

Level II
Data Specialist
Practical Workbook



TABLE OF CONTENTS

| | |
|--|----|
| Candidate Information – Level II Promotion..... | 3 |
| Application for Promotion..... | 4 |
| Section Data Specialists Chair Recommendation..... | 5 |
| Level II Promotion Checklist..... | 6 |
| How do I Progress as a Data Specialist | 7 |
| I Want to Get My Level II Promotion – What do I do?..... | 9 |
| The Data Specialist Checklist..... | 10 |
| Level II Promotion Assessment Sheets (4)..... | 11 |



CANDIDATE INFORMATION – LEVEL II PROMOTION

Name: _____

Address: _____

Date of Birth: _____

Phone: (H) _____

(W): _____

E-mail: _____

Skate Canada #: _____

Section: _____

Occupation: _____

Signature of Candidate: _____

Date: _____

The Workbook with all pages completed and signed as required must be mailed to the Section Data Specialists Chair for Section Recommendation by the date established each year by the Skate Canada Officials Coordinating Committee.

The Section Data Specialists Chair will complete the Recommendation Form and forward to the Skate Canada National Office.



APPLICATION FOR PROMOTION – DATA SPECIALIST

PLEASE PRINT ↓

Name: (Mr)(Ms)(Miss)(Mrs) _____
(first name) (surname)

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: Home _____ Work _____ Fax: _____

Club: _____ Section: _____

Occupation: _____

Skate Canada No. _____ Present DS Category: _____ Since: _____

| ASSIGNMENTS DURING THE PAST TWO YEARS (use additional sheet if necessary) | | |
|---|-------------|----------------|
| Date | Competition | Responsibility |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| CLINICS ATTENDED | | |
| | | |
| | | |

APPLYING FOR: ___ *Introductory* ___ *Level I* ___ *Level II* ___ *Level III*

SIGNED (Candidate): _____ DATE: _____

Mail .. **one copy** of this 2-page form with your completed Workbook to your Section Data Specialists Chair.
.. Your Section Data Specialists Chair will add **CONFIDENTIAL** recommendation and forward all materials for initial appointment to the National Office.

SECTION DATA SPECIALISTS CHAIR'S RECOMMENDATION:

Candidate's Name:

Knowledge of Rules:

Knowledge of Procedures:

Organizational Ability:

Strengths:

Areas Needing Improvement:

Other Comments:

Completed Requirements: YES NO

Appointment Recommended: YES NO

Justification for Recommendation

SIGNED (Section DS Chair): _____ DATE: _____

A copy of this completed form should be retained by the Section Data Specialists Chair. A copy should be given to the candidate.

The original of the Application for Appointment, the Candidate Recommendation Form, and the completed Workbook must be forwarded to the Skate Canada National Office by the due date announced each year.

LEVEL II PROMOTION CHECKLIST

This page forms part of your application for the Level II Data Specialist promotion. Please ensure that the following areas are completed and signed as necessary.

When all tasks are completed, mail your workbook to your Section Data Specialists Chair by the date established each year by the Skate Canada Officials Coordinating Committee.

The Section Data Specialists Chair will forward workbook to Skate Canada.

- Be a Level I Data Specialist for at least two years.
Complete two Level II Section Clinics which include computer applications:
- Clinic #1 Location: _____
Date: _____
Clinic Conductor Signature: _____
- Clinic #2 Location: _____
Date: _____
Clinic Conductor Signature: _____
- Level II Promotion Assessment #1 – Chief or Co-Chief Data Specialist
- Level II Promotion Assessment #2 – Chief or Co-Chief Data Specialist
- Level II Promotion Assessment #3 – Computer Data Specialist/Supervised
- Level II Promotion Assessment #4 – Computer Data Specialist

The candidate for promotion to Level II Data Specialist must submit a minimum of four completed assessment sheets signed by the Chief Data Specialist of the Event. (Note: the Chief Data Specialist must be Level II or Level III. If the Chief Data Specialist does not have these qualifications, another Level II or Level III Data Specialist who is working at the event and who has an opportunity to assess your performance may complete the Assessment Form).

- Application for Promotion
- Level II Questions

I have completed the above requirements and wish to apply for my Level II Data Specialist promotion.

