Level III

Data Specialist

Promotion Workbook

Logo, icon

Description automatically generated

**I Want to Get My Level III Promotion – What Do I Do?**

1. Be a qualified Level II Data Specialist for at least one year.
2. Obtain the Level III Data Specialist Promotion Workbook.

**The following must be completed prior to application with this workbook being required as part of application**

1. Serve satisfactorily at a minimum of three competitions as a level II data specialist, with at least two in the role of Chief or Co-Chief Data Specialist, and at least one in the role of Computer Data Specialist with assessment by a qualified data specialist. There is no maximum to the number of competitions you may attend.
2. Record the competitions that you attend in your Summary of Activity.
3. Receive recommendation from your section data specialist committee for application of promotion.
4. Apply for, and be accepted to sit for practical examination for Level III Data Specialist promotion.
5. Once the above is complete you are ready to apply for promotion.
6. Ensure that your application for promotion and summary of activity are completed.
7. If you do not have an electronic copy of your assessments scan or photocopy them for your record.
8. Submit full package to the Skate Canada National Service Centre for review to be approved by to sit for practical examination at the Skate Canada Challenge. The format of the exam will be approved on an annual basis.

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

**Above all – it is your responsibility not to lose your completed Assessments!**

For the most recent requirements for promotion be sure to consult the [Officials Assignment and Qualification Procedure](https://info.skatecanada.ca/index.php/en-ca/procedures/138-officials-appointment-and-qualification-procedure.html)

**Application for Appointment – Level III Data Specialist**

*The workbook with all pages completed must be submitted to the Section Data Specialists Chair for review by committee for promotion.*

Name:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(first name) (last name)*

Address:

City:       Province:       Postal Code:

Phone:       Email:

Club:       Section:

Skate Canada No.

**Summary of Activity**

|  |  |  |
| --- | --- | --- |
| Assignments During the Past Two Years (use additional sheet if necessary) | | |
| Date | Competition | Responsibility |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Clinics Attended | | |
|  |  |  |
|  |  |  |

|  |
| --- |
| **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:Click here to enter a 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 Service Centre by the due date announced each year.*

Level III Data Specialist Checklist

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

Assessments (at least 2 in role of Chief or Co-Chief and at least 1 in role of Computer Data Specialist)

Assessment #1

Assessment #2

Assessment #3

Summary of Activity

DS Chair Recommendation

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

Signature:

Date: Click here to enter a date.