

IJC Head Judge Manual

What qualities does a Head Judge need?

CHARISMA

The Head Judge must always be sensitive to the riders and always act in a positive manner to all riders, coaches, event organizers and media. The position of Head Judge is not about control...not about power...and not about being absolutely right. The fundamental role of the Head Judge is to lead people and get the best of his/her judge crew. The best qualities a Head Judge can possess are humility, patience, fortitude, respect and a deep understanding of the judges and the riders they serve.

RESPONSIBILITY

The IJC Head Judge is the leader of the judge crew and the main representative of the IJC at major events. This is a position of great importance and the responsibilities and duties of the Head Judge need to be taken very seriously. The Head Judge represents the IJC to the OC as well as to the snowboard public and as such needs to comport himself in a presentable manner at all times. The media, OC, TD/TS, Race Director all trust the Head Judge as a person of outstanding abilities and look to the Head Judge to make important decisions concerning the formats and judge systems of the Freestyle Snowboarding Event that is being run; and the control of the judges that determine the outcome. Any manner of discrepancy or lack of judgement on the part of the Head Judge reflects in a negative way to the OC, the IJC and to the individual.

ORGANISATION

There are many small things to prepare and organise. It is important that the Head Judge works structured, and is well prepared. The Chapters below might help as a check list. But there might show up more things during the event, especially when the event is big and there is big media coverage.

COMUNICATION

The communication is important in a Head Judge Job. This includes a good communication with the OC, TS, Media, Race Office and Judges as well as clear briefings with Announcer, Starter and Tabulator. The better a Head Judge communicates, the better the whole event flows, and it helps to avoid problems and mistakes.

OVERVIEW

It is important that the Head Judge keeps a good overview and does not get lost on details; in the preparation and running as well as on the scoring and rankings. He needs to keep the Overview over each Heat and focus on the essential things like for example a cut in the qualifications. Thinking in advance helps a lot to keep the overview

JUDGES SUPPORT

The Head Judge must always support the judges, as they as a team reflect how the contest is run and perceived by the riders. He must help the judges keep the overview, and give them a working atmosphere that allows them to work with at least 100% of their capacities.

CONTROLLING

The Head Judge needs to check all event schedules, Tabulation, Start List, Judge Stand... He needs to control the timing and schedule during the event.



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The Head Judge needs to remain in absolute control and his word is final on judging decisions, but not domain his/her crew. he/she must lead with respect. The final result Lists need to be checked well.

Head Judge Responsibilities and Duties

DUTIES BEFORE YOU LEAVE TO THE EVENT.

- Contact the scheduler with any questions regarding judging assignments several weeks prior to the competition.
- Contact event organizer several weeks prior to event to ensure that judges travel (airplane bookings AND ground transportation), lodging, food, payment and supplies are complete.
- Review information regarding the Competition Format. Get the number off riders expected to compete and check the Event schedule.
- Check how the tabulation will be done and support the OC if necessary.
- Contact judges several weeks prior to the event to ensure that transportation and lodging arrangements are completed.
- Prepare Judging Supplies for the Competition

HEAD JUDGE DUTIES THE DAY BEFORE THE COMPETITION STARTS:

- Attend Organizer Committee meeting.
- Attend all necessary course inspections with the Technical Supervisor (TS), the Chief of Course, or FIS Technical Delegate (TD).
- Conducting practice judging with all judges on last training day.
- Conduct judges meeting to review format, organize materials, delegate next meeting time and location.
- Attend or possibly conduct a Team Captains' or Rider's Meeting prior to contest day.
- Check the Tabulation System and Brief Tabulator.
- Brief Starter.

