



UANA TASC JUDGES MANAGEMENT GUIDE

*The UANA TASC **Judges** Management Guide reflects best practices, rules and guidelines developed through our experience as TASC members over our terms of office.*

The UANA TASC Handbook and Competition Management Guides are also part of these legacy documents.

We intend these to be living documents that will see content updated, added to, or deleted as the role and duties of the TASC, and UANA Competition and Judge Management practices change.



JUDGES MANAGEMENT GUIDE

TABLE OF CONTENTS

I. POLICIES AND PROCEDURES	3
A. UANA ARTISTIC SWIMMING JUDGES LIST	3
II. SELECTION OF JUDGES GUIDELINES	4
A. CONFLICT OF INTEREST POLICY	4
B. UANA PAN AMERICAN ARTISTIC SWIMMING COMPETITIONS & PAN AMERICAN GAMES	4
C. PAN AMERICAN GAMES JUDGE NOMINATION CRITERIA (2019)	5
D. PANEL ASSIGNMENT GUIDELINES FOR JUDGES	6
III. FINA EVALUATOR - JUDGES EVALUATION	7
IV. JUDGES UNIFORM	8
V. UANA JUDGES PROMOTION CRITERIA	8
VI. UANA JUDGES RE-CLASSIFICATION PROCEDURES	8
VII. EVALUATION REPORTS	9
FORMS (SAMPLE)	10



I. POLICIES AND PROCEDURES

A. UANA ARTISTIC SWIMMING JUDGES LIST

1. Judges who are on the FINA list of Artistic Swimming Judges are **automatically** included on the UANA list with the same FINA rating. FINA judges **must** be included on the UANA list.
2. In addition, each UANA Member Federation may nominate up to a maximum of five (5) **UANA only** judges to the UANA "G" list (General) category of the UANA Artistic Swimming Judges List.
3. All new Judge nominations and Judge reconfirmations (see forms attached) are to be submitted to the UANA Judges Subcommittee Chair no later than November 1st of the year prior to the nomination being in effect.
4. A Nomination Form (see attached) detailing each judge's experience and qualifications must accompany the nominations and must include the nominee's date of birth, email address and copy of their passport. It is highly recommended that **UANA only** nominated judges should have:
 - a. Completed a FINA Judges Advanced Development School or FINA Certification School and passed the FINA Judges Advanced or Certification Test and / or attended a FINA clinic.
 - b. Have judged a minimum of three (3) National Championships in their Federation.
5. UANA List policies:
 - a. FINA List judges are automatically included on the UANA Artistic Swimming Judges List. The FINA List category will be the same on the UANA List.
 - b. Each UANA judge shall be categorized as "G" or "A".
 - c. Each Federation may have a maximum of five (5) **UANA only** judges on the "G" list, in addition to a maximum of five (5) FINA "G" judges and a maximum of ten (10) FINA "A" judges on the UANA list.
 - d. The Technical Artistic Swimming Committee (TASC) is the only body, which may promote a judge to the "A" category, with each certification subject to ratification by the UANA Executive. Promotion requires a simple majority vote of the TASC.
 - e. Members of the UANA TASC are in addition to the maximum quota of "A" judges allowed per Federation, and are identified on the UANA list as "A-TASC". When such individuals are no longer members of the UANA TASC, two things shall be considered when determining his/her subsequent status as a UANA official:
 - UANA List rating when he/she became a member of the TASC, and
 - Judging activity during his/her term on the UANA TASC.
 - 1) If his/her Federation's quota is at the maximum level, the former UANA TASC member shall be in addition to the quota until a vacancy becomes available.
 - 2) If a former member was not on the UANA Judges list when initially named to the UANA TASC, status shall be determined on the basis of judging activity during his/her term on the UANA TASC.



6. Judges shall remain on the UANA Judges' List until the end of the year in which they reach the age of 65, unless the sponsoring member Federation requests that the name be withdrawn. Each October of every year UANA will send out to every Federation a letter and the necessary forms to nominate and confirm their judges to the UANA Artistic Swimming Judges' List.
7. Each Federation is responsible for completing these tasks annually in order for their judges to remain on the UANA List of Artistic Swimming Judges. All promotions will be based upon Evaluations received.
8. The UANA Artistic Swimming Judges' List will be published on the UANA web page in the Judges Tab. Only the judge's name, Federation, and FINA/ UANA rating will be published to the web site.

