



**SKATECANADA**  
ALBERTA-NWT/NUNAVUT

# **Competition Reference Manual**

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# Competition Reference Manual

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All Skate Canada: Alberta–NWT/Nunavut Section Events will be conducted in accordance with the regulations as set forth in the Skate Canada Rulebook. If not specifically stated otherwise in this document, the normal regulations governing skating will apply as indicated under the Competitions section of the Skate Canada Rulebook, .For more information, visit the [Skate Canada Info Centre](#).

## **Part A: Competition Bid Process**

There are restrictions as to the number of events that may be held within any Skate Canada: Alberta-NWT/Nunavut Region, therefore it is necessary for all events to be coordinated through the Skate Canada: Alberta-NWT/Nunavut Competition Committee as per the competition bid process.

### **Decision to Host a Competition**

All Skate Canada: Alberta–NWT/Nunavut clubs/skating schools in good standing are eligible to bid for a sanctioned Section competition. Information on types of competitions, responsibilities of the host club, etc. is available from several sources such as the Section Office, Region Representatives and Section Competition Committee Lead. Additional details can also be found in the Technical Representative Manual, the Skate Canada: Alberta-NWT/Nunavut General Technical Package and other manuals found on the Section Website > Events > Competition Resources.

Competition types include:

- Section Awarded: Sectional Championships, STARSkate & Adult Championships and Mountain Regional Synchronized Skating Championships
- Competitive, Combined, and Synchronized Skating Invitationals
- STARSkate Invitationals: Edmonton Region, Calgary Region, South Region, Central Region, North East/North West Region, Peace Region, and NWT Territorials
- Other events: Alberta Winter Games Runoffs, Arctic Winter Games Runoffs

### **Submission of Bid Applications**

The due date for applications will be included in the Competition Bid Form. If the recommended dates for competition bids are not available due to local ice planning policies, proposed dates must be submitted. Late competition bids may be accepted at the discretion of the Section Competition Committee.

### **Section Approval**

The Section Competition Committee Lead will develop a proposed events calendar based upon the needs of our athletes in consultation with athlete development. The events calendar must be presented to the Board of Directors for approval. Section sponsored events (Sectionals, Mountain Regionals, and STARSkate & Adult Championships) will be announced during the Section AGM. The events calendar must include dates and locations of all competitions.

### **Awarding of Competitions**

Once the events calendar has been finalized and approved the Section office will email confirmation letters to host clubs notifying them of the event they have been awarded. The approved events calendar will be posted on the Section website. The purpose of producing an overall event calendar is to allow for better planning among officials and advance notice of events to skaters, coaches and clubs. Once set, the events calendar grid will only be revised in extenuating circumstances.

## Part B: Pre-Event Planning and Tasks

### Sanction

Through the confirmation letter, host clubs will be directed to submit the completed competition sanction form (found on the Section website) and submit the sanction fee to the Section office in order for their competition sanction to be processed and approved. The sanction form and accompanying fee should be submitted via email to: [events@skateabnwtun.ca](mailto:events@skateabnwtun.ca).

### Key Positions

Several key positions are appointed by various Section Committees and/or application processes to assist the local hosting committee.

#### TECHNICAL REPRESENTATIVE

The Officials Coordinating Committee along with the Competitions Committee will select Technical Representatives through an application process. Technical Representative application guidelines and forms are found on the Section Website. The Technical Representative is the chief organizer of the competition. The duties of the Technical Representative will be in accordance with Skate Canada rules and guidelines as outlined in the Technical Representative Manual. The Technical Representative **must** be invited to all host committee meetings.

If it is necessary, the Technical Representative (if a judge) may also be appointed as a Judge for an event. If this is the case, the title of this person should be "Chief Referee".

#### CHIEF DATA SPECIALIST

The Section Data Specialists Representative will appoint a Chief Data Specialist for each competition. The requests of the Chief Data Specialist must be followed with regard to the accounting aspects of the competition. The Chief Data Specialist should be included in host committee meetings whenever possible.

### Event Host Committee

The host club may set up a Competition Committee with the following members. Depending on the size of the competition and the number of entries expected this guide may be altered accordingly. It is at the clubs discretion if all the following positions are required.

- Competition Chair or Co-Chairs
- Technical Representative (appointed)
- Chief Data Specialist (appointed)
- Secretary/Treasurer
- Registration Chair
- Operations Chair
- Ice Chair
- Volunteer Chair
- Music/Announcer's Chair
- Hospitality Chair
- Awards Chair
- Publicity and Fundraising Chair

- Accommodations Chair

See Appendix A for duties of the various positions.