TRAINING DAY BEFORE COMPETITION

- Bring required material
- Check judges stand with judges and make sure the view is adequate, and they are comfortable
- Make sure that Judges are riding or inspecting the course
- Ride or inspect the course yourself
- Discuss the course or pipe conditions with the competitors
- Organize and lead Warm Up Judging
- Check electronic scoring system and tabulation in a competition simulation when possible
- Ensure the judges are aware of the next time and location to meet

MORNING BEFORE COMPETITION

- Make sure your Judges will arrive on time, meet them if possible for breakfast. Assign another judge to do this when you need to be on-hill earlier than your judges.
- Check all Judges material before you depart your room for the competition venue
- Be at competition area 60 minutes before warm-up starts to ensure preparation are happening
- Meet technical supervisor for course inspection
- Communicate with TV and announcer
- Go over potential weather with TS and contingency plans
- Make sure all Judging material is handed out
- Check electronic scoring system
- Check sound equipment for starter communication
- Check if catering is arranged for judges at appropriate times
- Make Judges ride the pipe (twice)
- Do practice Judging in the warm up round with Judges

- Brief starter again
- Brief tabulator when ranking and start lists are needed, or prepared from heat results.
- Brief HJ assistant if there is one, assigning specific duties
- Post Finish Line (when required by rules)
- Review format with judges again before competition starts
- Make judges prepare - have a pee, keep a drink or snack handy, write down the BIB's on the memoryboard, etc.
- Ensure Cellular phones are turned off.

DURING COMPETITION

- Supervise the time flow of the competition via the Starter
- Support the Judges
- Check the scores
- Organize double-checking of the resulting scores after each round & creation of start lists
- Protest Handling as a JURY member

SCORING PROCEDURE

- Announce the BIB off the following riders to the judges.
- If it is the 2nd round, announce as well his rank and the BIB's off the riders who are placed right in front.
- Check if the rider is a candidate for the cut area.
- Call on course.
- Note if possible the whole run on the memory board.
- If you have seen before similar runs, announce the BIB, so that the Judge can compare the runs.
- Find the expected score range by using 0.5 Point steps.
- Warn the Judges when you expect him to land in the cut area, and announce the involved BIB's.
- Check scores after each run.
- Check and resolve TIES when needed.
- Announce the new rank of the scored rider.

RANGE

It is important that the range is set well during the Training. Set the Range according to the level and take care that the scores will be spread well. If there are many top riders, the average level will be set high, to make sure there is enough space to spread the scores in the Top area. When there are many low level riders the average level should be set for a low technical level, to make sure that there is enough space to spread the scores in the low Level.

Make sure all Judges start the competition with the correct range. Often the Judges are afraid to give high scores in the beginning off the Heat.

SCORE CORRECTIONS

The goal off judging is to get the right results in a Team. All opinions off the team should bring a mix, which brings out the right result list. As a Head Judge you have to be reasonable and sensitive concerning score corrections. To many corrections confuse the Judges, and might disturb their range.

In following cases you can ask for score corrections:

- In the first view runs, when the Judges start with different ranges, or are afraid to give high scores after the first good run.
- When there is a tie.
- When one Judge has a clear different score than all the other Judges.
- When two riders are tie, and only one Judge sees the ranking the other way, but he has such a big score gap between the two riders that he takes the decision alone.

AFTER THE COMPETITION

- Double check Scores and Ranking



- Check results with chief of scoring
- Sign Official Results List.
- Wait for 15 minutes protest time in the Judges Stand
- Clean up the Judges Stand with the help of judges
- Organize filling out the IJC media report.
- Participate at the award ceremony with the Judges – Communicate with the riders
- Attend post competition meeting.
- Confirm the arrangement of Judges Transportation
- Arrange Judge payment
- If necessary, send the Result List to the sanctioning federation

Judges Supplies

NECESSARY EVENT INFORMATION

- Complete list of Phone numbers of Event Officials
- Complete list of Phone Numbers of the Judges
- Address and Phone number of the race office and opening hours
- Riders Meeting starting time and location
- OC Meeting starting time and location
- Judges accommodation address – ideally should be at one place
- Number of participating riders – pre-registered riders, if applicable
- Competition Formats

