

GBSA
ARTISTIC ROLLER SKATING
OFFICIALS MANUAL
By GBSA Officials Commission



1 VERSION HISTORY

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13/03/23	V1.1	Chairperson	Changes made by the Chairperson
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3 DOCUMENT PURPOSE

This document highlights specific regulations and protocols relating to GBSA officials. It introduces topics such as the officials' code of ethics and activity requirements. All regulations and protocols within this document must be strictly followed by every GBSA official. Officials include Judges, Technical Specialists, Data Operators, Cutters, Event Managers and Calculators.

This document aims to provide clear guidance for all existing and upcoming officials, with the aim to promote professionalism and allow for the sport to grow. All regulations and protocols within this document are to be respected and conformed to.

4 CODE OF ETHICS & CONDUCT

All World skate and GBSA regulations regarding the officials must be followed, this includes the code of conduct and ethics rules. Failing to do so, will result in the removal of the officials' accreditation. The below section covers some general GBSA requirements, but all officials must familiarise themselves with the [World Skate General Document](#)

4.1 RIGHTS AND DUTIES OF OFFICIALS

All officials are considered volunteers, but they must renew their membership with GBSA each year and this might include an annual fee that has to be paid to the Federation. The annual rules will provide information regarding if payment is needed, the amount and the method of payment.

GBSA will issue each year the list of registered officials who can be contacted to participate in championships, club competitions, and tests. All affiliated officials within GBSA have the right to dignity and respect when attending events of all levels (national events, tests, and club competitions); judges have the right to request a written report after each event and a formal annual evaluation of their performance at the end of each competition season. All officials must be open to feedback on their performance.

All officials have the duty to complete their work with impartiality, fairness and behave with honesty and trust in respect of the image and values of the federation. Officials have the duty to attend events at least 30 minutes before the start of the competition and to wear the uniform as specified in the [World Skate documents](#).

It will be the aim of GBSA to finish all events no later than 18:00 on Sundays to allow all those attending a safe journey home. Officials have the duty to participate in regular meetings and training provided by GBSA and ensure they are up to date with current World Skate regulations. **GBSA officials are also expected to spend time performing self-learning activities**, if this specification is not followed the commission has the authority to remove accreditation - Please see notes about accreditation removal for more information.

The White system judge's panel will consist of Judges (3 or 5), a referee, an assistant referee (where necessary), and calculators (1 or 2). The Rollart system will include judges (minimum 2, maximum 9), a referee, an event manager, a technical specialist (TS), an assistant specialist (AS), a controller (C), a data operator (DO), and a cutter (where necessary).

4.2 UNIFORM

All officials must wear the officials' uniform when attending Club Competitions, National Competitions, National Championships, and Tests. The uniform is as follows:

Blue suit (either skirt or trousers can be worn, those must be classic style), white shirt, blue tie (optional), black or blue shoes. Flat shoes must be worn when judging figures. Please refer to World Skate documentation for full requirements.

In circumstances such as extreme weather conditions, the referee of the event has the authority to change the uniform requirement, ensuring a smart dress code is still followed.

4.3 ACCOMMODATION

If the organising committee require it, then officials are expected to share accommodation with other officials when requiring overnight stays at competitions. If officials do not wish to share accommodation, the organising committee will cover half of the room rate, the remaining cost will be covered by the official.

If an official wishes to use an alternative hotel facility to what is being provided, the organising committee will provide no reimbursements, and the full cost must be funded by the official.

Under no circumstances should officials share their accommodation with athletes, coaches, parents, or spectators. Exceptions can be made for those officials sharing accommodation with their children, in this situation, the official's commission must provide approval.

