



TECHNICAL REPRESENTATIVE MANUAL

Provincial Competitions:

Alberta-NWT/Nunavut Sectionals
Alberta-NWT/Nunavut STARSkate Championships
Mountain Regional Synchronized Skating Championships
Alberta Winter Games
Arctic Winter Games

** All other competitions are classified as Invitational or Open Competitions.*

Technical Representative (Tech Rep) Assignments

The Section Evaluators/Judges Lead is responsible for the selection of the Tech Rep for all provincial (qualifying) competitions. The Section Competition Sub-Committee Chair and Section Evaluator/Judges Lead work collaboratively utilizing the Annual Officials Survey Results to assign the Tech Rep for all Invitational competitions, including Alberta and Arctic Winter Games and Runoffs.

Beginning Steps for Tech Reps

- Contact the Local Organizing Committee (LOC) Chair to set up a meeting 4 – 5 months ahead of the competition to guide the planning and organization process
- Ensure that a Sanction has been obtained by the LOC
- Work with the LOC to create a task list for all items required for the competition
- Resources for the Tech Rep and LOC are found on the Section Website (<http://skateabnwtun.ca/events/how-to-run-a-competition/>).
- Resources available on the Section website include:
 - Section Technical Package
 - Competition Reference Manual
 - Ribbon Order Form
 - Medal Order Form
 - Competition Equipment Rental Request Form
- Officials invites should be sent out 3-4 months prior to the event. Invitations must be extended to Section officials first. **NOTE:** An availability survey to assist Tech Reps in acquiring officials is being piloted for the 2016-2017 season. This survey includes all competitions except the 2017 Sectional Championships, Wild Rose and Mountain Region Synchronized Skating Championship, as the invites for these competitions are coordinated in consultation with Officials Coordinating Committee (OCC) leads.
- The Section office will provide Tech Reps and LOC with the announcement template specific to the competition being hosted. The Section office will also provide the Tech Rep and LOC with the information that is required to be submitted to complete the announcement. The Tech Rep and LOC will work together to finalize all of the information required for the announcements and will submit back to the Section office for the creation of the announcement.
- Entries to include:
 - The list of eligible events for each competition can be found on the announcement template.
 - When choosing events be mindful that the hours of competition for Invitational events are:
 - Friday – may not begin before 12:00pm noon
 - Saturday – may not exceed 12 hours of competition
 - Sunday – must end at a reasonable time (not to exceed 8 hours)
 - The Tech Rep and LOC are responsible for determining the method in which to ensure that the competition hours are adhered to

- Once the announcement has been reviewed by the Tech Rep and the LOC it will be sent to the Competition Sub-Committee Chair for approval prior to posting.
- The Section office will provide Tech Reps and LOC with the following submission timelines:
 - Date information must be sent to Section office for creation of announcement
 - Date information must be sent for Central Online Registration
 - Date to post announcement/registration opens
 - Date of registration close
 - Date to post schedule
 - Deadline to submit Planned Program Sheets
- All registrations for competitions are processed through the Section Central Online Registration System. The Tech Rep and LOC will receive entry updates throughout the registration process. Tech Rep and LOC will be sent a final registration list after registration closes.