Signature: _____

Date: _____

HOW DO I PROGRESS AS A DATA SPECIALIST?

Introductory Data Specialist

Definition: The Introductory Data Specialist is a “training or trial officiating role”. Participation as an Introductory Data Specialist is meant to provide an introduction to the principles of data assessment.

For designation as an Introductory Data Specialist each candidate must:

- a) Be at least 16 years of age by the time of appointment.
- b) Attend a mandatory introductory training session as set out by the Section Data Specialists Committee.
- c) Successfully assist at a minimum of two competitions with satisfactory assessments from the respective Chief Data Specialists (or alternates).
- d) Be recommended by the Section Data Specialists Committee to continue training to become a Level I Data Specialist requirement.
- e) On successful completion of the Level I Data Specialist requirements, become a member of Skate Canada and submit a signed “Officials Code of Ethics” to Skate Canada.

Level I Data Specialist

To receive promotion to a Level I Data Specialist each candidate must:

- a) Be an Introductory Data Specialist .
- b) Successfully assist at a minimum of two additional competitions with satisfactory assessments from the respective Chief Data Specialists (or alternates)*.
- c) Attend Section Clinic which includes instruction on computer applications, with satisfactory assessments.*
- d) Show a desire to expand knowledge of the functions carried out in the Data control Centre as well as basic computer skills (e.g; mark input and verifications but not setup).
- e) Successfully complete the Level I Data Specialist Workbook including the supplementary workbook questions.
- f) Be recommended for appointment and promotion by the Section Data Specialists Committee.
- g) be approved by the Skate Canada Officials Coordinating Committee.

Level II Data Specialist

To receive promotion to a Level II Data Specialist each candidate must:

- a) Be a qualified Level I Data Specialist for at least two years.
- b) Demonstrate consistent satisfactory performance as a Level I Data Specialist.
- c) Attend two Section Clinics, which include instruction on computer applications, with satisfactory assessments.*

- d) Serve satisfactorily as a "Chief or Co-Chief Data Specialist" in at least two sanctioned competitions, one of which must include combined segments (e.g. two parts).*
- e) Demonstrate the necessary skills to serve as a "Computer Data Specialist" at a minimum of one sanctioned competition under the observation of a Level III Data Specialist.*
- f) Serve satisfactorily as a "Computer Data Specialist" in at least one sanctioned competition.*
- g) Successfully complete the Level II Data Specialist Workbook including the supplementary workbook questions.
- h) Be recommended for promotion by the Section Data Specialist Committee.
- i) Be approved by the Skate Canada Officials Coordinating Committee.

Level III Data Specialist

To receive appointment as a Level III Data Specialist you must:

- a) Be a qualified Level II Data Specialist list for at least two years.
- b) Demonstrate consistent satisfactory performance as a Level II Data Specialist.
- c) Serve satisfactorily as a "Chief or Co-Chief Data Specialist" in at least two sanctioned competitions, one of which must include combined segments (e.g. two parts).*
- d) Demonstrate the necessary skills to serve as a "Computer Data Specialist" at a minimum of one sanctioned competition under the observation of a Level III Data Specialist.*
Serve satisfactorily as a "Computer Data Specialist" in at least one sanctioned competition.*
- e) Serve as a Clinic Conductor for a minimum of one seminar for Data Specialists training.*
- f) Be recommended for promotion by the Section Data Specialist Committee.
- g) Be approved by the Skate Canada Officials Coordinating Committee.

* Effective September 1, 2009, all practical experiences for those seeking promotion to Level I Data Specialist must involve use of the CPC/CSS judging/results calculation systems.

* Effective November 1, 2008, all practical experiences for those seeking promotion to Level II Data Specialist or Level III Data Specialist must involve use of the CPC/CSS judging/results calculation systems.

COMPUTER DATA SPECIALIST (this is not a separate designation):

DEFINITION: The Computer Data Specialist is the person who:

- Is a Level II or Level III Data Specialist.
- Works in conjunction with the Chief Data Specialist.
- Oversees the installation and removal of computer equipment related to the calculation of results...
- Ensures that the correct result calculation procedures are followed and all results are produced in a timely fashion when computer software applications are used.

I WANT TO GET MY LEVEL II PROMOTION – WHAT DO I DO?

