



**FREESTYLE
SKI
ACROBATIQUE**

Head Judge Handbook

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INTRODUCTION

Foreword

This handbook has been developed to help Head Judges, new and old, do their job to the best of their ability. The booklet shall never be considered to be complete as any new ideas are always welcome.

Should you have any comments or suggestions for additional content please forward them to the Judges Advisory Group, care of the Canadian Freestyle Ski Association.

Mandate

The role of the Judges Development Advisory Group (JDAG) is to ensure that Canadian Judges meet the highest standard of our sport; and its primary responsibility is to ensure the ongoing development, implementation, monitoring and evaluation of judges in Canada, which allows us to assign the best judges to whatever level of athlete / competition they are evaluating.

Governing Rules and Procedures

All sanctioned competitions have a governing body; this can be FIS (World, NorAm, and Europa Cup), CFSA (National, Junior and Canadian Series), Provincial and Regional. The Head Judge must know the applicable rules, regulations and instructions for each level of various competitions prior to the event.

Role and responsibilities of the Head Judge

- The Head Judge must be a member in good standing of the CFSA and have a valid judging license.
- The Head Judge is appointed by an Association (FIS, CFSA, provincial and regional)
- The Head Judge is preferably a non-judging member of the judging panel. He/she is responsible for liaising with the Organizing Committee (OC) on behalf of the judges.
- The Head Judge may act as a substitute judge.
- On the stand the Head Judge is responsible for checking the accuracy of the judges' decisions, checking scoring results with the Chief of Scoring, and policing the judges.
- The role of the Head Judge is to act as the primary contact for the judges to the Organizing Committee. If any issues arise prior to, during or after the event the HEAD JUDGE acts as the conduit for information.
- The Head Judge assumes responsibility for any irregularity in the service provided by the judges during the competition.
- The Head Judge is a member of the competition Jury. If there is a conflict regarding the requirement that that Head Judge must come from a different nation, province, region or club, the Head Judge must arrange for a suitable Acting Head Judge.
- The Head Judge must verify that all judges on the panel have the appropriate level of license for the event. If a judge is determined to not be properly qualified, the Head Judge must inform the respective governing body immediately and arrange for an alternate.
- As well, as a precaution, in the event, for any reason, an individual judge is unable to perform his duties, alternates for the positions of Head Judge and panel member should be identified and contacted.

DUTIES PRIOR TO THE EVENT

Contacting the Organizing Committee

The Head Judge shall make contact with the Organizing Committee (OC) as soon as possible; and should be available as a resource leading up to the event.

The Head Judge must prepare a pro-forma for the expenses of all judges. The Organizing Committee is aware of the judges' expenses including transportation, accommodation, meal and honoraria.

The Head Judge shall work with the OC to establish travel windows for arrival and departure and make arrangements for ground transportation.

The Head Judge shall immediately contact all members of the proposed panel to ensure they have accepted their positions and shall ensure that travel arrangements based on the established travel windows are booked in a timely manner.

The Head Judge shall provide the names, gender of each judge, date and time of arrivals and departures in order to coordinate transportation and accommodation.

The Head Judge shall ensure that a Judge's Box shall be available and that all supplies including score cards have been arranged.

Invitation/Program

As soon as the Head Judge receives the race invitation, he/she must forward it to the panel.

Accommodation

As soon as the Head Judge receives information related to accommodation during the event, he/she must send the information in full to the panel (name of hotel, full address, telephone, fax, e-mail and web site if any).

Position of judges on the stand

The Head Judge must send to panel members a proposal of the position of the judge for each event and ask if the judge is comfortable with the assignment.

Code of conduct

The Head Judge must send a reminder regarding the CFSA code of conduct. If one or several judges are from outside of country, the Head Judge must send the CFSA code of conduct to the foreign judges.

DUTIES AT THE EVENT

UPON ARRIVAL

Judging box

The Head Judge with the judge secretary must verify if all required equipment is ready in the judging box (scores sheets, pencils, clip board, staples etc. and paddles for the dual moguls). Any missing items must be communicated to the Organizing Committee immediately in order to ensure they are available for the event.

Course inspection

The Head Judge has the obligation to inspect all sites of competition prior to the competition. He/she will inspect the course with the TD. It is strongly suggested that sites be inspected the day before the competition.

Judges stand

The Head judge must verify if the size of the judging stand (scaffolding or permanent judging stand/mobile stand) is appropriate for the panel and ensure that the scaffold and/or mobile stand are well installed and secure.

The judges' viewing area should be constructed to provide ample room for the appropriate number of judges and all proper amenities for the operations of the competition.

If the judges are to be located at ground level, this area must be fenced and closed off. No competitor, team official or spectator will be allowed to approach the judges' stand and talk to the judges during competitions.

Team Captains' meeting

The Head Judge will attend the Team Captain's (TC) meeting the day before the competition. All other judges should attend if possible.

The Head Judge shall introduce the panel and announce who will be sitting in each position.

Judges' Meeting

The Head Judge shall conduct a judges' meeting prior to the first day of competition. The Head Judge will be responsible for the communication and co-ordination of the meeting including review of criteria and any issues that may have arisen at previous competitions.

After the TC meeting the Head Judge should ensure that all judges are aware of the next day's schedule and advise the panel of any changes that took place at the meeting.

Meeting with Chief of Competition, Chief of Course and Starter

The HEAD JUDGE shall ensure that the "communication protocol" for the event is determined.

EVENT DAY

Training

The Head Judge shall ensure that all required judges are on site for the start of training.

The Head Judge leads all discussions during training and forerunning for the purpose of calibration.

During training, the Head Judge shall ensure that all necessary judge supplies are on site.

Briefing

The Head Judge gives a briefing to the panel before the start of the event.

The briefing usually consists of the following:

- Reviewing the course specs (pace set time, course length, distance to first jump, distance between jumps 1 and 2, and final distance to the finish line).
- Advising the judging panel of any unusual situation in the course during the training session.

Head Judge responsibilities during the event

- Pursuant to the Judges Code of Conduct, the Head Judge shall ensure that no members of the panel are under the influence of drugs or alcohol.
- The Head Judge shall be in full control of the judges' stand and the activities taking place thereupon.
- The Head Judge must behave in a correct and sportsmanlike manner towards members of the Organizing Committee, officials and the public.
- The Head Judge shall announce to the starter (as per the established protocol) when the judges are ready for the next competitor to start, and shall inform the judges of the bib number of the next competitor.
- The Head Judge shall oversee the score calculation and check of the scores and confirm the counting scores after each competitor for the purpose of calibration.
- The Head Judge shall supervise and control scoring procedures, including dialogue concerning deviant scores.
- The Head Judge shall ensure there is no discussion between judges concerning the competitors' scores.
- The Head Judge shall deal with any issue arising on the judging stand. If the issue cannot be solved internally, the TD, the Jury or the respective governing body shall be contacted.
- The Head Judge shall check the accuracy of all tie-breaking.
- The Head Judge shall sign the result sheets as soon as verification has been completed.

Jury meetings

In the event of a Jury meeting the Head Judge shall ensure:

- That he/she is in possession of a current Judge Scoring Manual, the event rules and the ICR.
- That minutes of the meeting are taken.

DUTIES AFTER THE EVENT

Expenses and honorarium

The Head Judge must verify with the Organizing Committee that all judges have received their reimbursement and honorarium (they should ideally have received it before the first day of competition).

Head Judge Report

The Head Judge must complete and submit the Head Judge report to:

- The Organizing Committee
- The event's respective governing bodies (province, CFSA, NorAm Committee) and;
- If applicable, to the Head Judge of the next event in the series.