



# **Handbook for Referees**

**Synchronized Skating**

Season 2022/23

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The Synchronized Skating Referees Handbook is a guide for all Referees of our sport under the ISU Judging System. The purpose of this handbook is to provide Referees guidance in planning events and handling the various required tasks prior to, during and after competitions.

All rule references contained within this handbook refer to the 2022 ISU Special Regulations and Technical Rules for Synchronized Skating. It is the responsibility of every Referee to keep themselves up to date on rule changes and content as it relates to the duties of a Synchronized Skating Referee, including all applicable ISU Communications for the season.

If clarification is needed on any aspect of this handbook, please contact a member of the Synchronized Skating Technical Committee.

ISU Synchronized Skating Technical Committee, September 2022

A Referee of Synchronized Skating plays a major role in development of the sport of Synchronized Skating. This is accomplished through effective leadership and management of competitions and by establishing positive relationships with the various members of the global figure skating community. All Referees must have excellent technical knowledge and keep themselves up to date on rule changes and content.

For all Synchronized Skating competitions or ISU Championships, whether the events are large or small, a Referee must be well prepared and organized. The organizational steps can be broken down into four areas:

1. Pre-Event Activities (Chapter 4)
2. On-Site Activities (Chapter 5)
3. Event Management (Chapters 6-8)
4. Post-Event Activities (Chapter 9)

### **Duties and Powers of Officials: Rule 920**

#### **1. General**

- e) Officials must adhere fully to the ISU Code of Ethics.
- f) Officials must:
  - (i) keep themselves fully informed about all matters concerning the performance of their duties in the current General Regulations and Special Regulations and Technical Rules, ISU Communications and Manuals, Handbooks and Booklets and all updates published on the ISU website;
  - (ii) have a satisfactory standard of eyesight, hearing and general physical condition in order to perform their duties;
  - (iii) comport themselves with discretion as ISU appointed Officials;
  - (iv) **not show bias for or against any Team on any grounds;**
  - (v) **be completely impartial and neutral at all times;**
  - (vi) **base their marks and decisions only on the performance** and not be influenced by reputation or past performance;
  - (vii) disregard public applause or disapproval;
  - (viii) not discuss their marks or decisions and marks or decisions of other Officials during the competition with any person other than the Referee and/or, for members of the Technical Panel only, the other members of the Technical Panel of the part of the discipline in which they are serving;
  - (ix) not serve as television commentator nor engage in communication with the media, television, or others except through the Referee of the part of the Competition in which they are serving;
  - (x) Any form of electronic communication devices such as mobile phones, tablets or smart watches must be switched off while the officials are on the officials' stand;
  - (xi) not act as Team Leader (or Assistant) in ISU Synchronized Skating Championships in the same season during which they serve as a Referee, Judge, Technical Controller, Technical Specialist or OAC member in ISU Synchronized Skating Championships.
  - (xii) No official participating in an International Figure Skating event in any capacity may make any negative comment to the public concerning such event.

#### **2. Duties and Powers of the Referee**

- a) checks the observance of all eligibility Rules, the ISU clearance certificates and the accuracy of calculation software unless the ISU Event Coordinator is present;
- b) together with the medical advisor/competition physician, approves any medical appliances containing metal or hard plastic in advance of the competition (see Rule 141, paragraph 2);
- c) conducts all the draws for the starting order;

- d) manages the panel of Judges (including ensuring that they do not, while on the Judges stand, bring notes from previously awarded scores or any form of electronic communication, nor communicate with one another or indicate errors by action or sound, nor look at marks being inputted by Judges sitting alongside them) and acts as the responsible spokesperson of the Officials should the need arise;
- e) conducts the Initial Judges Meeting (see Rule 921) and a meeting with the Judges prior to every Segment of an event according to the ISU guidelines;
- f) check the compliance of warm up periods with Rule 964;
- g) times the duration needed by the Competitors/Team to take the starting position and decide upon subsequent possible withdrawal (see Rules 838 paragraph 4 and 953);
- h) gives a signal to the person in charge of music to start the music of the Team;
- i) Time with the assistance of a Timekeeper (see Rule 816) the program as skated, the possible interruptions according to Rule 843 paragraph 1.m);
- j) takes necessary actions related to delayed start or restart as per Rule 965, including instructing the person in charge of music to stop or restart the music of a Competitors/Team;
- k) decides whether the condition of the ice permits the holding of the event;
- l) decides upon all protests on the event concerned;
- m) alters the shape and size of the skating surface if unfavourable circumstances arise;
- n) accepts in agreement with the Organizing Member or affiliated Club, another rink for the holding of the event;
- o) decides upon the following deductions according to Rule 843 paragraph 1. m): time violations, interruptions of the program, music violations, part of the costume/decoration falls on the ice;
- p) together with the Judges Panel decides upon the deductions according to Rule 843, paragraph 1.m) for the violation of the following requirements or restrictions: costume, props (including feathers/headpiece). Those deductions are applied according to the opinion of the majority of the panel which includes all the Judges and the Referee. No deduction is made in case of a 50:50 split vote;
- q) judges the complete event;
- r) suspends skating until the order is restored in case the public interrupts the competition or interferes with its orderly conduct;
- s) excludes Teams from the event, if necessary;
- t) removes Judge(s) from the panel, if necessary and based on important and valid reasons;
- u) forbids any coach at any time during the course of the Championships or Competitions to be on any part of the ice surface of the rink on which the Championships or Competitions is taking place;
- v) decides any matter concerning breaches of the ISU Constitution or Regulations;
- w) participates in the Victory ceremony;
- x) moderates the Round Table Discussion according to ISU guidelines (See Rule 921);
- y) prepares the Report (online or using the electronic form) on the event according to ISU guidelines (See Rule 923).

#### **4. Communication between the Referee and Technical Controller**

If possible, there should be direct communication between the Referee and Technical Controller during the competition.

## **Referee Skills**

A wide range of skills are required to manage all the Referees' responsibilities.

### **Technical Knowledge**

- Comprehension of current Regulations, Technical Rules, and ISU Communications relating to Synchronized Skating
- Comprehension and understanding of the ISU Judging System

### **Planning and Organization Skills**

- Prepare in advance for the event as fully as possible
- Conduct the event efficiently according to ISU Rules
- Delegate appropriate responsibilities to the Referee's Assistant at ice level prior to the start of the competition
- Work cohesively with the Technical Panel and Organizing Committee to ensure a well-executed event

### **Interpersonal Relations**

- Develop and maintain open relations with all members of skating community
- Promote a supportive atmosphere needed for others to perform their tasks effectively
- Provide tactful and constructive feedback when appropriate or when requested
- Respect the views of Judges on the panel and advise them in a positive and non-threatening manner
- Possess good verbal ability of the English language

### **Analysis and Reporting**

- Prepare the Referee Report accurately and honestly. Submit the report on time.
- Reply promptly to requests for further information except requests regarding decisions made by the Judges and/or the Technical Panel. Such replies are subject to the "Field of Play" decisions and it is not appropriate to comment

### **Communication**

- Ensure direct communication between the Referee and Technical Controller, particularly during the competition
- Ensure Judges receive appropriate and clear guidance of the technical rules of Synchronized Skating
- Foster an environment of open, clear communication with all members of the Judges Panel, Technical Panel and Organizing Committee
- Encourage constructive discussions among Judges during the Round Table Discussion
- Be able to work with the Media as well as represent the ISU at Press Conferences

### **Don't Forget to Bring:**

- Whistle
- Stopwatch
- Announcement
- Organizing Committee contact information

Organizing Committee must assign a person (International or National level Synchronized Skating Official) as the Referee's Assistant at ice level.

### **Responsibilities**

The Event Referee will designate the functions of the Referee's Assistant at Ice Level according to Rule 816.

- permits (verifying the competing Skaters\*) the first and each additional Team to enter the ice for their warm-up;
- checks the number of credentialed team alternates (**maximum of four**) permitted at the ice level barrier and kiss and cry;
- monitors the ice conditions and reports problems to the Referee;
- directs a registered alternate to enter the ice for the express purpose of picking up objects on the ice considered hazardous to the Skaters;
- does not Judge or take notes during the Team performance. For safety reasons, the full attention of the Referee's Assistant at ice level must be on the Team;
- does not participate in the Victory Ceremony.

If a foreign object or part of costume falls to the ice during the competition, the Referee's Assistant Ice may direct a registered alternate to enter the ice for the express purpose of picking up the object. There is no need to wait for authorization from the Referee to send someone carefully remove the object from the ice. **At least one alternate on the Team should stand close to the Referee's Assistant Ice** at the entrance to the ice. If the Team does not have an alternate, a Skater from the Organizing Committee will be used.

\* Verifying which Skaters are competing on ice is a key input for Doping Controls, should this be conducted at the competition. Make sure the Referee's Assistant at Ice has a copy of all Team rosters to aid this process.

**Gathering General Information**

The official competition Announcement should be sent to the Referee together with the invitation. Referee may also find a copy of the Announcement on the competition website.

**Announcement checklist:**

- Dates of competition
- Tentative schedule of events, including Officials' Meetings, Draws, Practice sessions
- Official hotel (other hotels) – distance to competition/practice rink
- Transportation
- Marking System/Calculation of results (Reference: [www.isujudgingsystem.com](http://www.isujudgingsystem.com))
- Music reproduction system

**Review of Rules**

Referees should review any rules or technical information prior to the competition, as they feel necessary.

