

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:** 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.
- 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 in Sport, and regulations and policies of the ISU, and to abide by these regulations and policies.

2.0 SCOPE OF POLICY

Note: National Team and Junior National team members are also bound by the Skate Canada Athlete Agreement and Code of Conduct.

- 2.1 Skate Canada's Doping Control Program will be conducted in close co-operation with the CCES and shall be governed by and conducted in accordance with the Canadian Doping Control regulations and Canadian Policy on Doping in Sport of the CCES in effect at the time of any test in questions. Athletes are reminded that there are protest and appeal procedures within the CCES Standard Operating Procedures in relation to doping control test results. Athletes should become familiar with those protest and appeal procedures should they have a complaint(s) about the testing procedure. This is of particular importance since Skate Canada will accept the contents of a doping control test report from either the CCES or IOC accredited laboratory that tested the sample or samples as true and accurate unless there has been a successful protest or appeal of the test results, as provided for in the CCES Canadian Doping Control regulations and Canadian Policy on Doping in Sport.

The same applies for test results, which are not part of Skate Canada's Doping Control Program. This would include such tests as conducted at the Olympics or other international competitions. Therefore, in these cases as well, the athlete should become familiar with any protest or appeal procedures available in relation to the testing procedure in the event he or she has any complaint about it.

- 2.2 This policy, including its offenses, sanctions, and procedures, applies to all members of Skate Canada. Covered in like-manner are all persons in any way connected with figure skating athletes of any level who may be in a position to counsel or assist the athlete(s) in the use of banned and/or restricted substances and methods for performance enhancement. This includes but is not limited to; coaches, team leaders, officials, medical and paramedical support staff traveling with teams or skaters, and professional staff.

3.0 DOPING CONTROL PROGRAM

- 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 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.
- 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

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)
- 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.

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.

- (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 GUIDELINES

REFERENCE: Rule 2202, 2203, 2205

EFFECTIVE DATE:

REVISED DATE: October 3, 2009

1.0 INTRODUCTION

The purpose of this policy is to set forth the terms and conditions on which skaters and synchronized skating teams (referred to herein individually as a “**Skater**” and collectively as “**Skaters**”) may earn and receive money, product and/or service (any of which being referred to herein as “**Compensation**”) while protecting their eligibility to compete in Skate Canada, international, ISU and Olympic competitions. In accordance with Skate Canada and ISU Rules and Regulations, any Skater receiving Compensation in violation of this policy shall be ineligible to compete in Skate Canada, international, ISU, and Olympic competitions.

2.0 THE ROLE OF SKATE CANADA

Skate Canada acts to protect the eligibility and future marketability of Skaters as well as the marketability of Skate Canada. Skate Canada invests heavily in its skater development and international teams and much of that investment is possible due to an active sponsorship program. This policy balances the interests of Skate Canada and the interests of Skaters in allowing Skaters to seek Compensation subject to the limitations contained in this policy which are to protect the current and future sponsorship programs undertaken by Skate Canada.

3.0 DEFINITIONS

“**Administration Fee**” means a fee of 5% (exclusive of all taxes) of the gross amount of all Prize Money earned by a Skater.

“**Approved Funding Body**” means any entity or group that provides direct or indirect funding (for example, directly paying training costs would be an example of indirect funding) to a Skater that has been approved by the Skate Canada CEO. In considering whether to approve any such entity, the Skate Canada CEO shall be entitled to consider all relevant factors, including any requirements on the participating Skater, any terms and conditions to be imposed on the participating Skater by such entity and whether the funding duplicates funding or programs provided or coordinated by Skate Canada. In addition, the Skate Canada CEO shall be entitled to impose conditions on any such entity as a condition of approval, including, without limitation requiring that details of all funding provided by the funding entity be disclosed to Skate Canada on a timely basis. Any failure to comply with such conditions shall entitle the Skate Canada CEO to withdraw approval and the entity will immediately upon such withdrawal cease to be an Approved Funding Body.

“Compensation” has the meaning set for in section 1 above.

“Eligible Compensation Sources” means Sponsorship Arrangements, Performances, Prize Money, Skating Instruction, Test Partnering and Donations.

“Donations” means a gift of money, service or product in kind, where the Skater does not lend their name, image or likeness and is not required or expected to perform any service or make any personal appearances or performances in return.

“ISU” means the International Skating Union.

“Performances” means any participation in any capacity by a Skater in a skating show (live, televised or otherwise recorded), carnival, exhibition or competition, including, without limitation, participation on ice or in any off-ice or official capacity.

“Potential Skate Canada Sponsor” means a prospective sponsor of Skate Canada in respect of which Skate Canada has made a proposal for sponsorship or is in discussions or negotiations in respect of a sponsorship arrangement and where Skate Canada believes in good faith that a sponsorship arrangement with such Potential Skate Canada Sponsor is reasonably likely.

“Prize Money” means all compensation received by a Skater as a result of the Skater’s participation in a competition or ISU event, including, without limitation, all international and ISU competitions and exhibitions.

“Skate Canada Sponsor” means any entity with which Skate Canada has a sponsorship arrangement or relationship.

“Skater’s Trust Fund” means a trust fund established by a Skater.

“Skating Instruction” means providing any skating instruction to any person, including, without limitation, choreography, lessons and seminars.

“Sponsorship Arrangements” means any arrangements pursuant to which a Skater receives compensation for the use of their name, image, likeness, footage, picture or personal appearance to advertise commercial products, services or enterprises.

“Test Partnering” means providing partnering services to other skaters to assist such other skaters in participating in the Skate Canada test program as set out in Skate Canada’s rules and regulations from time to time.

4.0 ELIGIBLE COMPENSATION SOURCES

A Skater may receive compensation from Eligible Compensation Sources provided a Skater adheres to the guidelines as set out in this document.

5.0 GUIDELINES

5.1 **SPONSORSHIP ARRANGEMENTS:** Skaters may seek and enter into Sponsorship Arrangements subject to the following terms and conditions:

(i) all proposed Sponsorship Arrangements must receive the prior written approval of Skate Canada. In order to obtain such approval, the Skater must provide Skate Canada with the terms and conditions of the proposed Sponsorship Arrangement together with all documentation relating to such proposed Sponsorship Arrangement, including, without limitation, any draft agreement or proposal letter. Skate Canada reserves the right to reject sponsorship agreements that could reasonably be expected to adversely affect Skate Canada's national sponsorship program (Rule 2205(1)(a)). Skate Canada shall act reasonably in this regard and shall in most circumstances approve the proposed Sponsorship Arrangement provided that:

- (A) the proposed Sponsorship Arrangement is not with an entity that competes with an existing Skate Canada Sponsor or Potential Skate Canada Sponsor; or
- (B) the proposed Sponsorship Arrangement is not with respect to goods and products that are included in a sponsorship category of an existing Skate Canada Sponsor or Potential Skate Canada Sponsor.

(ii) all Sponsorship Arrangements must include an acknowledgement by the sponsor that the Skater may be required to appear or lend their name and likeness to an Skate Canada Sponsor that competes with such sponsor. The purpose of this clause is to address situations where the Skate Canada Sponsor enters into a sponsorship arrangement with Skate Canada subsequent to a Sponsorship Arrangement. Skate Canada acknowledges that it shall not be entitled to require the Skater to terminate the Sponsorship Arrangement in such circumstances and shall only require the Skater to appear or lend their likeness to the Skate Canada Sponsor in accordance with the limitations set forth in the then current Skate Canada Athlete Agreement.

(iii) 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 a Sponsorship Arrangement, of the limitations to displaying of advertising as mentioned above and the prospective sponsors must acknowledge in writing to Skate Canada that they will abide by all such regulations.

5.2 **PERFORMANCES/APPEARANCES:** All Performances by a Skater must receive the prior sanction of Skate Canada regardless of whether any compensation is received by the Skater. Skaters performing/ appearing without a sanction may be declared ineligible. Skaters should also refer to the ISU rules and regulations with respect to eligibility as non-compliance with such rules and regulations may result in loss of eligibility. Skate Canada strongly encourages Skaters to confirm with the Skate Canada National Office as to whether a competition, exhibition or show has obtained appropriate sanctions. Sanctions issued by Skate Canada shall be obtained as follows:

(i) Any Performance by a Skater who is a member of the Skate Canada National Team must receive the prior written approval of Skate Canada which must be issued by the Skate Canada National Office;

(ii) Any Performance in a competition, exhibition, or carnival, above Section level and outside the geographic boundaries of the Section, must receive the prior written approval of the Skate Canada National Office; and

(iii) A sanction may be issued on behalf of Skate Canada by a Section Chair for skating competitions, events or activities within the geographical boundaries of the Section that are organized by the Section or a Skate Canada club within the Section that comply in all respects with Skate Canada rules, regulations and policies.

Performances specifically does not include performances by a Skater during an international or ISU event (for example, the gala at a Grand Prix or ISU Championship). All compensation from such performances shall constitute Prize Money and be dealt with in accordance with the provisions with respect to Prize Money contained in this policy.

5.3 **COMPETITIONS - OFFICIAL PRIZE MONEY:** All competitions for which a Skater may receive Prize Money must be sanctioned by Skate Canada for domestic competitions and by the ISU or another ISU member through Skate Canada for international competitions. In accordance with ISU rules and regulations, all Prize Money earned by a Skater must be remitted to Skate Canada by the ISU or organizing committee, as applicable. All such Prize Money, net of the Administration Fee, withholding taxes and banking fees and charges shall be disbursed by Skate Canada in accordance with the provisions of this policy.

5.4 **SKATING INSTRUCTION:** A Skater may provide Skating Instruction subject to compliance by the Skater with all coaching requirements contained in Skate Canada rules, regulations and policies, including, without limitation, the requirements that all persons providing Skating Instruction have appropriate certification and insurance and that such persons are properly registered as a coach with Skate Canada.

5.5 **DONATIONS:**

A Skater may accept a Donation provided that if a Donation is directed to a specific Skater, no charitable donation receipt can be issued to the person or entity making the Donation by Skate Canada.

5.6 **TEST PARTNERING:** A Skater may receive Compensation for performing Test Partnering services subject to compliance at all times with all Skate Canada rules, regulations and policies.

5.7 **NON-COMPLIANCE:** Failure by a Skater to comply with these guidelines will result in the Skater becoming ineligible to participate in any Skate Canada, international or ISU competition or event. Notwithstanding the foregoing, in the case of non-compliance by a Skater with any of the terms and conditions in this policy, such non-compliance may be waived by the Skate Canada CEO where:

- (i) all information with respect to the non-compliance has been provided to the Skate Canada CEO;
- (ii) in the sole and final opinion of the Skate Canada CEO, either (A) such non-compliance is minor in nature; or (B) the Skater and any third party involved in the non-compliance (such as a sponsor of the Skater) take corrective actions that result in the non-compliance being minor in nature; and
- (iii) the Skater agrees to any reasonable requirements of the Skate Canada CEO with respect to the non-compliance.

An example of such a situation would be a failure to provide the information required by this policy but where the actions by the Skater have not otherwise violated the terms and conditions of this policy.

In the case of any non-compliance by a Skater with the guidelines that is not minor in nature, as stated above, the Skater will be ineligible to participate in any Skate Canada, international or ISU event. Should the Skater wish to be re-instated, they must comply with the re-instatement provisions as set forth in the Skate Canada rules and regulations.

6.0 DISBURSEMENT OF SKATER COMPENSATION

The skater has the option to receive payment from Eligible Compensation Sources either: (i) directly; or (ii) into a Skater's Trust Fund.