4.4 BEHAVIOURS

The commission expects officials to demonstrate the following behaviours (including but not limited to):

- Respect those around you always.
- Act with professionalism and integrity, understanding you represent the sport and the federation.
- Maintain any qualifications or required governance (i.e., DBS Certificates).
- Make no false or misleading claims about your competence or accreditation.
- You will act within applicable law and not in any way participate, encourage, assist, or collude with conduct that is unlawful, discriminatory, prejudicial, dishonest, or unprofessional.
- Do not discriminate based on marital status, race, colour, gender, sexual identity, age, occupation, disability, religious beliefs, or political opinion.
- Do not stand silent, identifying and challenging any form of discrimination.
- Do not engage publicly in demeaning others.
- Be discreet, ensuring that any conversation or communication about those involved in our sport is positive and professional.

4.5 SOCIAL MEDIA

Officials' social media footprint is public and could be viewed by spectators, athletes, parents, coaches, and the commission. Officials' social media represents our sport and represents you; the commission expects that officials live and breathe the above behaviours within any social media transactions. Professionalism should be upheld as officials are seen to be highly respected members of the community. Violating any of these behaviours will result in the removal of accreditation.

4.6 OFFICIALS ACTIVITY

All officials must be active in both competitions and training seminars. GBSA officials are strongly advised to participate in at least one (1) GBSA and/or World Skate training seminar (this can be physical or virtual) and one (1) GBSA competition for their discipline every two years, to keep an active official accreditation. Failing to do this may result in the official accreditation being removed and the official will have to re-take the examination for each discipline and role they want accreditation for. Prior to any removal of accreditation, a member of the Officials Commission will contact the officials to explain the process and removal from the official's communication group. The database status of active official will be changed after this communication.

All requests to officiate events must come from the officials' commission. This includes requests for Tests, Club Competitions, Festivals, National Competitions and National Championships. If a club or organising committee contacts you directly, you must make the officials commission aware of this. Failure to comply with this regulation will result in accreditation removal.

4.7 PROHIBITIONS

All judges are forbidden to:

- Officiate events where they have involvements. Involvements must be declared at the beginning of the season. Temporary exceptions can be put in place by the GBSA officials commission due to a shortage of officials providing this will not influence the fairness and impartiality of judging the events.
- Judges are forbidden to give interviews and comments regarding active events.
- Judges are forbidden to receive gifts from clubs, competitors and relatives that exceed the amount of £20.00.

4.8 ACCREDITATION REMOVAL

If any of the protocols or regulations outlined in this document, or in the World Skate documentation are violated, the official's accreditation may be revoked for between one (1) year to a lifetime removal depending on the severity of the violation. This decision will be made by the Officials Commission, GBSA Board of Directors and Safeguarding team.

Accreditation may be removed if an official is inactive in the federation for more than two (2) years.

If an official's accreditation is removed it means you are not able to participate in, Club Competitions, National Competitors, National Championships, Festivals, or Tests. Once the revoked period has passed the official will be required to again pass the official's exam for their chosen discipline and role.

5 OFFICIALS CATEGORIES

5.1 TRAINEE OFFICIALS

GBSA members can train to become an official for any of the following roles: Calculator, Event Manager, Judge, Data Operator, Cutter, or Technical Specialist. Trainee officials are those people who have expressed interest in becoming officials of GBSA. To express interest, trainees must contact a member of the officials' commission or an active official who will contact the commission on their behalf.

Only qualified and active GBSA officials can represent GBSA officials at competitions and tests (this includes, festivals, galas, club competitions and national events), exceptions to this rule can be made by the commission only. For club competitions, 2 GBSA officials and 1 GBSA calculator must attend the event (unless approved by the commission). These GBSA officials will be assigned by the Officials Commission.

If a club or organising committee contacts you directly, you must make the officials commission aware of this. Failure to comply with this regulation will result in accreditation removal.

To qualify as an official, the trainee is required to attend competitions as a supernumerary, below are the supernumerary specifications for each discipline:

- Free skating: minimum of **two (2)** Rollart events, one of which must be a national championship event.
- Dance Rollart System: minimum of **two (2)** Rollart events, one of which must be a national championship event; a minimum of two events must be with the full system (no Rollart Lite)
- Dance White System: minimum of **two (2)** competitions, one of which must be a GBSA event.
- Dance tests: one (1) basic test, one (1) advanced test
- Figure competitions: **two (2)** figure competitions.

