inactive over a period of three consecutive seasons, will be assessed at the lowest Level.</b>		

### MINIMUM REQUIREMENTS – COMPETITORS STEWARDS

<b>Level 6.</b>	Entry level	
<b>Level 5.</b>	Acted as a trainee at not less than 3 Sanctioned Events over 2 seasons and has attended a Level five Introductory course for Competitors Stewards	Received a satisfactory evaluation from the Officiating Competitors Steward
<b>Level 4.</b>	Acted as Assistant Competitors Steward at 2 National Championships, attended at least one National Course	Passed the Level 4 evaluation examination
<b>Level 3.</b>	Competitors Steward at 2 Sanctioned Events. Attended an International Officials Course	Received a satisfactory evaluation from an ISU Referee and Technical Committee
<b>Level 2.</b>	Competitors Steward at and International Event or by invitation at an overseas National Championship	Fulfilled the requirements to be recommended as an International Competitors Steward
<b>Level 1.</b>	Appointed as an International Competitors Steward	
<b>Level 1A</b>	Appointed as an ISU Competitors Steward	
<b>Any official who is inactive over a period of three consecutive seasons, will be assessed at the lowest Level.</b>		

## VOLUNTEER PROGRESSION

Progression through the levels may be achieved during one or two seasons dependant on aptitude and satisfactory evaluations

<b>MINIMUM REQUIREMENTS – CHIEF TIMEKEEPER</b>		
<b>Level 5</b>	Entry level	Display knowledge of the role and requirements of a timekeeper & chief timekeeper
<b>Level 4.</b>	Have been accredited as a Level 3. Timekeeper and assisted at not less than 3 Events over two seasons	Received a satisfactory evaluation from the Competitors Steward & Chief Referee
<b>Level 3.</b>	Acted as Chief Timekeeper at 2 Events.	Received a satisfactory evaluation from the Competitors Steward & Chief Referee
<b>Level 2.</b>	Chief Timekeeper at 2 National Championships.	Received a satisfactory evaluation from an International Competitors Steward and Technical Committee
<b>Level 1.</b>	Chief Timekeeper at 2 further National and 1 International Championship or by invitation at an overseas National Championship.	Received a satisfactory evaluation from an International Competitors Steward and Technical Committee

**MINIMUM REQUIREMENTS – TIMEKEEPER**

<b>Level 5.</b>	Entry level first year Acted as a Timekeeper on 1 event	Received a satisfactory evaluation from the Chief Timekeeper & Technical Committee
<b>Level 4.</b>	Acted as a Timekeeper on 2 events in the same season	Received a satisfactory evaluation from the Chief Timekeeper & Technical Committee
<b>Level 3.</b>	Acted as a Timekeeper at a further 2 Events over one season	Received a satisfactory evaluation from the Chief Timekeeper & Technical Committee
<b>Level 2.</b>	Acted as a first place Timekeeper at 2 Sanctioned events in one season.	Received a satisfactory evaluation from the Chief Timekeeper & Technical Committee
<b>Level 1.</b>	Acted as a first place Timekeeper at 2 National Championships	Received a satisfactory evaluation from the Chief Timekeeper, Competitors Steward and Technical Committee

<b>MINIMUM REQUIREMENTS – FINISH LINE JUDGE / LAP SCORER / LAP RECORDER / HEAT BOX STEWARD</b>		
<b>Level 5.</b>	Acted as an assistant at one Event over one season	Received a satisfactory evaluation from the Chief Referee & Chief Timekeeper
<b>Level 4.</b>	Acted as an assistant at 2 further Events	Received a satisfactory evaluation from the Chief Referee & Chief Timekeeper
<b>Level 3.</b>	Acted in the chief capacity at 2 Events or more over one season	Received a satisfactory evaluation from the Chief Timekeeper, Chief Referee and Technical Committee
<b>Level 1.</b>	Acted in the chief capacity at 2 National and 1 International Event or by invitation at an overseas National Championship.	

**Any official who is inactive over a period of three consecutive seasons, will be assessed at the lowest Level.**





## DUTIES OF THE OFFICIALS:

### REFEREE:

The Referee shall be the chief executive officer, and shall decide all points of dispute and infringements of rules, which can result in sanctions. His decision shall be final

The Referee is responsible for: Deciding the program and qualifying procedure in consultation with the Competitors Steward and ensuring that all applicable rules are observed for the competition he is conducting.

The Referee is empowered to:

- a) Introduce alteration in the program in agreement with the Competitors Steward, in so far as these do not conflict with the Regulations;
- b) Decide whether the conditions of the rink permits the holding of the Competition.
- c) If necessary, to exclude Skaters, Coaches, Team leaders and other Team officials from the competition;
- d) Remove the Starter, Competitors Steward or other Officials;
- e) Suspend skating until order is restored when the public interrupts the competition or interferes with its orderly conduct;
- f) Delegate responsibility to other Officials in order to assist him to carry out his duties;
- g) Add a Skater who was in a qualifying position to the next round if he feels that the Skater was prevented from qualifying due to:  
- an offense resulting in a sanction; - any other reason not resulting from any direct or indirect action of the Skater concerned. The Referee makes any advancement solely at his discretion;

The Referee decides upon: All protests made, and other matters in dispute, except those concerning the start, the make-up of races and the order of finish.

## **ASSISTANT REFEREE /S:**

- a) The Assistant Referee will substitute in case the Referee is no longer able to do his job due to illness or injury;
- b) The Assistant Referee(s) shall perform all duties and tasks as assigned by the Referee;
- c) The Assistant Referee(s) must record their observations and may be asked to present their notes to the Referee.