**Rule numbers of particular importance are:****ISU Constitution**

- Age Limits Rule 108
- Participation in Competitions Rule 109
- Protests Rule 123

**ISU Synchronized Regulations**

- Officials Rules Rules 900 to 911
- Judges Draw Rule 971
- ISU Judging System Rule 842
- Determining Results/Publication Rule 843
- Protocol Rule 856
- Duties of Event Officials Rule 920
- Meetings at Competitions for Referees and Judges Rule 921
- Reports Rule 923
- Officials Assessment Commission Rule 930
- Short Program & Free Skating Requirements/Criteria Rules 991, 992
- Short Program & Free Skating Marking Rule 954
- Draws (teams) Rules 962, 963, 970
- Warm-up Periods Rule 964
- Call to the Start Rule 838
- Allowance of a Delayed Start or Restart Rule 965

**ISU Communications**

- On Ice Medical Emergencies ISU Communication 2267
- Code of Ethics ISU Communication 2478
- ISU Athlete Safeguarding Policy ISU Communication 2479
- Officials Assessment Commission ISU Communication 2503

Referees should always have available at competitions the current ISU Constitution, Special Regulations and Technical Rules for Synchronized Skating, current ISU Communications/Clarifications, GOE and Program Component Criteria, and GOE Reduction/Deduction Sheet.

## **Review of Officials/Team Entries**

### **Confirm the following:**

- All announced Officials are on the current ISU list of Referees, Judges, and Technical Panel members for Synchronized Skating;
- If any Event Official is new for the season;
- Composition of the Officials panel;
- If any Judges will be judging more than your event;
- Number of teams participating;
- Correctness of preliminary time schedule in relation to number of participating teams;
- Competition schedule is in accordance to the Rules.

## **Discipline and Content of Synchronized Skating**

### **Reference Rule 800, Rule 108**

A Synchronized Skating Team must consist of the following number of Skaters and may include both ladies and men; the object of a Team is to perform as one unit.

In all International Synchronized Skating Competitions

a) Senior: shall consist of sixteen Skaters

- has reached at least the age of fifteen before July 1 preceding the Championships or Competition
- a maximum number of four alternate Skaters.

b) Senior Elite 12: shall consist of twelve Skaters

- has reached at least the age of fifteen before July 1 preceding the Championships or Competition
- a maximum number of four alternate Skaters.

c) Junior: shall consist of twelve to sixteen Skaters

- has reached at least the age of thirteen but not the age of nineteen before July 1 preceding the Championships or Competition
- a maximum number of four alternate Skaters.

d) Advanced Novice: shall consist of twelve to sixteen Skaters

- has reached at least the age of ten but not the age of fifteen before July 1 preceding the Championships or Competition
- a maximum number of four alternate Skaters.

e) Basic Novice: shall consist of twelve to sixteen Skaters

- has reached at least the age of ten but not the age of fifteen before July 1 preceding the Championships or Competition
- a maximum number of four alternate Skaters.
- At the National level, ISU Members may permit a different team composition.

If an injury/illness occurs during the international competition, the Team will be permitted to skate with not less than:

Senior: 14 Skaters

Senior Elite 12: 11 Skaters

Junior and Advanced Novice: 11 Skaters

In all ISU Synchronized Skating Championships a Team shall consist of sixteen Skaters. Each Team may have up to a maximum of four alternates listed as such on the Team roster.

If an injury/illness occurs during the championships, the Team will be permitted to skate with not less than:

Senior and Junior: 14 Skaters

**Gathering General Information**

As Referee, you should arrive early at the competition to become familiar with the Organizing Committee, all arrangements and carry out the essential pre-event tasks. ISU Rule 137 must be observed.

**Key Contact Personnel**

- ISU Event Coordinator, Regional Event Coordination Assistants, ISU Representative (at ISU Championships only – Rule 870)
- Technical Representative or other person assigned from the OC – primary contact for all local arrangements
- Chairperson of the Organizing Committee – overall responsibility for all aspects of the competition
- Announcer/Music Technician
- Chief for Calculation/Result service
- Ice Monitor/Gate Keeper
- Chief for Transportation
- Emergency Medical Services Staff
- Media Officer
- Technical Panel
- Technical Controller

**Ice Rink Facilities (Competition and Practice)**

**NOTE: For ISU Championships, most of the obligations of the Referee will be performed by the ISU Event Coordinator and staff.**

The Referee should visit each ice rink as soon as possible after arrival to become familiar with their layout and any physical challenges. Any concerns at the ISU Synchronized Skating Championships should be directed to the ISU Event Coordinator or the person acting in that capacity. The ice rink(s) should be a total non-smoking area.

**Check the following in Ice Rinks:**

- Operations Center OC/Competition Director; ISU Event Coordinator's Office; ISU Representative's Office (at ISU Championships)
- Officials' Room (Judges, Technical Panel, Exam/Trial Judges);
  - Materials, pencils, judging sheets
  - Nearest washroom for Event Officials
  - Food/beverages
- Judges and TP Stand
  - Size/view/seating arrangements (chairs), etc.
  - Touch screens/the ISU Judging System equipment
  - Communication system to Referee's Assistant Ice
  - Communication system to the Technical Controller
- Announcer and Music Technician/area/walkie-talkie or phones
- Entry and exit to the ice for the teams
- Cameraman place (Video replay)
- Location to conduct initial and intermediate draws
- Referee's Assistant Ice location
- Printing services/Copy Room (belongs to the OC)
- Notice Boards and Team Mailboxes (belongs to the OC)
- Distribution of Bulletins/Communications/Results (belongs to the OC)
- Medical Facilities and Doping Room (if announced)

- Dressing Rooms
- Team Warm-up Area
- Transportation Desk
- Bus Pick-up/Drop-off
- Media Room

The Referee must make sure that the panel of Judges knows how to operate the touchscreen or any similar units. If needed, the Referee must make an appointment for instructions with the company responsible for the data input.

### **Functions of Ice Rink Facilities**

- Availability of sweepers or flower gatherers
- Location for ice resurfacing equipment entry and exit
- Arrangements for repairing the ice during the event
- Communication with the ice maintenance crew
- Same adequate lighting for practices and competition in the arena
- Location of TV cameras will not interfere with the officials/skaters during the event (this task belongs to OC)
- Resurfacing procedure in case of accidents leaving blood on the ice

### **Medical Services Staff – Communication 2267**

Medical Services Staff must be on site before the competition starts, otherwise, the competition must not start.

The Referee should contact the Chief Medical Officer (CMO) or ISU Medical Advisor at the Championships to clarify open questions, especially when the medical team should enter the ice for first aid and/or evacuation in case of an accident.

The Referee, if applicable, should also do the draw for the doping control selection. At the ISU Championships, the ISU Representative does the draw for the doping control selection.

- Location and contact with rink-side medical personnel
- Service arrangement in timing and attendance
- Ambulance location and call time in case of an emergency
- Hospital name, location and distance in case of an emergency
- Location of medical station, equipment, and operating hours

### **Hotel Facilities**

- Registration Desk/Information Desk – hours of operation
- Meals – location, hours of dining room operation
- Meeting Rooms – location for the Initial Judges Meeting and Round Table Discussion
- Pick-up Area – location for transportation to/from arena/special events
- Notice Board – location in hotels and rinks

The following are provided as quick reference on how to handle various tasks prior to and during the competition. Always refer to the ISU Special Regulations & Technical Rules for Synchronized Skating.

### **Falls and Interruptions**

#### **Rule 953**

1. **A Fall is defined as loss of control by a Skater with the result that the majority of his/her own body weight is on the ice supported by any other part of the body other than the blades e.g. hand(s), knee(s), back, buttock(s) or any part of the arm.**

For every Fall there shall be a deduction (see Rule 843, para 1.m)).

2. **An Interruption** is defined as the time elapsed between the moment a Skater(s) stops performing the program until the moment they resume performing the program. For every Interruption by one or more Skaters of more than ten seconds, there shall be a deduction (see Rule 843, para 1.m)). If an Interruption by the Team as a whole lasts more than forty seconds, an acoustic signal is produced by the Referee and the Team is withdrawn. For cases of interruption due to adverse conditions unrelated to the Skater or related to the Skater's health or equipment, see Rule 965.

### **Accidents on the Ice During the Competition**

If serious accident occurs to a skater, **the Referee must stop the performance**, during the competition leaving blood on the ice, the decision of action should be communicated between the Referee, Referee's Assistant Ice, and the Coach/Team Leader. **Please refer to Communication No. 2267 – On Ice Medical Emergencies.**

If a serious accident occurs **the Referee must stop the performance**, there are no restarts of the program and the team must continue from the point of interruption as verified by the Referee, after substitution of skater(s) is made.

The Referee must inform the Judges on the panel of the continuance of the program with regard to marking the elements, and also communicate the time to the Music Technician. The Announcer may give a short remark to the audience, if appropriate. In order to have effective management of situations such as this, the Referee must have suitable and workable communication system with the Referee's Assistant Ice, the ISU Event Coordinator, if present, the Announcer and the Music Technician at all times during the event.

It is suggested that the Referee meet prior to the start of the competition to test the communication equipment and set the procedures with regard to serious accidents and program interruptions.