7.0 TAXATION RESPONSIBILITIES

- 7.1 **WHEN INCOME IS TAXED:** In general, when a Skater receives Compensation directly (whether flowed through Skate Canada or directly from another source), the Compensation is subject to government tax in the year it is earned and when a Skater directs compensation into a Skater's Trust Fund, it only becomes taxable to the Skater in the year it is actually withdrawn from the Skater's Trust Fund.
- 7.2 **T4A TAX SLIP:** At the end of each calendar year, Skate Canada will issue to the Skater, a T4A Income Tax Slip (Statement of Earnings) reporting the amounts paid directly to the Skater net of bank charges, the Administration Fee and other such charges. Where amounts are paid by Skate Canada directly to a Skater's Trust Fund, no income tax slips are issued by Skate Canada.
- 7.3 **REPORTING OF INCOME:** It is the responsibility of the Skater each year to report to all applicable taxation authorities all sources of income. Skate Canada has no obligations or liabilities in this regard. Without limitation, a Skater with a Skater's Trust Fund is responsible for all filings, notices, reporting and taxes relating to such Skater's Trust Fund. Please consult all applicable taxation authorities for more information on reporting your income and the expenses that can be claimed against such income or seek professional assistance.

7.4 **FOREIGN TAXES PAID:** It should be noted that the amount received by Skate Canada in respect of Prize Money related to competitions held outside of Canada is generally net of foreign income taxes and other related fees. Skate Canada does not receive this foreign tax and therefore is not in a position to report this amount. It is therefore very important that the Skater consult professional assistance in the preparation of his/her tax return.

8.0 GRANTS, BURSARIES, AWARDS

Grants, bursaries, awards, etc., from Skate Canada, Skate Canada member organizations, family members, Canadian government entities or any Approved Funding Body may be accepted directly by a Skater. It is the Skater's responsibility to ensure compliance with all applicable laws in respect of any such monies or support.

9.0 PAYMENT PROCEDURES

Instructions for payment of funds must be made in writing and signed in original form by the Skater. If the Skater is a minor, the Skater's signature is accompanied by the signature of a parent or legal guardian. The instructions will specify whether the funds are to be payable directly to the Skater or to a Skater's Trust Fund and funds will be forwarded to the Skater by way of cheque or electronic funds transfer as directed by the Skater (minus applicable banking fees).

Payment instructions by email will be accepted provided that the Skater, and where the Skater is a minor, the Skater's parent or legal guardian executes an "Electronic Authority and Release" form pursuant to which the Skater consents to Skate Canada releasing funds against an email request and further the Skater releases Skate Canada from any liabilities as a result of following such email request.

10.0 TRANSITION PROVISIONS

Prior to the approval of this policy, Skate Canada maintained trust accounts on behalf of Skaters. While this practice will be discontinued from this date forward, all existing skater trust accounts maintained by Skate Canada will be maintained in accordance with the provisions of Article 9 of the Skater Trust Program Guidelines effective January 1, 1997. All such existing skater trust accounts shall terminate in accordance with such Article 9 or where required to terminate in accordance with applicable law.

11.0 **FORMS AND INQUIRIES:** All inquiries with respect to this policy may be directed to:
Director High Performance, Skate Canada, 865 Shefford Road, Ottawa, 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

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

- 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: December 5, 2011

1.0 PURPOSE OF A BYE

The granting of a bye (exemption) permits a skater to pass to the next level of competition as specified in this policy without competing at a prerequisite level. Byes may be granted through the relevant Sectionals Competition or Challenge Competition in accordance with the provisions hereof.

2.0 DEFINITIONS

For the purposes of this policy:

- (i) "Sectionals Competition" means the relevant Sectionals qualifying competition as defined in the Skate Canada bylaws, rules and regulations;
- (ii) "Challenge Competition" means the relevant Skate Canada Challenge Competition as defined in the Skate Canada bylaws, rules and regulations;
- (iii) "Canadian Championships" means the Canadian Figure Skating Championships; and
- (iv) "compete" means to compete in all parts of the relevant event. That is, the short and free programs for singles and pair and the short dance or pattern dance (as applicable) and free dance for ice dancing.

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

3.1 COMPETITORS REGISTERED FOR SECTIONALS COMPETITION: Competitors who register for an event(s) at the relevant Sectionals Competition and who in the same competitive season have been assigned by Skate Canada or, in the case of a Senior Grand Prix, by the ISU Grand Prix selection group (or by Skate Canada in the case of home entries to Skate Canada International) to a Junior Grand Prix, Senior Grand Prix or international event, shall be granted an automatic entry into the Challenge Competition event for each event discipline in which such competitor was registered at such Sectionals Competition.

Competitors who register for Senior events at the relevant Sectionals Competition and: (i) who have

been assigned by the ISU Grand Prix selection group (or by Skate Canada in the case of home entries to Skate Canada International) to a Senior Grand Prix; or (ii) who have qualified for the Junior Grand Prix Final event shall be granted an automatic entry into the Senior Canadian Championship event of the same event discipline in the same competitive season.

- 3.2 **LIST OF BYES FOR UPCOMING SKATING SEASON:** The President, in consultation with the High Performance Committee Chair, the CEO and the Director of High Performance, shall determine a list of byes for the forthcoming competitive season.
- 3.3 **THE EFFECT OF BYES ON THE COMPLEMENT OF SKATERS TO THE CHALLENGE COMPETITION:** 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.
- 3.4 **THE EFFECT OF BYES ON THE CHALLENGE COMPETITION EVENTS COMPLEMENT OF SKATERS TO THE CANADIAN CHAMPIONSHIPS:** In all cases where a Challenge Competition bye has been granted to a competitor(s), such bye(s) shall reduce the number of competitors who may qualify for the Canadian Championships through the Challenge Competition such that the maximum number of skaters as designated in such event discipline as specified in the relevant Skate Canada rules, regulations and/or policies shall be maintained. Once all byes through the Challenge Competition have been granted, the balance of the entries shall be determined in accordance with the results of the Challenge Competition, as applicable. For example, where the maximum number of entries in an event discipline at the Canadian Championships has been set at 12 and there are 3 byes through the Challenge Competition, an additional 9 entries may qualify for the Canadian Championships through the Challenge Competition.
- 3.5 **BYED SKATER(S) ELECTS TO COMPETE AT SECTIONALS COMPETITION OR THE CHALLENGE COMPETITION:** In the event that a skater is byed through a Sectionals Competition or the Challenge Competition in accordance with this policy but elects to compete anyway, the bye will be retained by the skater regardless of the result achieved by such skater. In this case, the numbers of competitors advancing to the next level of competition shall be determined in accordance with the provisions of this policy and the relevant Skate Canada rules and regulations as if the skater activated his or her bye.
- 3.6 **RULE REFERENCE:** See Rule 7403 for 3.1 to 3.5 above.

4.0 AUTOMATIC BYES TO CANADIAN CHAMPIONSHIPS FOR SENIOR COMPETITORS

Automatic "byes" are granted through their respective Sectionals and/or Challenge Competition to Senior competitors placing first, second or third in the previous year's Canadian Championships in the same event discipline and/or to Senior competitors who place first, second or third at any of the previous three ISU World Championships and/or the immediately prior Olympic Winter Games) in each case in the same event discipline. In the case of pairs and ice dance a bye is earned by the team not by the individual skaters, and as such the bye will be granted provided that the skaters are continuing to compete as a team.

5.0 EXTRAORDINARY CIRCUMSTANCES AND MEDICAL BYES

5.1 **FOR SENIOR COMPETITORS:** Medical byes to the Challenge Competition or Canadian Championships or any level (novice, junior and/or senior) may be granted by the President in consultation with the Skate Canada CEO, Director of High Performance and Chair of the High Performance Committee. Such byes will only be granted in extraordinary circumstances where the skater has demonstrated his or her worthiness for a bye but is not strictly within the wording of this policy. Such a bye is extraordinary and will generally be related to medical conditions. For example, but without limitation, a circumstance where such a bye would be considered would be a competitor who wins a Junior Grand Prix event, and then wins the Short Program in another Junior Grand Prix and then who suffers illness or injury and is unable to complete the event and remains ill or injured through the Challenge Competition but who is competition ready for the Canadian Championships. In this case, such byed competitor(s) shall be in addition to the designated maximum number of competitors in the relevant Canadian Championships event. Requests for consideration for a bye under this Section 5.1 shall be made in writing to the Skate Canada CEO and shall contain a description of the grounds upon which such bye is being requested.

5.2 **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 discipline, the Section may make a decision on site at the relevant Sectionals Competition to send an entry to the Challenge Competition event that is unable to compete or finish competing at the Sectionals Competition event due to injury or illness. The process to be followed is:

- (a) The skater(s) must register for ~~and attend~~ the Sectionals Competition 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.
- (b) The entry must then formally withdraw from the Sectionals Competition 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 at the sole discretion of the Section.

6.0 **ADDITIONAL ENTRIES FROM SECTIONAL COMPETITIONS TO CHALLENGE COMPETITIONS**

The President, in consultation with the High Performance Committee Chair, the CEO, and the Director of High Performance shall determine extra entries to the Challenge Competition according to the following principle:

- (a) At the conclusion of the Sectional Competitions the number of entries in the country in each category shall be totaled; and
- (b) When the total number of competitors in a category in the country is less than the ~~normal~~ defined maximum event quota at the Canadian Championships (i.e. currently 18 for singles, 12 for pair and 15 for ice dance) skaters may be added to Challenge Competition at the

discretion of the Skate Canada President to complete the maximum Canadian Championships event quota.

7.0 "GUEST" COMPETING AT SECTIONALS COMPETITION

In the case that a Sectionals Competition has registered no more than their maximum Challenge Competition complement of entries in any Pre-Novice, Novice, Junior or Senior discipline, they may allow one or more skaters/teams in the event to "guest compete" at another Sectionals Competition 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

Skaters representing another ISU Member are ineligible to "guest compete" at any qualifying event.

NOTE: Does not apply to Synchronized Skating Regionals.

8.0 DETERMINATION OF ENTRIES/BYES TO THE CANADIAN SYNCHRONIZED SKATING CHAMPIONSHIPS

8.1 INTERNATIONAL BYES:

- (a) Only teams assigned by Skate Canada to represent Canada at international synchronized skating competitions ~~for~~ during the current competitive season shall be eligible for consideration for a "bye".
- (b) If a Senior and/or Junior team is assigned or invited by Skate Canada to represent Skate Canada at an international competition contained on the ISU calendar, the Skate Canada President, in consultation with the Chair of the High Performance Committee, the CEO, and the Director of High Performance, may grant a bye to the team(s) through a Regional 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 Regional event must compete in the qualifying round (if applicable) at the national championships in order to advance to the Canadian Synchronized Skating 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 Regional event has been granted, the Region may send the full complement plus the byed team(s) to the Canadian Synchronized Skating Championships qualifying round event or Canadian Synchronized Skating Championships as applicable. (See Rule 7705)

9.0 NOTIFICATION OF BYE(S) THROUGH REGIONALS

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

<p>POLICY: REGISTRATION OF PROFESSIONAL COACHES</p>
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<p>REFERENCE: By-law 1202 (3) and 2401</p>

<p>EFFECTIVE DATE:</p>

<p>REVISED DATE:</p>

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: STANDARDS FOR PROFESSIONAL COACHES

REFERENCE: Rule 2401

EFFECTIVE DATE: June 1, 2008

REVISED DATE: ~~February 4, 2012~~ June 6, 2013

1.0 PROFESSIONAL COACHES

- 1.1 All individuals who teach skating in a Skate Canada club or skating school must:
- (a) Be registered with Skate Canada as professional coaching members,
 - (b) Hold a valid First Aid Certificate,
 - (c) Consent to a police clearance check and positions of trust check through an organization specified by Skate Canada, and
 - (d) Complete the NCCP Making Ethical Decisions on-line evaluation.
 - (e) Participate in the Continuous Education Program (CEP) and earn the specified minimum number of credits (effective September 1, 2014.)

