

IJC Head Judge Manual

Necessary Qualities of a Head Judge

RESPONSIBILITY

The Head Judge is the leader of the judge crew and the main judging representative for the TTR at any event. 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 TTR to the OC as well as well as to the snowboard public and media. As such the Head Judge needs to compose them selves in a presentable and professional manner at all times. The media, OC, TD/TS and the Race Director all trust the Head Judge to be a person of outstanding ability and look to the Head Judge to make important decisions concerning the formats and judge systems of any Freestyle Snowboarding Event. Any manner of discrepancy or lack of judgement on the part of the Head Judge reflects in a negative way to the OC, the TTR and on the individual.

EXPERIENCE

A Head Judge should have a deep level experience as a scoring judge as well as in event world. They should understand the inner working of the event.

CHARISMA

The Head Judge must always be sensitive to the riders and always act in a positive manner to all coaches, event organizers and media. The fundamental role of Head Judge is not about control...not about power...and not about being absolutely right, it is to lead your team and get the best out of thier 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.

ORGANISATION

There are many details for the Head Judge to prepare and organise. It is important that the work be structured, and well prepared. The following chapters will help as a check list to cover off the basics but unforeseen issue always occur that the Head Judge will need to deal with, with the same level of organisation and professionalism.

COMUNICATION

Communication is one of the most important jobs of a Head Judge. 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.

OVERVIEW

It is important that the Head Judge keeps a good overview of the entire event and does not get lost in the small details of the operation. They should also have a broad overview of the scoring and rankings. For

example, the Head Judge needs to keep a good overview of each Heat and focus on the essential things like a cut rankings.

JUDGES SUPPORT

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

CONTROL

The Head Judge controls the flow and timing of any contest. The Head Judge needs to remain in absolute control and their word is ultimately final on any judging decisions. They must lead their crew in a manner that creates a working environment that allows the scoring judges to focus on their tasks.

Head Judge Responsibilities and Duties

DUTIES BEFORE YOU LEAVE FOR AN EVENT.

- Contact the TTR 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 of 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 Organising 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 training days.
- Conduct judges meeting to review format, organize materials, set up meeting schedule and location.
- Attend or possibly conduct a Team Captains' or Rider's Meeting prior to contest day.
- Relay event formats and judging criteria to riders and coaches.
- 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

- Ensure Judges 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 preparations 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 equipment for starter communication
- Check if catering is arranged for judges at appropriate times
- Make Judges ride the pipe (twice)
- Practice Judge in the warm up round with Judges
- Brief starter on rider drop in protocol
- Brief tabulator when ranking and start lists are needed, or prepared from heat results.
- Brief assistant HJ (if there is one) and assign specific duties
- Post Finish Line (when required by rules)
- Review format with judges again before competition starts
- Make sure the judges are prepared - have a pee, keep a drink or snack handy, write down the BIB's on the memoryboard, etc.
- Ensure Cellular phones are turned off and all other distractions are taken care of.

DURING COMPETITION

- Supervise the flow and timing of the competition via the Starter
- Support the Judges in their needs
- Check the scores
- Organize double-checking of the resulting scores after each round & creation of start lists
- Attend any protests as a JURY member

SCORING PROCEDURE

- Announce the BIB of the following riders to the judges.
- If it is the 2nd round, announce the current ranking
- Check if the rider is a candidate for the cut area.
- Call rider on course.
- Note if possible the whole run on the memory board.
- Warn the Judges when if the rider lands within 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 of riding and take care that the scores will have a good spread between them. If the field consist of a large number of top riders, the average level will have be set quite high to make sure there is enough space to spread the scores. When the field consists of many lower level riders the average level should be set at a low technical level to ensure that there is enough space to spread the scores.

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 of judging is to get the right results via the scoring Team. All opinions of the team should be valid and considered. As a Head Judge you have to be reasonable and sensitive concerning score corrections. Too many corrections confuse the Judges, and might disturb their range.

