

GBSA
ARTISTIC ROLLER SKATING
OFFICIALS MANUAL
By OFFICIALS COMMISSION



1 VERSION HISTORY

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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 official's 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 senior members; they must renew their membership with GBSA each year and this might include an annual fee that has to be paid to GB Skate Artistic. The annual rules will provide information regarding if payment is needed, the amount and the method of payment – to view membership information please view the [membership document](#).

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 regional 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 Regional 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

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 officials 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 officials communication group. The database status of active official will be changed after this communication.

All requests to officiate national events must come from the officials' commission. This includes requests for Tests, National Competitions and National Championships. Organising committees for regional club competitions are permitted to contact the officials directly as per the club [competition regulation document](#).

4.7 PROHIBITIONS

All GBSA officials 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 officials 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 (as a GBSA official), 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 GUEST JUDGES - WHITE SYSTEM

A guest official is an individual who has not completed the full GBSA officials training but is permitted to participate in officiating at regional 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.

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 and/or names 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.

5.2 TRAINEE GBSA 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.

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.
- **Dance White System:** minimum of two (2) competitions, one of which must be a GBSA event.
- **Figures:** two (2) figure competitions.
- **Quartets:** minimum of two (2) Rollart events, one of which must be a national championship event.
- **Data operators:** Attend two (2) competitions in their chosen discipline as supernumerary.
- **Calculators:** Attend three (3) competitions as a supernumerary.

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.

In exceptional circumstances, where a trainee has demonstrated consistently accurate supernumerary performance and has gone above and beyond to develop their knowledge outside of competitions, but has not yet fulfilled all supernumerary requirements, the Officials Commission reserves the right to invite the trainee to undertake the examination early. For example, this may apply where a trainee has only officiated at one National Championship event for Free Skating but has otherwise demonstrated the required level of knowledge and competency.

If the trainee successfully passes the examination, they will be awarded 'Probationary Judge' status. Their marking will then be closely monitored and reviewed by the Officials Commission at their next event. Provided their performance is deemed satisfactory, the judge will be awarded their full certification at the conclusion of that event. In the event that their marking is deemed not satisfactory, the official will be invited to undertake further training and supernumerary.

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.
- To qualify as a Quartet judge, first, the Dance Rollart Judge examination needs to be passed. A trainee may sit both the Dance and Quartets examinations at the same time, however if they do not pass Dance, they cannot pass Quartets even if the Quartets pass mark is achieved.
- There is only one (1) Dance judge exam – it will not be divided into separate white system and rollart qualifications. A trainee must complete all relevant supernumerary criteria in both white system and rollart before being put forward for their written exam (unless there are exceptional circumstances).
- 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.

5.2.1 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.

5.2.2 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 judge:** candidates must complete a written test, there will be 25 questions for the exam, including questions on, general rules, components and QOE's.
- **Free skating technical specialist:** candidates must complete a written test, there will be 25 questions for the exam, including questions on technical panel protocol and technical elements.
- **Dance judge:** candidates must complete a written test there will be 30 questions for the exam, including questions on, general rules, components, QOE's and white system marking.
- **Dance technical specialist:** candidates must complete a written test, there will be 25 questions for the exam, including questions on technical panel protocol and technical elements – including couples, solo dance and quartets.
- **Quartets judge:** candidates must complete a written test, there will be 10 questions for the exam, including questions on, general rules, components, and QOE's.
- **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.
- **Data operators:** A 30-minute exam must be completed which will include 10 questions. There will be separate exams for dance and free skating.
- **Calculators:** candidates must complete a written test, there will be 10 questions.

Practical skills (Judge): 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). This may be conducted through supernumerary under the supervision of a mentor.

Practical skills (Specialist): This test is to evaluate the candidate's knowledge and readiness for Technical Panel roles based on videos or during an event; the candidate needs to be able to demonstrate an understanding of technical panel protocols and ability to confidently call elements accurately. This may be conducted through supernumerary under the supervision of a mentor.

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.

The commission reserves the right to allow trainee specialists onto the technical panel to train them before the exam is undertaken.

5.3 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.

5.4 INTERNATIONAL ACCREDITATION

Candidates for the international exam are reported to the board via GBSA's 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.

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 OFFICIALS CAREER PATH



6 GBSA DATABASE

All GBSA officials must be a senior 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.
- GBSA officials must be members to ensure they are covered by GBSA insurance.

Contact detail changes, such as a change in email, address, and name should be communicated to the officials database admin (who can be contacted on membership@gbskateartistic.co.uk) who will make the appropriate changes to the database. Once a trainee has passed their examination the commission must inform the database administrator 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