



Head Judge Handbook

2023

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INTRODUCTION

Foreword

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

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

Mandate

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

Governing Rules And Procedures

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

Role and responsibilities of the Head judge

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

DUTIES PRIOR TO THE EVENT

Contacting the Organizing Committee

The Head Judge shall make contact with the organizing committee as soon as possible; and should be available as a resource leading up to the event.

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

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

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

The Head Judge shall provide the names, sex of the judges, date and time of arrival and departures in order to coordinate transportation and accommodation.

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

Invitation/Program

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

Accommodation

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

Position of judges on the stand

The Head Judge must send to the judges a proposal of the position of judge for the events, asking if they are comfortable with their judging position.

Code of conduct

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

DUTIES AT THE EVENT

UPON ARRIVAL

Judging box

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

Course inspection

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

Judges stand

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

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

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

The temporary judges' tower must be safe for judges, athletes, coaches, and volunteers. It is recommended to install stabilizers in front and behind the scaffolding or attach it using cables anchored in concrete blocks or under the ground. The OC must provide safe scaffolding for the judges' tower during the events.

All judges stands must be heated. The Judges stand should provide a heating source. Ideally electrical, if an electrical heater is not available, avoid any open flame system. If a propane space heater issued, make sure it is safely installed and has indirect heating, ie no open flame on or under the judges' stand.

Judging Stand, there needs to be a portable toilet and/or washrooms reachable within 2 minutes of the judges stand.

Team Captain's meeting

The Head Judge will attend the team captain's meeting the day before the competition and conduct the judges' briefings.

The Head judge must advise when the team captain meeting is. The Head judge should tell at the team captain meeting who will judge and which position they will judge. The Head Judge should invite all judges to be at the team captain meeting.

Judges' Meeting

The Head Judge will be responsible for conducting a judges' meeting prior the first day of competition. It is highly recommended that the judges meeting commences at least one day prior to the first day of competition. The Head Judge will be responsible for the communication and co-ordination of the meeting including review of criteria and communicating any issues that may have arisen at previous competitions.

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

Meeting with Chief of Competition, Chief of Course and Starter

The Head Judge shall ensure that the "communication flow:" for the event is determined.

EVENT DAY

Training

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

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

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

If the Head Judge is absent for any reason, Judge number 1 take the leading for training

Briefing

The Head Judge gives his briefing to the panel before the event.

The briefing usually consists of the following:

- Reviewing the course specs (pace set time, course length, distance to first jump, distance between jumps 1 and 2, and final distance to the finish line).

- Advising the judging panel of any unusual situation in the course during the training session.

Head Judge responsibilities during the event

- Pursuant to the Judges Code of Conduct, the Head Judge must ensure that no members of the panel are under the influence of drugs or alcohol.
- The Head Judge must behave in a correct and sportsmanlike manner towards members of the Organizing Committee, officials, and the public.
- The Head Judge announces to the starter when the judges are ready for the next competitor to start, and informs the judges the bib of the next competitor.
- Head Judge oversees the score calculation and check of the scores, advises the counting scores after each competitor for purpose of calibration.
- Head Judge checks the accuracy of all tie breaking.
- Head Judge must sign the official result sheet before leaving the competition site in order to make the results official.
- There will be no discussion between judges concerning the competitors, scores (except by the Head Judge).
- The Head Judge must deal with any issue arising in the judging stand. If the issue cannot solve the problem internally, the TD, the Jury or the respective governing body shall be contacted.
- The Head Judge supervises and controls scoring procedures, including dialogue concerning deviant scores.
- The Head Judge should be in full control of the judges' stand and the activities taking place thereupon.

Jury meetings

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

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

DUTIES AFTER THE EVENT

Expenses and honorarium

The Head Judge must verify with the organizing committee if all judges received their reimbursement and honorarium; (they should ideally have received it before the first day of competition).

Head Judge Report

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

- The Organizing Committee
- To all judges asking for an upgrade
- The event's respective governing bodies (Freestyle Canada, NORAM, province, Committee) and;
- If applicable, to the Head Judge of the next event in the series.

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