JUDGING MATERIALS FOR THE COMPETITION

PROVIDED BY HEAD JUDGE

- Enough memory boards for practice judging and judging the competition
- Enough score cards for tabulation check and judging the competition.
- Enough pencils
- When judging with the IJC Separation System, two calculators for the Amplitude Judge
- A stapler and staples for the scorecards
- Pencil Sharpeners
- Towels to dry the Judge table or the windows of the judge booth
- Clip boards
- Ziploc bags to contain all recorded judging slips and documents to keep them dry from the elements
- Hand warmers, energy bars, beverages

PROVIDED BY ORGANIZER

- Passes for all Judges to have access to the Event area and side events
- Lift Tickets
- Make sure that you have all working materials required. If anything is missing, request use of computer, printer and copy machine facilities in the race office
- Get ten copies of the official start list
- Blankets and heaters when conditions demand it
- Get garbage bags to attach at the judge table, to manage trash
- Radio(s) for communications with the starter and the jury
- Spare radio, or spare battery for both the starter and the Head Judge
- For large judge panels – use radios on tables for added communication to judges

Meetings

PRE-COMPETITION MEETING WITH THE COMPETITION COMMITTEE

- Get all phone numbers
- Set up meeting time and location with the starters and the tabulator for detailed briefings
- Confirm communication with starter
- Ask for course inspection with TS and discuss course condition
- Ask for Judges Supplies when necessary (listed above)
- Discuss Event schedule and format(s).
- Ask for payment procedure (to inform judges of process)
- Discuss catering for Judges with organizer before event; have it delivered when competition schedule permits.

COURSE INSPECTIONS WITH THE TECHNICAL SUPERVISOR (TS), THE CHIEF OF COURSE

- Make sure that the Course is adequate; meets the official standards
- Check the Judges Stand

JUDGES STAND REQUIREMENTS

- Visibility
- Appropriate elevation
- Ensure the stand is centred and square in to Halfpipe
- Adequate room including chairs and tables for eight officials to work
- Structure is stable and secured to withstand significant winds, especially when branded
- Adequate protection from the elements (roof, walls, windows if weather is an issue)
- Secure and safe access
- Communications to the start is installed and tested
- Heating
- Flooring
- Toilet proximity or transportation for bathroom

MEETING WITH THE STARTERS

Discuss these Points below with the starter before the event:

- Hand out start list
- Discuss starting order
- Discuss competition format, brief well when it is double Up or Jam.
- Discuss time table
- Discuss restart rules
- Brief the communication protocol

MEETING WITH THE TABULATOR

Discuss these points below with the tabulator before the event:

- Discuss competition format, check if computer program set-up is appropriate and functional
- Discuss work flow and competition schedule
- Discuss the Tie Checking
- Discuss logistics of double checking scores and approval process
- Brief when result list and start list for next round is needed

RIDERS MEETING / TEAM CAPTAINS MEETING

Discuss these points below at the Riders / Team Captain meeting?

- Introduce Yourself & Judges; Name, Home, Etc.
- Explain Competition Format and schedule, brief well when it is double Up or Jam.

- Explain Judging Criteria
- Explain Starting process -> strapped in and ready
- Ask for and answer questions
- Help with draw off bib if necessary

JUDGES MEETING

Discuss these points below at the Judges meeting:

- Brief competition format
- Brief Judging System
- When using the IJC Separation System, select Judges according to their experience for each category. When using a double up System, select two in the experience balanced Judge Groups.
- Discuss course conditions and judges stand(s)
- Hand out event information, schedules and credentials
- Brief Event schedule
- Brief Practice Judging
- Brief TV timing and follow cams
- Brief payment procedures
- Brief expected weather
- Brief Contingency plans for weather, radio and rescheduling
- Brief time and location for riders meeting
- Set time and meeting place for the event
- Brief travel to the event

Format and Event schedule

A Competition format is there to raise the Quality of the event and to support the Judge in the overview.

