

**FISAF Sports Aerobics and Fitness  
International Fitness  
Judges Certification Program  
(IFJCP)**



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# 1 Introduction

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Dear Prospective Judge!

We thank you for taking an interest in the process of Shadow Judging (training to become a FISAF Internationally Certified Sports Aerobics or Fitness Teams Judge). We are here to ensure that your international training and certification is successful and enjoyable.

We trust that you will find all the information you need to get started within this document. If you have questions regarding the International Fitness Judges Certification Program (IFJCP), or any other aspect of our organization, please don't hesitate to contact us through our Technical Committee;

Fisaf International Sports Aerobics and Fitness Technical Committee;

Chair, Tanya Houpt – [haupt@xtra.co.nz](mailto:haupt@xtra.co.nz)

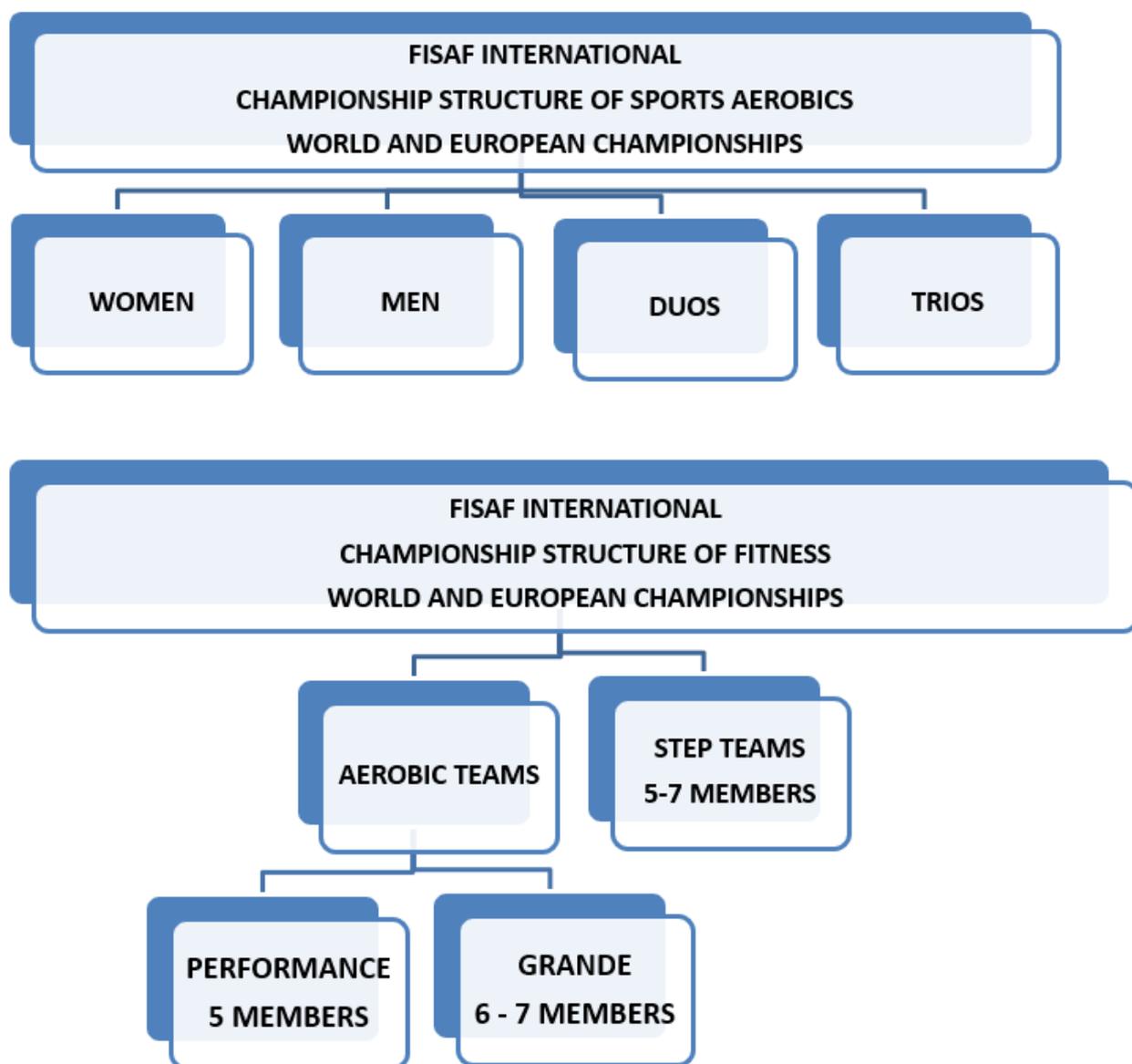
Vice Chair, Jana Hajkova – [hajkova.janicka@seznam.cz](mailto:hajkova.janicka@seznam.cz)

Good luck!