II. SELECTION OF JUDGES GUIDELINES

A. CONFLICT OF INTEREST POLICY

1. Judges with a conflict of interest will not be selected for events/ competitions where they have a conflict of interest. The following categories of people are deemed to have a conflict of interest.
 - a. A relative of a Competitor.
 - b. A current Coach of a Competitor (Conflict of a coach is not to stop coaches from judging but only to identify a conflict if there is one – example a coach of a duet in the 13-15 age group).
 - c. A parent, child, sibling or spouse of a Coach of a Competitor.
 - d. A Team Manager or Relative of a Team Manager.
 - e. An inhabitant of the same household of any of a, b, c, or d.

A "Relative" includes step relationships and is any parent, child, sibling, uncle, aunt, nephew, niece, first cousin, grandparent or spouse and a "Coach" refers to any person who coaches figures and /or routines on a regular basis.

Judges must observe the FINA Code of Ethics Section F (Conflict of Interest) and if a judge neglects to declare a situation of a potential conflict of interest, the matter may be referred to the FINA Ethics Panel.

B. UANA PAN AMERICAN ARTISTIC SWIMMING COMPETITONS & PAN AMERICAN GAMES:

1. The Commission approves all judge selections, in consultation with the UANA TASC Judges Subcommittee Chair.
2. In the case of the Pan American Games, the Commission recommends judge selections to the UANA Executive for final approval.
3. The priority, where the selection of judges from a pool of nominees is required, will be to provide the athletes with a group of fair and competent judges to evaluate their performances.



4. All judges considered for selection must be officially nominated by their Federation and on the current FINA/ UANA Judges list.
5. Judges must be available for the full competition dates.
6. Where a nominated judge does not hold the required FINA and/ or UANA Judges rating set forth in the competition bulletins, usage of that judge will be at the discretion of the UANA TASC Judges Subcommittee Chair, with approval by the Commission.
 - a. Judges that have attended a recent FINA Judges Certification School and have passed the Judges Certification Test **will be given first priority in the selection of judges for panel assignments.**
 - b. Judges that are on the current FINA/UANA list but have not attended a FINA Judges Certification School prior to the competition or failed the most recent Judges Certification Test **may be assigned to judge, if needed.**
 - c. If space is available, Judges who are not selected to a judges panel may practice judge and receive an evaluation.
 - d. Judges who are not listed on either the current FINA or UANA list are not eligible to judge or practice judge at UANA competitions.
7. Every effort will be made to balance Zone representation within the selection of judges for a competition.
8. Where available, FINA/ UANA Judges Evaluation records will be used as part of the review and selection of nominees.
9. Unfavorable scores for Bias on a Judge's FINA/ UANA Evaluation record will be a deterrent to acceptance of a nomination.
10. Conflict of Interest may also be a deterrent to acceptance of a nomination. See II.A above.

C. PAN AMERICAN GAMES JUDGE NOMINATION CRITERIA (2019)

1. Judges shall be selected from the 2019 FINA/ UANA lists of "A" Judges. "G" Judges will be considered from Federations who do not have "A" judges.
 - a. To be considered, "G" judges must have judged and been evaluated at a minimum of 2 senior international competitions, with a minimum of 4 Federations attending, in the previous two (2) years. In addition, they must have passed the most recent FINA Judges Certification Test.
2. Selection priority will be given to those Judges who:
 - a. attended and passed a FINA Judges Certification School in 2018 or 2019.
 - b. have been most active as a judge at UANA, FINA or Continental competitions at the Senior level.
 - c. have evaluation ratings in the UANA Judges Database showing they judge without bias.
 - d. do not have conflicts or potential conflicts of interest. See II.A above.



3. UANA Federations are invited to nominate up to 3 judges for consideration.
4. Zone balance will be considered in the selection process.
5. Latest FINA Activity Record is to be submitted for each nominee.

D. PANEL ASSIGNMENT GUIDELINES FOR JUDGES

The Commission approves all panel assignments and substitutions, in consultation with the FINA Evaluator and the UANA TASC Judges Subcommittee Chair.

