



## 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 Evaluators/Judges Committee and have direct contact with the Test Chair Coordinator and Evaluators.**

- ✓ “Section” refers to Skate Canada Manitoba.

### RESPONSIBILITIES

- A. Work closely with the Club Test Chairs within a region.**
- B. Communicate with the Manitoba Section Test 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 test day date selection.**
- G. Submit annual regional test day requests.**
- H. Submit an annual report to both the Test Day Coordinator & Regional Director.**
- I. Monitor test day finances and expenses for skaters and evaluators.**
- J. Submit gold test level achievements for the Awards Gala.**
- K. Keep an ongoing binder or file box of records to be passed on with the regional position.**

### REFERENCE MATERIALS REQUIRED

- ☆ List of the Club Test Chairs available through the Regional Director at the beginning of the season.
- ☆ List of the Manitoba Evaluators/Judges list obtained from the Test 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 test chairs have this as well. PDF copy is available.
- ☆ Manitoba Section Test Day Date List – website updated frequently.
- ☆ All test chair information is available from both the Skate Canada Info Centre and the Skate Manitoba Section website. This includes:
  - <https://info.skatecanada.ca/hc/en-ca>
  - <https://info.skatecanada.ca/hc/en-ca/categories/200076414-Rule-Book>
  - <https://mbskates.ca>
  - Skate Canada Manitoba Test Day Procedures
  - <http://sec0manitoba.wpengine.com/clubs-schools/test-days/>

## **PROCEDURE FOR REQUESTING TEST DAYS & OBTAINING EVALUATORS**

- ❖ After talking with the Regional Coaches Representative, connect with the Test Day Coordinator to discuss viable Senior Bronze to Gold test 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 test days and obtain Test Day Host requests from clubs. This is based on skater numbers and evaluators within a region.
- ❖ Submit test day date list to the Test Day Coordinator on behalf of the region no later than June 15<sup>th</sup>.
- ❖ Contact the Test Day Coordinator to determine which evaluator(s) will be used for the test day. No evaluator is to be expected to assess for more than 4 hours. If a test day is longer, the JBR will discuss the available time commitment with the Test Day Coordinator and Evaluator.

## **EVALUATOR EXPENSES**

The Skate Canada Manitoba approved mileage rate is currently \$.48 per kilometer (2016). 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 Manitoba per diem rate for meals: Breakfast- \$10, Lunch-\$15, Dinner -\$25 if meals are not provided at the test 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.

## **TRIAL EVALUATORS**

- For evaluators/judges to obtain testing levels, trial judging at Test Days is required. The Test 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 Test Day Coordinator.

## **A. WORK CLOSELY WITH THE CLUB TEST CHAIRS WITHIN A REGION**

The JBR is responsible for the Test Chairs and test day operations within a Region. All clubs must have a test chair and follow the Test Chair Handbook as outlined by Skate Canada and the Manitoba Section.

- ☆ JBR's are to offer assistance to Club Test Chairs. (Test Day Host Requests, Procedures, Scheduling, Finances, Partnering, etc.) Education for test chairs within the region is encouraged. A good time to host an information/training session is at the Fall General Meeting.
- ☆ The Club Test Chairs 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 Test Day Coordinator or the Evaluator/Judges Committee Chairperson.
- ☆ JBR's must notify clubs in the Region when test days are cancelled or rescheduled and notify clubs regarding changes to Skate Canada & Manitoba Section Policy & Procedure.

## **B. COMMUNICATE WITH MANITOBA SECTION TEST DAY COORDINATOR**

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

- Test Day situations and concerns need to be reported in writing to the Test Day Coordinator and Regional Director.

## **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 test 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 TEST DAY DATE SELECTION**

Going into the selection of test day dates for the upcoming year, a general event/competition guideline is available. Once events are announced at the Manitoba Section AGM, test day date adjustments can be made by the JBR working with club test chairs 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 test days assigned by the Test Day Coordinator. A list of possible dates is submitted to the Test Day Coordinator by the JBR from each region before June 15<sup>th</sup>. Clubs and test chairs do not contact the Test Day Coordinator.

## **H. SUBMIT AN ANNUAL REPORT TO TEST DAY COORDINATOR & REGIONAL DIRECTOR**

Report to include such information as:

1. Chart of Test Days outlining Regional Results including dates, location, evaluator name, # of tests taken and pass ratio.
2. Chart of Skating Clubs with # of skaters taking tests in the club and pass/retry ratio.
3. Out of province and out of region skaters indicated.
4. List of Gold Test Level Achievements in the Region.
5. Comments/suggestions for the Test Day Planning Committee.

**I. MONITOR TEST DAY FINANCES AND EXPENSES FOR SKATERS AND EVALUATORS**

Test Day financial reports are required for all test days. A test 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 TEST LEVEL ACHIEVEMENTS FOR AWARDS GALA**

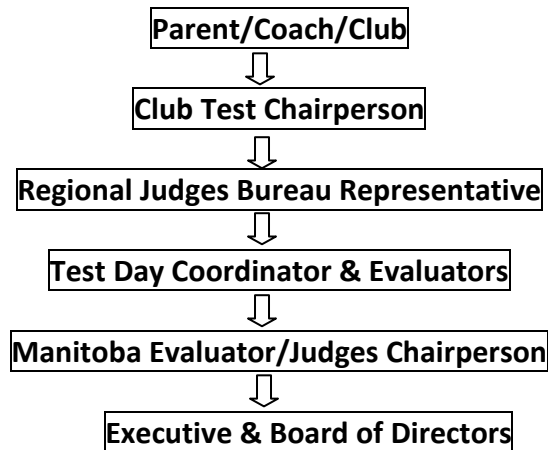
Inform the region of Gold Test accomplishments as they happen. The JBR submits names online when requested by the Manitoba Section Office for the yearly Manitoba Section Awards Gala. A recognition skating year starts and ends March 15. Skaters who achieve a complete Gold level in any discipline are recognized 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 Test Day Coordinator only deals with Senior Bronze to Gold Summary Results; however, summary sheet data must still be sent to the JBR so the region can monitor upcoming testing within the region and upcoming Senior Bronze Skaters.

**Communication Links**



**Thank you for volunteering to chair the test day operations within your region. Your position is one of great importance and directly affects our skaters. The Evaluators and Club Test Chairs thank you along with all skaters, coaches and parents. 😊**