Competition Planning

- Liaise with Competition Chairperson, LOC members and Chief Data Specialist of the event
- Ensure the LOC has adequate committee members and are aware of their duties and responsibilities (ex. Registration, Operations, Volunteer Recruitment, Hospitality, Awards, etc.)
- Review organizational details with the LOC
- Advise the LOC of the approximate number of hotel rooms to book for officials and confirm that a block of rooms has been reserved for the competition. Send the final list of names and rooms required 4 weeks prior to the event
- Discuss meal arrangements for officials and communicate any special dietary considerations (ex. gluten and/or allergy related meals). Review and finalize the catering arrangements with the LOC.
- Site visit – If possible/necessary, set up an appointment for you (or a designate) to meet with the LOC Chair to conduct a site visit. This will provide you and the host committee with the opportunity to meet and inspect the facilities for:
 - Number of dressing rooms for the skaters
 - Adequate space for the Officials
 - Adequate space for the Data Specialists.
 - **Note:** It is best if the Data Specialists room is in close proximity to the Officials room. The Data Specialists room should be close in proximity to the ice surface.
 - If using computers at rink side, ensure there is appropriate electrical requirements for CPC use (separate circuits are required)
 - Adequate Music Room/Facilities (loud speaker, 2 CD players, microphone, radio communication between the Music Room and the Referee on the panel), Pattern Dance music (if required). Section music equipment is available if needed.
 - **Note:** Section music equipment must be used for all provincial competitions and must be booked through the Section office. The request form is located on the [Section Website](#).
 - If using more than one ice surface, verify if there are one or two ice re-surfacing machines available. If there is only one machine available, you will have to ensure flood times are off-set.
 - Determine the placement of officials stand at rink side
 - The officials stand must be near center ice to ensure total visibility of the ice
 - Confirm the building/set up of the officials' stand
 - A posting area to display start orders/results and other information as needed

4 to 6 weeks before the Competition

- For Invitational/open events, it is permissible for boys to compete against girls when there isn't any other competition. You or a member of the host committee needs to give the choice to the skater/parent/coach as they may choose not to compete rather than skating with the girls. If there are insufficient skaters in any event, it is permissible to allow the skater to skate up one level. Please follow the STAR Event Management and Procedures Guide regarding flight info for STAR events. For other STARSkate events and Interpretive Events it is recommended that flights be sorted by age.
- For STARSkate Championships and Sectional Championships, flights must be done by random draw for all events. For non-qualifying competitive events, if numbers warrant, flights should be done by random draw.

Equipment/Medals

- Ribbons for STAR 1 – 3 events must be purchase through the Section office. The order form can be found on the [Section website](#).
- Medals for Sectional Championships, STARSkate Championships, and Mountain Regional Synchronized Skating Championships must be purchased through the Section office.
- Invitational competitions may choose to purchase medals from the Section office or find an alternative supplier. If ordering from the Section office, notification must be given a minimum of 4 months prior to the competition date.
- Discuss with the LOC if any Section equipment is required and if so ensure the [Competition Equipment Rental Request Form](#) is submitted a minimum of 6 weeks prior to the competition. The LOC is responsible for arranging for pick-up and drop off of the equipment. Remember, if you run the competition manually, you will still require headsets.

Drafting a Schedule

- A scheduling template has been created for Tech Reps to use when drafting the competition schedule. The scheduling template requires the Tech Rep to fill in numbers of flights, skaters etc. and will provide draft timing for the event. Once this is completed, Tech Reps can then proceed to place events within the competition schedule. Officials availability and skaters in multiple events may play a factor when determining which events should go where on the competition schedule.
- Generally, the following equation and chart can be used when attempting to calculate the required time per skater/team:
Program time + Judging Time = Time per skater/pair for the chosen event
- To calculate the timing for each event:
of skaters x time per skater + # of warm-up groups
- Tech Reps are asked to use their discretion and experience when determining the judging time required. [Event Timing Worksheet \(Updated September 21 2016\).xlsx](#)
- The OCC will be setting and approving competition schedules for qualifying events in collaboration with the Competition Sub-Committee
- Refer to the Competition Technical Packages for exact times permitted per program in each event and for warm-up times:
 - [2016-2017 STAR Technical Program Requirements](#)
 - [2016-2017 Competitive Singles Technical Package and Program Requirements](#)