1. Federations are required to nominate a minimum of 1 judge and a maximum of 4 FINA/ UANA judges for the UANA Championship (see above for Pan American Games requirements).
 - a. Federations not sending a Judge to the UANA Championships will be assessed \$100 fee per Federation up to 8 swimmers plus \$10 per swimmer in excess of 8.
 - b. Federations that do not have a UANA or FINA Judge will not be charged the Officials Surcharge.
2. Where a nominated judge does not hold the required FINA and/ or UANA Judges rating set forth in the competition bulletins, usage of that judge will be at the discretion of the UANA TASC Judges Subcommittee Chair, with approval by the Commission. See II.B.6 above.
3. No judge will be assigned to a panel who has not been nominated by their Federation, unless at the discretion of the Commission.
4. Qualified members of the UANA TASC may be used as judges at any UANA competition, if necessary.
5. Judges from non-participating Federations (Neutral) in the competition will be allowed to judge, with priority given to the judges whose Federations are participating.
6. **For Preliminaries:**
 - a. Every effort will be made to balance Zone representation.
 - b. Every effort will be made to balance panel assignments by Judges' ratings.
 - c. Where two (2) or more judges are present from the same Federation, they will be assigned to different panels.
 - d. Judges from the same Federation will not be seated beside one another wherever possible.
 - e. Every effort will be made to give assigned judges a sufficient number of assignments to allow a comprehensive FINA and/ or UANA evaluation.
 - f. Every effort will be made to give assigned judges a variety of assignments to enhance the FINA and/ or UANA evaluation.
 - g. Feedback from the FINA/ UANA Evaluator may be used in panel assignments as the competition progresses.
 - h. A judge may be asked to practice judge where evaluations are deemed unsatisfactory for one or more events.



7. **For Finals:**

- a. Feedback from the FINA/ UANA Evaluator will be a key variable used in panel assignments, especially regarding Bias.
- b. Guidelines detailed in 6. above will be followed, wherever possible. Though, the desire is to use the best judges regardless of zone or Federation balance or rating level.

8. **Practice Judges:**

- a. Practice judges nominated by their Federations will have 1st priority for practice judging opportunities. Federations are permitted to have one Practice judge per competition and the Host Federation may have two Practice judges. Names of Practice judges must be submitted with the Final entry.
- b. FINA/ UANA “A” list judges are not permitted to practice judge for official evaluation purposes per FINA policy.
- c. Practice judges are expected to follow the conduct guidelines for all judges, including being in uniform, being on time, attending pre-event discussions and post event discussions and not discussing performances and marks during an event and/or between preliminaries and finals.
- d. Nominated judges in excess of the panel needs on a particular event may practice judge if:
 - 1) The competition schedule does not allow them sufficient opportunities to judge to receive a valid FINA/ UANA evaluation; this could be due to a large number of judges in attendance and/or event cancellations.
 - 2) The organizing committee can provide adequate space in addition to the nominated practice judges. Practice judges nominated by their Federations have 1st priority.
 - 3) The FINA/ UANA Evaluator has indicated they must practice judge before being assigned/reassigned to panels.

9. In the event of illness, injury or some other unforeseen circumstance, the UANA TASC Judges Subcommittee Chair reserves the right to assign any judge as needed to any panel to ensure the competition proceeds.

10. Where Bias must be addressed with a judge, the FINA Evaluator, Chief Referee, the Judges Subcommittee Chair and/ or a member of the UANA TASC Commission will speak to the judge in private to address the concerns.

III. FINA EVALUATOR - JUDGES EVALUATION

Evaluation of FINA/ UANA Judges is critical to developing and maintaining a pool of qualified, competent judges to serve at UANA competitions and at FINA competitions.

- A. The UANA TASC annually requests a FINA Evaluator for the UANA Pan American Artistic Swimming Championships by letter to the FINA TASC Honorary Secretary. If the request is approved, the Evaluator is assigned by FINA, with all expenses paid by FINA.
- B. For the Pan American Games, the TASC also requests a FINA Evaluator as above. In the year of the Pan American Games this request for an Evaluator is the priority request from the UANA TASC.



- C. FINA Evaluators must be asked to send the Judge Evaluations from UANA and/ or FINA events to the UANA Judges Database person, so the evaluations can be maintained in the UANA Database as well as in the FINA Database.

IV. JUDGES UNIFORM

The UANA Judges uniform is plain white clothing and white footwear unless otherwise specified in competition bulletins/communications.