1. Obtain the Level II Data Specialist Workbook.
2. Attend two Section Level II Clinics which include computer applications.
3. Attend the minimum number of competitions as outlined under the requirements for Level II. Have a “Level II Promotion Assessment Sheet” completed and signed by a qualified Data Specialist (see page 5) at each of these competitions. There is no maximum to the number of competitions you may attend.
4. Complete the supplementary questions for a Level II Data Specialist (these are available from your Section Data Specialists Chair or Skate Canada and are revised each year).
5. Once you have completed the clinics and your minimum number of competitions with satisfactory results, and the Level II questions, you are ready to apply for Promotion!
6. Ensure that your Candidate Information Sheet and Application for Promotion are filled out.
7. Make a photocopy of your workbook for your records.
8. Mail completed Workbook to Section Data Specialists Chair by the date established each year by the Skate Canada Officials Coordinating Committee. The Section Data Specialists Chair will forward to Skate Canada.
9. The next step is to continue to work at more events and work on further promotions.

Remember – your workbook is your record for promotion – be sure to bring it with you when attending a competition so all necessary information can be recorded.

Above all – it is your responsibility not to lose your workbook!!

THE DATA SPECIALIST CHECKLIST

Before Accepting the Invitation to work at an Event

- Know the dates and confirm your availability.
- Know the categories and indicate to the Chief Data Specialist whether you have any conflicts.

Before You Leave for the Event

- Have reference resources with you (Rule Book, Basic Principles of Calculation and SOV tables).
- Know the arena location, telephone number, and hotel location.
- Know how long it will take to travel – consider distance, traffic and weather conditions.
- Look forward to working with the Data Specialist team and organizing committee.
- Wear warm clothing and footwear if the arena is cold.
- Have an open mind.

Before the Event Begins

- Ensure you are at the arena to start preparing the categories when requested by the Chief Data Specialist.
- Check the schedule to ensure you don't have any conflicts.
- Post the starting orders.
- Prepare all the paperwork for judges, technical panel, ice captains, etc. as instructed by the Chief Data Specialist.

While the Event is in Progress

- Be attentive.
- If at rink side, follow instructions of the Computer Data Specialist.
- If manual, enter marks into the computer as directed and verify with another Data Specialist that all is correct as you have entered.
- Verify with another Data Specialist that the marks are correct as printed from the computer.
- Print proper paperwork for posting results.
- File the paperwork properly or get ready for the next segment of the category.

Before you leave the Arena

- Clean up the Data Control Centre.
- Pack up all the equipment for transportation.
- Thank the committee for their hospitality.

Level II Promotion Assessment Sheet - Event #1
Please leave blank: to be completed by Chief Data Specialist

Candidate's Name: _____

*Please assess this individual's performance carefully with reference to **expected** competencies at this level. This form will be used to assist in determining the individual's readiness for the appointment stated above. Your honest and independent assessment is an important component of the deliberations of the Section Data Specialists committee and the Officials Coordinating Committee. In rating the candidate, please use the four point assessment scale (E = Excellent, G = Good, S = completely Satisfactory, NI = needs improvement). This form is to be returned to the candidate and will be included in their personal appointment workbook. Thank you for your assistance.*

| | E | G | S | NI | Comments |
|--|----------|----------|----------|-----------|-----------------|
| Technical Knowledge: (assess knowledge and application of current rules, etc.) | | | | | |
| Computer Skills: (assess ability to set up and operate equipment, input data, follow appropriate verification procedures) | | | | | |
| Accuracy: | | | | | |
| Interpersonal Relationships: (assess ability to get along with others, overall co-operation) | | | | | |
| Ability to Accept Direction: (assess ability to follow instructions, respond to constructive criticism, demonstrate appropriate initiative) | | | | | |
| Overall Assessment for Introductory Appointment | | | | | |

Please provide any additional comments which you feel are pertinent to the review of this candidate's application for appointment:

Name of Event and type: _____

Name of the Chief Data Specialist: (please print) _____

Chief Data Specialist Level: _____

Signature of Chief Data Specialist: _____ Date: _____

Level II Promotion Assessment Sheet - Event #2
Please leave blank: to be completed by Chief Data Specialist