Technical Committee of Sports Aerobics and Fitness  
FISAF International

## 2 FISAF International Competition Structure

FISAF International is an international independent, democratic and non-profit federation dedicated to the development of sports and the fitness industry on an international level.



### 3 The International Fitness Judges Certification Program (IFJCP)

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#### **IFJCP Vision**

Our mission is to ensure there is a trusted, consistent, and high level of adjudication for Sports Aerobics and Fitness, at all FISAF International Championships.

#### **How**

- Ensure FISAF International is a reputable and attractive organisation that attracts International Judges
- Assist with the education and training of Shadow Judges in preparation for routine evaluation at international level
- Use a time efficient online theory testing system with an instant result
- Use a personal practical certification system that results in a Shadow Judge learning exactly what is required and expected when judging
- Focus on the 'application' of a ranking in a real-time situation

## 4 Goals of the International Fitness Judge Certification Program (IFJCP)

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- To educate, support, and develop Judges
- To gain the trust and respect of coaches and athletes when judging routines
- To ensure a consistent high level of adjudication at International Events
- To assure quality, unbiased critique
- To teach the knowledge and understanding of the level of skill and dance required for a routine
- To certify judges to fulfill the purpose of the IFJCP
- To provide competent judges for all sanctioned events
- To increase membership in the IFJCP
- To promote Sports Aerobics and Fitness among coaches, choreographers, judges, and athletes
- To respond to the needs of the association with integrity, transparency and enthusiasm
- To seek and use resourceful methods of partnering with anyone who might contribute to the growth of the association.

## 5 Why Become a Sports Aerobics or Fitness Teams Internationally Certified Judge?

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There are several ways an individual can become involved in our organisation and also to serve the Fitness community. One of the best volunteer activities is judging; it is a wonderful way to impart knowledge and help new and experienced athletes achieve their goals. It is also an incredible learning experience and a great way to meet new people. For former athletes and coaches, judging is a good way to be an active participant in the sport, even after they have stopped competing.

Although judging is a rewarding activity, it is also a big commitment. Judges are dedicated, spending countless hours studying, practising, actually judging competitions and giving feedback to coaches and athletes. Because it is a volunteer activity, be sure you are prepared to put in the time, money and effort to be the best judge you can possibly be. If you do that, you are sure to have many memorable experiences.

Becoming a judge increases the sense of involvement in the sport which may last for many years. Judges feel that judging is a way to make a contribution to the sport they love. There is much more to being a good judge than just being able to identify the elements of a routine.

### 5.1 What makes a good International Judge

1. A sincere desire to be of part of the competitive Fitness culture. Dedication is essential because all judges must spend hours studying and furthering their judging education — not only when working toward competitions but for as long as they continue to judge. They must be willing to spend a lot of time judging both tests and competitions, as well as keeping up-to-date with the rules, whether through self-study, attendance at workshops or completion of online education. Judges must also have the desire to serve in a manner that upholds and improves judging standards.
2. Ability to make an independent decision. At the forefront is a person's ability to judge objectively and not be influenced by others or circumstances.
3. Non-emotive temperament and ability to handle stress. Judges often find themselves being judged by others, which can be stressful at times. A good judge must be able to control their emotions, even after being challenged. Tact is also critical in becoming a good judge; it dictates how a judge may handle disgruntled parents, upset athletes or confrontational coaches.

### 5.2 How to become an International Judge

Anyone wishing to become a certified International Judge will need to follow a process called Shadow Judging. This involves an online theory exam and a practical exam taken at either the European or World Fitness Championships. The first step to becoming a Shadow judge is to make sure you meet the minimum criteria as follows:

1. You must be at least 21 years old
2. You must be nominated and endorsed by your FISAF country member using the official application form; <http://www.fisafinternational.com/en/ABOUT/judges-nomination>
3. You must have a good oral and written command of the English language and be fluent in communicating in English
4. You must have at least five years judging experience at National level, preferably as a Lead and Head Judge.