### **Confirmation of Facilities**

Once a club has been awarded a competition by the Section they must secure their ice time as well as all additional rooms in the facility required to accommodate the competition. Required facilities vary by competition, but generally include the following:

- Ice surface(s)
  - Adequate electrical for computers, live streaming, music etc. When using CPC with computers there should be separate circuits available.
- Internet hardline service with sufficient bandwidth (if live streaming the competition)
- Dressing rooms
  - The number of required dressing rooms vary per event. Speak with the competition Tech Rep to confirm the requirements for your event.
- Music systems
- Data Control Centre
  - A lockable room with good lighting in close proximity to the Officials room and the ice surfaces with multiple electrical outlets
- Officials Hospitality room
- Volunteers room (optional)
- Coaches Room (optional)
- Lobby area for Registration
- Space for posting results and presenting awards

It is also necessary to identify host hotel(s) for the competition, securing the best hotel rates and block booking rooms. As most Officials will be sharing a hotel room, all rooms MUST have two queen beds (one bed and a pull out couch is not acceptable). Some officials will request their own room, in which case they will pay half of the cost. Since events usually begin early in the morning, arrangements must be made to ensure that breakfast is served early enough to allow skaters and Officials to eat prior to departure to the arena.

### **Planning**

#### **Budget**

It is important to develop a budget for the competition to ensure that all costs are considered and that the financial objectives of the competition are achieved. The budget is also used to determine the appropriate competition registration fees as part of the Announcement and to support post-event reporting to the Section. Each event earning above \$5000 profit is susceptible to a 15% levy from the Section. See Appendix B for a sample budget.

#### **Publicity and Fundraising**

Activities include:

- Advertising with the media
- Arranging for local newspaper coverage, pictures of winners etc.
- Arranging for event sponsorship
- Competition Program (if applicable)
  - Sale of advertising
  - Arrange printing of the program.

- "Sanctioned by Skate Canada: Alberta-NWT/Nunavut" must appear on the cover along with sanction number.
- A note regarding the prohibited use of flash cameras, during event warm ups and event should appear somewhere in the program.
- Arranging for a boutique (selling of skating paraphernalia, flowers, etc.) in the arena lobby and a raffle table. **Note:** Vendors may not conflict with Section sponsors for Section run events. Please confirm vendors with the Section office prior to the competition for section run events.

### **Volunteers**

The number and type of volunteers required to run the competition should be determined and positions filled well in advance of the competition. See Appendix C for a list of volunteer positions and duties.

### **The Announcement**

In consultation with the Technical Representative, the host committee will be required to submit all required information to complete the announcement to the Central Online Registration Coordinators at [skateabreg@gmail.com](mailto:skateabreg@gmail.com). A Central Online Registration Coordinator will be assigned to your competition and will contact the host club. Forms with the required information may be found on the Section website or by contacting [skateabreg@gmail.com](mailto:skateabreg@gmail.com).

### **Deadlines Prior to the Competition Dates:**

- ✓ 18 weeks prior: The information required for the announcement will be sent to each host committee from the Central Online Registration Coordinators
- ✓ 15 weeks prior: Host Club submits required information to the Central Online Registration Coordinators at [skateabreg@gmail.com](mailto:skateabreg@gmail.com)
- ✓ 13 weeks: The Central Online Registration Coordinators will send the completed announcement to the Section Competition Committee Lead for approval. Including the Section office, host club and Tech Rep for final review
  - If changes are suggested by the Section Competition Committee Lead or made by the host committee, the announcement must be resubmitted for approval before distribution.
- ✓ 12 weeks prior: The announcement will be posted on the Section website and it may also be printed and distributed by the host committee.

8 weeks prior: The registration will close with 5 days of late registration (determined by host club and Tech Rep)

### **Competition Registration**

Registrations for all competitions will be completed through the Section Central Online Registration System. Host committees will be responsible for sending their Bambora payment information to the Central Online Registration Coordinators, such that all funds can be directly collected by the club.

After the closing date of entries, the Central Online Registration System Coordinators will send the final file of entries to the Technical Representative and Officials Coordinating Committee for preparation of the schedule and flights and to the host committee. Once finalized, the Technical Representative will distribute the event schedule to the Section office as well as to host committees. Entries must be forwarded to the Chief Data Specialist at least 3 weeks prior to the event by the

Technical Representative. Additions/changes/deletions to registrations must be done in a separate email or by phone and sent to the Technical Representative who will then forward the changes on the change sheet for registrations to the Chief Data Specialist and the Section office if reposting of the flights and/or schedule are necessary.

### **Event Schedule**

Unless prior approval is granted by the Section Competition Committee Lead, officials will not be scheduled on Thursdays at Invitational competitions.

For competitions that anticipate a large number of entries, suggestions to remain within the guidelines are as follows:

- The host club, in conjunction with the Technical Representative, may place a restriction on the number of events entered by one skater. (i.e. maximum 1, 2 or 3 events per skater or limit the number of entries per category)
- Host clubs may refer to the Section General Technical package for events which skaters are precluded from
- The host club and Technical Representative should prepare a draft schedule in advance which will determine how many entries they can accept for each event or for the entire competition
- It is recommended to limit the number of events entered rather than cancel events so the maximum numbers of skaters are able to compete

The final detailed schedule is developed by the Technical Representative and the OCC following guidelines in the Technical Representative Manual found on the Section website and should be completed approximately 4 weeks prior to the competition. The Technical Representative is responsible to ensure that the schedule is sent to the Section office for posting on the website.

### **Officials**

All officials must be on the Skate Canada Officials list as a registered official and meet the qualifications for a competitive judge.

- The Technical Representative or Chief Referee is in charge of obtaining Judges for the competition.
- If applicable, the Section Technical Panel Representative will obtain the Technical Panel Officials.
- The Section Data Specialists Representative will assign the Data Specialists.

Judges in training (trial judges) may be in attendance at the competition. While they do not meet the criteria of an Official, they should be offered access to the hospitality room. Data Specialists in training are taking the place of a qualified Data Specialist and these individuals are considered Officials.

The host committee is responsible for all Officials' expenses related to the competition. This includes:

- Data Specialists
- Judges
- Technical Panel
- Event Technicians (Music).
- Live Streamers (Required for the Fall Invitational, Calgary Winter Invitational, Sunsational Invitational and Wild Rose Invitational)

If the host committee is purchasing gift certificates as Thank You's for Officials, a minimum of \$50 per

day is recommended. (Note: Tech Reps, Chief Data Specialists and the Data Specialists put in many hours before the actual competition takes place and this should be taken into consideration when giving honorariums.)

### **Equipment and Supplies**

There is a significant amount of equipment and supplies necessary to run a competition. Certain items can be provided by the Section to avoid duplication across clubs. Requests to use the Section competition equipment should be made via the Competition Equipment Rental Request Form, available on the Section website (<http://skateabnwtun.ca/events/competitions/competition-resources/>). Section events (Sectionals, STARSkate & Adult Championships, Mountain Regionals) have first priority for use of the equipment and supplies. Equipment supplies will be available to other club competitions on a first come, first served basis. Check with your local Region Representative to see if they have competition supply boxes available.

Equipment and Supplies available from the Section include:

- Podium
- Pillows/blankets
- Flags/Flag Stands
- Event Supply Bin (clipboards, music, medal pillows)
- Music Organizer Stands (including baskets and category labels)
- Officials Stand Table Skirting (For two Officials stands)
- Black Table Clothes (15)
- Result Wall Signage
- Event Signage (a detailed list can be provided by the Section office)
- Manual Judging System
  - Headsets
  - Data Specialist Computers
- Rink-side Judging System
  - Headsets
  - Data Specialist Computers
  - CPC Judging System with Laptops
- Music Equipment/Live Streaming
- Walkie Talkies

### **Transportation of Equipment:**

It is the responsibility of the host committee to arrange personnel to load the equipment at the Section office, pick-up, drop off and unload all equipment requested for each competition. If the host committee prefers to ship the equipment, shipping costs are the responsibility of the host committee. Equipment must be returned to the Section office within 2-3 days of the completion of the event.