In general there is a Final done with the best riders. On big fields it is recommended to do a heat system with semi final. The Competition Formats can be combined with each other.

You can describe a competition with the division of the field, the Runs and scoring system, and the running system with its organization.

The interests from the event and some sport specific rules have to be taken into consideration, when choosing the right competition Format.

INFLUENCE FROM THE EVENT (CHANGE)

- Expected amount off riders
- Amount off Competition day's available
- Time Frame
- Fix Times for media and spectators
- Interests off the organizers/media
- Interests off the riders
- Budget for Judges

INFLUENCE FROM THE SPORT (FIX)

- Minimum 2 Runs for each rider per competition round
- Semi Final when there is a Heat System in Qualification
- Max. 30 Riders per Heat
- Jam Sessions have their Flow, depending on the course length and the running time for one rider. There should not be too many riders waiting at the start. (Amount off riders: 12 to 25)
- Judges can only Judge a certain amount off runs in one day. After they get to tired and loose focus (max. 200 runs)

TRAINING

If possible there should be at least one Training before the competition Day.

The warm Up training should happen in small groups, right before the Heat. For Jam Session the trainings may be only 15min. For standard formats the warm Up Training should be around 40min. If the riders have been competing already, they only need a short warm up, when they have been waiting for one Heat or more. If the next Heat (Semi Final or Final) is direct after. They are adapted already to the course conditions; the training can be skipped.

DIVISION OF THE FIELD

CUT DOWN

All riders start for the first run in one Heat. The best riders are directly qualified for the finals. From the rest of the field the top riders do a second run. The same amount of riders like in the first run will be qualified for the finals as well.

HEAT

The Heat System helps to organize a big field for the qualification. The field is divided in 2, 3 or 4 Heats, depending on the amount of riders. The optimum of riders for one Heat is around 20. There should not be more than 30 riders in one Heat. Out of each Heat the same amount of rider will pass to the semifinals. If there is not enough time the semi final can be skipped. But the qualification process is fairer when there is done a semi Final.

HEAD TO HEAD (KO SYSTEM)

The Head to Head System works only in Finals. The best riders of the qualification are spread over a cup tableau. There are always riding two riders against each other; the winner will go to the next round. The runs can be ranked or scored. When it is scored, a best of two System is the most common. When the Head to Head System is ranked you can either do only one run or 3. With 3 runs a rider will have to win 2 duels. The 3rd run will only be done if there is a tie after 2 runs.

RUNNING SYSTEM AND ORGANISATION

Depending on the amount of riders and on the different interests, the Running System and Organization off a Competition can be done in different ways.

SINGLE JUDGING

Single Judging is the most simple but also slowest way to run a competition. So it is only recommended if there are not too many riders, or the competition is spread over more than one day. The Training will be done direct before the Heats. There will be a starting order for the runs. One Judge Team judges the all runs one by one.

SESSION

The Session System saves time compared to the Single Judging. It works similar, but there is only a very short training before the heat starts. The judged Runs follow without brake after the training. There is no Starting order. The riders can train in-between the runs. At the start will be one cueing line for the Judged runs and one for training runs. The starter will look that there is a clear gap to a judged rider.

The session System is ideal for regional events with a big amount off riders, You don't need extra Judges and save time, as the riders can train during the Heat.

DOUBLE UP

The double Up System is ideal for a big amount of riders. It allows all riders to do enough runs. It works similar like the single Judging, but there will be used two Judge Teams. Two Heats are held at the same time. There is starting altering always one rider from each Heat. Each Judge Team Judges only one of the two Heats. Never mix the Heats and the Judgeteams!

JAM

The Jam allows the riders to do many runs and try new things. At a Jam the riders are allowed to do as many runs as they can do in a before defined time range. There is no starting order, except for the first round when there is a break between Training and Heat.

The Jam can be held as double up, but only if there start 2 Heats in same time (For example Men and Women Finals).