Each trainee will be allocated to a senior judge for each event they are attending. The senior judge (tutor) will support them to have a better understanding of the technical aspects of the discipline, discuss marking, provide feedback, and ensure the trainee gains confidence.

Once the above supernumerary is complete the candidate can express their interest to take part in the exam to become a GBSA official.

Important notes:

- Qualified Free skating judges are not qualified Dance judges and vice versa, each discipline requires a discipline-specific test to be passed.
- To qualify as a Technical Specialist, first, the Judges' examination needs to be passed.
- GBSA Trainee judges must be sixteen (16) years or older.
- Trainee officials are to follow all specifications within this document and within World Skate documentation.
- Newly qualified judges (starting from the 2023 season) are not allowed to judge any championship if they are still coaching. They can only judge club competitions and national events.

5.1.1 Grandfather rights

All officials who were accredited using the white system exam hold grandfather rights, meaning their accreditation is valid and they do not have to repeat the new exam if they have officiated a Rollart event between 2019 and 2022. Officials who have passed the white system exam but have not officiated Rollart events during this period must take the exam else are restricted to white system judging.

All officials who wish to become data operators, technical specialists or event managers must sit the Rollart exam as no grandfather rights are transferred for these roles.

5.1.2 Officials Exam

At the completion of the trainee officials' course, including attending events as supernumerary and online or physical training, candidates are admitted to do the exam to become an official for their chosen discipline and role. The exam will involve theory and practical skills:

Theory exam:

- Free skating: candidates must complete a written test, there will be 25 questions for the exam, including questions on, general rules, components and QOEs.
- Dance: candidates must complete a written test there will be 30 questions for the exam, including questions on, general rules, components, QOEs, white system marking and tests.
- Figures: candidates must complete a written test, there will be 25 questions for the exam, including questions on, types of turns, turn specifications, positions, and loops.

Practical skills: This test is to evaluate the candidate's knowledge based on videos or during an event; the candidate needs to be able to recognise different skills of artistic roller skating (jumps, spins, dance patterns).

Trainee officials can choose each exam they wish to complete. GBSA reserve the right to ask for a fee from the trainee for their exam, this fee will be included in the yearly officials' bulletin if required.

5.2 QUALIFIED OFFICIALS

Qualified officials are all those people who have successfully passed their exam for the discipline and role they have chosen (For example, Free skating Judge and/or Dance Technical Specialist). They have the right to foretake in all Club competitions, National Competitions, National Championships and Tests. All qualified officials must follow all the protocols and regulations outlined within the document and within World Skate documentation.

5.3 SENIOR OFFICIALS

Senior officials are those who are considered to have considerable experience and knowledge regarding officiating events. Senior officials will be used to conduct officials' seminars and train trainee judges.

Criteria for senior officials include:

1. Officials who have adjudicated at least 10 championships for their chosen disciplines.
2. Have at least 5 years of experience.
3. Passed a senior official examination (ten (10) questions) covering referee duties.
4. Have been analysed and approved by the official's commission.

Note: Points one (1), two (2) and three (3) can be overruled if the official's commission approves.

The referee for National Competitions and National Championship should be a senior judge.

The referee will be responsible for the smooth running of each event. GBSA will aim to consider the same senior judge or 2 senior judges for each event to ensure the duties are fairly covered.

The referee is also responsible for checking the average marks for the first skater, with special attention to the Rollart system, dealing with any issues during the event (for example floor issues, issues with music, etc.), to provide feedback for the event to coaches and judges and to ensure the timetable is respected for the event.

The referee is responsible for dealing with any interruption of skating as per the World Skate Rules. However, in the case of athlete injury, following the athlete raising their hand to show the referee that they cannot continue, a first aid-trained coach or representative should enter the rink to help the athlete.

Only senior officials can train new officials, refer trainee officials to the commission for training and refer new officials for their examination. Senior officials report directly to the officials' commission.

