

# INTERNATIONAL SKATING UNION

## Communication No. 1540

(Updating and replacing with immediate effect ISU Communication No. 1476 – additions and/or changes compared to ISU Communication 1476 are underlined)

### **Figure Skating - Use of papers/documents by Figure Skating Judges during competitions**

As per ISU Special Regulations Rules 409, paragraph 2, respectively Rule 806, paragraph 2, “*Judges must mark only the performance and not be influenced by reputation or past performance*” and “*must not use previously prepared marks*” as well as “*must not bring any form of electronic communication system to the Judges Stand.*” Consequently, when evaluating the performance of a skater/couple during the respective segment, Judges are not allowed to use for comparing purposes their own notes nor refer to any records/notes on the skaters’/couples’ scores and or results of the ongoing or previous competitions.

In light of the above, the ISU Council in consultation with the ISU Sports Directorate and the ISU Technical Committees Single & Pair Skating and Ice Dance approved the following guidelines and instructions for Officials and Organizers of ISU sanctioned International Figure Skating Competitions effective immediately.

These guidelines are introduced to limit the number of papers and documents which Judges may take to their places on the Judges’ stand during competitions. Included are also the guidelines for the Referees, the Officials Assessment Commission members (OAC) and Regional Event Coordination Assistants if on site, as well as the Organizing Committees.

The Judges will receive shortly before the commencement of the segment the “Judges Marking Sheets”, which is also the basis for the manual calculation of the results should this be necessary. These “Judges Marking Sheets” include the planned program content, i.e. the elements of their programs which skaters expect to perform.

In addition to the “Judges Marking Sheets”, the Judges may also take to their places the Rule books, the latest pertinent ISU Communication(s) including the guidelines for the Grade of Execution (GOE) and Program Components and summary of deductions/reductions. For Compulsory Ice Dance segments, a copy of the relevant dance pattern is also allowed on the Judges stand.

The “Judges Marking Sheets”, one per skater/couple, allow Judges to note remarks during the Skaters performances and also serve as the basis for the manual back-up system in the case of an interruption in the electronic/computerized scoring system. However, taking notes by the Judges can be done only during the Skaters performance, but not after the scores have been sent.

The Judges are requested to enter the respective skater's/couple GOE scores during or at the latest immediately following the performance of an element directly into the screen (not writing on paper). Corrections of the GOE can be done during the replay period or following a decision of the Technical Panel. After each skaters performance and after having confirmed the scores to the Referee the Judges should immediately drop the "Judges Marking Sheet" of the respective skater/couple into a box which is placed besides each Judge's seat.

The time for Replay Operation is limited for the Judges to one (1) minute. For the sake of maximizing the efficiency of the Judges evaluation, each Judge should determine quickly which elements are necessary for their review.

Once a Judge has confirmed his/her scores to the Referee using the "send button", any further changes are not anymore possible. The line is blocked and can only be opened through the Referee if good reasons exist.

The Referee should direct the Judges' panel from the beginning of an event to develop a common and consistent speed and rhythm of operation for the whole panel throughout the entire competition segment and direct slow Judges into the speed of the panel.

At the end of each segment when leaving their places, each Judge must take his/her own papers from the individual box into the Judges room. In case that a Judge wishes to dispose of the "Judges Marking Sheets", the Judge has to use a shredder or similar unit provided in the Judges room by the Organizing Committee.

This procedure is monitored as follows:

- \* The Referee, assisted by the Regional Event Coordination Assistants (if on site), will ensure that Judges do not bring any other papers to their seats than the allowed documents as indicated above.
- \* The Referee, the Regional Event Coordination Assistant and the Officials Assessment Commission will carry out random checks to ensure that the Judges place their used "Judges Marking Sheets" into the box after each respective skater's performance.
- \* The Organizing Committee (OC) and the Referee will assign a security person to guard the Judges "boxes" during each break.
- \* The OC will ensure that there is a shredder available in the Judges room which would allow Judges to destroy their Judges Marking Sheets and personal documents or papers.

In case of an interruption in the electronic marking system, the Referee and/or the Event Coordinator will decide upon changes to save and obtain the scores of the Judges for the necessary manual data input.

Summary of responsibilities for each function/body:

**Referee**

- a) Explanation of details to the Judges during the Judges meeting;
- b) Decision as to which documents Judges may take to their places;
- c) Supervision.

**Judges**

- a) Adherence to the guidelines and to the decision of the Referee;
- b) Deposit of own marking sheets into own box after each skater's performance;
- c) Destruction or safe keeping of own Judges Marking Sheets after each segment.

**Officials Assessment Commission and Regional Event Coordination Assistant (if on site)**

- a) Supervision of Judges to ensure the later deposit their sheets into their respective boxes after each performance;
- b) Supervision of Judges to ensure no additional notes are made on papers other than the Judges Marking Sheets.

**Organizing Committee**

- a) Placement of an individual box besides each Judge's place;
- b) Provision of a shredder or similar unit in the Judges room to enable the Judges to destroy their papers so as to guarantee their anonymity;
- c) Provision of a security person during competition breaks to guard the boxes into which the Judges have placed their sheets.

Milano,  
November 24, 2008  
Lausanne,

**Ottavio Cinquanta**, President

**Fredi Schmid**, Director General