2.0 COACHES TEACHING CANSKATE

- 2.1 In addition to meeting the requirements in 1.0 above, individuals who wish to teach CanSkate in a Skate Canada club or skating school must complete the NCCP Instruction Beginner-CanSkate Coach Training and ~~the CanSkate Assignment~~ have achieved an in-training status.
- 2.2 Trained NCCP CanSkate Coaches must become CanSkate Coach certified or complete their Primary STARSkate Coach training within two years from the date of registration as a CanSkate Coach.

3.0 COACHES TEACHING CANPOWERSKATE

- 3.1 In addition to meeting the requirements in 1.0 above, individuals who wish to teach CanPowerSkate in a Skate Canada club or skating school must complete the CanPowerSkate Coach Training and the CanPowerSkate Exam.

4.0 COACHES TEACHING ALL OTHER SKATE CANADA PROGRAMS

- 4.1 In addition to meeting the requirements in 1.0 above, individuals who wish to teach Skate Canada programs in addition to, or other than, CanSkate and CanPowerSkate in a Skate Canada club or skating school must complete the NCCP Instruction-Intermediate Primary STARSkate Coach Training.
- 4.2 Trained NCCP Primary STARSkate Coaches must become certified as a Primary STARSkate Coach within two years from the date of completion of the Primary STARSkate Coach Training.

5.0 DANCE PARTNERS:

5.1 **ELIGIBLE PERSON STATUS:** Eligible persons who partner skaters in preparation for and on dance tests are subject to Rule 2202. All partners must abide by the prescribed rates set for partnering as directed by the Board of Directors. See also Rule 4401 (2) - Partners for Dance Tests.

5.2 **INELIGIBLE OR RESTRICTED ELIGIBLE PERSON STATUS:** Ineligible or restricted eligible persons who partner skaters in preparation for and on dance tests but do not teach in a Skate Canada club or skating school are not subject to the above standards provided that their responsibility to such skaters is only as a dance partner and not as a dance coach. This type of partnering ~~is defined as Professional Dance Partner and~~ must be conducted in a lesson environment led by the Skate Canada Professional Coach. ~~under the general supervision of the skater's dance coach who must be a Skate Canada professional coaching member.~~

6.0 NON RESIDENT GUEST COACHES:

Guest coaches who are a resident of a country other than Canada who coach or instruct in Skate Canada clubs or skating schools for one continuous period of two months or less in any one calendar year are not subject to the provisions of Section 2400.

POLICY: COACHES CODE OF ETHICS

REFERENCE:

EFFECTIVE DATE:

REVISED DATE: February 4, 2012

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 PURPOSE OF CODE

The Professional Coaches' Code of Ethics has been developed to aid coaches in achieving a level of behaviour that will allow them to assist their athletes in becoming well-rounded, self-confident and productive human beings. The athlete/coach relationship is a privileged one and professional coaches play a critical role in the personal as well as athletic development of their athletes.

To create and maintain a positive and successful learning environment, all stakeholders involved in our sport (athletes, parents, coaches, officials and volunteers) must share a common vision and understanding of their role as their actions ultimately contribute to, or undermine, the existence of a positive skating environment. All Skate Canada Professional Coaches are responsible for establishing and maintaining ethical coaching behaviour.

3.0 ETHICAL OBLIGATIONS TO THE SPORT AND THE PROFESSION

- 3.1) At all times conduct oneself in a manner which does not have a material adverse effect on the sport of skating, or on the goodwill and reputation of Skate Canada. Support and promote Skate Canada, its programs and the sport of skating.
- 3.2) Be familiar with and adhere to the standards of coaching as defined under Section 2400 of the Skate Canada Rulebook.
- 3.3) Be familiar with and conduct oneself in accordance with ISU, Skate Canada, Section and club/school rules, policies, regulations and programs so as to be able to produce a positive skating environment in a professional manner.
- 3.4) Actively participate in the development and/or maintenance of desirable coaching standards in our sport (practice, education, certification and working conditions) and maintain professional competence by continually upgrading one's education in the sport and in related fields beneficial to skating (e.g. the performing arts, sport science, sport psychology, officiating, etc.).
- 3.5) Initiate and support actions that are required to meet the needs of the athletes, the club/school and skating in general with coaching colleagues, judges/evaluators and club/school officials.

- 3.6) Accept personal responsibility for providing and delivering coaching services in a safe and professional manner.
- 3.7) Negotiate coaching contracts in good faith and adhere to their terms.
- 3.8) Accurately represent one's technical, educational and professional credentials and resume.
- 3.9) Follow and abide by the Accreditation for Events Policy, all on-site accreditation requirements and security protocols for all events, and represent one's certification and registration status accurately at events.
- 3.10) Dress in a neat, clean and appropriate manner that is becoming of a member of this profession.
- 3.11) Give back a certain portion of time, effort and knowledge to our sport as a volunteer.
- 3.12) Coaches may produce resumes, flyers, pamphlets, web pages or other promotional material to advertise and promote their services, qualifications and experience and may distribute this information to individuals when requested by those individuals.
- 3.13) Coaches may advertise their services, qualifications and experience on-line, and through advertisements in print media (e.g. newspapers or Yellow Pages).
- 3.14) Provided the club or skating school has granted the same permission for all coaches, coaches may display a resume, flyer, brochure, or advertisement for their coaching services or lesson availability on a club bulletin board, club web site or club newsletter.
- 3.15) Coaches may participate in self-promotional activities that do not violate other clauses in this code.

4.0 ETHICAL OBLIGATIONS TO ALL INDIVIDUALS

- 4.1) Exhibit the important character traits of honesty, integrity, fairness, reliability/ dependability and cooperation when dealing with all participants in the sport so as to bring credit to the profession.
- 4.2) Treat everyone fairly within the context of their activity regardless of skating ability and participation goals.
- 4.3) Be a positive role model and encourage sportsmanship by demonstrating respect, courtesy, and positive support for all athletes, coaches, officials and volunteers at all times. Do not engage in actions (verbal or physical) that unfairly disadvantage a given athlete (or athletes) over another. Actively encourage athletes to learn and uphold the rules of their sport and the spirit of such rules.
- 4.4) Refrain from engaging in conduct which constitutes personal harassment or abuse of power in relation to another Skate Canada member. For these purposes:
 - a) "Personal harassment" is defined as improper conduct (comment, conduct, or gestures), which is directed toward an individual, and which is offensive or harmful to that individual, and which the

person making the comment, conduct, or gestures knows or ought to know is unwelcome or unwanted.

- b) "Abuse of power" is defined as conduct which involves the improper use of power, trust or authority inherent in a position held, which is directed toward an individual, and which endangers the job or performance of the individual, or undermines his or her job or performance, or in any way interferes with or influences the performance or career of that individual.
 - c) This conduct includes verbal, psychological and physical forms of behaviour, is demeaning, belittling, or causes personal humiliation or embarrassment, and may be on a one-time or continuous basis.
 - d) This conduct does not have to be made with the intent to harass or to abuse power, as the case may be, to constitute harassment or abuse of power;
 - e) The conduct takes place at or during the course of any Skate Canada business or skating activity or event (including business or skating activities or events of member organizations); or, outside of those situations, when the conduct occurs between members of Skate Canada, and the conduct adversely affects Skate Canada skating environment.
- 4.5) Refrain from engaging in conduct which constitutes discriminatory or sexual harassment. Discriminatory and sexual harassment, whether verbal, physical, or institutional, is unacceptable and will not be tolerated by Skate Canada.
- a) Discriminatory harassment is defined as improper behaviour (comment, conduct, or gestures), which is directed toward an individual or group of individuals, and which is related to or motivated by the race, national or ethnic origin, colour, religion, age, marital status, family status, disability, or pardoned conviction of that individual or group of individuals, and which is offensive to that individual or group of individuals, and which the person making the comment, conduct, or gestures knows or ought to know is unwelcome or unwanted. This improper behaviour, which may be on a one-time or continuous basis, is insulting, intimidating, humiliating, malicious, degrading, or embarrassing. The improper behaviour does not have to be made with the intent to harass or discriminate, to be in violation of this policy.
 - b) Sexual harassment is defined as improper behaviour (comment, conduct, or gestures), which is directed toward an individual or group of individuals, and which is related to the sex or sexual orientation of that individual or group of individuals, and which might reasonably be expected to cause offense or humiliation to that individual or group of individuals, or which might reasonably be perceived by the individual or group of individuals as placing a condition of a sexual nature on employment, or on any opportunity for training or advancement. Sexual harassment may be directed at members of the same sex or the opposite sex. This improper behaviour, which may be on a one-time or continuous basis, is insulting, intimidating, humiliating, malicious, degrading, or embarrassing. The improper behaviour does not have to be made with the intent to harass or discriminate, to be in violation of this policy.

4.6) Never advocate or condone the use of illegal drugs, banned or performance enhancing substances.

5.0 ETHICAL OBLIGATIONS TO ATHLETES/PARENTS

5.1) Provide the athlete and parent/s with a current copy of the Skate Canada Coaches' Code of Ethics and review the code with the athlete and parent(s).

5.2) Assist the athlete in determining realistic goals and objectives in the sport.

- 5.3) Provide the athlete and parent/s with the information necessary to enable them to choose a realistic and affordable course of action to achieve their goals and objectives. Involve parents in management decisions pertaining to their children's development.
- 5.4) Maintain the best interests of the athlete at heart at all times and communicate regularly and effectively with the athlete and parent(s) as to the athlete's progress, changes in Skate Canada rules or club regulations, or other important or relevant information affecting the athlete's participation in the sport.
- 5.5) Place the emotional and physical well-being of the athlete ahead of a personal desire to win.
- 5.6) Be aware of the influence one can exercise over one's athletes and never abuse this trust or position of power.
- 5.7) Avoid making promises or giving guarantees to the athlete and/or parent(s) of test or competitive achievement but rather endeavour to restrict dialogue to the athlete's personal skating development.
- 5.8) Clearly outline your available coaching services including cost and method of payment prior to providing any services as agreed or contracted by your athlete/parent.
- 5.9) Invoice the athlete/parent for services performed and only for the appropriate value. Invoicing athletes/parents for lessons or professional time not provided or to be provided in the future is not acceptable.
- 5.10) Respect the fact that an athlete and/or parent/s have the right to contract the services of another coach to either replace or supplement the athlete's instruction.
- 5.11) Abstain from the consumption of alcoholic beverages or use of tobacco in the presence of athletes in the training environment. Coaches should be role models for athletes and encourage healthy habits.

6.0 ETHICAL OBLIGATIONS TO PROFESSIONAL COLLEAGUES

- 6.1) Strive to create and maintain cooperative relationships with coaching colleagues for the purpose of ensuring a positive skating environment.
- 6.2) Refrain from criticizing another coach's teaching methods, techniques and/or opinions unless done so with the coach's knowledge or permission.
- 6.3) Respect the fact that a coach becomes the base coach of an athlete from the moment that an athlete contracts the services of that coach, whether individually or in a group situation, and that other coaches must initiate discussion about an athlete's training only through the base coach.
- 6.4) Respect a coach/athlete and/or parent/s' relationship and not solicit or cause to be solicited, directly or indirectly, or through a third party the athlete/s of another coach.
- 6.5) Coaches may respond to athletes or parents who approach them and ask questions regarding their services, experience, qualifications, teaching methodology and coaching philosophy.

- 6.6) 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 athlete 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 athlete in the absence of the coach or agreed upon team coaching situation and do nothing to undermine the base coach/athlete 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 an athlete and/or parent/s who request to contract your services. This is to ensure that the proper procedure occurs when taking on a new athlete 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.

7.0 VIOLATION OF THE PROFESSIONAL COACHES' CODE OF ETHICS

- 7.1) All violations are to be dealt with according to the Club Dispute Resolution Procedures Policy or Section Dispute Resolution Procedures. Contact your Club or Section Office for a copy of the dispute resolution process to be followed. An individual may apply to Skate Canada to have a violation dealt with under the Membership Complaints Policy or Membership Harassment Policy if applicable.
- 7.2) Skate Canada reserves the right to publish the name, penalty, reasons for penalty, and expiry of penalty (if applicable) for any professional coaching member who has violated this code, the Membership Complaints Policy, Membership Harassment Policy or any other Skate Canada rule or policy.