## **STARTER:**

- a) The Starter shall decide all disputes relating to the start. He shall give his starting commands in English;
- b) The Starter shall take his position, so that he has a clear view of all Skaters starting in the race;
- c) In the Relay race, the Starter having been warned by the lap scorer, will fire the pistol signifying the last three laps;
- d) The Starter may designate the Assistant Starter to call the Skaters back in case of a false start.

## **COMPETITORS STEWARD:**

The Competitors Steward is the administration centre of a skating competition. All entries, results, disqualifications, structure of races and any other paperwork must be seen, handled, filed or decided on by the Competitors Steward.

### **List of Responsibilities:**

- a) Familiarising his/herself with the Championship Announcement
- b) Collecting the entries and checking correct age for grade, registrations complete,
- c) Programme the events in conjunction with the Chief Referee
- d) Make up the first round of races for the competition from provided seeding times.
- e) Circulate the make up of races to officials and team leaders
- f) During the competition, seed the skaters after each round and circulate the makeup of the next round
- g) Assist the Referee
- h) Ensure all penalties (disqualifications) etc are documented and signed by Referee
- i) Check NZ Records
- j) During the competition, run the computer programme in conjunction with the electronic timing operator, entering relevant point scores and producing heat cards and results for distribution etc **OR** keep a spreadsheet or manual Master Control of the results.
- k) Ensuring that all relevant paperwork is collected at the conclusion of the competition and is available for the printing of the protocol.

## **CHIEF TIMEKEEPER:**

### **Requirements:**

- To have a program of events, stopwatches, the appropriate forms and pens for the timekeepers if they are required to record the times.
- Ensure that each timekeeper has a stopwatch and is familiar with its use.
- Brief the timekeepers before the start of the event on the proper procedures for timing;
- Assign the timekeepers as follows – three on first place, two on second place and one or two on third and fourth place dependant on the number of timekeepers available. Allocate the places based on the timekeepers grading.

## **TIME RECORDER (IF NECESSARY):**

- The Time recorder will staple together the Place Judges sheet and the timekeepers' sheets.
- Record the skater's place from the Place Judges sheet.
- Under the supervision of the Chief timekeeper the Official time for each skater will be determined and recorded.

## **TIMEKEEPERS**

- Timekeepers must follow the directions of the Chief Timekeeper.
- They must start the stopwatch the moment they see the flash from the starter's gun or hear the sound if an electronic gun is used. After the bell (signalling the last lap) they must be ready to stop the watch when the tip of the skater's leading blade meets the finish line.
- Watches must not be cleared until such time as they have been instructed by the Chief Timekeeper.
- The timekeepers should not call out the times but if requested by the Chief Timekeeper, show their watch.
- Timekeepers must concentrate on the race until all skaters have crossed the line.

### **LAP SCORER:**

- The Lap Scorer shall visibly show the number of laps still to be skated by the leading Skater at all times and he will turn the lap-board each time the leading Skater passes.
- The Lap Scorer will ring the bell to signify the last lap of each race.
- In Relay races the Lap Scorer will advise the Starter that the last three laps are coming up.

### **LAP RECORDER:**

- Mark off the laps on lap sheet.
- Switch on the light for Photo finish
- Assist the Lap Scorer in his duties

### **FINISH LINE JUDGE/S:**

- The official order of finish is determined by the Chief Finish Line Judge.
- One Finish Line Judge will call the hat cover numbers as skaters cross the line which are to be recorded by the second Line Judge.
- The Finishing line judge shall determine which of the Competitors is the winner, or if they are equal. There is no appeal from his/her decision.

### **HEAT BOX STEWARD:**

- Call out the names of those about to compete.
- Skaters shall report to the Heat Box Steward before the start of each race and he/she shall be responsible for seeing that the Skaters are wearing their racing numbers and correct equipment
- Ensure that only skaters whose names have been called are to be in the heat box
- Collect the helmet covers at the conclusion of the competition

## **TRACK STEWARDS:**

A minimum of two (2) Track Stewards shall work at each end of the track. The Track Stewards must be experienced Skaters and have knowledge of the English language and have an understanding of the Short Track Speed Skating Rules. If possible the Track Steward should be positioned so that they will not interfere with the Skaters and Officials but can readily replace missing blocks. Track Stewards must follow the instructions of the Referees.

**ALL OFFICIAL AND VOLUNTEERS MUST BE AWARE OF AND ARE BOUND BY THE ISSNZ CODE OF CONDUCT.**



## SHORT TRACK OFFICIALS EVALUATION FORM

### **Explanation:**

The purpose of this form is to evaluate performance and serve as a tool to develop and promote officials. Each position (Referee, Competitor Steward, Starter, Chief Timekeeper, Heat Box Steward, Lap Counter/Scorer, Place Judge and Timekeeper) should be evaluated at every competition.

### **Directions:**

Chief Officials please complete one evaluation form for each person officiating in your area. Where applicable, please indicate if you are the chief in that area or if you are assisting.

Chief Referee please complete one evaluation form for each referee and one evaluation for each Chief Official (Competitor Steward/Starter/Chief Timekeeper) officiating on your team.

ISSNZ Technical Rep: Please complete one evaluation form for the Chief Referee of the competition.

Name & title of the official you are evaluating:.....

Name & your official title:.....

Name & date of competition:.....

**Official demonstrated knowledge of rules.**

Excellent     Good     Average     Below Average

**Official demonstrated the ability to apply the rules correctly and consistently.**

Excellent     Good     Average     Below Average

**Official demonstrates leadership, team work and communication skills**

Excellent     Good     Average     Below Average

**Compliance with official etiquette ( dress code, promptness & participation )**

Excellent     Good     Average     Below Average

**Based on the above ratings, please include constructive comments or compliments.**

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**Based on the above ratings, please include either a recommendation for the official to advance a level  
or suggestions for the official to achieve advancement.**

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**Signed.....**

**Date.....**