

# **POLICIES AND PROCEDURES FOR** **UANA LIST JUDGES**

## **I. UANA SYNCHRONIZED SWIMMING JUDGES' LIST**

1. Each UANA member federation may nominate a maximum of seven (7) judges to the 'G' (General) category of the UANA Synchronized Swimming Judges List. Judges who have been named to the 'G' category of the FINA Synchronized Swimming Judges List must be included within the seven (7). All nominations are to be submitted to the Honorary Secretary of the UANA Technical Synchronized Swimming Committee.
2. A Curriculum Vitae, detailing each judge's experience and qualifications, must accompany the nominations, and must include the nominee's date of birth. Nominated judges should have:
  - a. completed an appropriate training course.
  - b. judged at a minimum of three national championships.
3. UANA list policies:
  - a. Each judge shall be categorized as 'G' (General), 'B' or 'A'.
  - b. The UANA Technical Synchronized Swimming Committee (TSSC) is the only body which may certify a judge as 'B' or 'A', with each certification subject to ratification by the UANA executive. Certification requires a simple majority vote.
  - c. When a judge is promoted from 'G' to 'B', the respective federation may name a new judge to the 'G' category.
  - d. FINA List judges are automatically included on the UANA Synchronized Swimming Judges List. FINA List designations will be recognized by the UANA TSSC, with an equivalent rating being credited on the UANA List. This policy is not reciprocal.
4. Judges shall remain on the UANA Judges' List (providing other requirements re activity and evaluations are met) until the end of the year in which they reach the age of 60, unless the sponsoring member federation requests that the name be withdrawn. If a withdrawal results in a vacancy for that federation in the 'G' category, the federation has the right to submit a new candidate. At the end of the designated four-year period, UANA shall ask each federation to indicate continued support of their affiliated judges on the list.
5. Each federation must complete an activity report for each of its UANA List judges when requested to do so by the UANA TSSC. If a Judge officiates at a competition at which evaluations do not occur, and UANA does not have a record of his/her activity, he/she could be presumed to be inactive. Regular activity reports ensure that each judge's record is current and complete.
6. The UANA Synchronized Swimming Judges' List shall be published on the UANA Website.

## II. EVALUATION OF JUDGES

1. UANA List judges are expected to attend and be evaluated at, a minimum of three (3) International competitions over each period of 4 consecutive years.
2. a. Federations with judges on the UANA and/or FINA List should enable them to officiate at competitions where they can be observed and evaluated by approved evaluators. At least one of these meets must be outside their own country. The evaluation process shall include:
  - statistical information from a recognized computer program.
  - observation and/or evaluation by one or more UANA sanctioned evaluators.b. If, at any competition in which 3 or more countries participate, an approved evaluator is not present, an evaluation of the judges may occur if the following information is forwarded to the Honorary Secretary of the UANA TSSC within 30 days after completion of the competition.
  - a complete set of results, to include names of judges on each event and scores given by each.
  - when available, a computer evaluation of the judges work.
  - **email or** mailing address of each judge.
3. Judges may only be promoted on the basis of evaluated performances. To be upgraded from UANA 'G' (General) to 'B'; 'B' to 'A'; or to maintain 'A' or 'B' status, a judge must have a minimum of three (3) VERY GOOD or GOOD evaluation reports over a 4 year period, at least two of which must be by evaluators from a country other than their own.
4. Of the three evaluations required for upgrade consideration, one may be as a practice judge.
5. a. UANA List 'A' and 'B' judges may be demoted if:
  - i. they do not meet the criteria specified in #3.
  - ii. they demonstrate unacceptable levels of bias at 2 or more competitions.b. UANA List 'G' judges may be removed from the list if:
  - i. after being evaluated at three competitions, they have not received a minimum of one (1) GOOD or VERY GOOD evaluation.
  - ii. they demonstrate unacceptable levels of bias at 2 or more competitions.
6. The evaluation data is reviewed and compiled into individual judging reports by an UANA sanctioned evaluator. Each report is included in the judge's file to become part of the basis for decisions regarding future retention on the UANA List and/or promotion to 'B' or 'A' status. The reports also serve as the basis for constructive feedback to the judge, with the intent of bettering UANA judging standards.
7. Each UANA sanctioned evaluator shall, to their best judgement, determine how accurately a judge evaluates the routines and figures according to the criteria set forth in the FINA Handbook. Additional factors to be considered in each observer's evaluation include:
  - level of concentration and fatigue factor
  - independence of opinion
  - evidence of bias
  - use of applicable scoring range
  - ability to make decisions - e.g. minimal use of same score (ties)
  - promptness in arriving at, and presenting score

- overall impression

8. UANA Evaluators are those persons living in the Americas who are designated as FINA Evaluators.
9. An UANA designated evaluator need not be officially appointed to evaluate at a competition. If he/she is in attendance, NOT judging, and no other UANA evaluator is present, he/she has the responsibility and authority to evaluate judges on behalf of UANA.
10. Evaluators may not evaluate judges at a competition at which they are judging themselves. If an UANA designated evaluator is judging at a competition at which no neutral evaluator is present, he/she shall take responsibility for collecting complete results, plus a copy of any computer evaluation if it is available, and forward it to the Honorary Secretary of the UANA TSSC.
11. Federations organising certified competitions are expected to co-operate fully with UANA approved evaluators. The host is encouraged to use a computer software program to produce a judges analysis to accompany the results provided to the UANA observer.
12. When an evaluator is on-site at a competition, the observation report shall be provided to the designated member of the UANA TSSC within 60 days of the competition. When evaluations are being done per 2.b, 90 days is acceptable.
13. It is recommended that.
  - a. whenever possible, the observer meet with the evaluated judges at the conclusion of the competition to provide constructive feedback.
  - b. each judge is mailed a copy of his or her evaluation by the evaluator.
14. In even-numbered years, the UANA TSSC shall provide each federation with a report on their UANA List judges.

### **III. SELECTION OF JUDGES**

Commencing with the 2003 Pan American Games, the UANA TSSC recommends that to be selected to officiate at the Pan American Games, a judge have a minimum 'B' certification on the UANA List of Synchronized Swimming Judges.