- A. **Competition Shirt**: often a competition shirt is provided by the Host Federation/organizing committee. This shirt is typically worn for Final events.
- B. **Pan American Games Uniforms**: are provided by the Organizing Committee and must be worn as per the protocols outlined in the International Technical Officials Manual. Judges may be required to bring specified white clothing and footwear as well.
- C. UANA competitions are held in a variety of facilities both indoor and outdoor; uniform protocol such as shorts or no shorts, open toe or closed toe footwear may change from competition to competition due to factors such as weather, temperature, and requests from the organizing committee. If approved, shorts must be to the kneecap. No tank tops or revealing tops will be allowed.
- D. Where white clothing is the protocol, the judges clothing should not identify them by Federation. The only branded clothing a judge should wear is that provided by the competition host/organizing committee.

V. UANA JUDGES PROMOTION CRITERIA

- A. UANA List judges are expected to attend and be evaluated at a minimum of four (4) competitions over a period of four (4) consecutive years.
- B. Federations with judges on the UANA List should enable them to officiate at competitions where they can be evaluated by a FINA recognized evaluator.
- C. The evaluation process will follow the FINA evaluation process.
- D. The UANA TASC Judges subcommittee should consider the following criteria when reviewing evaluation reports of UANA List judges to be considered for promotion on the UANA List.

From “G” to “A” – to be determined by the UANA Judges Subcommittee.

VI. UANA JUDGES RE-CLASSIFICATION PROCEDURES

To remain on the UANA “A” list, a judge must:

- A. Have attended a FINA Judges Certification School and passed the FINA Judges Certification Test once every four years.



- B. Taken the annual FINA online update exam and passed.
- C. Demonstrate annual activity, which is reported on the UANA Activity Form, required by the UANA TASC Judges Subcommittee.
 - 1. The UANA Activity Report form is sent each October to every Federation and should be returned with the UANA Nomination and Confirmation forms by November 1st.
 - 2. Each judge is required to complete a UANA Activity Report form every year.
- C. Annual activity may include officiating at National Championships, judging at competitions of other Federations, presenting at or attending Judges Training Clinics, either domestically or in another country, judging at International Competitions or acting as a FINA approved evaluator.
- D. Have at least four evaluations of Very Good (5), Good (4), or Satisfactory (3) in a four year period:
 - 1. Evaluations must be from 4 different competitions, of which two must be in the immediate preceding two years.
 - 2. At least two of the evaluations must be from an Evaluator from a country other than that of the judge, with the exception of the FINA TASC members who are FINA approved Evaluators.
 - 3. One of the evaluations must be from a Senior competition and one of the evaluations must be from a large Junior or Age Group competition.
- E. Judges may be reclassified on the UANA Judges List from “A” to “G” for lack of evaluated International activity during four consecutive years in the current quad.

VII. EVALUATION REPORTS

- A. The evaluation data is reviewed and compiled into individual judge’s reports by the FINA Evaluator. See FINA Manual for Evaluation guidelines for FINA Evaluators.
- B. Each report is sent to the UANA Judge’s Subcommittee Chair to include in the Judge’s file in the UANA database, which becomes part of the basis for decisions regarding remaining on the UANA Judges List and/ or for reclassification.
- C. The report serves as constructive feedback for the judge, with the objection of improving International Judging Standards.
- D. The evaluation files will be used to assist the TASC Commission and the UANA TASC Judges Subcommittee Chair in selecting judges for the Pan American Games.



SAMPLE - NOMINATION FORM

Judge Name:

National Federation Code:

Please return this form completed for each judge that you are reconfirming.
Please fill in the name of the judge and the country code at the top of each form.

National Federation:

Full Federation Name	Federation Code

Judge:

Family Name(s)			
First Name(s)			
Date of Birth (dd,mm,yyyy)		Sex (Male/Female)	
Email Address			
UANA List category – For new judges please use the Nomination Form			

Clinics & Schools:

Clinics Attended (FINA, Continental, Others – Dates & Place)	
FINA School (Dates & Place)	Test Result:

Judging Activity:

National Activities	Yes	No
International Activities (Name of the Competition / Dates / Place)		

Signature of the Federation President / General Secretary:

Date:

Stamp of National Federation:



SAMPLE - CONFIRMATION FORM

National Federation Code:

Please return this form completed with the names of **all** the judges that you are confirming, removing and/or nominating to the UANA list. **All** names must appear on this form.

Please fill out an activity report for each judge that you are confirming and a nomination form for new judges.

National Federation

Full Federation Name	Federation Code

LIST OF JUDGES (Tick where appropriate)

First Name	Surname	Cat.	Confirm	Remove

Signature of the Federation President / General Secretary:
Stamp of National Federation:

Date: