



JUDGES BUREAU REPRESENTATIVE

As a Judges Bureau Representative (JBR) for your Region, you are a member of your Regional Board and a member of the JET (Judges, Evaluators & Technical) Committee and have direct contact with the Assessment Chair Coordinator and Evaluators.

“Section” refers to Skate Canada Manitoba.

RESPONSIBILITIES

- A. Work closely with the Club Assessment Coordinators within a Region.
 - B. Communicate with the Manitoba Section Assessment Day Coordinator.
 - C. Communicate with other Regional Judges Bureau Representatives.
 - D. Communicate with the Regional Director & attend Regional Meetings.
 - E. Establish a Regional Dance Partnering Procedure.
 - F. Provide Clubs with an event calendar to assist with Assessment Day date selection.
 - G. Submit annual Regional Assessment Day requests to Manitoba Section Assessment Day Coordinator.
 - H. Submit an annual report to both the Assessment Day Coordinator & Regional Director.
 - I. Monitor Assessment Day finances and expenses for skaters and Evaluators.
 - J. Submit gold level achievements for the Awards Gala.
 - K. Keep an ongoing binder or file box of records to be passed on with the Regional position.
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REFERENCE MATERIALS REQUIRED

- List of the Club Assessment Coordinators available through the Regional Director at the beginning of the season.
- List of the Manitoba Evaluators/Judges list obtained from the Assessment Day Coordinator at the beginning of the season. This is a confidential document and should not be forwarded to Clubs.
- Current Calendar of Events & Directory – Put out by the Manitoba Section Office in Sept or Oct each year. Ensure Club Assessment Chairs have this as well. PDF copy is available.
- Manitoba Section Assessment Day Date List – website updated frequently.
- All Assessment Coordinator information is available from both the Skate Canada Info Centre and the Skate Canada Manitoba Section website. This includes:
 - <https://info.skatecanada.ca/hc/en-ca>

- <https://info.skatecanada.ca/index.php/en-ca/rules-of-sport.html>
 - <https://mbskates.ca/>
Skate Canada Manitoba Test Day Procedures
<https://mbskates.ca/clubs-schools/test-days/>
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PROCEDURE FOR REQUESTING ASSESSMENT DAYS & OBTAINING EVALUATORS

- After talking with the Regional Coaches Representative, connect with the Assessment Day Coordinator to discuss viable STAR 6-Gold Assessment Day numbers required within a Region. This process is started in March/April to prepare for the following skating season.
 - Contact the Regional Director to discuss the number of possible Assessment Days and obtain Assessment Day Host requests from Clubs. This is based on skater numbers and Evaluators within a Region.
 - Submit Assessment Day date list to the Assessment Day Coordinator on behalf of the Region no later than June 15th.
 - Contact the Assessment Day Coordinator to determine which Evaluator(s) will be used for the Assessment day. No Evaluator is to be expected to assess for more than 4 hours. If an Assessment Day is longer, the JBR will discuss the available time commitment with the Assessment Day Coordinator and Evaluator.
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EVALUATOR EXPENSES

The Skate Canada Manitoba approved mileage rate is currently \$.52 per kilometer (July 1, 2020). Evaluators are given an expense form on arrival at a host facility and are paid before the end of the day. Any additional expenses require a receipt. (hotel, taxi, etc.) Skate Canada Manitoba per diem rate for meals: Breakfast- \$10, Lunch-\$15, Dinner -\$25 if meals are not provided at the Assessment Day.

- An evaluator is a volunteer; however, many Regions/Clubs give a “gift in kind” or token of appreciation to an Evaluator for volunteering their time. A suggestion is that an Evaluator honorarium “gift in kind” be decided on as a Region so there is consistency between Clubs within a Region.
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TRIAL EVALUATORS

- For Evaluators/Judges to obtain Assessment levels, Trial Judging at Assessment Days is required. The Assessment Day Coordinator will arrange this. Trial Evaluator/Judge is of no expense to the Host Club; however, hospitality is encouraged as they are our future Evaluators.
 - Regions are responsible for encouraging the training of Evaluators. Former skaters are excellent candidates to be trained as Evaluators. Names can be given to the Assessment Day Coordinator.
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A. WORK CLOSELY WITH THE CLUB ASSESSMENT COORDINATORS WITHIN A REGION

The JBR is responsible for the Assessment Coordinators and Assessment day operations within a Region. All Clubs must have a Assessment Coordinator and follow the Assessment Resource Guide as outlined by Skate Canada and the Manitoba Section.

- JBR's are to offer assistance to Club Assessment Coordinators. Assessment Day Host Requests, Procedures, Scheduling, Finances, Partnering, etc.) Education for Assessment Coordinators within the Region is encouraged. A good time to host an information/training session is at the Fall General Meeting.
 - The Club Assessment Coordinators are to connect with the Regional JBR with any questions. If the JBR does not know, the JBR will discuss the situation with their next communication link Other Regional Judges Bureau Representatives, the Assessment Coordinator, or the Evaluator/Judges Committee Chairperson.
 - JBR's must notify Clubs in the Region when Assessment days are cancelled or rescheduled and notify Clubs regarding changes to Skate Canada & Manitoba Section Policy & Procedure.
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B. COMMUNICATE WITH MANITOBA SECTION ASSESSMENT DAY COORDINATOR

A JBR is the Regional contact with the Manitoba Section Assessment Day Coordinator. All communication must happen through the JBR so volunteers can carry out all outlined responsibilities. Club Assessment Coordinators should not be contacting the Assessment Day Coordinator unless the JBR is not available due to illness or travel. The JBR should inform their Club Assessment Day Coordinator on such a situation or exception if this should occur. Deadlines are crucial for our skaters.

