TECHNICAL PANEL PROTOCOL AND GUIDELINES FOR QUARTETS COMPETITONS

- Members of the Technical Panel (TP) must be focused on their respective task during the program.
- Talking is not allowed during the program, this can confuse the Data Operator and also the other people of the Technical Panel.

Technical Specialist (TS)

- Says "*Start*" with the first movement of the skater(s).
- Calls the elements.
- Calls the falls.
- Calls review *"Review on ..."* if the TS wants to be assured on the call.
- Calls the start of the elements and at the end calls the level (or confirm it for elements with fixed values).
- Says "*Stop*" when the program ends.
- Does not have any paper and does not write anything, his/her concentration is all the time on the rink.

Assistant Specialist (AS)

- Pre-calls the element and the time it is due to start as per the content sheet and advises when there is 5 seconds to the start of the element.
- Has a copy of the program element content sheets and writes down the calls of the TS.
- Requests a "review" firstly.
- If the AS wants a review, writes down next to the TS call an 'R' and the element he/she would call.
- Writes down all the details of the element, for example: the calls made by the specialist, the features confirmed etc.
- Checks details of features as listed under the element headings below.
- Helps to double check the elements inserted in the system during the manual checking with the Controller and Data Operator.

Controller (CTR)

- In general, does the same as the TS.
- Has a copy of the program element content sheets and writes down the calls.
- If the CTR wants a review, writes down next to the TS call an 'R' and the element he/she would call.
- Calls "review" with no other comment after the call of the TS and after waiting for the AS to do it first.
- Times elements using a stopwatch. Starting the stopwatch when the specialist calls *'start element'* and calling *'time'* when the maximum time for the category is reached.
- At the end of each program, goes through the reviews first.
- Once everything is decided, checks the elements inserted in the system with the Data Operator.
- Writes down all the details of the element, for example: the calls made by the specialist, the features confirmed etc.
- Checks details of features as listed under the element headings below.

Data Operator (DO)

- Before the competition starts, checks the connections on the judge's monitors and on the Technical panel monitor. If time permits, the DO can do a test with a competition of one or two skaters.
- Clicks on 'Start' and "Stop" when the TS calls it.
- Inputs the elements, the levels and the falls called by the TS.
- Five (5) seconds before each element is due to begin, enters it into the system so the judges know the start of the element.
- Selects the 'Review' button for each element that the TS asks to be reviewed.
- At the end of the performance, reads the list of the elements so that the CTR and AS can double check.
- After checking the elements, if the system does not automatically exclude an element because it is not accepted by the rules, the DO must highlight the element and press the * button.

Referee (Ref)

- Checks the average of the components of the first team and can change them.
- Checks time of programs, props and other penalties as per the referee control sheet.
- Confirms the falls and has the last word if there is a doubt on a fall called by the TS.

GENERAL PROCEDURE FOR TECHNICAL PANEL

To evaluate a program, the procedure for the TP is as follows:

- Pre-calls and calls.
- Request and visualize reviews.
- Data input.
- Checking.
- Confirmation.

In this document, when some sentences are capped with quotes and italicized (for example: "*line element*") that refers to the oral formula that should be used by the TP.

Any element attempted will occupy the corresponding box of its group. In this way, when the number of boxes allowed for each group is exceeded, the system will remove the extra ones with the symbol *.

Pre-calls

- It is the act of announcing the group of the element that the skater will execute next. These pre-calls will be listed in order on the program element content sheets.
- Pre-calls will be made after the previous item has been completed and after verifying that no review has been requested.
- For the first element, the pre-call is made after the start of the program once the TS has announced *"Start"*.
- When the program element content sheet has not been delivered it is recommended that the TS anticipate (as far as possible) the group of the element the call belongs and call 'start'

and the 'element name' as soon as they recognize the element. This will help the DO's function. Examples: "Start line element".

- When the program element content sheet does not match the order of execution of the elements, it is recommended to stop making the pre-calls. The Technical panel will begin to count when they recognize the element has started. The Technical panel should not review for content missed if the content sheet is not provided or out of order.

The groups of items that should be pre-called and the acronym they have on the program element content sheets are the following:

ELEMENT	ACRONYM
Line	L
Canon	Ca
Traveling	Tr
Cluster	Cl
Creative	Cr
Combined	Co

There are some ways to make a pre-call:

- *"First Element … Travelling… starting at …".*
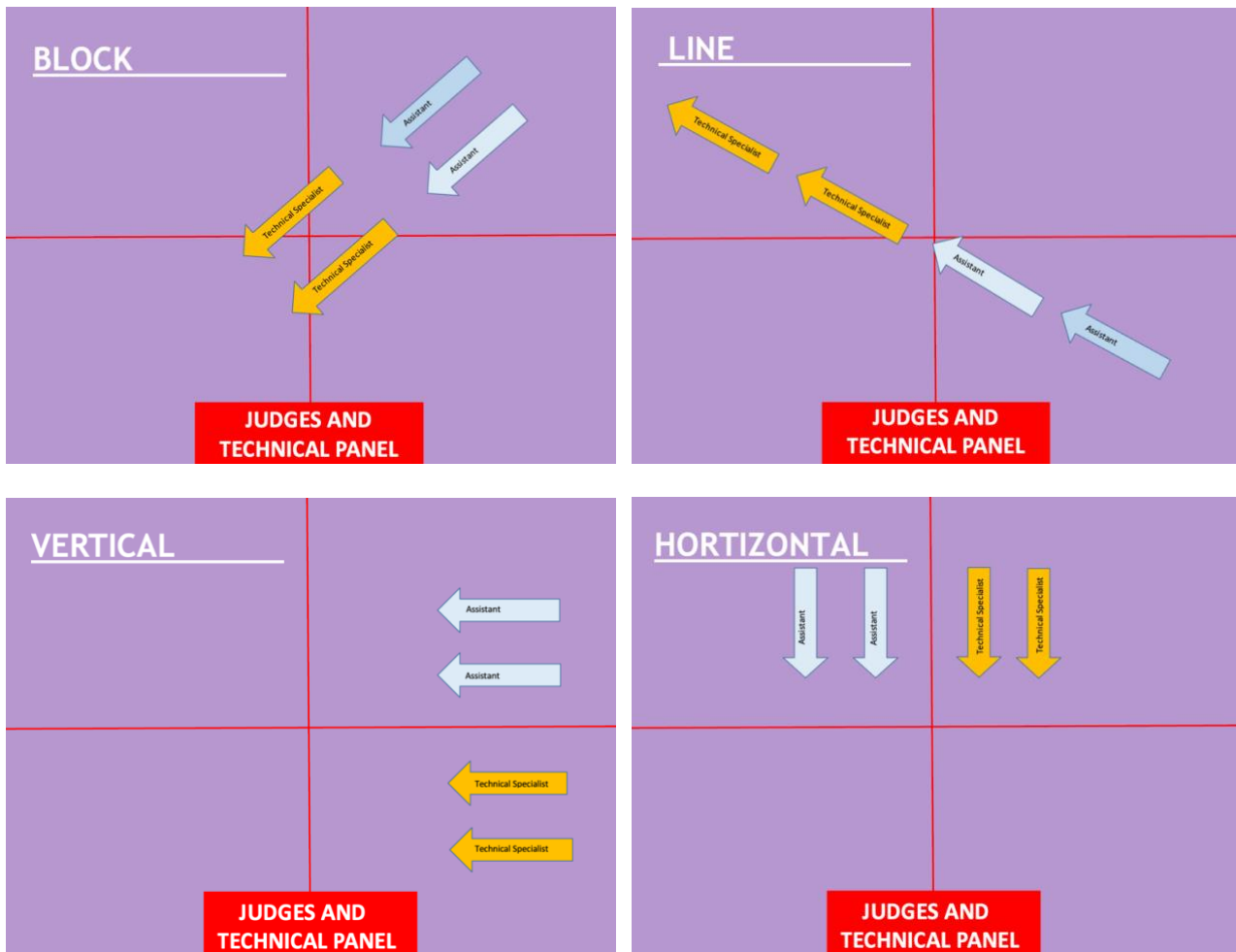- *"Next element… Cluster…. Starting at".*

Calls

This is the validation of an element by the TS. The action of validating an item will therefore be known as "calling".

There are two methods that the TP can use to slit the work. Whatever the method chosen, it should be consistent and communicated with the data operator and panel prior to the beginning of the event/competition.

The first method is that described under each element heading below.

The alternate methods is where the TP splits the four skaters into 2 and 2. This would be beneficial especially in the case of elements with features such as path crossing, mirror execution or when the formation chosen by the team means that there is a large amount of separation between skaters.

In this method, the TS would observe the two skaters at the front for follow the leader lines or blocks such as in the canon element, on the right side of the formation where the element begins with skaters lined up horizontally, or the closest to the panel in the case of skaters lined up vertically. The Assistant would observe the two skaters at the back in the case of a follow the leader line or block, on the left-hand side of the formation for horizonal placement and the furthest from the panel for vertical placement. See diagrams below for further clarification.

When the TS and AS split the work, the TS will call the level confirmed and the AS will only call the level of the other two skaters if it is lower than the level called by the TS.

It is highly recommended that when using this method, a *review* call is made to check that the required number of skaters have completed the requirements.

Line Element

The start will be called by the TS saying "*start element*" or "*start line*"

During the element:
- The TS will count but not call the confirmed turns of the 4 skaters
- The Assistant will check and confirm the features Body Movement, Jump and Choctaw
- The Controller will check and confirm the features Changing Skater's Places and will say "*time*" when the time of the element is over.

At the end of the element:
- The TS will say how many turns have been confirmed and will announce the level

Canon Element

The start will be called by the TS saying *"start element"* or *"start canon"*

During the element:
- The TS will call each confirmed turn executed by the 4 skaters by specifying type, foot and direction or by using the formula *"yes"* or *"no"*. They will check and confirm the feature Second turn.
- The Assistant will check and confirm the features Body Movement and Choctaw
- The Controller will check and confirm the feature Path crossing and will say *"time"* when the time of the element is over.