**PLEASE CHECK THE APPENDIX INTERRUPTIONS AT THE END**

## **Interruptions, Music Deficiencies and Incomplete Programs**

### **Rule 965**

1. An Interruption is defined as the period of time starting immediately when a Skater/Team stops performing the program or is ordered to do so by the Referee, whichever is earlier, and ending when the Skater/Team resumes his/their performance. The Referee shall decide where the point of interruption is and communicates this to the Team Captain, the Judges and the Technical Controller. The Skater/Team shall resume the program according to paragraphs 2, 3, 4 and 5 below. The Technical Panel decides if the interruption occurred at the entrance to or during the element. The Technical Controller shall inform the Referee accordingly.
2. **Music Deficiencies.**

If the tempo or quality of the music is deficient or if for any reason there is an interruption or stop in the music, the Competitor must stop skating when he becomes aware of the problem or at the acoustic signal of the Referee, whichever is earlier.

  - a) If any of these problems with music occurs within the twenty seconds after the start of the program, it is the choice of the Competitor whether to continue from the point of the interruption of music or restart the program. If the Competitor decides to restart the program, the Judges and Technical Panel evaluate the program from the beginning, disregarding previous evaluation. If the Competitor decides to continue from the point of the interruption of music, the Judges and Technical Panel continue evaluating the program from the moment the Competitor starts to resume the program and the prior evaluation remains.
  - b) If any of these problems occurs more than twenty seconds after the start of the program, the Competitor shall resume the program from the point of interruption or, if the interruption occurred at the entrance to or during an element, at the point immediately preceding this element. If this element was identified and called by the Technical Panel before the interruption, the Technical Panel has to delete it from the list of the performed elements. The Competitor is allowed to repeat this element when resuming the program. No deductions apply for interruptions due to music deficiencies.
3. **Adverse conditions unrelated to a Skater/Team and/or his/their equipment.**

If an adverse condition unrelated to a Skater/Team or his/their equipment, such as lighting, ice-condition, item thrown onto the ice etc. occurs, the Team Captain and/or the Team may stop skating and report to the Referee when he/they become aware of the problem and must stop Skating at the acoustic signal of the Referee. When the problem is solved, the Team shall continue from the point of interruption or if the interruption occurred at the entrance to or during an Element, at the point immediately preceding this Element. If this element was identified and called by the Technical Panel before the interruption, the Technical Panel shall delete it from the list of the performed elements. The Team is allowed to repeat this element when resuming the program. If, the interruption lasts longer than ten minutes, there shall be a second warm-up period according to Rule 964, paragraph 2. After the second warm-up, the Team shall continue from the point of interruption or, if the interruption occurred at the entrance to or during an element, at the point immediately preceding this element.

No deductions apply for interruptions unrelated to the Skater/Team and/or his/their equipment.
4. **Adverse conditions related to a Skater/Team and/or his/their equipment occurring during the program:**

If a Skater is injured during the program or another adverse condition related to him or his equipment (such as but not limited to health problems, nose bleeding, lace undone, damage to clothing or skates) occurs, the Skater must stop skating when he becomes aware of the problem or at the acoustic signal of the Referee, whichever is earlier. The music shall be stopped only if the Referee instructs the music technician to do so according to section b) below.

### **Duration of Interruptions:**

#### **a) Up to 40 seconds.**

If the adverse conditions can be remedied without delay, the Skater does not need to report to the Referee, and the rest of the Team has continued to skate their program and the affected Skater(s) resumes skating their program within forty seconds, the Referee will apply a deduction for interruption as per Rule 843, paragraph 1.m).

## **b) Up to 3 minutes.**

If a Skater/Team does not resume skating within forty seconds, the Referee shall instruct the music technician to stop the music, and allow the Skater/Team 3 additional minutes. If the Skater/Team resumes skating within this additional period, the Referee will apply a deduction of 5.0 points as per Rule 843, paragraph 1.m). This deduction also covers an interruption of up to 40 seconds immediately preceding the allowance of 3 additional minutes.

When the problem is solved, the Skater/Team shall continue from the point of interruption or, if the interruption occurred at the entrance to or during an element which was called by the Technical Panel before the interruption, at the point immediately following this element. The call made prior the interruption shall stay.

Only one resumption per program is allowed upon an allowance of additional 3 minutes. If there is a second interruption of more than 40 seconds due to an adverse condition related to the Skater/Team or his/their equipment, the Team shall be considered withdrawn.

## **5. Medical attention.**

If medical attention is required, the Referee must stop the performance by an acoustic signal, follow the Medical Protocol (Communication 2267 or any update thereof) and instruct the music technician to stop the music. After consulting with the respective Team Physician, or, if not present, the medical doctor provided by the Organizer, the Referee shall decide if the Skater is allowed back to compete. If the Referee does not allow the Skater to resume within 3 minutes since the Skater stopped skating his program, another Skater may be substituted per Rule 965, paragraph 10. If the Referee allows the Skater to continue skating his program, no deduction will apply.

When the problem is resolved, the Skater shall continue from the point of interruption or, if the interruption occurred at the entrance to or during an element, at the point immediately following this element, which is called by the Technical Panel and the call remains.

- a) In case of Skater's injury, which requires Skater's evacuation by the medical personal from the ice surface and/or new ice resurfacing is needed after the accident, this three minutes period is not in place.
- b) If a substitute Skater is available but not used, and the Team chooses to finish their program with less than sixteen Skaters, Rule 800, paragraph 2.f will apply.
- c) If a Team initially starts to compete with less than sixteen Skaters, Rule 800, paragraph 2.f. will apply. If an injury or adverse condition occurs, Rule 965, paragraph 3 4 will also apply.

## **6. Adverse condition occurring prior the beginning of the program with allowance of up to three minutes.**

- i) If any adverse condition related to a Skater/Team or his/their equipment occurs between the call to the start and taking the starting position, which cannot be remedied within sixty seconds (Rule 838), the Referee shall allow the Skater/Team three additional minutes and apply a deduction of 5.0 points as per paragraph 4 b) above.
- ii) If any adverse condition related to the Skater/Team or his/their equipment occurs after he/they take the ice but before the call to the start and the time before the start of the program is not sufficient to remedy such condition, the Referee shall allow the Competitor three additional minutes before being called to the start and apply a deduction of 5.0 points as per paragraph 4b) above.

**7. Limit of the interruptions allowed**, only one interruption, up to 3 minutes, is allowed whenever it takes place (prior or during the program). If there is a second interruption of more than 40 seconds due to an adverse condition related to a Skater/Team (including medical problems) or his equipment the Team shall be considered withdrawn.

**8. Incomplete Programs**, if a Team does not complete the program, no marks will be awarded and the Team shall be considered withdrawn.

## **9. Substitution of Skaters.**

Once a Short Program or Free Skating has started, no substitution of a Skater will be permitted (if there is no visible reason i.e., injury/equipment failure, etc.). However, registered Team alternates may be substituted if the Team's program is stopped by the Referee due to injury or equipment problems. If a Team substitutes a Skater without the authorization of the Referee, the Team will be disqualified.

RULES 843 paragraph m), 953 and 965  
 FALLS and INTERRUPTIONS  
**WHAT TO DO IF...**

<b>MUSIC PROBLEM</b>	<b>Start to 20 seconds:</b> Music does not start Wrong music Wrong tempo	-Allow fresh start or continue from point of interruption (Skater decision)	<b>NO DEDUCTION</b>
	<b>After 20 seconds:</b> Wrong tempo Music stops	-IF problem is solved: -Team restarts from point of interruption (Check with TC)	<b>NO DEDUCTION</b>
<b>PROBLEM UNRELATED TO SKATER OR EQUIPMENT</b>	Power Failure Problem with structure Problem with ice	-Solve problem -Ice resurface if necessary -IF long break of 10 or more minutes: -Allow new warm-up -Team restarts from point of interruption (Check with TC)	<b>NO DEDUCTION</b>
<b>PROBLEM RELATED TO SKATER OR EQUIPMENT</b> Laces undone Costume damage Minor health problem (Nose bleeding etc)	<b>During warm-up OR After Team is announced</b>	-IF Team is announced, has 30 seconds to fix problem. -Apply deduction.	<b>DEDUCTION</b> Team can take 60 seconds Late Start = -1
		-IF Team needs more than 60 seconds: give 3 minutes. -Apply deduction.	<b>DEDUCTION</b> 3 minutes = -5
	<b>During program</b>	-IF Skater CAN solve problem during the program: -Apply deduction.	<b>DEDUCTION</b> Interruption of: 10 – 20 seconds = -1 20 – 30 seconds = -2 30 – 40 seconds = -3
		-IF Skater CAN'T solve problem in less than 40 seconds: give 3 minutes -Team restarts from point of interruption (Check with TC) -Apply deduction.	<b>DEDUCTION</b> 3 minutes = -5
<b>MEDICAL ATTENTION</b>  <b>Minimum number of Skaters required:</b>  <b>Senior Elite 12 – 11</b> <b>Senior – 14</b> <b>Junior/Novice – 11</b>	Accident Cut Fall and bleed Loss of consciousness	-Referee blows whistle -Referee stops music -Referee decides if removing skater from ice is required -IF Skater CAN'T compete: -Team restarts from point of interruption (Check with TC)	<b>NO DEDUCTION</b>  <b>If evacuation or/and ice resurfacing = 3 minutes period is not in place</b>
		-Skater stops and approaches Referee OR -Referee blows whistle -Referee stops music -IF Problem CAN be solved in less than 40 seconds AND Skater CAN compete: -Team restarts from point of interruption (Check with TC)	<b>NO DEDUCTION</b>
		-IF problem CAN'T be solved in less than 40 seconds: give 3 minutes -IF Skater CAN compete: -Team restarts from point of interruption (Check with TC) -IF Skater CAN'T compete: -Authorize a substitute -Team restarts from point of interruption (Check with TC)	<b>NO DEDUCTION</b>

<b>MAX INTERRUPTION</b>	Only 1 interruption up to 3 minutes is allowed, if a second interruption of more than 40 seconds: Team is withdrawn.
<b>INCOMPLETE PROGRAM</b>	Team does not complete program; no marks awarded and Team is withdrawn
<b>SUBSTITUTION OF SKATER</b>	<b>With authorization of the Referee only</b> , if not Team is disqualified
<b>FALL</b>	For each fall, Interruption in excess rule applies if necessary

## **Protests**

### **Rule 123**

Protests based on alleged violation of rules may be lodged provided that they are not forbidden by this or another rule. The Referee decides upon all protests.