- Assessment Day situations and concerns need to be reported in writing to the Assessment Day Coordinator and Regional Director.
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C. COMMUNICATE WITH OTHER REGIONAL JUDGES BUREAU REPRESENTATIVES

A JBR must establish and maintain contact with other Judges Bureau Representatives. This ensures consistency throughout the province, support for each other and expected flow of communication. Ideally the JBRs should set up a lunch meeting at the Manitoba Section AGM to share ideas, review the Assessment Chair Handbook and make suggestions for change.

D. COMMUNICATE WITH REGIONAL DIRECTOR

A JBR and the Regional Director are a team in a Region and correspondence is essential. Regional Directors know of upcoming changes, supports that are available and are key players in Manitoba Section Event Planning. The JBR should attend Regional Meetings at least twice a year.

E. ESTABLISH A REGIONAL DANCE PARTNERING PROCEDURE

The JBR works with the Region to set up Regional Dance Partnering Guidelines. Partners are scattered throughout the province so Regional Procedures may vary but needs to be consistent within a Region. The involvement of the Regional Coaches Representative is necessary in establishing a partnering procedure.

F. PROVIDE CLUBS WITH AN EVENT CALENDAR TO ASSIST WITH ASSESSMENT DAY DATE SELECTION

Going into the selection of Assessment Day dates for the upcoming year, a general event/competition guideline is available. Once events are announced at the Manitoba Section AGM, Assessment Day date adjustments can be made by the JBR working with Club Assessment Coordinators before the final June 15 submission deadline.

G. SUBMIT ANNUAL REGIONAL TEST DAY REQUESTS

Regions will decide on possible host location sites and dates for the allotted number of Assessment Days assigned by the Section Assessment Day Coordinator. A list of possible dates is submitted to the Section Assessment Coordinator by the JBR from each region before June 15th. Clubs and Club Assessment Day Coordinators do not contact the Section Assessment Coordinator.

H. SUBMIT AN ANNUAL REPORT TO THE SECTION ASSESSMENT COORDINATOR & REGIONAL DIRECTOR

Report to include such information as:

- Chart of Assessment Days outlining Regional Results including dates, location, Evaluator name, # of Assessments taken and pass ratio.
 - Chart of Skating Clubs with # of skaters taking Assessments in the Club and pass/retry ratio.
 - Out of province and Out-of-Region skaters indicated.
 - List of Gold Assessment Level Achievements in the Region.
 - Comments/suggestions for the Assessment Day Planning Committee.
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I. MONITOR ASSESSMENT DAY FINANCES AND EXPENSES FOR SKATERS AND EVALUATORS

Assessment Day financial reports are required for all Assessment days. An Assessment Day is a break-even event for the Host Club and is to be provided to the skater at cost. It is up to the Region to monitor this expense and provide guidelines. All financial and post event forms are on the Manitoba Section Website.

J. SUBMIT GOLD ASSESSMENT LEVEL ACHIEVEMENTS FOR AWARDS GALA

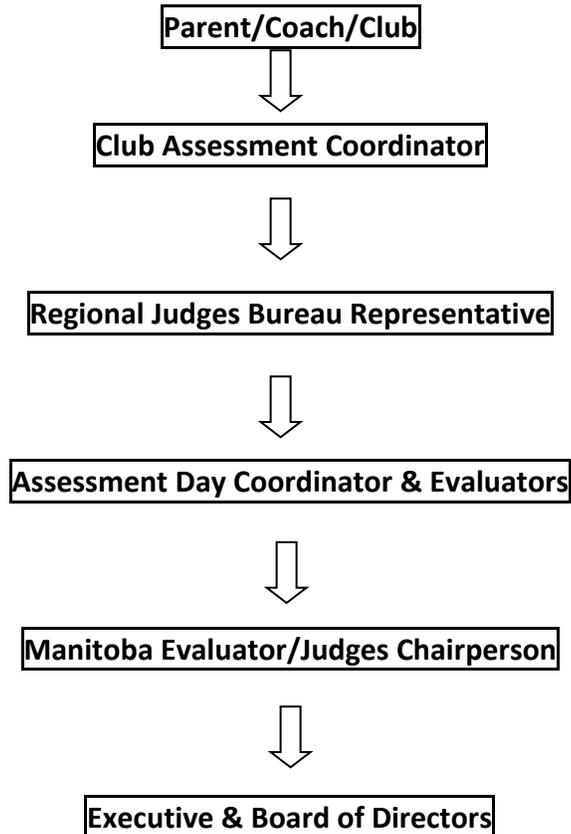
Inform the Region of Gold Assessment accomplishments as they happen. The JBR submits names online when requested by the Manitoba Section Office for the yearly Manitoba Section Awards Gala. A recognition skating year starts and ends March 15. Skaters who achieve a complete Gold level in any discipline are recognized and skaters who complete all 4 gold levels (Quad Gold) receive an additional recognition of excellence.

K. KEEP AN ONGOING BINDER OR FILE BOX OF RECORDS TO BE PASSED ON WITH THE REGIONAL POSITION

A Regional JBR Info binder should travel with the volunteer job as the position rotates.

- The Section Assessment Day Coordinator only deals with STAR 6-Gold levels Results; however, summary sheet data must still be sent to the JBR so the Region can monitor upcoming Assessments within the Region.
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COMMUNICATION LINKS



Thank you for volunteering to chair the Assessment Day operations within your Region. Your position is one of great importance and directly affects our skaters.

The EVALUATORS and CLUB ASSESSMENT COORDINATORS thank you for your time