### **Equipment Rentals**

Rental fees apply for the use of the Manual Judging System, Rink-side Judging System, and the Music Equipment. Host committees must notify the Section office of their intent to use the Section music equipment, such that an Event Technician can be secured for the event. The music equipment may not be rented if an Event Technician is not available to attend the event. The Event Technician will attend and set up the equipment and ensure that volunteers are properly trained to assist in operating the



equipment. Live Streaming equipment may be requested for competitive and combined invitationals. If the Section Music Equipment is not used, the host club must provide the following (per arena):

- 2 CD players
- Microphone
- PA System

Required equipment and supplies for the Data Control Centre include:

- large garbage can
- tables and chairs
- photocopier – high speed, collates, 30-40 pages per minute
- extra extension cord
- power bar
- standard stapler; staples
- staple remover
- 11 x 14 brown envelopes
- pencil sharpener - electric
- 30-40 letter sized clipboards
- HB pencils with good erasers (# to be determined by the Chief Data Specialist)
- 3 - 4 red pencils
- scissors, ruler
- paper clips, green painters masking tape
- white correction fluid (white out)
- good, fine point, blue felt pen for signing results
- photocopy paper (amount to be determined by the Chief Data Specialist)
- one package of legal size paper yellow paper for posting results
- 2 stop watches

This list may change depending on the individual requirements of the Chief Data Specialist. **It is highly recommended that the host committee obtain the region supply box. Confirm with your respective region as to what the supply box specifically provides.**

**Region supply boxes may contain:**

- pens
- highlighters
- paperclips
- pencils
- erasers
- red pencils
- masking tape
- packing tape
- scotch tape
- binder clips
- push pins
- rubber bands
- rubber thimbles
- pliers

- stopwatches
- rulers
- calculators
- scissors
- staplers
- power bars
- electric pencil sharpener
- 3-hole punch
- star 1 creative cd's
- hanging file folder stands
- hanging file folders
- lined note pads
- envelopes
- results/announcer binders

### **Awards**

Host committees may purchase medals through their own local supplier.

Ribbons for STAR 1-3, Introductory Interpretive and Beginner I & II Synchro events must be ordered through the Section office. The order forms for medals and ribbons can be found on the Section website (<http://skateabnwtun.ca/events/competitions/competition-resources/>). The Technical Representative should provide input to the number of ribbons and medals being ordered.

### **Officials Stands**

It is recommended an officials stand be provided that will place the Judges and Technical Panel at the edge of the ice surface and sufficiently high enough that any plexiglass panels around the boards will not affect vision. The view of the entire ice surface must not be impeded.

The stand should be sufficiently long enough to enable each official to have a separate chair for his/her use with enough space to enter and exit behind the table. Space along the stand should be provided for the Referee of the panel and the Assistant Referee (if applicable). Host committees must work with the Technical Representative to confirm the number of officials on each panel.

As the Judges and Technical Panel will spend a great deal of time on the stand, it is advisable to have reasonably comfortable seating provided. It is recommended that padded chairs be used. If there is no heating near the officials, space heaters and/or blankets should be provided.

See Appendix D for Officials stand example layout.

Other equipment includes walkie-talkies for communication between the announcer/music room and officials in each arena may be provided by the Section as requested.

## Part C: The Event

### The Day before the Competition

The following tasks should be completed the day before the competition:

- Pick up equipment and supplies from Section office, Region Representative and other suppliers as appropriate
- Ensure all facilities are ready
- Re-confirm all volunteers
- Result wall headings should be printed for the Results Posting area (if Section result wall labels are not being used)

The Data Specialists begin work, setting up the Data Control Centre and preparing for the competition. If the facility is available, the officials stands should be constructed. Any other set up and testing work that can be done in advance should be completed if possible to minimize problems on the day of the competition.

**Note:** The setup process will be dependent on the competition schedule. The host committee should work with the Technical Representative and the Chief Data Specialist to determine the schedule for setup.

### The Competition

The Technical Representative is responsible for monitoring event progress against the competition schedule. If the competition is running ahead by more than 45 minutes the start of the next event should be delayed for an appropriate length of time to get back on schedule. Start orders will be provided by the Data Control Centre for posting in the Results Area at the beginning of each day. Copies will also be provided for the Announcers, Music Players and Ice Captains (as well as Event Technicians and/or Live Streamers if attending).

Parents and/or coaches should be permitted to photograph and video their own skater during the event/warm ups. No **flash** photography is permitted at any time.

### Registration

Register skaters and coaches upon arrival for the competition. A registration table should be easily accessible upon entering the arena. A list of skaters in each event will be provided by the Data Control Centre. Collect music CD's. Have a sign in/sign out sheet for the competitors to initial when handing in and picking up music CDs. Once all music CDs have been received, they should be placed in individual boxes according to events and passed on to the Music Committee or Event Techs for care and control. Have a designated area for music and skater detail sheet pick up at the end of each event and inform the announcer of the location.