Protests must be filed with the Referee **in writing** and **within the stated time limit**. At the same time **100 Swiss Francs** or other convertible currency to the same value must be deposited with the Referee. The Referee will remit the protest fee to the ISU.

Please read carefully:

- Persons entitled to file a Protest (paragraph 2)
- Time limits for filing Protests (paragraph 3)
- Protest restrictions (paragraph 4)
- Referee's decision of Rule 123 (paragraph 5)

Rule 123 also applies to the evaluation by the Technical Panel (TC, TS, Data & Replay Operator) of teams' performances. Protests against results are permitted only in case of incorrect mathematical calculation. A wrong identification of an element or of a level of difficulty, although it results in a lower or higher score, is a human error and not an incorrect mathematical calculation.

### **Protest Restrictions**

Protests against evaluations by Referees, Judges and the Technical Panel (Technical Controller, Technical Specialists, Data & Replay Operator) of Skaters' performances are not allowed.

Protests against results are permitted only in the case of incorrect mathematical calculation. A wrong identification of an element or of a level of difficulty, although it results in a lower or higher score, is a human error and not an incorrect mathematical calculation.

This is in line with the generally accepted international sports principles of applying "Field of Play" decisions.

In Synchronized Skating, a correct time schedule is very important in utilizing the ISU Judging System equipment and touch screens.

If an ISU Event Coordinator or Regional Event Coordinators have been assigned to the event, they will have checked the schedule before it was finalized. In some cases, circumstances prevent ideal scheduling. The Referee should be aware of such problems so as to be able to provide solutions if changes to the published schedule need to be made. All changes in the time schedule must be announced in the form of a Communication.

### **Practice Sessions**

After registration at accreditation for an event, teams may not practice at a rink other than the official rink (Rule 830).

### **Unofficial Practices**

- Unofficial practice sessions may begin before the official draw.
- Practices should be fifteen minutes in duration and may be on any ice surface.
- Resurfacing should be done after every group of four teams.
- Teams may use the music of their own choice and practice the programs of their choice (with exception of the ISU Championships).
- The arrival time of the teams should be taken in consideration by the OC when scheduling the unofficial practices.

### **Official Practices**

#### **Announcers and Music Operator Guidelines in Synchronized Skating**

The information for playing music at the official practices before the Competition or Championships events is outlined in Rule 830.

Official practice sessions (no additional fee may be charged) start on the day of the first draw or first day of competition.

At all International Competitions and ISU Championships, the Organizer must provide to each competing team on the competition arena ice surface:

- 10 minutes of practice ice for the Short Program and for Novice Free Skating
- 11 minutes of practice ice for the Junior Free Skating, conducted after the Short Program
- 12 minutes of practice ice for the Senior Free Skating, conducted after the Short Program

At the official practices for Short Program and Free Skating, the competitive music of the team will be played twice, each time without interruption.

No other music will be played during the official practice segments.

The teams will be divided into groups as nearly equal in number as possible but no more than six (6) teams for the short program and no more than five (5) teams for the free skating program should practice on the same ice.

The skating order as drawn must be used for official practices.

If the starting order for official practice is for any reason not the same as the official draw order, the alphabetical order of the countries (and alphabetical order within the country) must be used.

## **Official Practice Ice Procedure**

### **Entering Ice Surface**

A team may enter the ice surface for their practice session once their name is announced and the preceding team has been asked to exit the ice. The team must exit the ice immediately when their practice segment is over.

Timing for their practice session begins when team's name is announced.

### **Announcer's Script**

The music will be played twice without interruption. The music will be played for the first time at the 1:30 minute mark, and again at 6:00 minute mark for Short Program, for Free Skating it will be the 7:00 minute mark. A warning will be given 30 seconds before the music starts.

*No coach or team members are permitted to stand near the music people to give direction during the 10, 11 or 12 minutes official practices.*

### **Example Practice Timing – Senior Free Skating Practice**

- Enter Ice 0:00
- First 30-second warning 1:00
- Play Music First Time 1:30
- Program Ends 6:10
- Second 30-second warning 6:30
- Play Music Second Time 7:00
- Program Ends 11:40
- Exit Ice 12:00

### **Competition Time Schedule – Short Program/Free Skating**

<b>Short Program J &amp; S &amp; Novice Free Skating 10 minutes</b>	<b>FREE SKATING – 11 (Junior) or 12 (Senior) minutes</b>
Competition ice surface	Competition ice surface
Maximum 6 per group	Maximum 5 per group
According to official draw order	According to official draw order
10-minutes practice	11/12-minutes practice
Once the music has started it will be played through in its entirety with no interruption. Music to be played twice.	Once the music has started it will be played through in its entirety with no interruption. Music to be played twice.
Ice to be resurfaced after each group. After two groups, a dry cut may also be recommended.	Ice to be resurfaced after each group. After two groups, a dry cut may also be recommended.

At the ISU Championships, the competition schedule is the responsibility of the ISU Event Coordinator in consultation with the Organizing Committee. At International Competitions, the time schedule is the responsibility of the Organizer in consultation with the Referee. The competition schedule must be completed prior to the Opening Initial Draw. The completed schedule with dressing room assignments must be distributed as soon as possible upon completion of the Opening Initial Draw.

The time per team for short programs and free skating should reflect the following:

- Time allowed for program
- At least one minute warm up, per Rule 964
- Thirty seconds to exit the ice

### **Computerized Schedule for Synchronized Skating – ISU Judging System**

Starting Time for the Competition	18:30	
Dressing Room Time	20	Time minimum but may change according to the number of dressing rooms.
Wait time	2	
Ice Make + Dry Cut	20	Same remarks as for only ice make. This is the maximum time used.
Dressing Room Clear Time	18	
First Dressing Room #	1	
Last Dressing Room #	6*	*Number of dressing rooms depends on the number of competing teams.
Photo Time	10	(If necessary)
SP = 6.0		Marks read in two languages (+ 30 seconds)
Junior FS = 7.0		
Senior FS = 7.5		
Novice FS = 6.5		The Referee, Panel of Judges and Technical Panel will be announced prior the start of a competition.

### **Duration of Skating**

#### **Rule 952**

The time must be reckoned from the moment that a Skater begins to move or to skate, until arriving at a complete stop at the end of the program.

1. Short Program for Senior and Junior: Two minutes and fifty seconds but may be less.
  - a) Any Element started after two minutes and fifty seconds will be considered in the marking as omitted.
  - b) If the Team fails to finish the Short Program within the time limit, there shall be a deduction (see Rule 843, paragraph 1.m)), from the Total Score for up to every five seconds in excess.
2. Free Skating:
  - a) Senior: Four minutes
  - b) Junior: Three minutes and thirty seconds
  - c) Novice: Three minutes

The Team is allowed to finish the Free Skating within ten seconds plus or minus the required time. If the Team fails to finish the Free Skating within the allowed range of time, there shall be a deduction (see Rule 843, paragraph 1.m)) for up to every five seconds lacking or in excess.

Any Elements started after the required time (plus ten seconds allowed) will not be identified by the Technical Panel and will have no value. If the duration of the program is thirty seconds or more under the required time no marks will be awarded.

## **Warm-Up Periods**

### **Rule 964**

1. Warm-up periods must be allotted to all Teams. For a maximum size of each Starting Group before ice to be resurfaced see Rules 980, 981 and 982; Size of Starting Order Groups Tables I, II and III).
  - a) Short Program and Free Skating; each Team shall be allowed a warm-up of at least one (1) minute in duration (without their music during the judging time of the previous Team) before the Team is called to start.
  - b) A Team must not take more than thirty seconds for exiting the ice surface for both the Short Program and Free Skating.
  - c) The first Team of each starting group is granted a **two minutes** warm up period before their call to start.
2. In case of an interruption in the competition due to unforeseen circumstances of more than ten minutes, the Teams affected will be permitted to a second warm-up period.
3. In the event one or more tied Teams, as per Rule 963, paragraph 2.e), are included in the same group, the maximum number permitted to warm-up may be exceeded by one Team. However, if the maximum number permitted is exceeded by two or more Teams, the group in question shall be divided into two sub-groups.
4. For Synchronized Skating it is recommended that the ice be resurfaced after every six Teams for the Short Program and after every five Teams for the Free Skating. The ice resurface groups will be based on Rules 980, 981 and 982, however the ISU Event Coordinator and/or ISU Representative may decide to change the ice resurface groups based on the conditions of the ice at ISU Championships.