In following cases you can ask for score corrections:

- In the first initial runs, if the Judges start with different ranges, or are afraid to give high scores after the first well executed run.
- When there is a tie.
- When one Judge has a clearly different ranking than all the other Judges.
- When one judges score is a clear outlier and alone skews the ranking of the entire panel

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 TTR media report.
- Participate at the award ceremony with the Judges
- Be available to riders and coaches to discuss the result.
- 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 and emails of Event Officials
- Complete list of phone numbers and emails 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 judges 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

- Memory boards for practice judging and judging the competition
- Score cards for tabulation check and judging the competition.
- Pencils and eraser
- Stapler and staples for the scorecards
- Pencil sharpeners or lead for mechanical pencils
- 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, etc.

PROVIDED BY ORGANIZER

- Passes for all Judges to have access to the event venue 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
- Ten copies of the official start list
- Blankets and heaters when conditions demand it
- 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)



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- 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 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 the 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 (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
- 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 breaking
- 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, Nationality, Etc.
- Explain competition format and schedule
- Explain Judging Criteria
- Explain Starting process -> strapped in and ready
- Ask for and answer any questions
- Help with bib draw (if applicable)

JUDGES MEETING

Discuss these points below at the Judges meeting:

- Competition format
- Judging System
- When using a double up System, select two experienced and balanced Judge groups.
- Discuss course conditions and judge stand(s)
- Hand out event information, schedules and credentials
- Event schedule
- Practice Judging
- TV timing and follow cams
- Payment procedures
- Expected weather
- Contingency plans for weather, radio and rescheduling
- Time and location for riders meeting
- Set time and meeting place for 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 big fields it is recommended to do a heat system with semi final. The Competition Formats can be combined with each other. A good format will usually include a final incorporating the best riders. A competition format is usually described by the the division of the field, the Runs and scoring system. 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 (MODIFIABLE)

- Expected amount off riders
- Amount of competition available competition days
- Time frame
- Scheduled times for media and spectators
- Interests of the organizers/media
- Interests of the riders

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 should have flow. Depending on the course length and the running time for one rider. There should not be too many riders waiting at the start.
- Judges can only Judge a certain amount of runs in one day. They get to tired and lose focus (max. 200 runs)

TRAINING

If possible, there should be at least one training session prior to the competition Day.

Warm up training should happen in small groups, right before the heat. For standard formats the warm Up Training should be around 40min. Jam Session training may be shorter.

If the riders have been competing already that day but have been waiting for at least one heat to pass, a short one run warm up period is required. If the next Heat (Semi Final or Final) is directly after the qualification heats the riders should be adapted to the course conditions and the warm-up training can be skipped.

FILED DIVISION

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 as in the first run will be qualified for the finals.

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 per heat is around 20. There should be no more than 30 riders per heat. Out of each heat, the same amount of rider will pass thru to the semifinals. If the schedule is tight a semi-final can be skipped but it is not recommended.

To take care of the stacked heat issue the next highest scores from each heat may be taken to semi-finals only if the same scoring range has been maintained thru out the competition day.

HEAD TO HEAD (KO SYSTEM)

The Head to Head System works well only in finals. The best riders of the qualification are spread over a cup tableau. There are always two riders against each other with the winner going 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 one run or three. With three runs a rider will have to win 2 duels. The 3rd run will only be done if there is a tie after the second run.

JUDGE PANEL ORGANISATION

Depending on the amount of riders, the event schedule and other interests of the events, the judging panels can be organized in several different ways..

SINGLE JUDGING

Single Judging is the easiest but also slowest way to run a competition. It is only recommended if there are smaller field sizes or the competition is spread over several days. Training should be done directly before each heat. There needs to be a set start order for each run and the judges evaluate each run individually.

Pros: Simple and most easiest way to judge, easy for spectators to understand

Cons: Slowest

SESSION

The Session System can be much faster compared to the Single Judging. It is similar to single judging but there is only a very short training before the heat starts and the judged runs follow without break. There is no start order. The riders can train in-between the runs. At the start there are two lines, one line for judged runs and one for training runs. The starter needs to make sure that there is a clear separation between scored and practice runs.

The session System is ideal for regional events with large amounts of riders.

Pros: Very fast, riders never have down time, no training periods are required.

Cons: Requires a skilled starter, can be confusing for judges, nearly impossible for spectators to understand.

DOUBLE UP

The Double Up System is ideal for large field sizes. It is single judging only the judging panel is separated into two distinct teams and two heats are held simultaneously. The start alternates riders between the heats and each judge team will only score their heat.

Pros: Very fast and efficient

Cons: Smaller judge panel means higher margin of error, tough for inexperienced head judges to manage, requires an assistant head judge, can be confusing for spectators.

JAM

Jam format allows riders to do multiple runs and try new things. In a Jam the riders are allowed to do as many runs as they can do in a defined time range. Every run is evaluated by the judges and a ranking is given at the end of the Jam. There is no start order, except for the first run.

The amount of riders per heat is critical to the Jam format. There needs to be enough riders that there are no break in the riding but not too many to cause the riders to be waiting for long periods between runs. Each heat should be timed to allow for a minimum of three runs.

Pros: No down time for the riders, allows riders to progress their runs, there is constant action on course

Cons: Can only be done with highly experienced judges, very difficult for the head judge, there is no scores only ranking, impossible for television or spectators to follow.

RUNS AND SCORING SYSTEM

BEST OF 1

One run per rider. The Cut Down is a best of 1. This is not a recommended system and should only be used where there are no other options (ex: bad weather)

BEST OF 2

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

BEST OF 3

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

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 period of the Jam. At the end only the best run will count, 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.



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EVENT SCHEDULE CONSIDERATIONS

- The start time for all heats during a contest should be fixed published the evening prior to the event.
- Start times can be postponed but should never be moved to an earlier start.
- There needs to be enough time gap prior to finals for a training session.
- Each heats qualified riders should be announced in a timely fashion for them to prepare for the next round.
- Where necessary a protest time needs to be scheduled after each round.

TIMING

The amount of time needed for a heat depends on the amount of riders and the format used. If there is live TV the timing will be slower. The television producer may ask for time to have a riders introduction head shot, time for the scores to appear in the graphic package and a reaction shot of the rider. It is critical that the time scheduled for each run allows for all of this and enough time for effective judging.

The table below shows typical run times for the different competition formats. Slopestyle is not included as each course will have its own run time. 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
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 Common Problems

JUDGES

One of the judges calls the day before the competition and says that they are unavailable.

1. Call the Judge Director to find a replacement Judge.
2. If the Judge Director cannot 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, hold the event for a few moments and let him pee right behind the Judge stand.
Never take his place and judge a view runs yourself.

A judges score are out of line with the rest of a judging panel:

1. Ask the judge if they are sure about their score.
2. If they are sure about the score ask them to justify their score.
3. If they still want to keep the score and you are sure it is incorrect tell him to change it 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.

Near the end of competition, one rider is close to the cut after their run and it is getting tight if they are in or not. After the heat you notice that they are not in, but you think this is questionable.

1. Check the single scores off the two involved riders. See if one judge has a big gap and skewed the result.
2. Check how many Judges have him in and how many out with the tabulation System and/or by voting.
3. If necessary adjust a score to correct the issue. It is best to adjust judge scores while keeping the judges 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 hold the competition for a minute so that he can get the memory board straightened out.

1. Hold the start for a couple of seconds to allow the judge to sort their issue out.
2. Calm the Judge and tell them 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. Get the Judge to check after the heat to make sure that there are no mistakes in the tabulation.

ORGANIZER

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

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 TTR does not recognize.

1. Find out the reasoning and 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.

3. Propose solutions that are recognised formats and that will fulfil the event organisers needs.

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 possible change the configuration to work for the judging.
3. If it is not possible to change the position, make sure that a replacement tent is organized, which can be positioned with a better view.

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

1. Explain the camera guy that they can not film the judging during the competition.
2. Explain that it is possible to film the judges during training, then ask nicely for them to exit for competition.
3. If they refuse, contact the TS or the person responsible for media and explain the situation.

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

1. Ask the announcers buddies politely 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. Hold the competition
2. Get the closest radio, or let the TS organize a radio. Don't be afraid to ask to use theirs.
 - Each event generally has plenty of radios. It shouldn't be a problem to find a replacement radio. If even this fails, you can try it with mobile phones
 - Never let the starter follow a sign of the announcer.

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

1. Hold 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. Hold 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 their run during the problem only 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 seen
2. Discuss the first hit among the judges
3. Give the final scores

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?



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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.*