- [2016-2017 Competitive Pairs Technical Package and Program Requirements](#)
- [2016-2017 Competitive Ice Dance Technical Package and Program Requirements](#)
- [2016-2017 AdultSkate Technical Program Requirements](#)
- [2016-2017 Special Olympics Technical Program Requirements](#)
- [2016-2017 Synchronized Skating Technical Requirements](#)
- Refer to the Event Timing Worksheet for the calculation of judging time.
- Refer to the current Skate Canada Rulebook for the maximum number of skaters allowed on the ice during a warm-up. For STARSkate Free Skate categories, warm up groups are capped at eight skaters. The STAR Event Management Guide also has recommendations for warm up group sizes for STAR 1-4.
- Try to keep events running in a progressive order. This is usually from the lowest to the highest events. This will simplify assigning officials to panels and being able to block book officials (ex. have someone on the panel for a 4 hour block of time). However, this may not be possible based on the availability of the Officials and you may have to alternate low and high events in blocks to effectively rotate panels of officials throughout the day.
- When skaters enter 3-4 events it will be difficult to avoid back to back skates. There is only so much that a Tech Rep will be able to accommodate. Some conflicts may not be resolved.
- Flood breaks should be scheduled as needed. The safety of the skaters must be given priority over ice costs. Ensure the schedule is given to the Operations Chair and Arena Attendant.
 - Minimum flood frequency is approximately every 3 hours. For competitive events floods need to be scheduled after every group of 18 to 24 skaters, depending on the level.
- It is the Tech Rep's responsibility to create practice schedules, if offered.
- For qualifying competitions, the schedule is approved by the Section office prior to distribution.
- The Competition Schedule should be completed at least 3 weeks prior to the competition. The schedule will be posted on the Section website. The host club will send the schedule to clubs, as required.
- Tech Reps can liaise with the Technical Panel Officials Lead and the Evaluator/Judges Lead to ensure proper scheduling of officials. Be sure to allow enough time for the review of the assignments prior to sending the information to the Chief Data Specialist.
- When communicating information about pulls or changes please send the information to the Chief Data Specialist in a separate spreadsheet and be sure to date the changes. [Registration changes form for DS's \(Updated September 21 2016\).xlsx](#)

Synchronized Skating Time Requirements

- Use the following times when calculating required time for Synchro events:
 - 1 minute warm up
 - 30 second exit from ice surface
 - 4 minute judging time
- Review the Competition Technical Package and Skate Canada Program Requirements document for program times.
- Dressing Room Time Allocations:
 - Prep-Time in Dressing Room – 20 minutes
 - Walk to ice surface/leave dressing room – 8 minutes
 - Wait time – 3 minutes
 - Ice resurfacing – 15 minutes
 - Dressing Room clear time – 20 minutes

PATTERN DANCE TIMES

Review the STAR Technical Program Requirements and/or Skate Canada Rule Book and/or ISU Technical Resources for the required number of sequences for dances in competition.

DANCES - Skating Time	1 Seq	2 Seq	3 Seq	4 Seq	6 Seq
Argentine Tango		1:10	1:45	2:20	
Austrian Waltz		1:38	2:27	3:16	
American Waltz		:58	1:27	1:36	
Baby Blues					
Blues		:49	1:14	1:48	
Cha Cha Congelado		1:07	1:40	2:13	
Canasta Tango		:42	1:03	1:23	
Dutch Waltz		:32	:48	1:05	
European Waltz		:48	1:12	1:36	
Finnstep	:38	1:16	1:54		
Fourteentstep		:21	:42	:43	
Foxtrot		:34	:50	1:07	
Fiesta Tango		:36	:53	1:11	
Golden Waltz		1:58	2:57	3:56	
Harris Tango		:58	1:27	1:56	
Killian		:17	:25	:33	:50
Midnight Blues	:49	1:38			
Paso Doble		:34	:51	1:09	
Quickstep		:30	:45	1:00	
Rhumba		:30	:45	1:00	
Rocker Foxtrot		:32	:48	1:05	
Ravensburger Waltz		:58	1:27	1:56	
Swing Dance		1:20	2:00	2:40	
Silver Samba		:59	1:28	1:57	
Starlight Waltz		1:10	1:46	2:21	
Ten Fox		:38	:58	1:17	
Tango Romantica		1:43	2:34	3:26	
Viennese Waltz		:46	1:09	1:32	
Willow Waltz		:47	1:10	1:34	
Westminster Waltz		:58	1:27	1:56	
Yankee Polka		1:04	1:36	2:08	