It is important that the amount off riders for one Heat is in a good balance. How many riders can be in one Jam depends on the discipline. Important is that there are not waiting to many riders at the start. The time gap for the Jam should be chosen, that all riders have around 4 runs, but at lest 3 runs.

RUNS AND SCORING SYSTEM

BEST OF 1

One run per rider. The Cut Down System is a best of 1. This System is old and not fitful for snowboard competitions.

BEST OF 2

Each rider has 2 runs. The best run counts. In case of a tie, the 2nd run will split the riders.

BEST OF 3

Each rider has 3 runs. The best run counts. In case of a tie, the 2nd best run will split the riders.

2 BEST OF 3

Each rider has 3 runs. The 2 best runs count. In case of a tie, the 3rd run will split the riders.

BEST OF JAM

Each rider can do as many runs as he is capable to do in the defined Time of the Jam. At the end will count the best run, or the 2 best runs.

TRUE OVERALL JAM

Each rider can do as many runs as he is capable to do in the defined Time of the Jam. All runs of the Jam will be taken into consideration. There is only one score for the whole Jam.

EVENT SCHEDULE

The starting Time off the first Heat is fixed. The starting Time for the next Heats should be announced early enough, so all riders will be ready at the start. You can always post bone a start of a heat. But it should never be moved to an earlier start. If the Finals have a fix time, there needs to be enough gap for delay's. If there is time left you can give the finalist always additional training.

After each Heat the Judges need time to check the result and announce the riders who are qualified. Often this can be done during the training of the next Heat. When there will be riders from the previous Heat going into the next Heat there needs to be enough time to announce the riders and give them time to be ready at the start. On certain Events which are sanctioned by some federation there might be a protest time as well.

TIMING

The amount off time needed for a Heat depends on the amount off riders and the format used. If there is live TV, the Timing will be slower, as the TV will wait until the scores appear, then a face shot, after introduction off the next rider.... If there is TV it is very important that the exact timing off the runs is checked synchronized with the production.

The table below shows the run times for the different competition formats. If there is a X it means that this format is not recommended for the discipline or TV.

Format	Big Air	Half Pipe	Big Air live TV	Half Pipe live TV
Single	50sec	70sec	1min40sec	2min



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Session	50sec	70sec	X	X
Double Up	X	35sec	X	X
Best off Jam	50sec	70sec	1min20	1min40
True overall Jam	30sec	40sec	1min	1min20
Head to Head	1min for 1 pair	1min 30sec 1 pair	2min for 1 pair	2min 20sec 1 pair

Trouble shooting

JUDGES

One of the judges calls the day before the competition and says that he is not coming.

1. Call the Judge Director to find a replacement Judge.
2. If the Judge Director can not be reached, look yourself for a replacement Judge.

A judge has to pee in the middle of qualifiers

1. Ask the judge if he can hold back until the heat is over
2. If not stop the event for a view seconds and let him pee right behind the Judge stand. If it takes to long to get down from the judge stand let him pee in a bottle.

Never take his place and judge a view runs yourself.

You disagree with a judge's score

1. Ask the judge if he is sure about his score
2. If he is sure about the score tell him in a quick way why you would like a other score
3. If he still wants to stay and you are sure it is wrong tell him to change as you are the final response for the score
4. Make sure that the score change is reported on the memory board, the score card and in the tabulation system.

Close to the end one rider is close to the cut after his run and it is getting tide if he is in or not. After the results are typed in you see that he is not in, but you would have seen him in.

1. Check the single scores off the two involved riders. See if one Judge has a big gap.
2. Check how many Judges have him in and how many out. (with the tabulation System or by voting)
3. If necessary make a Judge change his score. The best is if it is one who does have enough gap to keep his personal ranking.

One of the judges has missed a line on their memory board -- resulting in placing all the wrong information next to the wrong bib number. The judge gets nervous and wants to stop the competition for a minute so that he can get the memory board straightened out.