POLICY: SCREENING FOR PROFESSIONAL COACHES

REFERENCE:

EFFECTIVE DATE: September 1, 2005

REVISED DATE: April 2011

1.0 POLICY STATEMENT

The primary objective of Skate Canada is to improve, encourage and advance figure skating and recreational skating on ice (collectively, "skating"). In pursuit of that objective, Skate Canada is mandated to take all steps necessary or desirable to regulate skating throughout Canada, and to provide standards and rules for all skating activities of its members.

By virtue of their role and responsibilities in the sport, Professional Coaches maintain a position of leadership with members and their families. In order to help ensure the quality and integrity of our professional coaching membership and the safety and well being of Skate Canada members and their families, Skate Canada requires that all professional coaches have a "Police Clearance Check" and "Positions of Trust Check" performed and submitted to Skate Canada.

Any coach under the age of 18 is exempt from this policy. Professional coaches who turn 18 years old will have 30 days from their birth date to complete their clearance checks in accordance with this policy.

This screening policy does not absolve clubs and skating schools from their responsibility of following a detailed recruitment process (including reference checks) for hiring/contracting professional coaches.

2.0 APPLICATION OF POLICY

- 2.1 Any individual wishing to become a Skate Canada Professional Coaching Member is required to submit a Police Clearance Check and Positions of Trust Check as a requirement of obtaining a professional coaching membership with Skate Canada.
- 2.2 Professional coaches must obtain a Police Clearance Check and Positions of Trust Check in the manner specified by Skate Canada. The results of the checks must be submitted to Skate Canada.
- 2.3 Professional coaches are responsible for all fees associated with retaining the Police Clearance Check and Positions of Trust Check.
- 2.4 Professional coaches will be required to submit to a Police Clearance Check and Positions of Trust Check every three years, in order to maintain a Professional Coaching Membership with Skate Canada. In addition, professional coaches have a positive obligation to immediately disclose any

circumstances or the occurrence of any event that could reasonably be determined to change the results of the Police Clearance Check and Position of Trust check (“material event”).

- 2.5 If three years lapse without a Professional Coaching Member submitting a current Police Clearance Check and Positions of Trust Check, their Professional Coaching Membership will be deactivated until the updated checks are received and reviewed.
- 2.6 Police Clearance Check and Positions of Trust Check from sources other than those deemed acceptable by Skate Canada will not be considered.

3.0 REFUSING MEMBERSHIP

- 3.1 Skate Canada reserves the right to refuse a professional coaching membership application or deactivate their professional coaching membership based on the outcome of an individual’s Police Clearance Check or Positions of Trust Check or the occurrence of a Material event.

4.0 PROCESS FOR OBTAINING A POLICE CLEARANCE CHECK AND POSITIONS OF TRUST CHECK.

- 4.1 The process for obtaining a Police Clearance Check and Positions of Trust Check can be obtained on Members Only of the Skate Canada website or by contacting the Skate Canada Member Services Department at memberservices@skatecanada.ca.

POLICY: ACCREDITATION FOR EVENTS

REFERENCE: By-law 2403

EFFECTIVE DATE: October 3, 2009

REVISED DATE: ~~October 24, 2012~~ June 6, 2013

1.0 PROFESSIONAL COACHES

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

INTERNATIONAL, CANADIANS, CANADA GAMES: be NCCP Level 3 certified for ISU sanctioned International competitions, Canadian Figure Skating Championships and/or Canada Games.

1.2 ACCREDITATION: In order to receive accreditation from the Association Skate Canada professional coaches must meet the following standards:

SECTIONALS, CHALLENGE COMPETITIONS, REGIONAL SYNCHRONIZED SKATING CHAMPIONSHIPS: be NCCP Intermediate STARSkate Provincial Coach (Level 2) certified for Sectionals, Challenge Competitions, Regional Synchronized Skating Championships (qualifying events only). Coaches attending a sectional event with Pre-Juvenile level skaters must be Intermediate STARSkate Provincial Coach (level 2) certified. Coaches attending the Regional Championships with a team in a non-qualifying category must be NCCP Primary STARSkate Coach certified.

SECTIONAL/PROVINCIAL STARSkate and ADULT CHAMPIONSHIPS: be NCCP Primary STARSkate Coach certified for Sectional/Provincial STARSkate and Adult Championships.

SYNCHRONIZED SKATING CHAMPIONSHIPS: be NCCP Level 3 certified for all categories within the Skate Canada Synchronized Skating Championships. ~~Junior and Senior competitions. For Novice, Intermediate and Open categories, coaches must be NCCP Provincial Coach (level 2) certified. A coach who is NCCP Provincial Coach (level 2) certified in Synchronized Skating and who has completed the Level 3 Theory, (or equivalent Competition Development modules) Level 3 General Subjects and Level 3 Synchronized Skating technical courses, may be granted a one time exemption to receive accreditation for the Synchronized Skating Championships occurring in the same season.~~

1.3 COMPLETION OF CERTIFICATION: Certification must be completed twenty-one days prior to the start of the event.

1.4 NON-QUALIFYING EVENTS: Competitions below Sub Sectional and Sectional Championship level as defined in Rule 4700 are not affected by this policy and are determined by the Section.

- 1.5 **NEW COACHES:** New professional coaches who do not meet the above criteria for accreditation or funding will have two years in which to become NCCP Primary STARSkate certified, three years in which to become NCCP Intermediate STARSkate, Provincial Coach (level 2) certified and four years to become NCCP Level 3 Certified from the date of first registering as a Skate Canada Professional Coach. New coaches (excluding Fast Track candidates) who do not become NCCP Intermediate STARSkate, Provincial Coach (Level 2) certified within three years are not permitted to attend any events requiring NCCP Level 3 certification until they become NCCP Level 3 certified.
- 1.6 **CONDITIONS FOR RECEIVING ACCREDITATION:** In order to receive accreditation from the Association at any Sectional championships or higher, Skate Canada professional coaches must be members of the Association and hold a valid First Aid Certificate.
- 1.7 **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.
- 2.0 TEAM MANAGERS**
- 2.1 **ACCREDITATION FOR TEAM MANAGERS:** In order to receive accreditation as a Team Manager from the Association at Challenge Competitions, Canadian Figure Skating Championships, Synchronized Skating Championships, Regional Synchronized Skating Championships, Sectional/Provincial STARSkate Championships, Adult Championships and all international competitions, the individual must be a registered Skate Canada member and/or Skate Canada employees.
- 2.2 If a Team Manager is a coach, then he/she must meet all the requirements of a professional coach for the relevant event including NCCP certification level, valid First Aid certificate, and coaching membership with the Association.
- 2.3 The number of Team Managers permitted per Section per event (Challenge Competitions, Canadian Figure Skating Championships, Sectional/Provincial STARSkate Championships, Adult Championships and all international competitions) will be as follows:
2 Team Managers per Section for up to 10 skaters; 1 additional Team Manager is permitted for every additional 5 skaters.
- 2.4 For the Synchronized Skating Championships, Adult Championships (synchronized skating) and Regional Synchronized Skating Championships a total of five individuals may be accredited per team (coaches, team managers, performance enhancement personnel and chaperones) with a maximum of two coaches. The names of the individuals requiring accreditation must be included in the competition online registration process. Chaperones must be current registered members of Skate Canada.
- 2.5 Additional Section Team Managers may be granted on the following basis:
- (i) additional Team Managers are to be considered on an event by event basis;
 - (ii) in order to be considered for additional Team Managers, application shall be made by the relevant Section: (i) within 2 days of the completion of the relevant Section championships in the case of requesting additional accreditation for Challenge and (ii) within 2 days of the

- completion of the relevant Challenge championship in the case of requesting additional accreditation for the Canadian Figure Skating Championships. Late applications will not be considered;
- (iii) applications will be submitted to the Skate Canada Director Coaching and Skating Programs;
 - (iv) the application will contain specifics as to why the additional Team Managers are necessary;
 - (v) applications will be considered by the Skating Programs Committee and will make a determination as to whether additional Team Manager accreditations will be issued. The Skating Programs Committee will take into account all relevant considerations including, without limitation, size of venue, number of accreditations granted already issued etc.;
 - (vi) the decision of the Skating Programs Committee will be final and will be communicated to the relevant Section as soon as possible in the circumstances.

3.0 PERFORMANCE ENHANCEMENT TEAM SUPPORT PERSONNEL

- 3.1 Skate Canada may approve performance enhancement personnel (sport science professionals) to be accredited with athletes at the Canadian Figure Skating Championships and Synchronized Skating Championships;
- who have the following professional designations:
1. Medical Doctor:
 2. Physiotherapist: **must have designated status**
 3. Sport Psychologist: must be a psychologist: (i) licensed by and in good standing with their provincial governing body; and/or (ii) a member in good standing of the Canadian Sport Psychology Association.
- 3.2 All applications for accreditation from performance enhancement personnel are subject to review and approval by Skate Canada and they must provide proof that they meet the minimum criteria outlined below before being considered for accreditation. All applications must be signed by both the athlete and head coach.
- 3.3 Each competition entry may only have two accredited individuals for the event. For example, the two individuals may be: two professional coaches or one professional coach and one sport science specialist or one team manager. In the case of the Synchronized Skating Championships, a total of 5 individuals can be accredited per team (coaches, team managers and chaperons), with a maximum of 2 coaches.
- 3.4 No rink side access or access in the chute will be granted for sport science professionals who are accredited with competition entries. For each event, Skate Canada will determine which areas of the arena the sport science specialists will be allowed.

POLICY: OFFICIALS DEFINITION, APPOINTMENT, QUALIFICATIONS

REFERENCE:

EFFECTIVE DATE: July 1, 2012

REVISED DATE: July 1, 2012

Shaded wording denotes rules relating to Officials.

For specific requirement and detailed information regarding Evaluation, refer to the Skate Canada Evaluator Training Manuals. (Rule 2500)

1.0 DEFINITIONS

- 1.1 **DATA SPECIALIST:** A data specialist 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 is an experienced Evaluator/ Judge who has been specifically trained as a clinic leader by his/her section and appointed by the Skate Canada Domestic Officials Committee.
- 1.3 **EVALUATOR:** An evaluator is an individual sixteen years of age or older who has been trained and certified as per item 13.0 of this policy to assess tests in the STARSkate program. Evaluators are qualified to assess tests at or below a specified level in one or more of the STARSkate 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 13.0 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:** 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.
- 1.6 **TECHNICAL CONTROLLER:** A technical controller is responsible for accurate technical panel process and is responsible for authorizing, correcting, deleting and adding elements to the list of elements performed during a competitive performance. Technical controllers are qualified to act on panels at or below a specified level of competition in one or more disciplines.
- 1.7 **TECHNICAL SPECIALIST:** A technical specialist identifies elements and levels of difficulty of elements in competition. The technical specialist will also identify falls illegal elements and illegal features where appropriate to discipline. Technical specialists are qualified to act on panels at or below a specified level of competition in one or more disciplines.

1.8 **BASIC LEVEL TECHNICAL OFFICIAL:** A technical official is responsible for accurate technical panel process and is responsible for authorizing, correcting, deleting and adding elements to the list of elements performed during a competitive performance. A technical official assists with the identification of elements in competition. The technical official will also assist with the identification of falls, illegal elements where appropriate to discipline. Technical officials are qualified to act on panels at or below a specified level of competition in one or more disciplines and can only be assigned to events where elements can be called no higher than basic level.

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 technical controllers, referees, technical specialists, judges, evaluators and data specialists 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 PROCEDURES

3.1 Individuals that meet the established age and skating background criteria and are interested in seeking initial appointment and/or promotion as a judge or evaluator must apply, or communicate their intention to their Section Officials Committee.