### Announcing, Music and Timers

An announcer is required for each event and works under the direction of the Event Referee. The Referee will inform the announcer of the length of the warm up and when the one-minute notice prior to the conclusion of the warm up will be given. The Announcer must have current information for each event including, order of skate, scheduled floods/interruptions, corporate/local sponsor information and "Thank You" to all event officials and host committee.

**Announcer scripts for all categories are available through the Section Office.** Guidelines should be

photocopied and provided to each Announcer. Please contact the Section Office to determine if there are script templates available.

One Music Operator is necessary for each event. The operator should ensure that competitors' CDs are in start order in plenty of time for each event. The music should be started as soon as the competitor has assumed their starting position.

Timers are required at the discretion of the Technical Representative. The Referee can also time the events so Timers may not be required. One Timer per event is required to time the length of the programs. The Referee will give instructions as to the length of the program and the point in time he/she wishes to be notified. Timing begins when the skater begins to MOVE or SKATE. If timing the warm up, the Referee will specify the time allowed and should be notified when there is one minute remaining in the warm up. The Timer should inform the Referee if the program is less than minimum length or more than the maximum length.

### **Ice Captains**

There should be two Ice Captains per arena, one in the dressing room and one at the entrance to the ice. The Ice Captains should check skaters' names as they arrive for their event and ensure that, once the skater has checked in, they are aware of where the skater is so that they do not miss their warm up or event.

If the skater has not checked in 10 minutes prior to their event, the Ice Captain should check with registration and then notify Technical Representative.

### **Medical Personnel**

Qualified medical personnel are required for any competitive pairs and dance events and all synchronized skating events. All arenas should be equipped with appropriate medical supplies, including a fracture board and AED.

### **Awards**

Medals and ribbons should be presented as the event progresses to allow skaters who are finished, to go home. If you are using two venues, you should have medal presentations in each venue. The lobby or off ice designated area is sufficient for presentations. The following process should be followed:

- Skaters should be clothed in skating attire including skates.
- For STAR 1-3, ribbon recipients should be called to the podium by their starting order. Do not announce the type of ribbon, only the skater's name.
- Medal winners should be called to the podium in the following order: Bronze medalist, Silver medalist, and Gold medalist.
- Ideas for potential presenters include:
  - Gold – Local V.I.P.
  - Silver – Local V.I.P./Host Event Chair/Committee Member
  - Bronze – Referee of the Event/Committee Member/Regional Representative

Podium photographs should be permitted by the parents, etc., while the winners are standing on the podium. Should the competition have an official photographer it is advisable to allow the photographer to take a picture at the podium. It should be noted that the picture taking should not add time to the presentations as it takes away from the competition.

## Officials

### Meals

A separate meal room or area is best, since not all officials will be eating at the same time. Hot meals are preferable. The judging schedule is usually ongoing which means that while one panel is on the ice, another may be on a break. It is best to have meals that can be set out for a couple of hours at a time.

Check with your Technical Representative to confirm the best times for meals so all officials have time to eat. For early morning sessions, hot beverages (coffee, tea, hot chocolate etc.) and juice, muffins or pastries should be available prior to the first morning event. Snack items should be available throughout the day at the arena. For example: cheese and crackers, fruit, veggies and dip, dainties, etc., as well as hot and cold beverages. As officials schedules often overlap meal times it is recommended that hot food always be kept available for those who are not free during the meal time. Due to food service regulations, hot meals must be prepared in an approved facility. Local caterers may be used who provide this service.

See Appendix E for meal suggestions.

### Expenses and Honorariums

The Technical Representative is responsible for providing expense forms for the Officials. Officials are to be compensated for all travel expenses at the mileage rate of \$0.48/km, as set by Skate Canada. A meal expense is to be offered to those Officials travelling over a meal period. Meal expenses are as follows:

- Breakfast = \$10
- Lunch = \$15
- Dinner = \$25

**Expense cheques are to be processed and handed out on site. As not all Officials will be in attendance for all days of the competition arrangements should be made to ensure that cheques can be done each day. It is also appropriate to provide honorariums at the same time, if applicable.**

### Accommodations and Transportation

If the event ends late at night, another night's accommodation should be offered to those officials who prefer to stay one more night. Arrangements should be made to provide transportation for all officials to and from hotels and arenas and airport/bus terminals as required.

