

Assignment Process for Sectional Series

- **Step 1:** For Sectional series, a list of identified officials available to officiate the specific competition will be sent to the JET committee from the Officials Coordinator (Therese Bilsborough). This list will include individual official's certifications, hometown, contact information and availability. (Example, Friday to Sunday).
- **Step 2:** From the availability list, the JET committee will identify officials to be invited based on budget, certifications, training requirements and availability.
- **Step 3:** Therese will send out invitations to officials directly and arrange any applicable travel needs.
 - A survey will be sent with invitation which will handle/ask travel details, hotel needs, rooming requests, dietary requests and list of conflicts.
- For all events, any official that is acting as a primary coach in an event category, an attempt will be made to not schedule the official to serve in any capacity (including DIO/VRO) on the event preceding the event that their skater/team is competing in.
- Liaise with the Officials Coordinator regarding any necessary promotion, activity, or specific mentorship requirements needed for Officials. You may be requested to accommodate promotional opportunities for Officials: Phase II assessments for Technical Panel promotions or Judge/Trial Judge requirements for Judge promotions.

Assignment Process for Synchro Series & Super Series

- **Step 1:** For series, a list of identified officials available to officiate the specific competition will be sent to the Technical Representative from the Officials Coordinator (Therese Bilsborough). This list will include individual official's certifications, hometown, contact information and availability. (Example, Friday to Sunday).
- **Step 2:** From the availability list, the Tech Rep will identify officials to be invited based on budget, certifications, training requirements and availability.
- **Step 3:** Tech Rep to send their selection of officials along with the travel budget to Therese Bilsborough for confirmation. (More details on travel budget to be reviewed with individual Tech Reps and Skate Ontario)
- **Step 4:** Tech Rep will send out invitations with a survey link to officials directly.
 - A survey will be sent with invitation which will ask travel details, hotel needs, rooming requests, dietary requests and list of conflicts.
- **Step 5:** The Officials Coordinator (Therese Bilsborough) will arrange any applicable travel needs.
- For all events, any official that is acting as a primary coach in an event category, an attempt will be made to not schedule the official to serve in any capacity (including DIO/VRO) on the event preceding the event that their skater/team is competing in.
- Liaise with the Officials Coordinator regarding any necessary promotion, activity, or specific mentorship requirements needed for Officials. You may be requested to accommodate promotional opportunities for Officials: Judge/Trial Judge requirements for Judge promotions.



Assignment Process for STAR 1-4

- **Step 1:** For STAR 1-4 series, a list of identified officials available to officiate the specific competition will be sent to the Technical Representative from the Officials Coordinator (Therese Bilsborough). This list will include individual official's certifications, hometown, contact information and availability. (Example, Friday to Sunday).
- **Step 2:** From the availability list, the Tech Rep will identify officials to be invited based on budget, certifications, training requirements and availability.
- **Step 3:** Tech Rep to send out invitations to officials directly and arrange any applicable travel and accommodations.
- Liaise with the Officials Coordinator regarding any necessary promotion, activity, or specific mentorship requirements needed for Officials.