3.2 The Section Officials 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. It is recommended that 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. Requests to extend the validity of training requirements must be made in writing to the Section Officials Committee or the Domestic Officials Committee

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 disciplines shall submit an application for appointment or promotion to the appropriate Section Officials Committee.
- (b) The Section Officials Committee shall review all evaluator, judge and referee promotion applications. All evaluator promotions, judge promotions up to and including , novice and referee promotions up to and including interclub are to be considered for approval by the Section Officials Committee. If approved these are to be communicated to the National Office member services department and shall take effect immediately.
- (c) All judge promotion applications at the Junior and Senior level, and Section referee promotions are to be submitted to the Domestic Officials Committee for committee review and consideration for approval. The Domestic Officials Committee shall notify the Section Officials Committee of its decision regarding promotions . The Section Officials Committee shall be responsible for communicating these decisions to the individuals concerned.
- (d) Applications to take Challenge and Canadian judge and referee exams are to be submitted to the Domestic Officials Committee for review and consideration. Section support must accompany Challenge and Canadian judge and referee exam applications. The Domestic Officials Committee will communicate final decisions directly to the candidate and copy the Section Officials Committee.
- (e) International and ISU judge and referee exam applications are to be submitted to the High Performance Committee for review and consideration for approval. The committee will communicate this decision directly to the candidate and copy the Section Officials Committee. Following successful completion of all of the requirements for nomination, candidates will be reported to the Skate Canada Board of Directors, and then forwarded, by April 15 of each year, to the ISU for its approval.
- (f) An individual wishing to appeal a decision of the Section Officials Committee shall forward such an appeal to the Chair of the Domestic Officials Committee with a copy to the Chair of the applicable Section Officials Committee.
- (g) The Domestic Officials Committee shall have the authority, in exceptional circumstances, to recommend the domestic 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.
- (h) The High Performance Committee shall have the authority, in exceptional circumstances, to recommend the international 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.
- (i) Any individual wishing to appeal the decisions of the Domestic Officials or High Performance Committees shall forward the appeal to the appropriate committee Chair with a copy to the applicable Section Officials Committee.

- 3.6 The dates relating to the submission of promotion applications, applications for exams and the receipt of recommendations and appointment reviews shall be established annually by the Domestic Officials and High Performance Committees and communicated to the Section Officials Committees and all judges and referees with at least Challenge level qualifications in at least one discipline.
- 3.7 The Domestic Officials and High Performance Committees may take any action deemed necessary with respect to the appointment, promotion, demotion or deletion of any judge or referee to ensure that the best interests of skating and Skate Canada are protected.

4.0 TECHNICAL CONTROLLER AND TECHNICAL SPECIALIST APPOINTMENT OR PROMOTION PROCEDURES

- 4.1 Individuals that meet the established requirements and are interested in seeking initial appointment and/or promotion as technical controller, technical specialist, or basic level technical officials must apply to attend a technical panel training clinic, and communicate their intention to their Section Officials Committee.
- 4.2 The Section Officials Committee will offer training clinics for basic level technical official 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. It is recommended that the total number of participants at each clinic shall not exceed fifteen per clinic leader.
- 4.3 The Domestic Officials Committee in conjunction with the National Office will offer training clinics for applicants based on need for Section level technical controllers and specialists. Technical controllers and/or specialists will be selected by the committee and the National Office to act as course conductors, and will be responsible for training during the clinic and assessing the performance of candidates in the clinic. It is recommended that the total number of participants at each clinic shall not exceed fifteen per clinic leader. Detailed requirements for each level of appointment are outlined in items 14.0 and 15.0 of this policy
- 4.4 All training requirements outlined in item 14.0 and 15.0 shall be valid for two years from the date of completion. Requests to extend the validity of training requirements must be made in writing to the Section Officials Committee or the Domestic Officials Committee.
- 4.5 The appointment, promotion and monitoring of all basic level technical officials shall be dealt with in the following manner:
- (a) Individuals who meet the minimum requirements as listed in item 16.0 of this policy, and are interested in initial appointment to basic level technical officials in any discipline shall submit their application or express their interest to the appropriate Section Officials Committee.
 - (b) All basic level technical officials promotions in all disciplines are to be considered for approval by the appropriate Section Officials Committee. The Section Officials Committee will communicate this decision directly to the candidate.

- 4.6 The appointment, promotion and monitoring of all technical controllers and technical specialists up to and including the ISU level shall be dealt with in the following manner:
- (a) Individuals who meet the minimum requirements as listed in item 14.0 and 15.0 of this policy, and are interested in initial appointment to Section level technical controller or technical specialist in any discipline shall submit their application to the appropriate Section Officials Committee. The Section Officials Committee shall forward the list of applicants to the Domestic Officials Committee for the completion of the initial clinic as outlined in item 4.2 of this policy.
 - (b) Individuals who are seeking promotion to Challenge and higher levels as a technical controller or technical specialist in any discipline shall submit their application to the Domestic Officials Committee.
 - (c) All technical controller and technical specialist appointments to Section level in all disciplines are to be considered for approval by the Domestic Officials Committee. The Domestic Officials Committee shall notify the Section Officials Committee of its decisions and the Section Officials Committee shall be responsible for communicating these decisions to the individuals concerned.
 - (d) All Challenge and Canadian technical controller and technical specialist promotions in all disciplines are to be considered for approval by the Domestic Officials Committee. The Domestic Officials Committee will communicate this decision directly to the candidate and copy the Section Officials Committee.
 - (e) All International and ISU technical controller and technical specialist exam applications are to be submitted to the High Performance Committee for review and consideration for approval. The committee will communicate this decision directly to the candidate and copy the Section Officials Committee. Following successful completion of all of the requirements for nomination, candidates will be reported to the Skate Canada Board of Directors, and then forwarded, by April 15 of each year, to the ISU for its approval.
 - (f) Any individual wishing to appeal a decision of the Section Officials Committee shall forward such an appeal to the Chair of the Domestic Officials Committee with a copy to the Chair of the applicable Section Officials Committee.
 - (g) The Domestic Officials and High Performance Committees shall have the authority, in exceptional circumstances, to recommend the promotion of technical controllers and technical specialists even if the requirements for promotion have not been entirely met. All such promotions shall be reported to the Skate Canada Board of Directors.
 - (h) Any individual wishing to appeal a decision of the Domestic Officials or High Performance Committees shall forward the appeal to the appropriate committee Chair with a copy to the applicable Section Officials Committee.
- 4.7 The dates relating to the submission of promotion exam applications and the receipt of recommendations and appointment reviews applications for technical controllers and specialists,

shall be established annually by the Domestic Officials and High Performance Committees and communicated to the Section Officials Committee and all technical panel officials with at least Challenge level qualifications in at least one discipline.

- 4.8 The Domestic Officials and High Performance Committees may take any action deemed necessary with respect to the appointment, promotion, demotion or deletion of any technical controller, technical specialist or basic level technical panel official to ensure that the best interests of skating and Skate Canada are protected.

5.0 DATA SPECIALIST APPOINTMENT OR PROMOTION PROCEDURES

- 5.1 Requests for appointment or promotion will be originated by the individual data specialist. Applications shall be sent to the Chair of the Section Data Specialists Committee.

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

- 5.3 Candidates must successfully pass the written data specialists' examination for each level where appropriate. 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.

- 5.4 Candidates must successfully complete the accounting and clinic requirements as set out in 17.0 of this policy.

- 5.5 Applications shall be dealt with in the following manner:

- (a) The Section Data Specialists Committee shall consider all appointments, promotions or deletions which it believes are warranted.
- (b) All Introductory data specialist promotions shall be approved by the Section Data Specialist Committee and forwarded to the Skate Canada member services department for immediate qualifications update.
- (c) All Level I and II data specialist promotions are to be submitted to the Domestic Officials Committee by the Section Data Specialists Committee for review and consideration for approval. The Domestic Officials Committee shall notify the Section Officials Committee of these promotions that it supports or not. The Section Data Specialists Committee shall be responsible for communicating the decision to the individuals concerned. All Level III data specialist promotions applications are to be submitted to the Domestic Officials Committee with support from the Section Data Specialists Committee for committee review and consideration for approval. The Domestic Officials Committee will communicate this decision directly to the candidate and copy the Section officials Committee.

- 5.6 Any individual wishing to appeal a decision of these committees shall forward such appeal to the Chair of the Domestic Officials Committee with a duplicate to the appropriate Section Data Specialists Chair.

- 5.7 The dates related to the availability and return of examinations, receipt of recommendations and appointment reviews shall be established annually by the Domestic Officials Committee and shall be communicated to the Section Data Specialists Committee.
- 5.8 The Domestic Officials Committee shall take any action deemed necessary with respect to the promotion, demotion or deletion of Skate Canada data specialists to ensure that the best interests of skating and the Association are protected.

6.0 ANNOUNCEMENT OF APPOINTMENTS

- 6.1 All appointments or promotions as evaluators, Primary to Novice competitive judges, and Event or Interclub referees shall become effective on the date of approval by the Section Officials Committee.
- 6.2 All appointments as judges from Junior up to and including Senior and Sectional referees shall become effective on the date of approval by the Domestic Officials Committee.
- 6.3 All appointments as Skate Canada Challenge or Canadian Championship judges or referees shall become effective on the date of approval by the Domestic Officials Committee.
- 6.4 All appointments as International or ISU judges or referees shall become effective on the date determined by the ISU.
- 6.5 All appointments of basic level technical officials shall become effective on the date of approval by the Section Officials Committee.
- 6.6 All appointments from Section to Canadian level technical controller or technical specialist shall become effective on the date of approval by the Domestic Officials Committee.
- 6.7 All appointments from International to ISU technical controller or technical specialist shall become effective on the date determined by the ISU.
- 6.8 All promotions to Introductory data specialist shall become effective on the date of approval by the Section Data Specialists Committee.
- 6.9 All promotions to Level I, II, or III data specialist shall become effective on the date of approval by the Domestic Officials Committee.
- 6.10 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 committee that has responsibility over a particular class of promotion as stated in this policy.
- 6.11 The officials list as provided to the Section shall be updated to include all appointments of officials from their Section. The Section is responsible for distributing this list to clubs within their Section.
- 6.12 All appointments and removals are reviewed by the Domestic Officials Committee which reserves the right to make additional appointments and removals as deemed necessary.

- 6.13 Supplementary lists may be issued at the discretion of the Domestic Officials or High Performance Committee, as deemed appropriate.

7.0 DURATION OF APPOINTMENT

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| 7.1 | All appointments shall be valid until the next published Skate Canada list, except by reason of demotion or suspension. (Rule 2508). |
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- 7.2 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.
- 7.3 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 Officials Committee.
- 7.4 The Section Officials Committee or Section Data Specialists Committee, as appropriate, may require any evaluator, judge, referee or data specialist to attend additional seminars or clinics and/ or write an examination as a condition of continued appointment.
- 7.5 All appointments and removals of technical controllers, referees, technical specialists, judges, evaluators or data specialists are reviewed by the Domestic Officials Committee which reserves the right to make additional appointments and removals as deemed necessary.
- 7.6 Any individual shall have the right to appeal to the Domestic Officials Committee, a decision of the Section Officials Committee or Section Data Specialists Committee.
- 7.7 Any individual shall have the right to appeal to the Skate Canada Board of Directors any decision of the Domestic Officials or High Performance Committee.

8.0 EXTENT OF APPOINTMENT

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

- 8.1 Any evaluator, judge or referee is eligible to officiate at or below the specified level of certification in the applicable disciplines.
- 8.2 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.
- 8.3 Juvenile judges are qualified to judge Juvenile or lower events in the applicable discipline at any competition up to and including Sectionals and Senior Bronze and lower events at Interclub or Invitational competitions.