## 6 The Shadow Judge Process

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### 6.1 Prior to the competition

1. An online theoretical exam needs to be completed within six months prior to the competition you are nominated for;
  - a. For Sports Aerobics there is one online exam
    - i. Multiple choice format to be completed in 180mins
  - b. For Fitness Teams there is one online exam
    - i. Multiple choice format to be completed in 90mins
2. These online exams are supervised by an official, assigned by the Technical Committee in consultation with the country member, who can supervise the exam in person, via skype or a similar method (date and time of online exam will be assigned by Technical Committee)
3. The theoretical exams must be passed with 70% or more before continuing the process
4. The questions for this portion of the examination have been drawn from the Sports Aerobics and Fitness Rules & Regulations and appendices plus knowledge gained with the required length of experience
5. The process is for either Sports Aerobics or Fitness Teams, not both.

### 6.2 During the competition the Shadow Judge is required too;

1. Attend any judging workshops held before the European or World Championship begins
  2. Act as a panel member and be present for the entire duration of the competition
  3. Sign a Judges Agreement and adhere to the Judges Code of Ethics
  4. Be present for all judges meetings and competitor feedback sessions
  5. Be present for all official meetings
  6. Attend all competition sessions, judging them as an actual judge, on a panel which is the practical exam
- N.B. The rankings given by the Shadow Judge are submitted only to the Trainer (Head Judge or Technical Committee member) and are compared to the scores of the actual panel. This occurs after each round of competition

Verbal discussion is also considered and reviewed to determine the knowledge of the rules, application of a ranking and the ability to provide constructive feedback

A pass of 80% or more is required for the practical exam and the result will be given verbally at the end of the competition

### 6.3 What happens if I pass both the Theory and Practical Exams

1. A written result of the exam will be sent to the Shadow Judge and the Country Member

2. A certificate of achievement will be sent to the Shadow Judge by FISAF International Head Office
3. In case of positive results (70% or more passed for theoretical exam and 80% or more passed for the practical exam) the Judge will be able to be nominated as an actual panel member for future International Competitions.

#### 6.4 What happens if I do not pass the Theory Exam

1. Your 'trainer' will assist you to revise the questions that were incorrect
2. You can resit the Theory exam a maximum of three times within the time frame given of six months prior to the competition you wish to be nominated for
3. If you do not pass this Theory exam after the third attempt then you must wait for the next year to do so

Remember you can not continue with the Shadow Judge process if you do not pass the Theory Exam!

#### 6.5 What happens if I do not pass the Practical Exam

1. Your 'Trainer' will be available for contact and will give feedback and tools to help you with the practical exam
2. You may resit this exam a maximum of two times
3. The resit can be done at the next International competitions
4. If you do not pass the Practical exam after the second attempt then you must start the process again beginning with the Theory exam the following year

## 7 Ethics in Judging

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This section describes specific ethical issues as they apply to judging. As mentioned previously, a Judge must give a fair and educated assessment of a performance on the day of the event. Other factors past or future should not intervene in the evaluation on that day. Bias in judging - in either a positive or negative sense - must be avoided. Honest, fair treatment by the judges will be respected. It's vital that the reputation of a Judge not be compromised as the effects can be long lasting with future marks, that a Judge gives, being viewed negatively.

### **Ethical considerations**

- A Judge should avoid making personal comments on routines, the outcome is a panel decision, not an individual one.
- Never discuss your scores or another Judge's scores with an athlete or coach and do not try to discern what another Judge has evaluated. Remarks made to one person may be misunderstood or taken out of context when repeated to others so avoid questions of athletes or coaches.
- Feedback is to be given under the direction of the Head Judge and with other panel members present.
- The reputation or previous ability of the athlete is not relevant on competition day. A Judge will judge what they see on the day rather than by expectation of an athlete or a coach.
- A Judge will always judge to the criteria rather than personal opinion.
- Avoid any rare circumstance where another Judge, in violation of judging ethics, may try to influence your decision. These circumstances and any other more serious attempts to influence your judging are among the most difficult situations to handle in judging. Just remember - you must make an independent and unbiased evaluation and come to your own final decision regarding a performance, according to Rules & Regulations. During a judges panel discussion however, you have the ability to express your opinions about each performance, according to the criteria.
- Do not make personal remarks about an athlete to other Judges as these types of comments may inadvertently influence the evaluation of that athlete.

## 8 Fees

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The Candidate pays the following fees for the examinations;

International theoretical online examination:

- Fitness Teams, 25 Euro
- Sports Aerobics, 25 Euro

International practical examination:

- Fitness Teams, 25 Euro
- Sports Aerobics, 25 Euro