## **Call to Start**

### **Rule 838**

1. Prior to each performance, the names of those Teams about to compete must be clearly called on the ice and in the dressing rooms.
2. Prior to the announcement, the next Team to skate must enter the ice surface for their warmup at the sign of the Referee's Assistant at ice level. Following the warmup period of at least one minute (see Rule 964), the Team is announced.  
The first Team to skate in each starting group is allowed two minutes.
3. Teams shall be announced utilizing the Teams' own name in the following manner: Team Name followed by the name of the ISU Member.
4. Each Team must take the starting position and make a signal to the Referee of each Segment of the competition (Short Program and Free Skating) at the latest thirty seconds after their name has been announced. If this time has expired and the Team has not yet taken the starting position, the Referee shall apply a deduction (deducted from the final score) as per Rule 843, paragraph 1. m). If sixty seconds started from the call to the start have expired and the Team has not yet taken the starting position, they will be considered as withdrawn.

## **General Timing Guidelines**

**Timing should be started when the last Skater of the Team enters the ice surface for their one/two minute(s) warmup.**

**Initial Judges Meeting Rule 921**

Judges at ISU Championships, ISU Events and Olympic Winter Games must attend an Initial Judges Meeting moderated by the Referee, together with the Chair or a member of the respective Technical Committee, if present, and, if possible, the Technical Controller, held before the competition starts, and a Pre-Event Meeting moderated by the Referee immediately preceding the beginning of the competition. In the Initial Judges Meeting, the moderators must draw to the attention of the Judges in brief summary form the Rules relating to the duties of Judges and the marking of Synchronized Skating with special attention being paid to any changes in Rules or in their interpretation or clarification that have been officially published. In the Pre-Event Meeting the focus shall be on the essentials of the Elements of the respective segment of competition.

For the purpose of Rule 907 paragraph 5, this meeting must be moderated by the Referee, together with the Chair or a member of the respective Technical Committee.

**Judges at International Competitions**

Judges at International Competitions must attend a Judges Meeting to be held immediately before the beginning of the competition. The exact time and the format of this meeting will be determined by the Referee. However, this meeting shall include at least a brief summary of all topics to be covered in the Initial Judges Meeting and the Pre-Event Meeting of ISU Championships, ISU Events and Olympic Winter Games.

Referees should also **remind Judges about ISU Communication #1540** and the following items:

**“Figure Skating – Use of papers/documents by Figure Skating Judges during competitions”**

- Taking notes by the Judges can be done only during the Team’s performance, but not after the scores have been sent
- GOE marks should be entered directly to the mini screen, before writing on your judging papers. Corrections should be done later before sending marks
- After confirming the scores using the “Send” button, changes can be done only through the Referee (if good reasons exist)
- Judges should send marks immediately after elements are “Authorized.”
- Each Judge should make at least one comment during the Initial Judges’ Meeting so the Referee can assess Judges’ working knowledge of English.

**When rating a Judges’ knowledge of English language, please note the following explanations:**

- No** does not understand questions and cannot participate (to be removed from the list)  
**Partly** understands, but cannot discuss or participate (will not be considered for promotion)  
**Yes** good working knowledge or better

**A good meeting will accomplish the following:**

- establish a strong and positive working relationship between all Officials and OC
- help the Officials become acquainted with one another
- provide necessary information such as discussion of new rules, duties of Judges
- establish a supportive atmosphere
- draw as required to complete the Judges panel
- draw to determine the seating for the Judges panel (if not set by OC)

**The information listed below should be communicated at the Initial Judges meeting:**

- introduction of Referees, Judges and Technical panel/check pronunciation of names
- identification of important personnel on OC
- locations of Event Officials' room and off-duty Judges' room
- access to Judges and Technical Panel stand
- seating for off-duty Judges
- arrangements for meals and refreshments
- schedule or assignment revisions
- transportation arrangements
- arrival time for Judges to the ice rink prior the start of each event (short program and free skating)
- use of the ISU Judging system/review use of touch screens (especially deduction button) or other equipment
- arrangements for draws
- arrangements for the Round Table Discussion (where and when)
- review of new rules and/or changes (if necessary)
- review the Code of Ethics
- review the principal of the GOE mark, use of the bullet points and special criteria for each element and the adjustment of GOE
- review some main points of Program Components

The Referee should remind the Judges of the important duties and rules regarding the ISU Judging System, any updates since the last competition, and also provide an opportunity for the Judges to ask questions. It is important to have on hand copies of current ISU Communications that address rule changes, etc.

Before and during a competition, the Referee should refrain from any comment with respect to the teams, which could have an influence on the judging of the present and future competitions.

**Pre-Event Meeting**

The Referee conducts a brief meeting, approximately thirty minutes, prior to every segment (Short program and Free Skating) of a competition.

As Referee, it is your responsibility to focus on the essentials; required elements, reductions, or well-balanced program requirements, for the respective segment of the competition. You will also want to address any last-minute questions the Judges may have following the official practice sessions. This meeting also serves as opportunity for the Judges to become focused, relaxed and confident for the judging of the event. Be supportive and provide encouragement at this meeting.

At this time, the Draw for the seating order of the judging panel is also conducted if not already performed at the Initial Judges Meeting.

**Draw for Judges**

**\*For ISU Championships, please refer to the draw procedures under Rule 971.**

For all other competitions, an open random draw will be conducted by the Referee during the Initial Judges Meeting.

**The Referee conducts the Judges Draw as follows:**

- announce for which event (Senior, Junior, Novice) the draw will be performed
- announce the number of participating Members, resulting in the Judges who are automatically assigned
  - if there are more Judges than available seats; assign each Judge a number and draw the required number of Judges to complete the panel

- Judges not drawn for the first segment are automatically be assigned to the second segment
- draw for the remaining Judges to complete the panel, if required

### **Conduct the Draw for Seating Order as follows:**

- establish the required number of judging seats (in bag, on table, etc)
- ask for a Judge from the host country to draw for the country that will start the draw for seating order
- draw the Judges in alphabetical order by country from that drawn starting point

### **Team Draws (International Competitions) Rules 962, 963**

#### **Draw for Short Program**

The draws for the starting order of all events are made in public by the Referee. The Referee should ask the Organizer to check the correct spelling of the names of the teams and all Officials. If the Referee misses the Draw, Assessment 3 is automatically applied (Rule 930). Starting numbers shall be drawn by competitors/team captain if present, or by official representatives of their Member (such as the Team Leader), or by members of the Organizing Committee. **It is recommended that Referees should not draw for a team if no team representative is present.**

#### **Prior to the Opening Draw, the Referee should:**

- prepare the Referee's Prompt Sheet for short program
- check the draw chips to be placed in the bag
- check the pronunciation of team names and make sure all teams entered are listed
- make sure team names are in alphabetical order by country and then by team name\*

**\* NOTE: Participating countries must be listed in the order defined in the ISU Members list. Refer to the Special Regulations and Technical Rules**

#### **The Referee conducts the Opening Draw as follows:**

- announce the panel (Referee, Judges, Technical Panel). Mostly published, no need to read it. The seating order will be drawn later.
- verify the presence of the teams
- announce the number of participating teams
- announce the number of participating members
- ask for a team captain from the host country to draw for the country that will start the draw – announce clearly the team who will start the draw
- draw the starting order of the teams in alphabetical order by country from that drawn starting point – **the maximum number of teams to be drawn in the same group is six for the short program** – announce the draw number clearly and double check the screen for the correct starting number
- announce the day and time for the short program practice session
- announce the day and starting time of the first team for the short program event
- announce the number of groups for the event and time of ice resurfacing
- announce the location and time of intermediate draw for the free skating event
- wish the teams good luck on their performance

The Referee's Prompt Sheet for the Short Program can be found in the Appendix.

#### **Draw for Free Skating**

**For International Competitions, the Organizers have the option of determining the order of skating according to Rule 963 paragraph 2 e), or using the reverse order of places in**

**the short program. The method used should be mentioned in the Announcement of the competition.**

Once the results of the short program have been approved, the draw for the free skating can be conducted. The draw for the free skating is based on the results of the short program.

**Prior to the Intermediate Draw, the Referee should:**

- verify the starting groups and the procedure for the draw as well as for the draw(s) for any tied teams
- prepare the Referee's Prompt Sheet for free skating
- check the draw chips to be placed in the bag each time
- divide the teams into starting groups -- **the maximum number of teams to be drawn in the same group is five for free skating**
- ties must be drawn in the same group "with a draw to see who draws first between the tied teams" **The maximum number of teams to be drawn in the same group is six, for ties** (see Rule 963 paragraph 2).

**The Referee conducts the Intermediate Draw as follows:**

- announce the results of the short program, if not displayed on a screen.
- the last group to skate (the best placed teams) is drawn first, starting with the first placed team, then the second placed team, etc.
- then the next group is drawn and so on
- finally, the lowest placed teams (last group) are drawn to skate in the first group
- announce each draw number clearly for the audience
- unless a draw board is used, the complete drawn order shall be announced by the Referee at the completion of the draw
- announce the day and time for the free skating practice session
- announce the day and starting time of the first team for the free skating event
- announce the number of groups for the event and time of ice resurfacing
- wish the teams good luck on their performance

The Referee's Prompt Sheet for the Free Skating can be found in the Appendix.

### **Draw for Starting Order Short Program and Free Skating at ISU Synchronized Championships Rule 970**

The draw is prepared by the ISU Event Coordinator assigned to the Championships and conducted by the Referee.