- 8.4 Pre-Novice judges are qualified to judge Pre-Novice or lower events in the applicable discipline at any competition up to and including Sectionals and Gold and lower events at Interclub or Invitational competitions.
- 8.5 Novice, Junior and Senior judges are qualified to judge the corresponding levels or lower events in the applicable discipline 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 in the applicable discipline for a Challenge Competition. Senior synchronized skating judges may be invited to complete the panel for a Canadian Synchronized Skating Championships.
- 8.6 Challenge judges are qualified to judge all events in the applicable discipline in all competitions up to and including a Challenge Competition. Challenge judges may be invited to complete the panel in the applicable discipline for a Junior National or Canadian Championship.
- 8.7 Canadian judges are qualified to judge all events in all competitions up to and including the Canadian Championships in the applicable discipline.
- 8.8 International and ISU judges are qualified to judge all events in all competitions up to and including the Canadian Championships, and any international /ISU competitions as per ISU guidelines.
- 8.9 A referee shall be eligible to referee an event if (and only if) he/she is qualified to judge the event.
- 8.10 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.
- 8.11 Interclub referees may referee events up to and including the Novice level and any event at the Gold level or lower in the applicable discipline in Interclub or Invitational competitions.
- 8.12 Sectional, Challenge and Canadian referees may referee any event at any competition in the applicable discipline up to and including the corresponding Championship.
- 8.13 Basic level technical officials may act as an assistant technical specialist or a technical controller in the applicable discipline at events at any competition where elements can be identified at no higher than basic level.
- 8.14 Sectional, Challenge and Canadian technical controllers may act as a technical controller in the applicable discipline at events at any competition up to and including the corresponding Championship. Technical controllers may, in specific cases also serve as a technical specialist or assistant technical specialist (refer to CPC Regulations Section A – General Regulations, Section 140 paragraphs 2. and 3. and CPC Regulations Section B – Qualifying and Championship Events, Section 200 paragraph 1. c) for specific detail).
- 8.15 Sectional, Challenge and Canadian technical specialists may act as a technical specialist in the applicable discipline at events at any competition up to and including the corresponding Championship.

- 8.16 A data specialist at any level is eligible to act as a chief data specialist at or below his/her current level of certification. Individuals may act as an assistant data specialist (this includes data specialist in training) up to one level higher than his/her current certification.

9.0 RESCINDING OF APPOINTMENT

- 9.1 Evaluators, judges, referees, technical controllers, technical specialists and data specialists 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 2509(1))
- 9.2 Demotion or removal of referees, evaluators, judges, technical controllers, technical specialists or data specialists may be made at any time for good and sufficient reason by the Domestic Officials' Committee or the Board of Directors, whichever is responsible for the classification in question (in consultation with the appropriate Section Committee). (Rule 2509(2))

10.0 REAPPOINTMENT OF OFFICIALS

Experienced evaluators, judges, referees, technical controllers, technical specialists or data specialists 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 Domestic Officials' Committee for consideration. (Rule 2510)

10.1 ISU and International Technical Panel officials will follow the guidelines for re-nomination and re-appointment as outlined in ISU Special Regulations and Technical Rules. Any official who is inactive, as per the ISU guidelines, will need to fulfill the requirements as outlined in the ISU Special Regulations and Technical Rules, in order to qualify for re-appointment. Any ISU or International Technical Panel official, who is removed from the list for International Technical Panel officials, will then follow the guidelines for re-appointment for Canadian level Technical Panel officials.

10.2 Canadian and Challenge level Technical Panel officials who are inactive for 2 – 3 seasons in a specific discipline, will need to:

- pass the Phase One Technical Rules Written Exam for that discipline, developed by Skate Canada.
- successfully complete a Phase II Authentic Assessment(s) in that discipline. Singles must have a minimum of 12 skaters (short and/or free), which may be in one event or multiple events. Pairs and ice dance must have a minimum of 6 teams (short and/or free of which for ice dance a minimum of 4 must be short dance), which may be in one event or multiple events. Synchronized skating (Canadian level only) must have a minimum of 6 teams (must be from Adult I, Intermediate, Open, Junior or Senior). Depending on the results of the exam and assessment, the Technical Panel official may be re-appointed to the Canadian or Challenge, or Sectional level.
- Note that for all disciplines the categories must be assessed using the level of difficulty scale.

10.3 Canadian and Challenge level Technical Panel officials who are inactive for longer than 3 seasons or longer, will need to:

- re-take the Skate Canada national technical official training in that discipline

- successfully complete the Phase II Authentic Assessment(s) for that discipline. Singles must have a minimum of 18 skaters (short and/or free), which may be in one event or multiple events. Pairs and ice dance must have a minimum of 8 teams (short and/or free of which for ice dance a minimum of 4 must be short dance), which may be in one event or multiple events. Synchronized skating (Canadian level only) must have a minimum of 8 teams (must be from Adult I, Intermediate, Open, Junior or Senior). Depending on the results of the exam and assessment, they be re-appointed to the Canadian, Challenge, or Section level.
- Note that for all disciplines the categories must be assessed using the level of difficulty scale.

10.4 Sectional Technical Panel officials who are inactive for 2 to 3 seasons will need to:

- pass the Phase One Technical Rules Written Exam for that discipline, developed by Skate Canada
- successfully complete the Phase II Authentic Assessment(s) for that discipline. Singles must have a minimum of 12 skaters (short and/or free), which may be in one or multiple events. Pairs and ice dance must have a minimum of 6 teams (short and/or free of which for ice dance a minimum of 4 must be short dance), which may be in one event or multiple events. Synchronized skating (Canadian level only) must have a minimum of 6 teams (must be from Adult I, Intermediate, Open, Junior or Senior). If the official is successful on both the exam and the assessment, they may be re-appointed to Section Level Technical Panel official or basic level ± Technical Official.
- Note that for all disciplines the categories must be assessed using the level of difficulty scale.

10.5 Sectional Technical Panel Officials who are inactive for longer than 3 seasons or more, will need to:

- re-take the Skate Canada Sectional Level Technical Official training in that discipline
- successfully complete a Phase II Authentic Assessment(s) in that discipline. Singles must have a minimum of 18 skaters (short and/or free), which may be in one or multiple events. Pairs and ice dance must have a minimum of 8 teams ((short and/or free of which for ice dance a minimum of 4 must be short dance), which may be in one event or multiple events. Synchronized skating (Canadian level only) must have a minimum of 8 teams (must be from Adult I, Intermediate, Open, Junior or Senior).
- if the official is successful in both the official training and the assessment, they may be re-appointed to Section Level Technical Panel official or basic level ± Technical Official.
- Note that for all disciplines the categories must be assessed using the level of difficulty scale.

10.6 Basic level Technical Panel officials who are inactive for 2 to 3 seasons will need to:

- pass the Phase One Technical Rules Written Exam for that discipline, developed by Skate Canada
- successfully complete the Phase II Authentic Assessment(s) for that discipline. Singles must have a minimum of 12 skaters, which may be in one or multiple events.
- if the official is successful on both the exam and the assessment, they may be re-appointed to Basic Level Technical Panel official

10.7 Basic level Technical Panel Officials who are inactive for longer than 3 seasons or more, will need to:

- re-take the Skate Canada Sectional Level Technical Official training in that discipline
- successfully complete a Phase II Authentic Assessment(s) in that discipline. Singles must have a minimum of 15 skaters as ATS and 15 as TC, which may be in one or multiple events.
- if the official is successful in both the official training and the assessment, they may be re-appointed to Basic Level Technical Panel official.

Note: season starts July 1.

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 Officials 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 Officials 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 Officials 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 Officials Committee and with the approval of the Domestic Officials Committee. Partial evaluating promotions or appointments (i.e., Junior Bronze, Junior Silver or Senior Silver) may be considered with the approval of the Section Officials 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.

Officials that possessed Juvenile Judge or higher qualifications in any discipline prior to the inclusion of the ‘skating background’ requirements listed above can be considered for higher levels of promotion as an official. This exception applies to all subsequent levels of judge, and referee qualifications. Note that promotion can only occur in a discipline in which the official is already qualified.

Activity, submission requirements, review and consideration of promotions required for subsequent levels of promotion are to be completed as per provisions contained within the Officials’ Definition, Appointment and Qualifications policy (ie. if a Pre-Novice Singles Judge wishes to be considered for

promotion to Novice Singles Judge, requirements for that promotion as listed herein would need to be completed).

12.2 PRIMARY CLUB JUDGE

There is a separate Primary Judge promotion for each discipline (Singles, Dance and Pairs)

Prerequisite: No Prerequisite.

Clinic: Successful completion of the Primary Judge Clinic.

Skill Identification: Included in the Primary Judge Clinic.

Requirements for Application: Successful completion of the following practical exercises:

- Successful completion of the Primary Judge Exam
- Successful completion of Trial Judging exercises (included in clinic)

12.3 PRELIMINARY EVALUATOR

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

Prerequisite: No Prerequisite.

Clinic: Successful completion of the / Preliminary Evaluator Clinic.

Skill Identification: Included in the / Preliminary Evaluator Clinic.

Requirements for Application:

Successful completion of the following practical exercises:

- Record of Trial Evaluating in applicable discipline
- One Supervised Trial Evaluating Session (actual or simulated)
- Successful completion of Preliminary Evaluator Exam

12.4 JUVENILE SECTIONAL JUDGE

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

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 Clinic.

Skill Identification: Included in the Juvenile Judge Clinic.

Requirements for Application: Successful completion of the following practical exercises:

- Successful completion of the Juvenile Exam
- Two satisfactory reports of Trial Judging Juvenile events per discipline (actual or video)

12.5 SENIOR BRONZE EVALUATOR

There is a separate Sr Bronze 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 Sr. Bronze promotion are:

- A skating background as defined in 13.1.

Clinic: Successful completion of the Sr. Bronze Evaluator Clinic.

Skill Identification: Included in the Sr. Bronze Evaluator Clinic.

Requirements for Application: Successful completion of the following practical exercises:

- Record of Trial Evaluating in applicable discipline
- One supervised Trial Evaluating session per discipline (actual or simulated), including a selection of tests from Preliminary to Sr. Bronze level
- Successful completion of the Sr. Bronze Evaluator Exam

12.6 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 (singles, pairs or ice dance) promotion are:

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

Clinic: Successful completion of the Novice Judge Clinic.

Skill Identification: Included in the Novice Judge Clinic.

Requirements for Application: Successful completion of the following practical exercises:

- Two satisfactory Trial Judging reports of complete Pre Novice or Novice events (i.e. short and long) in the applicable discipline. At least one of these reports must be at the Novice level.
- Two satisfactory Referee Reports of judging Juvenile events in the applicable discipline. Note: If the candidate is unable to submit a Pre-Novice or Novice Trial Judge report with more than 4 skaters/teams, then they are required to complete a Video Trial Judge exercise. This exercise would be conducted with a Section proctor who shall complete a Trial Judge report to be submitted as part of the promotion package.

Synchronized Skating:

Prerequisite: The prerequisites to Novice synchronized skating judge promotion are:

- A skating background as defined in 12.1.

Clinic: Successful completion of the Novice Synchronized Clinic.

Examination: Novice written exam, Novice video exam.

Requirements for Application:

- Three trial judge reports of Pre-Novice, Novice Adult I or Adult II with a satisfactory assessment.

12.7 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:

- Successful completion of the Gold Evaluator Clinic.

Skill Identification: Included in the Gold Evaluator Clinic.

Requirements for Application: Successful completion of the following practical exercises:

- Record of Trial Evaluating in applicable discipline (actual or video)
- One supervised Trial Evaluating session in the applicable discipline including a selection of tests from Jr Silver to Gold level. (actual or simulated)
- Successful completion of the Gold Evaluator Exam

12.8 INTERPRETIVE TEST EVALUATOR

Prerequisite: The prerequisites to an Interpretive promotion are:

- A minimum of Senior Bronze 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.

Requirements for Application: Successful completion of the following practical exercises:

- Record of Trial Evaluating (actual or video)
- One supervised Trial Evaluation session including a selection of Interpretive tests from Introductory to Gold.