At the end of the element:
- The TS will announce the level

Syncronized Traveling

The start will be called by the TS saying "start element" or "start Traveling"

During the element:
- The TS will call the features of Groups 1, 2 and 3, count the number of rotations and check the different direction.
- The Assistant will call the extra Feature and inform the TS about the use of toe-stops
- The Controller will double check the number of rotations and inform the TS about the execution with three turns and will say *"time"* when the time of the element is over.

At the end of the element:
- The TS will announce the level.

Syncronized Cluster

The start will be called by the TS saying *"start element"* or *"start Cluster"*

During the element:
- The TS will call each confirmed turn executed by the 4 skaters by specifying type, foot and direction or by using the formula *"yes"* or *"no"*, the features Difficult entries and Different feet.
- The Assistant will check and confirm the features Body Movements.
- The Controller will check and confirm the feature Mirror, Change of Formation and Crossing Patterns.

At the end of the element:
- The TS will say how many turns of each set have been confirmed and will announce the level.

Combo Element

The start will be called by the TS saying *"start element"* or *"start Combo"*

During the element:
- The TS will call the level of the Traveling.
- The ASS will call the level of the Cluster.

- The CTR will check both elements.

At the end of the element:
- The TS will announce the level

Creative Element

The start will be called by the TS saying "*start element*" or "*start Creative*"

During the element:
- The TS will call the change of formation or figuration
- The ASS will confirm the presence of the transitions before and after the element
- The CTR will say "*time ok*" after 5" and inform the TS if some of the skaters have not participated in the element

At the end of the element:
- The TS will say confirm or not confirmed

Request and visualize reviews

- The request for a review must be made in order to avoid overlapping. Immediately after the announcement of the levels, the ASS can call "Review" first then the CTR can call it too but in both cases the reason of the request must be declared.
- To request a review, it is necessary to wait until the skaters finish the element and it must be called before the next element is pre-called.
- The reason for the review and the affected part of the element should be called, if it is a combination element, the part the review is on must be said.
- When there is a doubt in the identification of an element, the review must be requested for the whole item "*for the calling*".
- No other comments are allowed. The discussion about the reviews will be at the end and not during the program.

Examples:

- "*Review on combo for rotations in traveling*".
- "*Review on line for body movement*".
- "*Review for the calling*".

Managing reviews

The CTR manages the reviews. Therefore, once the program is finished, he must indicate to the Video Operator the number of the element, the affected area, the reason, and the speed to be used. The assistant will also be able to specify the review speed if it is required slower or faster.

Example: "*element number 3, review on the traveling element for rotations, normal speed, please.*"

Rules for visualizing the reviews

- Only the part of the element where the review has been requested may be reviewed and therefore it can be changed. The call of any previous or subsequent elements cannot be modified, even if the visualization of the video reveals other incorrect calls.
- It is not allowed to identify an error not previously warned during the review. For example: review on traveling rotations cannot be for quality of turns, unless it was announced during the program.

Speed for the reviews

- N*ormal speed*.
- S*low* (50% of the normal speed).
- *Very slow* (20% of the normal speed).

The speed to be used for the reviews, according to the type of element, will be:

- Frame by frame revisions cannot be performed.
- Traveling: *normal speed and slow*.
- All other elements in quartet: *normal speed*.
- Falls: *normal speed.*
- Full calling: *normal speed.*

Data input

The data input will be done in specific boxes assigned to each item group that will be pre-called by the AS: Line, Traveling, Cluster, Combo, Canon and Creative. Each group of boxes has an area assigned on the computer screen to which the DO will direct the mouse when the pre-call is made.

- During the program, the DO will enter the elements as these have been called.
- The DO, with assistance from the CTR, should enter the elements five (5) seconds prior to when they are deemed to begin according to the content sheet, so the judges can be informed of the element starting.
- The bonus features may be inserted during the performance, or at the end of the program under the supervision of the CTR and once all revisions have been made.

Checking and confirmation

This is the last part of the TP scoring process before the program results are displayed. It consists of a detailed reading out loud of all the elements inserted by the DO. The CTR, the TS, and the AS will listen carefully.

Recommended way to read the elements to avoid possible data input errors:

a. Box number: "*one*"
b. Item Group: "*Combined element*"
c. Element called with bonuses or deductions: "*traveling with bonus for mirror*", or "*traveling level 2 reduced to level 1 for three turns*".
d. Possible increments or cancellations of the box (*) which are indicated in the rightmost column.

It is necessary to check the automatic warnings made by the system and modify the * if needed. If this does not correspond to the rules or what the TP said, the DO must press the "stop" immediately to solve it. For this reason, it is recommended to ask the judges to wait five (5) seconds since the "elements authorized" signal appears on their screen until they press, "send marks".

Finally, the CTR gives the order to press "Confirm". The system applies the particularities of the rules and eliminates what is not confirmed.