## Part D: Post Event

The following tasks are required at the completion of the event:

- The Chief Data Specialist will send a copy of the Competition Protocol to those individuals requiring it
- All equipment and supplies must be returned to the Section office, Regional Representative, and other suppliers as necessary
- Within 30 days following the competition, the host committee is required to submit the following to the Section Office via email to [events@skateabnwtun.ca](mailto:events@skateabnwtun.ca):
  - The Competition Report Form
  - Profit and Loss Financial Statement

The Competition Report Form and a template for the Profit and Loss Statement can be found

on the Section website (<http://skateabnwtun.ca/events/competitions/competition-resources/>).

- Within 30 days following the competition all expenses should be paid to the Section Office including:
  - The Section Levy fee
  - 15% Profit Share (if applicable)
  - Ribbons (if applicable)

Fees to SOCAN and ReSound must also be paid following the competition.

## **Appendix A: Event Host Committee Duties**

### **Host Committee**

#### **Competition Chair or Co-Chairs**

- Oversees the organization of the entire competition
- Works directly with the Technical Representative (Tech Rep) and the Section Office
- Should be free the day before and the days of the competition to cover all areas, answer all questions and provide direction to the other volunteers
- Organize Host Committee meetings
- Oversee all Committee
- Ensures Sanction is in place

#### **Technical Representative (appointed)**

- Chief organizer of the competition
- Duties of the Technical Representative will be in accordance with Skate Canada rules and guidelines as outlined in the Technical Representative Manual.

#### **Chief Data Specialist (appointed)**

- Organizes the Data Control Centre
- Directs Data Specialists and evaluates
- Ensures the accurate calculation of results of the competition
- Prepare the Competition Protocol for distribution

#### **Secretary/Treasurer**

- Records the minutes of committee meetings
- Prepares event budget
- Collects all revenue (entry fees, sponsorship, etc.)
- Pays all event expenses
- Prepares financial statement to be submitted to the Section office.

#### **Registration Chair**

- Organize and staff the registration table
  - Register skaters and coaches upon arrival at the competition
  - Manage collection of Music CDs and distribution to music players

#### **Operations Chair**

- Ensure that all required supplies are available (see Technical Representative and Chief Data Specialist for requests)
- Working with the Ice Chair ensure that all necessary facilities are booked
- Work with other Chairs to identify equipment requirements
- Order Section equipment (i.e.: computers, headsets) on recommendation from the Tech Rep
- Arrange for pickup of equipment prior to the competition and return after the competition.
- Arrange for construction of Officials stand
- Delegate and schedule ice captains (2 per event), ice patchers (1-2 per event), and a timer (1 per event), as desired by the Technical Representative
- Allocate arena rooms for skaters, Judges/Technical Panel, Data Specialists, Coaches, volunteers, and food services as required
- Arrange for an area for starting order and results to be posted in the lobby for spectators and

## competitors

### **Ice Chair**

- Obtain and confirm ice required
- If necessary, arrange with arena attendant for patching of ice during flood breaks
- Coordinate floods with arena staff as competition progresses.

### **Volunteer Chair**

- Work with all Chairs to identify volunteer requirements
- Obtain, manage and direct all volunteers during the competition

### **Music/Announcer's Chair**

- Responsible for Music Operators and Announcers and their scheduling.
- Communicate with the Event Technicians (where applicable) on music/announcing requirements
- Responsible for ensuring complete control of music CDs and that they are in start order and ready for each event
- Responsible to ensure that music equipment is in excellent working order and a backup player is available.

### **Hospitality Chair**

- Responsible for organizing Officials hospitality room
- Provide food for officials during the competition
- Provide a token of appreciation for officials. Goody bags for skaters are optional

### **Awards Chair**

- Prepare for and coordinate all aspects of the medal/ribbon presentations
- Order medals and ribbons
- Order name tags and ribbons for volunteers
- Obtain podium

### **Publicity and Fundraising Chair**

- Manage and direct all publicity associated with the competition
- Produce the competition program (if applicable)
- Organize and manage all fundraising including advertising, boutiques and raffle tables

### **Accommodations Chair**

- Responsible for obtaining the host hotel(s) for the competition



## Appendix B: Sample Budget

<b>ABC Figure Skating Club</b>					
<b>Name of Competition</b>					
<b>Date</b>					
<b>Income</b>					
Skater Registration			Skaters	Fee	Total
	Event 1		350	\$ 115.00	40,250.00
	Event 2		100	\$ 90.00	9,000.00
	Estimated Entries		450		49,250.00
<b>Other Income</b>					
	Program Sales				300.00
	Donations/Sponsorships				1,000.00
	Grants				-
	Boutique Sales				300.00
	Raffle				1,000.00
					2,600.00
<b>Total Income</b>					<b>51,850.00</b>
<b>Expenses</b>					
<b>Officials</b>					
	Travel, Accommodations			6,000.00	
	Honorariums			4,000.00	
	Hospitality			2,500.00	12,500.00
<b>Event Costs</b>					
	Sanction Fee				200.00
	Section Levy				2,250.00
	Awards and Medals				750.00
	Rentals		Hours	Cost/Hour	
	Ice		60	\$ 200.00	12,000
	Facility Rentals				500.00
	Section Equipment				750.00
	Insurance				100.00
	Supplies				250.00
	Program Printing				150.00
	Miscellaneous Expenses				500.00
<b>Total Expenses</b>					<b>29,950.00</b>
<b>Profit (Loss)</b>					<b>21,900.00</b>

## **Appendix C: Volunteers**

Following is a listing of volunteer positions, in addition to the host committee and Officials, frequently needed at competitions:

### **Registration Desk**

- Must be manned by at least two volunteers throughout the competition, generally starting one hour before the first event each day
- Responsible for signing in skaters and their music CDs

### **Ice Captains**

- Responsible for managing and directing competitors in the dressing rooms and at the ice
- Should be two per ice surface per event

### **Ice Patchers and Runners**

- Two or three required per ice surface
- Run sheets from the officials stands to the Data Control Centre
- Patch ice prior to floods as required

### **Timers**

- Required at the discretion of the Technical Rep.
- Should be one per ice surface if required

### **Announcers**

- One required for each ice surface per event
- Responsible for announcing events and skaters as the events progress
- Guidelines should be photocopied and provided to each Announcer

### **Music Players**

- One required for each ice surface per event
- Play music using the provided equipment
- If using Section equipment, under the direction of the assigned Event Technician

### **Camera Operators (if applicable)**

- One required per ice surface per event
- Responsible for videoing the event for video replay, under the direction of the Live Streamer if the event is being live streamed

### **Award Presenters**

- One or two presenters required to announce the event winners and to present medals or ribbons
- Recommended to have pillow holders to assist with presenting the medals. This may be younger skaters within the club

### **Medical Personnel**

- Required for specific events, must be present at the arena during the event
- Emergency procedures should be posted near the on/off gates and all essential personnel aware of the emergency procedures.

### **General Operations**

- Required for setup and takedown of officials stands, registration table, pickup and return of equipment etc.
- If conducting a raffle or a boutique volunteers will be required
- Volunteers will be required to set out and clean up meals in the officials' hospitality room throughout the competition

## Appendix D: Official Stands Layout

There are several different types of competitions with different requirements for officials. The hosting committee will work with the Technical Rep to determine the number of officials at each ice surface.

# Typical Officials Stand

## CPC Computers



## Approximately 18' to 42' Officials Stand

Preferable Table Depth is 18"

Length of stand will depend on the use of Video Replay. There should be sufficient room behind chairs for people to walk while the panel is sitting.

Generally, allow for minimum of 1.5' of stand length per official, with a minimum stand length of 8'.

Ensure that the tables are secured to the stand to prevent tipping.

## Appendix E: Meal Suggestions

Following are meal and snack suggestions:

Breakfast	Lunch	Supper	Snacks (throughout the day)
Coffee/tea/juice/water Muffins/bagels/toast Pastries Cheese/Jam Dry cereal Fruit tray	Soup Sandwiches Lasagna Chili Salad Pickles/cheese Coffee/tea/juice/water Pop	Fresh <b>HOT</b> meals: Chicken Beef Turkey Salad(s) (not soup/sandwiches) Coffee/tea/juice/water Pop	Veggies & dip Fruit tray Cheese/crackers Baking Cookies Coffee/tea/juice/water Pop

Ensure that steps are taken to ensure that hot food stays hot over extended periods of up to two hours. Consider using crockpots, chafing dishes etc. and replenish throughout the period.

**Note:** Any allergies that the Officials may have and ensure that alternative meals are provided for them if required.