12.9 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.

Requirements for Application: Successful completion of the following practical exercises:

- Record of Trial Evaluating (actual or video)
- One supervised Trial Evaluating session including a selection of Diamond Dance Tests
- Completion of an on-ice or off-ice session to learn steps of Diamond Dance with a coach/dance partner. Coach or dance partner would provide confirmation of candidates' knowledge

12.10 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/Senior Synchronized Clinic.

Examination: Junior written exam, Junior/Senior video exam.

Requirements for Application:

Successful completion of the following practical exercises:

- Three referee reports of Adult I, Pre-Novice, or Novice Judging (at least one must be of a Novice event, either live, trial judged or on video)

Note: if the candidate is unable to submit a Novice Referee Report, then they are required to complete a trial judge report of a Novice event. The trial judging must be completed with a proctor in attendance and must be assessed as satisfactory. If a trial judge opportunity is not available, then a report of judging of a video Novice event must be completed and must be assessed as satisfactory.

- Three Trial Judge Reports of Intermediate or Junior events (at least one must be of a complete Junior event, either live or on video), Note: If the candidate is unable to submit a Junior Trial Judge report with more than 4 teams, then they are required to complete a Video Trial Judge exercise. This exercise would be conducted with a Section proctor who shall complete a Trial Judge report to be submitted as part of the promotion package.

12.11 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.

Requirements for Application: Successful completion of the following practical exercises:

- Two satisfactory Referee Reports of judging complete events (i.e. short and long) at the Pre-Novice or Novice level (at least one Novice) in the applicable discipline.
- Two satisfactory reports of Trial Judging of complete Junior or Senior events (i.e. short and long) in the applicable discipline. -

Note: If the candidate is unable to submit a Senior Trial Judge report with more than 4 skaters, then they are required to complete a Video Trial Judge exercise. This exercise would be conducted with a Section proctor who shall complete a Trial Judge report to be submitted as part of the promotion package.

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.

Examination: Senior written exam, Junior/ Senior video exam.

Requirements for Application:

Successful completion of the following practical exercises:

- Three referee reports of Junior or Intermediate Judging, (at least one must be of a complete Junior event, either live, trial judged or on video)

Note: if the candidate is unable to submit a Junior Referee Report, then they are required to complete a trial judge report of a Junior event. The trial judging must be completed with a proctor in attendance and must be assessed as satisfactory. If a trial judge opportunity is not available, then a report of judging of a video Junior event must be completed and must be assessed as satisfactory.

- Three Trial Judge Reports of Open or Senior events, (at least one must be of a complete Senior event, either live or on video)

Note: If the candidate is unable to submit a Senior Trial Judge report with more than 4 teams, then they are required to complete a Video Trial Judge exercise. This exercise would be conducted with a Section proctor who shall complete a Trial Judge report to be submitted as part of the promotion package.

12.12 CHALLENGE JUDGE

There is a separate Challenge 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 Challenge promotion are:

- A minimum of Senior Judge certification in the discipline
- A skating background as defined in 12.1.
- Attendance at a Challenge Trial Judge program. Note the program must be offered at the Skate Canada Challenge Championships.

Requirements for Application:

Successful completion of the following practical exercises:

- At least two satisfactory Referee Reports of judging complete Junior or Seniorevents (i.e. short and long) in the discipline sought. . One report is to be at the Senior level, the other can be either Junior or Senior. A maximum of one report can be based on the assessment of a video event and assessed by a referee with a minimum of Challenge level qualifications in the applicable discipline.
- At least two satisfactory Trial Judging reports from a Challenge event – at the Novice, Junior or Senior level.

Skill Identification: Included in the practical examination.

Practical Examination: The Challenge exam shall include (as a minimum) assessment of the candidate's technical knowledge, communication skills, deportment and leadership. Successful judging at the Challenge Championships is also a required component of the Practical Examination. Based on the needs of the organization, the Domestic Officials Committee will determine the number of candidates that will take this exam, and the format of the exam on an annual basis.

12.13 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 Challenge Judge certification in the discipline
- A skating background as defined in 12.1.

Requirements for Application:

Successful completion of the following practical exercises:

- At least two satisfactory Referee Reports of judging complete events (i.e. short and long) in the applicable discipline at a Skate Canada Challenge competition (at least one of these is to be at the Senior level)

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. Successful judging at the Canadian Championships is also a required component of the Practical Examination. Based on the needs of the organization, the Domestic Officials' Committee will determine the number of candidates that will take this exam and the format of the exam on an annual basis.

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
- Attendance at a Canadian Synchronized Skating Trial Judge program. Note the program must be offered at the Skate Canada Canadian Synchronized Skating Championships (*effective date, July 1, 2013*)

Requirements for Application:

Successful completion of the following practical exercises:

- At least one referee report of a complete Senior event at a Regional competition.

Skill Identification: Included in the examination.

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

Practical Examination: The Canadian Exam shall include (as a minimum) assessment of the candidate's technical knowledge, communication skills, deportment and leadership. Successful judging at the Canadian Championships is also a required component of the Practical Examination. Based on the needs of the organization, the Domestic Officials' Committee will determine the number of candidates that will take this exam, and the format of the exam on an annual basis.

12.14 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: The prerequisites to obtaining an International promotion are:

- A skating background as defined in 12.1
- Candidates must be under the age of 50 and over the age of 23 in the calendar year of nomination.
- A minimum of Canadian Judge certification in the applicable discipline for at least two years.

Requirements for Application:

Successful completion of the following practical exercises:

- Minimum two (2) years judging at the Canadian Championships in the respective discipline. The events judged must include the Short Program and the Free Program for Singles and Pairs and the Compulsory dance, Original Dance and Free Dance for Ice Dance. At least one (1) of the events must have been at the Senior level and for Singles and Pairs, at least one (1) of the events must have been a Pair event (complies with ISU Rule 425 10 b) i) and ii)).

Clinic: Attendance at an ISU Judges Seminar within 24 months of nomination.

Skill Identification: Included in the examination.

Examination: Written at the Canadian Championships.

Practical Examination:

- The International Exam shall include (as a minimum) assessment of the candidate's technical knowledge, communication skills, deportment and leadership. Successful judging at the Canadian Championships is also a required component of the Practical Examination. Based on the needs of the organization, the High Performance Committee will determine the number of candidates that will take this exam, and the format of the exam on an annual basis.

Synchronized Skating

Prerequisite: The prerequisites to obtaining an International promotion are:

- 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 in the calendar year of nomination.
- A skating background as defined in 12.1

Requirements for Application:

Successful completion of the following practical exercises:

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

Clinic: International in preceding 4 years

Examination: Written at the Canadian Championships.

Practical Examination: The International Exam shall include (as a minimum) assessment of the candidate's technical knowledge, communication skills, deportment and leadership. Successful judging at the Canadian Championships is also a required component of the Practical Examination. Based on the needs of the organization, the High Performance Committee will determine the number of candidates that will take this exam, and the format of the exam on an annual basis.

13.0 REQUIREMENTS FOR APPOINTMENT OR PROMOTION AS A REFEREE

13.1 **EVENT:**

There is a separate Event Referee promotion for each discipline (singles, pairs, ice dance). The following requirements must be completed separately for each discipline.

Prerequisite: The prerequisites to obtaining an event referee promotion are:

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

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

Requirements for Application:

Successful completion of the following practical exercises:

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

INTERCLUB:

There is a separate Interclub Referee promotion for each discipline (singles, pairs, ice dance). The following requirements must be completed separately for each discipline.

Prerequisite: The prerequisites to obtaining an interclub referee promotion are:

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

Clinic: Completion of the Interclub Referee Clinic.

Requirements for Application:

Successful completion of the following practical exercises:

- Two satisfactory 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, as assessed by an equally or higher qualified judging or refereeing peer from the panels.

13.2 **SECTIONAL: (Singles, Pairs, Dance)**

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

Prerequisite: The prerequisites to obtaining a Sectional referee promotion are:

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

Requirements for Application:

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.

Clinic: Completion of the Sectional Referee Clinic.

13.3 **REGIONAL: (Synchronized)**

Prerequisite: The prerequisites to obtaining a ~~Sectional~~ Regional synchronized skating referee promotion are:

- A minimum of Senior Judge certification for two years
- A skating background as defined in 12.1.

Requirements for Application:

Successful completion of the following practical exercises:

- Two satisfactory Referee Reports of judging complete events at the Intermediate (for Intermediate, must be at least five teams), Junior, Open or Senior level level,
- Satisfactory refereeing of at least 2 Invitational competitive events.

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

13.4 **CHALLENGE (Singles, Pairs, Dance)**

There is a separate Challenge Referee promotion for each discipline (singles, pairs, ice dance). The following requirements must be completed separately for each discipline.

Prerequisite: The prerequisites to obtaining a Challenge referee promotion are:

- A minimum of Challenge Judge certification for two years and a skating background as defined in 12.1.

Requirements for Application:

Successful completion of the following practical exercises:

- Two satisfactory Referee Reports of judging at the Challenge Championship level
- Satisfactory refereeing of at least 2 Sectional competitive events.

Clinic: Completion of the National Referee Clinic (if available).

Practical Examination: Successful completion of the following practical exercises:

- The Challenge Referee Exam shall include (as a minimum) assessment of the candidate's pre-event, event and post-event management skills. This will encompass an evaluation of their technical

knowledge, communication skills, report writing skills, situational refereeing skills as well as their deportment and leadership. Based on the needs of the organization, the Domestic Officials' Committee will determine the number of candidates that will take this exam, and the format of the exam on an annual basis.

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

There is a separate Canadian Referee promotion for each discipline (singles, pairs, ice dance). The following requirements must be completed separately for each discipline.

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

- A minimum of Canadian Judge certification for three years.
- A skating background as defined in 12.1.

Requirements for Application:

Successful completion of the following practical exercises:

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

Clinic: Completion of the National Referee Clinic (if available).

Practical Examination:

The Canadian Referee Exam shall include (as a minimum) assessment of the candidate's pre-event, event and post-event management skills. This will encompass an evaluation of their technical knowledge, communication skills, report writing skills, situational refereeing skills as well as their deportment and leadership. Based on the needs of the organization, the Domestic Officials' Committee will determine the number of candidates that will take this exam, and the format of the exam on an annual basis.

13.6 **CANADIAN CHAMPIONSHIP: (Synchronized)**

Prerequisite: The prerequisites to obtaining a Challenge synchronized skating referee promotion are:

- A minimum of Canadian Judge certification for three years.
- A skating background as defined in 12.1.

Requirements for Application:

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 Regional events.

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

Practical Examination:

The Canadian Referee Exam shall include (as a minimum) assessment of the candidate's pre-event, event and post-event management skills. This will encompass an evaluation of their technical knowledge, communication skills, report writing skills, situational refereeing skills as well as their deportment and leadership. Based on the needs of the organization, the Domestic Officials' Committee will determine the number of candidates that will take this exam, and the format of the exam on an annual basis.

13.7 INTERNATIONAL OR ISU PROMOTIONS:

For Specifications see current ISU regulations.

14.0 REQUIREMENTS FOR APPOINTMENT OR PROMOTION AS A TECHNICAL CONTROLLER

14.1 SECTIONAL

There is a separate Sectional Technical Controller appointment for each discipline (singles, pairs, ice dance and synchronized skating).

Prerequisite: The prerequisites to obtaining a Section technical controller appointment are:

- Skating background as defined in 12.1
- It is recommended but not required that candidates should have Section level referee qualifications in the discipline associated with initial appointment to Sectional Technical Controller
- Technical specialists can apply for training as a controller in the discipline in which they are already qualified as a specialist

Clinic: Attendance at the National Technical Panel clinic

Examination: Examination is comprised of two phases.