Officials Assignments and Schedule – Selection of Judges and Technical Panel Officials

- **Sectionals, Mountain Regional Synchronized Skating Championships, and STARSkate & Adult Championships:**
 - The Section Evaluator/Judges Lead and Technical Panel Officials Lead are responsible for the selection of referees, judges and technical panel officials.
- **Invitationals/Opens:**
 - The Tech Rep is responsible for the selection of technical panel & judges to be used.
 - The current Evaluator/Judges Directory can be obtained from the Section office. The directory lists current qualifications and contact information for all registered Officials within the Section.
 - When sending Officials invitations, it is important to include judges of all levels.
 - Section Officials should be given priority for Section events. If all invitation possibilities have been exhausted within the Section, and additional officials are still required, the Tech Rep must write to the Evaluator/Judges Lead and/or Technical Panel Officials Lead to request assistance. In the request, the Tech Rep should include the type and level of additional officials that are required. Other Sections will be contacted to obtain permission and secure Officials for the event. The Tech Rep is not permitted to directly contact or invite out of Section officials without prior written permission.
 - Invites should be sent a minimum of 3 – 4 months in advance of the competition.
- **Alberta/Arctic Winter Games:**
 - The Section will provide assistance, where required, to the organizing committee on the assignment of officials for these events

Selection of Data Specialists

- The Section Data Specialist Lead is responsible for assigning Data Specialists to each event.
- The Tech Rep should communicate with the Chief Data Specialist for the competition to confirm supplies that will be required. The Tech Rep should then send the supplies list to the LOC.
- Items to send to Chief Data Specialist a minimum of 3 weeks prior to the competition:
 - Complete competition schedule
 - Complete flight listing with skater names in alphabetical order and home club
 - Judge's assignments with the designated referee's and technical panel assignments

Officials Assignments

- Only judges/referees who are qualified for an event may be used. Officials level of qualification can be found in the Officials directory. It is the responsibility of the Tech Rep to ensure that all Officials receive the judging assignments schedule for the competition.
- It is important to note that many judges prefer not to alternate their judging assignments (ex. on one event, off one event).
- If Officials assignments have a judge beginning early in the morning, the Tech Rep can balance this by having that judge leave early, and vice versa.
- It is important to ensure all Officials have breaks built into their schedule to allow them time to eat and warm-up as necessary.

Appendix A: Minimum Judging Qualifications for STAR, Invitational Events, and Competitive Events.

Note: Questions regarding Officials qualifications should be directed to the Evaluator/Judges Lead and/or Technical Panel Lead.

Panel Composition

- Sectional Championships:
 - Panels should consist of a minimum of 5 Judges and a Referee.
 - All Judges must have competitive status and must be qualified at the designated level to which they are assigned.
 - Every attempt should be made to have balanced panels (ex. North, South, Central etc.)
 - It is desirable to vary the experience level of judges on all panels.
 - Referees for all Canadian qualifying events must have Sectional Referee status or higher.
 - For combined events, the judging panels do not need to remain the same. **Only the Referee and the Technical Panel Officials (TC, TS & ATS) must be consistent between the combined events.** For example, for Pre-Novice events at Sectionals, the panel must consist of the same Referee and Technical Panels for the short program and free skate portions of the event; however, the remaining panel members may be different.
 - Combined events at Invitational or non-qualifying events do not require the same panel of judges.
- Invitational/Open Competitions:
 - Panels should consist of 3 Judges and a Referee or 3 Judges with one assigned as the Referee.
 - There can never be less than 3 Judges on a panel.
- Technical Panel:
 - Always consist of a Technical Controller, Technical Specialist and an Assistant Technical Specialist.
 - If a panel of 3 is not possible, contact the Technical Panel Lead for assistance with panel composition
 - Every attempt should be made to include Video Replay at events. In this case, a Video Replay Operatory and Date Input Operator will be required for the panel.
 - The Procedure for Video Replay Policy requires that Video Replay be included at the following competitions:
 - i. Wild Rose Invitational
 - ii. Canmore Fall Invitational
 - iii. Sectional Championships
 - iv. Rosebowl Invitational
 - v. Calgary Winter Invitational
 - vi. STARSkate Championships
 - vii. Edmonton Synchro Invitational
 - viii. Sunsational