#### **1. The Draw for the Short Program will be made as follows:**

At all ISU Championships, the draw for the Short Program will be held according to the latest World Standings utilizing the Teams' own name. World Standings are established as per the procedures published in an ISU Communication. The draw for the Short Program will be conducted as follows:

- a) Teams will be divided into two approximately equal groups with the higher ranked Teams being drawn in the second part (thereafter called the part "skating later") and the lower ranked Teams, and Teams with no ranking, being drawn in the first part (thereafter called the part "skating earlier"). If the number of Teams cannot be divided equally by two, the skating later part will include one Team more than the skating earlier part. In the case of ties in the World Standings on the border of the two parts, all those tied Teams will be included in the skating later part;
- b) if the number of Teams with no ranking is bigger than the number of places in the skating earlier part, some of these Teams (decided by draw) will be in the skating later part. For this draw, all Teams with no ranking will participate to draw for as many positions as necessary for the skating later part;

- c) the number of Teams in the last and the next to last starting order groups will be determined according to the Table in Rule 981 using the total number of Teams;
- d) there will be a free draw among Teams with the highest ranking to skate in the last starting order group of the skating later part and a free draw among Teams with the next highest ranking to skate in the next to last starting order group of the skating later part.
  - (i) In case of ties in the World Standings on the border between the last and next to last starting order groups, all those tied Teams will be included in the last starting order group and the next to last starting order group will be smaller by the number of Teams so added to the last starting order group. In the event the last starting order group exceeds the maximum size permitted by two or more Teams, the last starting order group will be divided into two subgroups and there will be a free draw in each subgroup;
  - (ii) In case of ties in the World Standings on the border between the next to last starting order group and the rest of the Teams, all those tied Teams will be included in the next to last starting order group. In the event the next to last starting order group exceeds the maximum size permitted by two or more Teams, the next to last starting order group will be divided into two subgroups and there will be a free draw in each subgroup;
- e) there will be a free draw among all other Teams of “skating later” part.
- f) there will be one more free draw among all Teams of the skating earlier part. For this draw all these Teams will be divided into two parts: Teams with and without ranking, so that Teams with ranking will draw for the later starting numbers;
- g) starting numbers are drawn according to the World Standings with the highest ranked Team being drawn first, the next ranked Team – second etc. In cases of ties in the World Standings there will be a separate draw between tied Teams to decide the order of the main draw.
- h) Starting Order groups will be determined according to Table II in Rule 981, using the total number of Teams. In case of adjustments to the last and next to last starting order groups as per paragraph d) (i) and (ii) above, Starting Order groups will be adjusted accordingly.

## **2. The draw for the Free Skating**

- a) The starting order of Teams in Free Skating is determined from the result of the Short Program;
- b) If two or more Teams are tied for the same place at the end of the Short Program, the Teams concerned shall be placed in the same group, if necessary, the immediately preceding group shall be smaller by the number of Teams added to that particular group. The maximum number of Teams to be placed in the same group is six;
- c) The order of skating in each group shall be determined by lot and each Team shall be drawn in the order of placement in the preceding part of the competition, that is, with the best placed Team being drawn first and including those tied. The order of the draw between tied Teams shall first be determined by a separate draw prior to the main draw.
- d) The order of skating for the final two groups (i.e. with the best places Teams) will be drawn in four subgroups.
  - (i) The top three finishers in the Short Program will be the last to skate in the final group and will be drawn from the first subgroup.
  - (ii) The fourth and fifth place finishers in the Short Program will be the first to skate in the final group and will be drawn from the second subgroup.
  - (iii) The sixth, seventh and eighth place finishers in the Short Program will be the last to skate in the second-to-last group and will be drawn from the third subgroup.
  - (iv) The ninth and tenth place finishers in the Short Program will be the first to skate in the second-to-last group and will be drawn from the fourth subgroup.
  - (v) If the size of the subgroup is smaller than the maximum, the subgroups will be adjusted accordingly: in case of an even number of entries the subgroups are equal in size, in case of an odd number of entries the later skating subgroup is larger by one entry than the previous skating subgroup.

The Referee's Prompt Sheet for the Short Program and Free Skating at ISU Championships can be found in the Appendix.

## Round Table Discussion

### Rule 921

Judges of International Competitions, ISU Championships and Olympic Winter Games must attend a closed meeting Round Table Discussion (RTD) with the Referee and, if possible, the Technical Controller, held as soon as possible after conclusion of each discipline/category but not later than the following day of the discipline/category in question. The Referee is recommended to include video from the competition in the RTD. This is mandatory in ISU Events and recommended in all International Competitions.

The following topics will be discussed during the meeting, with a purpose of feedback among Judges and to reach a consensus to assist the ISU for future judging guidelines:

- a) general quality of skating,
- b) range of points for Elements and each of the Program Components of selected Teams, without establishing a range of acceptable scores (this will be established by the Officials Assessment Commission in accordance with the procedure established by the ISU Council),
- c) application and validity of current regulations,
- d) possible improvements to the marking guide, equipment, the print-outs and the flow of information both internally and externally.

During the discussion the Judges will be encouraged to express their opinions. The discussion will not be used to criticize individuals judging the discipline in question.

**Additional information:** At International Competitions, it is the Referee's responsibility to review the protocol to determine if errors have been made and note if a Judge has made the following:

- a) **minor errors**
- b) **multiple cases of serious errors**
- c) **given marks indicating bias**
- d) During the RTD, the Referee must determine if the Judge has valid reasons for issuing their marks
- e) If you believe mistakes have made, this must be noted in **box 8 on your Referee Report related to the Special Remarks concerning the GOE, Components marks and potential "National Bias"**.
- f) The respective ISU Technical Committee will review the information and determine if further action is warranted

### Required Documents

Make sure that you are well prepared and organized for the Event Round Table Discussion. It is recommended to start the preparations early, collecting the necessary materials after each part of the event. Make sure that before leaving the competition you have all of the documents needed for writing the Referee Report.

Referees should have the following documents:

- ISU Special Regulations and Technical Rules for Synchronized Skating
- ISU Constitution and General Regulations
- All current applicable ISU Communications – List of Referees and Judges
- A copy of Competition Announcement
- A copy of practice and competition time schedules
- A copy of the list of the panel of Judges
- A list of Judges nominated but not drawn (at ISU Championships)
- A current Attachment to the Referee's Report for International Competitions
- Classification lists (team protocols) for each part of the event with Referee's marks included
- A set of final result sheets from each part of the event
- Verification of ISU Calc System signed by Technical Accountant ([www.isujudgingsystem.com](http://www.isujudgingsystem.com))
- Verification of team skaters from Organizing Committee
- A copy of the medical statement for any withdrawn team
- Your own notes for each part of the event
- Your notes regarding facilities, ice conditions and scheduling
- Your notes on discussions held with the Controller and the Referee's Assistant Ice
- Official DVDs of the event
- Trial Judging Coordinator's Report (if necessary)
- Your notes on discussion held with Trial Judging Coordinator (if necessary)
- Guidelines for conducting the Initial Judges Meeting
- Guidelines for conducting the Round Table Discussion

### Referees Report

**According to Rule 923, the following applies:**

1. The Referee shall prepare a typed report (online or using the electronic form) of the competition on a standard form.

3. The Referee shall send their report within **fourteen days following the competition** to the ISU Secretariat. The ISU Secretariat shall send copies of the report as soon as possible to the following persons:

- the Chair and each member of the respective Technical Committee;
- the respective Sports Director Figure Skating.

A report has to be written only if the competition category fulfils the requirements of an International competition, i.e. more than one ISU Member took part. This should be noted to the ISU Secretariat.

- In addition to the above, the Referee must include, Final Result including the result of Short Program and Free Skating, the medical form and/or withdrawal notification.

**Referees must file a report summarizing the conduct of the event, covering specific areas listed below. Additionally, any Judges performance that is a concern regarding ethics, behavior, mandatory attendance at IJM, Pre-Event Meetings and RTD, or use of English, etc. must be documented in the report.**

If, in the opinion of the Referee, an Official has striking errors or many cases of serious errors and/or biased marks, this must also be documented.

### Special Comments on the Report

1. **Organizing Member** – Comment on the organization of the event including; venue facilities, hotel, transportation, food service, distribution of bulletins/results, printed material, security, ice conditions, special incidents, etc.
2. **Entries** – Please indicate withdrawn teams and the reason for it
3. **Standard of Judging – SP and FS** – Make a general evaluation. Specific mistakes done by Judges are noted in the Judging Report, Special Remarks and/or in the Referee Addendum Form for International Competitions (*\*see below*)
4. **Standard of Skating – SP and FS** – Make a general evaluation of the overall skating standard
5. **Interesting Elements for discussion at seminars and meetings**
6. **Referee's Remarks**
  - Special remarks to the ISU SYSTC and input of the Judges (including recommendations for possible future changes)
  - Special remarks concerning GOE and/or PC marks awarded that are outside/inside of the range and are acceptable or unacceptable to the Referee. Please also comment if there is possible National Bias (See OAC Communication)
  - Round Table Discussion (summary of character of meeting) and input of the Judges (include information about knowledge of English for each Official)

### **Referee Evaluation for International Competitions**

The Synchronized Skating Technical Committee will review all Referee Reports and the work of the Referee and give a rating as Very Good, Good, Acceptable, Mediocre or Poor. These details will be added to the individual record of that Referee.

On the first occurrence that the Referee's service has the standard graded as **Mediocre or Poor**, a notification will be forwarded to the Referee informing her/him of the failures contained within the report.

In case of any subsequent Referee's reports submitted by such Referee and received within the same or following season having the standard as Mediocre or Poor, the Referee in question will not be considered for re-appointment until he/she has attended an ISU sponsored Referee or Referee section of an ISU Sponsored Judges seminar and have been given a successful rating by the Moderator(s).

### **Other Reports**

#### **Feedback on Referee/Technical Controller Performance**

A new form has been created to provide a method for providing feedback on a Referee's or Technical Controller's performance at an ISU competition. This form, available on the ISU Website, may be used by participants, including Judges and Technical Specialists, in ISU sanctioned competitions.

Feedback is to be provided by fourteen days from the close of the ISU competition to: [entries@isu.ch](mailto:entries@isu.ch)

Referee Prompt Sheets for Draws – International Competitions

Referee Prompt Sheets for Draws – ISU Championships

Confirmation of the Organizing Committee/Organizing Members for International Competitions

\*Sample ISU Calculation System Verification: latest version to be downloaded here: [setup verification](#)

\*Referee Report – access latest version here: [Forms & Reports](#)

ISU Withdrawal Notification Form

ISU Return to Competition Form

\*Feedback on Referee/Technical Controller Performance - download latest version here: [Forms & Reports](#)

\*these forms are shown as examples only.

# Referee's Prompt Sheet for Short Program

## International Events

### Opening Draw for Short Program

1. Announce the Panel if not on screen: Referee, Technical Panel, Judges
2. Read the list of Teams entered
3. "We have \_\_\_\_\_ teams from \_\_\_\_\_ ISU Members/Countries participating in this event"
4. Draw for the Member / Country to start the draw\*  
"Will the Team Captain of \_\_\_\_\_ (host country team name) come forward to make the draw for starting order. Announce the Country drawn
5. Start the Draw
6. Announce the time for the start of the short program practice  
"The practice session will start at \_\_\_\_\_.
7. Announce when the first team will compete  
"The first Team will compete at \_\_\_\_\_ (time) on \_\_\_\_\_ (day)"
8. "There will be \_\_\_\_\_ groups; the ice will be resurfaced after \_\_\_\_\_ teams
9. Wish all the teams good luck on their performance

**\* REMINDER: Participating countries must be listed in the order defined in the ISU Members list. Refer to the Special Regulations and Technical Rules – Synchronized Skating.**

# Referee's Prompt Sheet for Free Skating

## International Events

### Intermediate Draw for Free Skating

**At International Competitions, Organizers have the option of determining the order of free skating according to Rule 963 paragraph 2 e) to f) or using the reverse order of places in the Short Program which eliminates the requirement for an Interim Draw.**

1. Announce Results of the Short Program (if published – no need to read it)
2. Any ties? If yes, draw between those tied to determine order of drawing between them
3. Draw the last group to skate first. Start draw with the highest placed Team in the Short Program. Tied teams must be in the same group
4. Start the Draw
5. Announce the time for the start of the free skating practice  
“The practice session will start at \_\_\_\_\_.”
6. Announce when the first team will compete  
“The first Team will compete at \_\_\_\_\_(time) on \_\_\_\_\_(day)”
7. “There will be \_\_\_\_\_ groups; the ice will be resurfaced after \_\_\_\_\_ teams
8. Wish all the teams good luck on their performance

# Referee's Prompt Sheet for Short Program

## ISU Championship Events

**NOTE:** The ISU Event Coordinator will provide you with the Draw Groups.

### Opening Draw for Short Program

1. Introduce yourself and welcome everyone to the Draw Procedure for the “Event Name”

2. Announce the Skating Resurface Groups and start the Draw

Sample: “We have 21 entries, there will be four Groups: 4 + 5 + 6 + 6

*May I have the Team Captain from \_\_\_\_ come up to draw for starting numbers (16-21)*

*May I have...(second ranked team)*

*May I have...(third ranked team)*

*May I have...(fourth ranked team)*

*May I have...(fifth ranked team)*

*May I have...(sixth ranked team)*

*Now we will Draw for the second-to-last group, for Starting Orders 10-15....”*

3. Announce the time for the start of the Official practice for the SP

“The Official practice session will start at \_\_\_\_\_ on \_\_\_\_\_”(day).

4. Announce when the first team will compete

“The first Team will compete at \_\_\_\_\_”(time)

5. “There will be \_\_\_\_\_ groups; the ice will be resurfaced after \_\_\_\_\_ teams

6. Close the Draw

*Sample: “We look forward to seeing you tomorrow and wish all athletes good luck.  
Thank you.”*

# Referee's Prompt Sheet for Free Skating

## ISU Championship Events

**NOTE: The ISU Event Coordinator will provide you with the Draw Groups. A Small Medal ceremony for the Short Program will be held prior to the draw.**

### Intermediate Draw for Free Skating

1. Congratulate the teams and welcome everyone to the Draw Procedure for the Free Skating

*Sample: "Congratulations on your performances and wonderful skating today. Welcome to the Draw for the Free Skating."*

2. Announce the Skating Resurface Groups and start the Draw

*Sample: "There will be five Skating Resurface Groups: 4 + 4 + 4 + 4 + 5 (21 entries)*

*We will begin the Draw with the top three finishers, for Starting Orders 19-21.*

*May I have...(first placed team)*

*May I have...(second placed team)*

*May I have...(third placed team)*

*Next we will draw for the remainder of the final group, Starting Orders 17 and 18.*

*May I have...(fourth placed team)*

*May I have...(fifth placed team)*

*Now we will Draw for the second-to-last group, for Starting Orders 14-16.*

3. Announce the time for the start of the Official practice for the FS

"The Official practice session will start at \_\_\_\_\_ on \_\_\_\_\_"(day).

4. Announce when the first team will compete

"The first Team will compete at \_\_\_\_\_"(time)

5. "There will be \_\_\_\_\_ groups; the ice will be resurfaced after \_\_\_\_\_ teams

6. Close the Draw

*Sample: "We look forward to seeing you tomorrow and wish all athletes good luck. Thank you."*

## Confirmation of the Organizing Committee / Organizing Members for International Competitions

Name of International Competition: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Organized by: \_\_\_\_\_

The Organizing Committee hereby confirms that the passports of all participants have been copied and filed and a control was made that, when necessary, the Clearance Certificates were presented and/or checked against the current list of Clearance Certificate sent to the OC by the ISU Secretariat before the start of the Competition.

Discipline (L, M, P, ID, SYS) \_\_\_\_\_

Category (J, S, N) \_\_\_\_\_

Name of Referee \_\_\_\_\_

The following cases could not be solved by the OC and a decision by the Referee was requested:

Name of skater: \_\_\_\_\_

Member of skater \_\_\_\_\_

Explanation of the issue:

Decision by the Referee:

Additional comments

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Signature of OC

Signature of Referee

## ISU Calculation System Verification for Referee

The Referee is responsible to download the most recent version of this document at the time of the respective competition from <http://www.isureresults.com/setupverification.pdf>



### International Skating Union Parameters for Calculation Setup Verification for Referee

Valid as of: 04.11.2019

#### Event Parameter

Item	Verification Number	Last update
Software Version	3.5.6	04.11.2019
Elm Xml Version	1920.1	15.07.2019
Sys Elm Xml Version	1920.1	11.07.2019

#### Checksum Element Table

Item	Verification Sequence	Last update
<b>MEN</b> Short Program and Free Skating	0fa6bdcd610282807a783f563691365c	11.07.2019
<b>LADIES</b> Short Program and Free Skating	0fa6bdcd610282807a783f563691365c	11.07.2019
<b>PAIRS</b> Short Program and Free Skating	c34126b0cfdee0e6030a4e3151ec38af	11.07.2019
<b>ICE DANCE</b> Rhythm Dance	063e2d48b8a7aaec196b2d69842beac0	15.07.2019
<b>ICE DANCE</b> Free Dance	801f2e0d62478260d2565ee1017ed885	15.07.2019
<b>ICE DANCE</b> Pattern Dance without Key Points	79e1ce9796e1a22afad18125d8ef29bf	11.07.2019
<b>ICE DANCE</b> Pattern Dance with Key Points	4ff141746936162c9f928ac167efedc8	11.07.2019
<b>SYNCHRONIZED SKATING</b> Short Program	4b42ac6afdf92540868df44aa552d6e8	11.07.2019
<b>SYNCHRONIZED SKATING</b> Free Skating	e1e2dc035ab047220078355e72ac75f4	11.07.2019

#### Instructions for Referees:

- Compare highlighted areas against the current ISU Calculation Setup. Current versions are found at [www.isureresults.com/setupverification.pdf](http://www.isureresults.com/setupverification.pdf)

# ISU Calculation System Verification for Referee

## Category Senior

### Event parameter

Software Version	3.5.6
Elm Xml Version	1920.1
Sys Elm Xml Version	1920.1

Competition Type	International Competition
Calculation	ISU Judging System
Trimmed Mean	Starts with 5 judges
Verification Rules Season	2019-2020

### Category parameter

Category type	Synchro
Gender	Teams

Level	Senior
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### Segment Short Program

General segment factor	1.00
Credit for highlight distribution	1.0

Program components:	Factor
General component factor	0.8
1: Skating Skills	1.00
2: Transitions	1.00
3: Performance	1.00
4: Composition	1.00
5: Interpretation of the Music/Timing	1.00

checksum element table: **4b42ac6afdf92540868df44aa552d6e8**

Program time	2:50 max.
Start time 2nd half of program	0:00
Verification Rules	ISU Rules

Deductions:	Entered By	Values
1: Costume/prop violation	Majority	0 -1
2: Program time violation	Referee	0 -1 -2 -3 -4 -5 -6
3: Music requirements violation	Referee	0 -1
4: Illegal element	Tech. Panel	0 -2 -4 -6
5: Interruption in excess	Referee	0 -1 -2 -3 -4 -5 -6
6: Separations in excess	Majority	0 -1.5
7: Costume failure	Referee	0 -1
8: Falls	Tech. Panel	-1 per Fall
9: Additional element	Tech. Panel	0 -1.5 -3 -4.5 -6
10: Ice pattern/cov. req. not met	Tech. Panel	0 -1.5
11: Repeated element shape	Tech. Panel	0 -1.5 -3
12: Omitted Requirements	Tech. Panel	0 -0.5
13:		
14: Interruption of program w. allow.	Referee	0 -5
15: Stopping in Excess	Referee	0 -1.5
16: Non-permitted element	Tech. Panel	0 -1.5 -3 -4.5 -6
17: Late start	Referee	0 -1

### Segment Free Skating

General segment factor	1.00
Credit for highlight distribution	1.0

Program components:	Factor
General component factor	1.6
1: Skating Skills	1.00
2: Transitions	1.00
3: Performance	1.00
4: Composition	1.00
5: Interpretation of the Music/Timing	1.00

checksum element table: **e1e2dc035ab047220078355e72ac75f4**

Program time	4:00 +/- 10 sec.
Start time 2nd half of program	0:00
Verification Rules	ISU Rules

Deductions:	Entered By	Values
1: Costume/prop violation	Majority	0 -1
2: Program time violation	Referee	0 -1 -2 -3 -4 -5 -6
3: Music requirements violation	Referee	0 -1
4: Illegal element	Tech. Panel	0 -2 -4 -6
5: Interruption in excess	Referee	0 -1 -2 -3 -4 -5 -6
6: Separations in excess	Majority	0 -1.5
7: Costume failure	Referee	0 -1
8: Falls	Tech. Panel	-1 per Fall
9: Additional element	Tech. Panel	0 -1.5 -3 -4.5 -6
10: Ice pattern/cov. req. not met	Tech. Panel	0 -1.5
11: Repeated element shape	Tech. Panel	0 -1.5 -3
12: Omitted Requirements	Tech. Panel	0 -0.5
13:		
14: Interruption of program w. allow.	Referee	0 -5
15: Stopping in Excess	Referee	0 -1.5
16: Non-permitted element	Tech. Panel	0 -1.5 -3 -4.5 -6
17: Late start	Referee	0 -1

## Instructions for Referees:

- This is a sample of a different version Organizers may provide to you.
- Compare all figures on this document with the current ISU Calculation Setup and Rule 843, paragraph 1.m). Current versions are found at [www.isureresults.com/setupverification.pdf](http://www.isureresults.com/setupverification.pdf)
- [You must verify this document before the start of the first segment of the category](#)

## Report of the Referee for Synchronized Skating

NOTE: Reports are generated online – this is a sample version.  
(Access sample version here: [Forms & Reports](#))

Competition name: \_\_\_\_\_  
 Place (town/country): \_\_\_\_\_  
 Category  
 (Senior/Junior/Novice): \_\_\_\_\_  
 Short Program date: \_\_\_\_\_ Free Skating date: \_\_\_\_\_

Officials	Name	Member
<b>Referee:</b>		
Technical Controller:		
Technical Specialist:		
Technical Specialist Assistant:		
Data Operator:		
Replay Operator:		

### Panel of Judges

Short Program						
Seating order	Judge's name	Member	Category (Int.J, Int.R, ISU.J, ISU.R)	Presence at Initial Judges Meeting (Yes/No)	Presence at Round Table Discussion (Yes/No)	Working knowledge of English (Yes/ Partly/ No)
Judge # 1						
Judge # 2						
Judge # 3						
Judge # 4						
Judge # 5						
Judge # 6						
Judge # 7						
Judge # 8						
Judge # 9						

\* *Explanation Working knowledge English:*

Yes – good working knowledge or better

Partly – understands, but cannot discuss (will not be considered for promotion)

No – does not understand questions (to be removed from the list)

## Panel of Judges

Free Skating (if different from Short Program)

Seating order	Judge's name	Member	Category (Int.J, Int.R, ISU.J, ISU.R)	Presence at Initial Judges Meeting (Yes/No)	Presence at Round Table Discussion (Yes/No)	Working knowledge of English (Yes/ Partly/ No)
Judge # 1						
Judge # 2						
Judge # 3						
Judge # 4						
Judge # 5						
Judge # 6						
Judge # 7						
Judge # 8						
Judge # 9						

Trial Judges (indicate segment SP or FS after name)	Member	Category (Int.J, Int.R, ISU.J, ISU.R)	Presence at Initial Judges Meeting (Yes/No)	Presence at Round Table Discussion (Yes/No)	Working knowledge of English (Yes/ Partly/ No)
Judge # 1					
Judge # 2					
Judge # 3					
Judge # 4					

Guidelines for conducting the Initial Judges Meeting have been followed:	YES		NO	
Guidelines for conducting the Round Table Discussion have been followed:	YES		NO	

(it is not necessary to attach the corresponding forms to the Referee Report)

## Special comments

1. **Name of organizing Member:**

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Organization:

Excellent		Good		Acceptable		Mediocre		Poor	
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**Remarks:**

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2. **Entries:**

number of Teams entered:		number of Members:		starting:		completing:	
Withdrawn: (reasons)							

3. **Standard of skating:**

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4. **Standard of judging:**

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**5. Interesting Elements for discussion at seminars and meetings:**

Team	SP	FS	Element	Number	Reason

**6. Elements for clarification from the SySTC:**

Team	SP	FS	Element	Number	Reason

**7. Referee's remarks concerning the Initial Judges Meeting and the Round Table Discussion (summary and input of the Judges):**

**IJM:**

**RTD:**

**Special remarks: Referee concerns regarding standard of English for any Official(s):**

**8. Referees' special remarks, suggestions or questions to the ISU SySTC:**

**9. Special remarks concerning GOE and/or PC marks awarded that are outside/inside of the range and are acceptable or unacceptable to the Referee. Please also comment if there is possible National Bias:**

Signature of the Referee: \_\_\_\_\_

Place: \_\_\_\_\_ Date: \_\_\_\_\_

The complete Referee's report must include:

- Final Result including the result of Short Program and Free Skating
- Calculation Setup Verification for Referee (for International competitions only)
- Confirmation of the Organizing Committee for International competitions

**Per Rule 923 paragraph 3, please return within 14 days to: [entries@isu.ch](mailto:entries@isu.ch)**

## ISU Withdrawal Notification Form

This form is to be used for any withdrawal from competition and must be signed by the Skater. Please specify if the withdrawal is for **NON-MEDICAL** or **MEDICAL** reasons. If the withdrawal is for **NON-MEDICAL** reasons, please have it signed by the Team Leader (if present) and presented to the ISU Event Referee / ISU Event Coordinator.

If the withdrawal is for **MEDICAL** reasons please have it completed, including information regarding evaluation, diagnosis, treatment plan and expected return to competition date (see ISU Rule 140 para 5c). This Form must be signed by the Team Physician (if present) or Chief Medical Officer (CMO) and the ISU Medical Advisor (if present) and presented to the ISU Event Referee / ISU Event Coordinator.

Physician completing this Form for Medical injury-related Reason must also complete the Injury Surveillance Form (AD&MIP # 25)

**Please tick the correct box**

**NON-MEDICAL** reasons

**MEDICAL** reasons

SKATER NAME:		COUNTRY:	
DATE:		EVENT:	
PLACE/ CITY:			

Reasons for Withdrawal to include estimated date of return to competition: (if medical please also include information regarding evaluation, diagnosis and treatment plan):

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Skater signature: \_\_\_\_\_

NON-MEDICAL WITHDRAWAL		MEDICAL WITHDRAWAL	
Name	Signature	Name	Signature
Team Leader		Chief Medical Officer	
		Team Physician	
		Medical Advisor	

This document must be sent by the ISU Event Referee / ISU Event Coordinator to the ISU Office at [medical@isu.ch](mailto:medical@isu.ch)

## ISU Return to Competition Form

(Ref: Communication No. 2267 – On Ice Medical Emergencies in Figure Skating Protocol)

The Physician who conducted the return to compete assessment must complete this Form, and have it signed by the Skater and her/his Guardian if requested.

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Name of the Event \_\_\_\_\_ Location \_\_\_\_\_

This form confirms that Skater:

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Family Name \_\_\_\_\_ Given Name \_\_\_\_\_ Date of Birth – (dd/mm/yy) \_\_\_\_\_

after being examined by Doctor \_\_\_\_\_ has been medically

approved by Doctor \_\_\_\_\_ to return to full competition.

The diagnosis and follow up treatment have been explained to the Skater (or guardian if under age 16) and has been recorded on the medical record.

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Skater Name \_\_\_\_\_

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Skater Signature \_\_\_\_\_

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Guardian Name \_\_\_\_\_

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Guardian Signature \_\_\_\_\_

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Physician Name \_\_\_\_\_

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Physician Signature \_\_\_\_\_

Designation of Physician at competition: Please check appropriate box.

Chief /Assistant Medical Officer

Team Physician

Date: \_\_\_\_\_

This Form must be given to the ISU Event Referee / ISU Event Coordinator

The ISU Event Referee / ISU Event Coordinator must send the Form to the ISU Office either by post or by email at [antidoping@isu.ch](mailto:antidoping@isu.ch)

## Feedback on Referee/Technical Controller Performance

Name of the Ref/TC:

Date:

Event:

Category:

Atmosphere at the initial meeting / review meeting / during competitions:

Ability to manage and interact with the panel:

Knowledge:

Other comments:

Name :

Signature and date:

Please return within 14 days to: [entries@isu.ch](mailto:entries@isu.ch)