5.4 DATA OPERATORS

Data operators must comply with all regulations outlined in this document and within the World Skate documentation. Trainee data operators must first display the ability to handle a computer. Trainees are required to:

- Attend one training course for free and/or one training course for dance which will last approximately 1h30 minutes each.
- Attend **two (2)** competitions in their chosen discipline as supernumerary.

Once the above requirements are complete a 30-minute exam must be completed which will include 10 questions. There will be separate exams for dance and free skating.

Candidates that wish to complete the international data operator exam must first be referred by the commission to the board and must be trained in all disciplines, including Free skating, Solo Dance, Couples Dance, Precision and Pairs.

5.5 INTERNATIONAL ACCREDITATION

Candidates for the international exam are reported to the board via GBSAs officials' commission taking into consideration the feedback after each season, their performance and availability to officiate GBSA events. All judges between 20 and 55 years old can be a candidate for the international exam.

5.6 GUEST JUDGES

A guest official is an individual who has not completed the full GBSA officials training but is permitted to participate in officiating at club competitions. Guest officials may include coaches and skaters.

At club competitions, there must be a minimum of two (2) GBSA Judges and one (1) GBSA Calculator assigned to the event by the GBSA Officials Commission. If having two GBSA Judges is not possible, the Commission may grant permission for only one. Clubs should not contact GBSA officials directly.

Other officials may consist of Junior/Senior skaters, head coaches, and coaches, adhering to the following rules:

- Head coaches and coaches of the hosting or attending clubs cannot officiate in events where skaters from their club are competing.
- Junior and Senior skaters from the hosting or attending clubs can only be used as officials if they are not judging events that include skaters, they directly coach.

At a club competition, guest officials must choose a single role of either coach or guest official. If an athlete is competing in an event at that competition, they can also serve as a guest official. If a coach is actively coaching athletes at the event, they cannot act as a guest official.

Guest officials may only serve in this role if they hold a current, non-expired guest official certification, obtained through the GBSA VLE.

Guest officials' expenses are handled directly by the event's organising committee, not by GBSA. This includes any costs incurred while officiating at the competition, such as travel or accommodation.

Unlike GBSA-registered officials, guest officials are managed entirely by the organising committee. This means that details such as appropriate attire for the event and other logistical matters are decided by the committee.

To ensure fairness, when guest officials participate in club competitions, their placement marks will be removed from the final score sheet. This is a precautionary measure, acknowledging that guest officials may have less experience compared to GBSA-qualified judges.

6 GBSA DATABASE

All GBSA officials must be a member of GB Skate Artistic, meaning they must have a profile on the GBSA database. This is important for multiple reasons:

- The database will be used to publish announcements and notifications, without an up-to-date profile officials will not receive communications from the commission.
- All officials require an up-to-date DBS check, the database is used to keep a record of this requirement. If the database does not hold this information, the official will not be considered as having a valid officials license, therefore if this is not resolved in a timely manner the official's accreditation will be revoked.

Contact detail changes, such as a change in email, address, and name should be communicated to the GBSA office who will make the appropriate changes to the database. Once a trainee has passed their examination the commission must inform the office to update the database.

7 OFFICIALS TRAINING

All officials have the duty to participate in meetings and training recommended by GBSA. Each year there will be a training session for officials.

Before each GBSA event, there will be a mandatory meeting for all officials who will attend the event, which will focus on QOE, Components, Technical Calls, and new rules; GBSA will aim to ensure the meeting will not last more than 1 hour.

All judges who have taken part in a GBSA event may be asked to attend a mandatory debrief/feedback meeting with a duration of a maximum of 30 minutes which will be used to learn from the event and make sure improvements are made for the next events.

8 REGISTER OF GBSA OFFICIALS

The officials' commission will keep a record of all active officials including details of their qualified disciplines, status (such as qualified official or senior official), and activity in the federation. Each year, at the beginning of the season, a list of active registered GBSA officials will be published.

9 GBSA OFFICIALS TECHNICAL COMMISSION

The GBSA Officials Commission regulates and governs all GBSA officials. If there are any questions or doubts from officials, the commission members should be contacted. The commission can be contacted on: officials@gbskateartistic.co.uk