1. Stop the event only for a view seconds
2. Calm the Judge and tell him that it is not a big problem.
3. Tell him to continue without changing and write the new numbers in front off the BIB line. He can change everything after the heat.
4. Let the Judge check after the heat, to make sure that there are no mistakes in the tabulation.

Two judges are arguing with each other on the judges' stand:

1. Tell them to please stop their arguing
2. Illustrate that they are giving the judge team a bad image, as many people noticed.
3. Discuss the problem after the heat with the two judges

Calm them quickly, so to not delay the event. One Hand on a shoulder of each judge helps a lot.

ORGANIZER

It is a few weeks before the event and you get the competition format. You check the format and see that it will not work with the timing.

1. Contact the organizer and explain the issues with the schedule as it is arranged.
2. Propose solutions to the problem that will satisfy the organizer.

3. Help the organizer with planning details regarding the timing and any new formats proposed.

It's the day before the contest and the organizer wants to change the competition format to a format that the IJC does not recognize.

1. Find out the reason, why the organizer wants to change the format.
2. Explain him that a format change in the last moment brings a lot of confusion between the riders. Not all riders will show up at the riders meeting and it is hard to communicate the change.

It's the day before the contest and the judges stand is too high and too far away from the pipe to give the judges the best perspective, but the TS has said that the location cannot be changed.

1. Find out the reasons why the TS refuses to change the location.
2. If you do not agree and see a possibility, arrange to have the position changed.
3. If it is not possible to change the position, make sure that a replace tent is organized, which is positioned better.

There is a television camera that is taping everything that you and the judges say and do during the competition.

1. Explain the camera guy that he can not film the judging during the competition.
2. Tell him to come filming a simulation during the next break, then ask nicely for him to exit for competition.
3. If he does not want to leave, call the TS. The TS might if necessary contact the person(s) responsible for the media.

The announcer is calling all of his friends (rider from the competition) into the judging stand to hang with him. It is distracting to the judges

1. Ask the announcers buddies to leave the judges stand
2. If they don't want to, explain them that they are distracting the judges and this might affect the results.
3. If the still do not go out, call the TS

DURING THE EVENT

Your radio goes dead during the competition and you have no way of communicating with the starter

1. Stop the competition
2. Get the closest radio, or let the TS organize a radio. Don't be afraid to ask to use his.
 - On each event, there are plenty of radios around. There won't be a problem to find even two replacement radios. If even this fails, you can try it with mobile phones
 - Never let the starter follow a sign off the announcer.

A big fog bank settles over the pipe and you can no longer see the top

1. Stop the competition.
2. Have a Jury meeting regarding the expected weather.
3. If the fog is expected for only a short time (ten minutes) prepare to continue. Inform the riders via the starter and announcer
4. When the fog passes, start immediately.
5. If it is not expected to pass, set a new starting time and communicate this to the riders using all possible channels (announcer, Info Board, Point Board, written and spoken at the start)

In the middle of the contest, an inflatable deflates or the Judge tent breaks down and totally impedes the view of all the judges.

1. Stop the competition.
2. See if the problem can be solved in one minute.
3. If not take the inflatable or tent away and continue the competition
4. Give a rerun to the rider who was having his run during the problem a rerun if tricks were missed, or scores were not able to be given fairly and accurately.

A rider drops in after the starting sign from the starter and all but one of your judges missed the first hit.

1. Judge what you have saw

2. discuss together the first hit
3. Give the final scores

To do it really official you should give a rerun. If it was a very good run, you will have problems if you tell the rider that he needs to do a rerun because some judges have missed a trick.

A rider drops in without getting a starting sign from the starter. All of your judges miss the first trick. How do you proceed with judging this run?

1. Judge everything that you can see -> The rider will probably be inadvertently loose points as judges have missed the first trick
2. If the rider complains explain to him that it is his fault, and only the starting sign is relevant.

If it does not affect the schedule of the event you may give the rider a rerun. This is a desirable option if the run was very good.