- Phase I:
 - Written examination comprised of assessment of technical knowledge and element identification
 - Video exam, simulating actual panel process
- Phase II:
 - Mentorship and practical examination on panel at Section level Invitational events (note: Synchronized Skating phase II assessment can occur at Regional competition in non-qualifying events).

14.2 CHALLENGE

There is a separate Challenge Technical Controller promotion for each discipline (singles, pairs, ice dance and synchronized skating).

Prerequisite: The prerequisites to obtaining a Challenge technical controller promotion are:

- Section technical controller qualifications in the discipline in which promotion is being sought
- Skating background as defined in 12.1

- Satisfactory activity as a controller for at least 2 Section competitive events in the discipline in which promotion is being sought.

Examination: Shall include (as a minimum) assessment of the candidate's technical knowledge, communication skills, deportment and leadership. Based on the needs of the organization, the Technical Officials Committee will determine the necessity, and approve the format of the exam on an annual basis.

14.3 CANADIAN

There is a separate Canadian Technical Controller promotion for each discipline (singles, pairs, ice dance and synchronized skating).

Prerequisite:

- Challenge technical controller qualifications in the discipline in which promotion is being sought
- Skating background as defined in 12.1
- Satisfactory activity as a Controller for least 2 Challenge competitive events in the discipline in which promotion is being sought.

Examination: Shall include (as a minimum) assessment of the candidate's technical knowledge, communication skills, deportment and leadership. Based on the needs of the organization, the Technical Officials Committee will determine the necessity, and approve the format of the exam on an annual basis.

14.4 INTERNATIONAL OR ISU PROMOTIONS:

For Specifications see current ISU regulations.

15.0 REQUIREMENTS FOR APPOINTMENT OR PROMOTION AS A TECHNICAL SPECIALIST

15.1 SECTIONAL

There is a separate Sectional technical specialist appointment for each discipline (singles, pairs, ice dance and synchronized skating).

Prerequisite: The prerequisites to obtaining a Section technical specialist appointment are:

- Skating background as defined in 12.1
- It is recommended but not required that candidates should have experience as either a former skater, coach or judge, referee or technical controller at the Challenge level.

Clinic: Attendance at the National Technical Panel clinic

Examination: Examination is comprised of two phases.

- Phase I:
 - Written examination comprised of assessment of technical knowledge and element identification
 - Video exam, simulating actual panel process

- Phase II:
 - Mentorship and practical examination on panel at events up to and including all Invitational events (note: Synchronized Skating phase II assessment can occur at Regional competition in non-qualifying events).

15.2 CHALLENGE

There is a separate Challenge technical specialist promotion for each discipline (singles, pairs, ice dance and synchronized skating).

Prerequisite: The prerequisites to obtaining a Challenge technical specialist promotion are:

- Section technical specialist qualifications in the discipline in which promotion is being sought
- Skating background as defined in 12.1
- Satisfactory activity as a specialist for at least 2 Section competitive events in the discipline in which promotion is being sought.

Examination: Shall include (as a minimum) assessment of the candidate's technical knowledge, communication skills, deportment and leadership. Based on the needs of the organization, the Technical Officials Committee will determine the number of candidates that will take this exam, and necessity, and approve the format of the exam on an annual basis.

15.3 CANADIAN

There is a separate Canadian technical specialist promotion for each discipline (singles, pairs, ice dance and synchronized skating).

Prerequisite:

- Challenge technical specialist qualifications in the discipline in which promotion is being sought
- Skating background as defined in 12.1
- Satisfactory activity as a specialist for at least 2 Challenge competitive events in the discipline in which promotion is being sought.

Examination: Shall include (as a minimum) assessment of the candidate's technical knowledge, communication skills, deportment and leadership. Based on the needs of the organization, the Technical Officials Committee will determine the necessity, and approve the format of the exam on an annual basis.

15.4 INTERNATIONAL OR ISU PROMOTIONS:

For Specifications see current ISU regulations.

16.0 REQUIREMENTS FOR APPOINTMENT OR PROMOTION AS A BASIC LEVEL ONE TECHNICAL OFFICIAL

There is a separate basic level technical official appointment for each discipline (singles, pairs, ice dance and synchronized skating).

Prerequisite:

- Skating background as defined in 12.1

Note: based on an analysis of their needs and at the discretion of the section, this prerequisite may be waived

Clinic: Attendance at a level one technical official clinic

Examination: Examination is comprised of two phases.

- Phase I:
 - Written examination comprised of assessment of technical knowledge and element identification
 - Video exam, simulating actual panel process
- Phase II:
 - Mentorship and practical examination on panel at events

17.0 REQUIREMENTS FOR APPOINTMENT OR PROMOTION AS A DATA SPECIALIST

17.1 INTRODUCTORY DATA SPECIALIST

For designation as an Introductory Data Specialist each candidate must:

- a) Be at least sixteen years of age by the time of appointment.
- b) Attend a mandatory introductory training session as set out by the Section Data Specialists Committee
- c) Successfully assist at a minimum of two competitions with satisfactory assessments from the respective Chief Data Specialists (or alternates).
- d) Be recommended by the Section Data Specialists Committee to continue training to become an Introductory Data Specialist.
- e) On successful completion of the Introductory Data Specialist requirements, become a member of Skate Canada and submit a signed 'Officials Code of Ethics' to Skate Canada.

17.2 LEVEL I DATA SPECIALIST

To receive promotion to Level I Data Specialist each candidate must:

- a) Be an Introductory Data Specialist
- b) Successfully assist at a minimum of two additional competitions with satisfactory assessments from the respective Chief Data specialists (or alternates)*

- c) Attend Section Clinic which includes instruction on computer applications, with satisfactory assessments.*
- d) Show a desire to expand knowledge of function carried out in the Data control Centre as well as basic computer skills (eg; mark input and verifications but not setup).
- e) Successfully complete the Level I Data Specialist Workbook including the supplementary workbook questions
- f) Be recommended for appointment and promotion by the Section Data Specialists Committee.
- g) Be approved by the Skate Canada Domestic Officials Committee.

17.3 LEVEL II DATA SPECIALIST

To receive promotion to a Level II Data Specialist each candidate must:

- a) Be a qualified Level I Data Specialist for at least two years.
- b) Demonstrate consistent satisfactory performance as a Level I Data Specialist.
- c) Attend two Section Clinics, which include instruction on computer applications, with satisfactory assessments.*
- d) Serve satisfactorily as a “Chief or Co-Chief Data Specialist” in at least two sanctioned competitions, one of which must include combined segments (eg: two parts)*
- e) Demonstrate the necessary skills to serve as a “Computer Data Specialist” at a minimum of one sanctioned competition under the observation of a Level III Data Specialist.*
- f) Serve satisfactorily as a “Computer Data Specialist” in at least one sanctioned competition.*
- g) Successfully complete the level II Data Specialist Workbook including the supplementary workbook questions.
- h) Be recommended for promotion by the Section Data Specialist Committee.
- i) Be approved by the Skate Canada Domestic Officials Committee.

17.4 LEVEL III DATA SPECIALIST

To receive promotion to a Level III Data Specialist each candidate must:

- a) Be a qualified Level II Data Specialist for at least two years.
- b) Demonstrated consistent satisfactory performance as a Level II Data Specialist
- c) Serve satisfactorily as a “Chief or Co-Chief Data Specialist” in at least two sanctioned competitions, one of which must include combined segments (eg: two parts)*
- d) Demonstrate the necessary skills to serve as a “Computer Data Specialist” at a minimum of one sanctioned competition under the observation of a Level III Data Specialist.*
- e) Serve satisfactorily as a “Computer Data Specialist” in at least one sanctioned competition.*
- f) Serve as a Clinic Conductor for a minimum of one seminar for Data Specialist training.*
- g) Be recommended for promotion by the Section Data Specialist Committee.
- h) Be approved by the Skate Canada Domestic Officials Committee to sit for practical examination at the Skate Canada Western and Eastern Challenge. The Domestic Officials Committee approves the format of the exam on an annual basis.

18.0 TRIAL EVALUATING/ JUDGING

- 18.1 The number of trial evaluators/ judges is not restricted.

18.2 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.

18.3 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.

18.4 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 Officials Chair as part of the application for promotion.

19.0 HONORARY OFFICIALS

A Gold Test Evaluator or Canadian level Judge, Technical Controller Technical Specialist or a Level II or III Data Specialist 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, Technical Controller, Technical Specialist or Data Specialist. Honorary Evaluators/Judges, Technical Controllers, Technical Specialists, and Data Specialists shall be placed on a reserve list and shall not be eligible to officiate or account 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 Domestic Officials' Committee shall consider suggestions from Section Officials' Committees and may make recommendations to the Board of Directors for such appointments. The lists of Honorary Evaluators/Judges, Technical Controllers, Technical Specialists, and Data Specialists are printed in the Skate Canada Rule Book. (Rule 2511)

20.0 JUDGES FROM OTHER COUNTRIES

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 2506)

20.1 Judges Officials from other countries may officiate at Canadian non-qualifying and qualifying competitions as per the Event Management Handbook and CPC Regulations Section B – Qualifying and Championship Events. 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 technical controllers, technical specialists and data specialists 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 2507 (1))

2.0 RESTRICTIONS

2.1 A chief data specialist, data specialist, judge, referee, technical controller or technical specialist shall not 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 currently, or has in the past twelve months been the regular coach/choreographer of the competitor/candidate.
- b) When the livelihood of the official is dependant on, or is perceived to be dependant on the outcome of the competitor/candidate in a competition or test.
- c) When, due to their personal relationship with the competitor/candidate, or the coach/choreographer of the competitor/candidate, the official can reasonably be considered to be in a conflict of interest.
- d) When he/she is closely related* to the competitor/candidate.
- e) When he/she has been a skating partner of the competitor/candidate during the past twenty-four months in a sanctioned competition or during the past twelve months in a test
- f) 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.
- g) When he/she is under suspension for any reason.
- h) When he/she is closely related* to the dance or pair partner in a test, he/she will not officiate unless prior permission is obtained from the appropriate Section Evaluators/Judges Chair.
- i) Closely related persons* shall not officiate in any capacity (judge, referee, technical controller, technical specialist or assistant technical specialist) on the same officials panel.

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

When due to extenuating circumstances, a data specialist, or chief data specialist 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)

3.0 TEST EVALUATING ASSIGNMENTS

3.1 Evaluators must be selected from the Skate Canada Officials List. All tests will be evaluated by one Evaluator. (Rule 2504)

3.2 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
- Senior Silver, Gold Dance and Diamond Dance Tests
- Silver and Gold Interpretive Tests

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

3.4 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.

3.5 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 2507 (2))

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 judge the 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 a judge. (Rule 2505)

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 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.
- 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 and CPC Regulations Section B.
- 6.6 Change the judges on a panel or reduce the size of the panel as appropriate when urgent reasons prevent a judge continuing with his or her duties subject to the Event Management Handbook and CPC Regulations Section B.
- 6.7 In competitions, after warning him/her, replace any judge violating any of 4.0 above or reduce the size of the panel subject to the Event Management Handbook and CPC Regulations Section B.
- 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 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 judging, ensure that trial judging sheets are completed and signed as verification of marks recorded before leaving competition area.
- 6.14 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, data specialists 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

(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 data specialists
 - (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 DATA SPECIALIST

The chief data specialist 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 Data Specialist within seven days of the completion of each 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 Data Specialist 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 Data Specialist 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 Data Specialist 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 data specialists.

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 data specialists 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.

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.

- 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, data specialist of this Code of Ethics or of the applicable Rules, policies and procedures, to make a report in writing to the Referee, Chief Data Specialist, 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 data specialist of the event.
 - (c) In relation to a specific incident at a competition - to the referee/chief data specialist 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 data specialist for some reason - to the Chair of the Officials Coordinating Committee directly.
- 8.0 OFFICIALS ETHICAL CONDUCT - OBLIGATIONS TO OTHER OFFICIAL COLLEAGUES**
- 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)