Selection of Referees

- A referee shall be eligible to referee an event if they are qualified to judge the event and they have the required Referee Qualifications. Refer to the Officials Directory for Referee qualifications.
- Event Referees may referee an event at the Senior Bronze level or lower and any other event requiring no more than a Senior Bronze test as a prerequisite at Invitational competitions.
- Invitational Referees may referee events up to and including the Novice level and any event at the Gold level or lower in the applicable discipline in Invitational competitions.
- Sectional, Challenge and Canadian Referees may referee any event at any competition in the

applicable discipline up to and including the corresponding Championship.

3 to 4 weeks before the Competition

- Send an Officials letter when circulating the competition scheduled and Officials assignments. The Officials letter should include:
 - Date of competition
 - Arena name and location with address
 - Hotel location with address and phone number
 - Rooming assignments
 - Transportation schedule (if applicable)
 - Airport pick-up schedule
 - Meal information
 - Hospitality information
 - Tech Rep name, email, and cell phone number
- If required, prior to the competition, arrange to make a draw for order of skate with the Chief Data Specialist and Competition Chair or a representative. For competitive events where numbers flights are required, a draw will also have to occur to break skaters into separate flights.
- Flight information should be sent to the Section office for posting on the website. This should be sent as a PDF with the date it was created.
- Changes and corrections can be made as necessary. If necessary, dated revisions should be sent to the Section office for posting on the website.

Morning of the Competition

- The Tech Rep should speak with the initial volunteers on site to ensure they are aware of their specific volunteer roles and responsibilities. The first set of volunteers will then be responsible for providing the information to the following set of volunteers. Key positions to speak with are:
 - Registration Desk
 - Ice Captains
 - Runners
 - Timers/Announcers/Music Players
- If using Section equipment and event technicians, the Section volunteers will train the music and announcers. Be sure to check in throughout the competition to ensure all aspects of the event continue to operate smoothly.
- Provide expense forms for the Officials. Officials are to be compensated for all travel expenses. Refer to the [Skate Canada Rulebook Organization section 2.7](#) for details regarding mileage and per diem rates. Expense cheques are to be processed and handed to Officials on site. Be sure the club is aware that cheques should be written on site at the competition.
- Call an Official's meeting or arrange for pre-event meetings prior to the beginning of the Competition (Sectionals only). Present any changes to the schedule, notify them of meal and transportation arrangements and be sure all accommodations and expenses are in order. Orient all event Referees to the communication system and provide any other pertinent information.
- Throughout the competition the Tech Rep should be checking in with the ice captains regarding absent skaters.
- The Tech Rep should notify the Referee's and Data Specialists of any changes.
- The Tech Rep should be visible and accessible to handle any problems that may arise. The Tech Rep's responsibility is to circulate between the ice surfaces, Official's and Data Specialist's room, and

ensuring you are aware of how the competition is progressing.

Note: The Technical Representative (or designate) must be in the arena for the entire competition. For qualifying events, the Tech Rep must also be present during all practices.

- It is the responsibility of the Tech Rep to ensure that the correct sheets are given to the Judges, Referees and Technical Panel Officials through coordination with the Chief Data Specialist.
- The following are guides as to the sheets required for events:
 - Reduction sheet
 - Program Titles (Interpretive events)
 - Judging sheets (JPR's)
 - Technical Panel Worksheet.
- The Tech Rep may wish to make available a copy of the current seasons Technical Packages but Officials are expected to bring their own materials.

Note: It is the responsibility of the Tech Rep to ensure that all Skate Canada rules are followed and rule on any matters that arise during the competition. Remember, when making decisions, the Skate Canada Rulebook is the final authority over all other publications that you may have received.

Appendix A: 2016-2017 Judging and Technical Panel Officials Qualifications Chart for Region Open, STARSkate and Combined Invitational Competitions		
Event	Minimum Judging Level	Minimum Technical Panel Level
STAR		
STAR 1 - 4	Any active judge, technical official or coach who has completed STAR training. *Select an experienced official for J1 to serve as Referee and J2 must have ability to write correct codes	Not required
STAR 5	Juvenile Singles	Section Level TC, TS and ATS. Basic Level Technical Official (BLTO) can be assigned as an ATS or TC
STARSkate Free Skate		
STAR 6 (Sr. Bronze) STAR 7 NEW	Juvenile Singles	Section Level TC, TS and ATS. BLTO can be assigned as an ATS or TC
STAR 8 (Jr. Silver) STAR 9 NEW	Juvenile Singles	Section Level TC, TS and ATS. BLTO can be assigned as an ATS or TC
STAR 10 (Sr. Silver)	Pre-Novice Singles	Section Level TC, TS and ATS
Gold Free Skate	Pre-Novice Singles	Section Level TC, TS and ATS
Interpretive Singles/Couples		
Introductory Interpretive	Primary Singles	Not required
Bronze Interpretive	Juvenile Singles	Not required
Silver Interpretive	Pre-Novice Singles	Not required
Gold Interpretive	Pre-Novice Singles	Not required
Team Events		
STAR 2 - 4 Team	Any active judge or technical official who has completed STAR training	Not required
STAR 5 – 9 (Sr. Bronze – Jr. Silver)	Any active judge or technical official who has completed STAR training recommended Novice Singles as J1, J2 and J3 Juvenile Singles	Not required
STAR 10 (Sr. Silver), Gold and Open Team	Any active judge or technical official who has completed STAR training recommended Pre Novice Singles as J1, J2 and J3	Not required
Special Olympic Events		
Level 1 to 5 Free Skate	Primary Singles	Not required

Level 6 Free Skate	Juvenile Singles	CPC scoring used
Open	Juvenile Singles	CPC scoring is used
Synchronized Skating Events		
Synchronized Skating Events	Information can be found on the Skate Canada Info Centre	
Adult Events		
Adult Intro Free Skate	Primary Singles	Section Level TC, TS and ATS
Adult Bronze	Juvenile Singles	Section Level TC, TS and ATS
Adult Silver	Juvenile Singles	Section Level TC, TS and ATS
Adult Gold	Pre-Novice Singles	Section Level TC, TS and ATS
Adults Masters	Pre-Novice Singles	Section Level TC, TS and ATS
Adult Masters Elite	Pre-Novice Singles	Section Level TC, TS and ATS
Adult Intro Interpretive	Primary Singles	Not required
Adult Bronze Interpretive	Juvenile Singles	Not required
Adult Silver Interpretive	Pre-Novice Singles	Not required
Adult Gold Interpretive	Pre-Novice Singles	Not required
Elite Adult Interpretive	Pre-Novice Singles	Not required
Open Adult Couples Interpretive	Pre-Novice Singles	Not required
Open Adult Masters Couples Interpretive	Pre-Novice Singles	Not required
Competitive Events		
Singles/Pairs/Dance	Qualifications as per discipline	Qualifications as per discipline *Full panel of three officials and full tech panel (TC, TS and ATS) are required
Pre-Juvenile	Juvenile Singles	Section Level TS and TC. Basic Level Technical Official (BLTO) can be assigned as an ATS or TC
Juvenile	Juvenile Singles	Section Level TS and TC. Basic Level Technical Official (BLTO) can be assigned as an ATS or TC
Pre-Novice	Pre-Novice Singles	Section Level TC, TS and ATS
Novice	Novice Singles	Section Level TC, TS and ATS
Junior	Junior Singles	Section Level TC, TS and ATS
Senior	Senior Singles	Section Level TC, TS and ATS