Candidate's Name: _____

*Please assess this individual's performance carefully with reference to **expected** competencies at this level. This form will be used to assist in determining the individual's readiness for the appointment stated above. Your honest and independent assessment is an important component of the deliberations of the Section Data Specialists committee and the Officials Coordinating Committee. In rating the candidate, please use the four point assessment scale (E = Excellent, G = Good, S = completely Satisfactory, NI = needs improvement). This form is to be returned to the candidate and will be included in their personal appointment workbook. Thank you for your assistance.*

| | E | G | S | NI | Comments |
|--|----------|----------|----------|-----------|-----------------|
| Technical Knowledge: (assess knowledge and application of current rules, etc.) | | | | | |
| Computer Skills: (assess ability to set up and operate equipment, input data, follow appropriate verification procedures) | | | | | |
| Accuracy: | | | | | |
| Interpersonal Relationships: (assess ability to get along with others, overall co-operation) | | | | | |
| Ability to Accept Direction: (assess ability to follow instructions, respond to constructive criticism, demonstrate appropriate initiative) | | | | | |
| Overall Assessment for Introductory Appointment | | | | | |

Please provide any additional comments which you feel are pertinent to the review of this candidate's application for appointment:

Name of Event and type: _____

Name of the Chief Data Specialist: (please print) _____

Chief Data Specialist Level: _____

Signature of Chief Data Specialist: _____ Date: _____

Level II Promotion Assessment Sheet - Event #3
Please leave blank: to be completed by Chief Data Specialist

Candidate's Name: _____

*Please assess this individual's performance carefully with reference to **expected** competencies at this level. This form will be used to assist in determining the individual's readiness for the appointment stated above. Your honest and independent assessment is an important component of the deliberations of the Section Data Specialists committee and the Officials Coordinating Committee. In rating the candidate, please use the four point assessment scale (E = Excellent, G = Good, S = completely Satisfactory, NI = needs improvement). This form is to be returned to the candidate and will be included in their personal appointment workbook. Thank you for your assistance.*

| | E | G | S | NI | Comments |
|--|----------|----------|----------|-----------|-----------------|
| Technical Knowledge: (assess knowledge and application of current rules, etc.) | | | | | |
| Computer Skills: (assess ability to set up and operate equipment, input data, follow appropriate verification procedures) | | | | | |
| Accuracy: | | | | | |
| Interpersonal Relationships: (assess ability to get along with others, overall co-operation) | | | | | |
| Ability to Accept Direction: (assess ability to follow instructions, respond to constructive criticism, demonstrate appropriate initiative) | | | | | |
| Overall Assessment for Introductory Appointment | | | | | |

Please provide any additional comments which you feel are pertinent to the review of this candidate's application for appointment:

Name of Event and type: _____

Name of the Chief Data Specialist: (please print) _____

Chief Data Specialist Level: _____

Signature of Chief Data Specialist: _____ Date: _____

Level II Promotion Assessment Sheet - Event #4
Please leave blank: to be completed by Chief Data Specialist

Candidate's Name: _____

*Please assess this individual's performance carefully with reference to **expected** competencies at this level. This form will be used to assist in determining the individual's readiness for the appointment stated above. Your honest and independent assessment is an important component of the deliberations of the Section Data Specialists committee and the Officials Coordinating Committee. In rating the candidate, please use the four point assessment scale (E = Excellent, G = Good, S = completely Satisfactory, NI = needs improvement). This form is to be returned to the candidate and will be included in their personal appointment workbook. Thank you for your assistance.*

| | E | G | S | NI | Comments |
|--|----------|----------|----------|-----------|-----------------|
| Technical Knowledge: (assess knowledge and application of current rules, etc.) | | | | | |
| Computer Skills: (assess ability to set up and operate equipment, input data, follow appropriate verification procedures) | | | | | |
| Accuracy: | | | | | |
| Interpersonal Relationships: (assess ability to get along with others, overall co-operation) | | | | | |
| Ability to Accept Direction: (assess ability to follow instructions, respond to constructive criticism, demonstrate appropriate initiative) | | | | | |
| Overall Assessment for Introductory Appointment | | | | | |

Please provide any additional comments which you feel are pertinent to the review of this candidate's application for appointment:

Name of Event and type: _____

Name of the Chief Data Specialist: (please print) _____

Chief Data Specialist Level: _____

Signature of Chief Data Specialist: _____ Date: _____