



ORGANIZATIONAL CHECKLIST

Budget Considerations: below are the areas to consider when determining your budget for your event

- Ice fees
- Honorarium for STAR 1-4 judge(s) as per the Section Competition Manual
- Honorarium or thank you gift is recommended at the discretion of the host club
- Food/drink for judges/volunteers/coaches
- Tables, Chairs, Podium, Judges Stands
- Medal Awards
- Competition Report Cards
- DVD players to play music (one for back up) and Microphone
- Flower sales
- Sanction fee paid to Skate AB
- Competition Program (By choice- may want to include sponsorship adds)
- Skater gift bags (Sponsorship can help here but this is not mandatory)
- Printing costs/Paper for results/Judges' sheets
- Baskets with labels at registration desk to collect music cd's by flight
- Clipboards, Pens, Tape, Extensions Cords, Power etc.
- ID tags for Judges/Volunteers/Coaches
- Cash Bins/Floats

Volunteer Positions: You may choose to use e-tools to accumulate your volunteers. "SignUp Genius" is very efficient and easy to use. If you are a club that accounts for volunteer credits, then "Volunteer Sign Up" is another excellent tool.

- Registration Desk
- Music Players/Announcers
- Sell flowers
- Medal Presentations
- Runners (Takes results from judges to "Result Tabulators")
- Ice Captains



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- Change Room Captain
- Raffle Table (NOT mandatory, AGLC has strict rules be sure to inquire 1-800-272-8876)
- Hospitality Room
- Photographer (NOT mandatory, may also be a paid position)
- Data Centre Results Tabulators

Pre-Registration

Pre-Registration decisions need to be made by your Competition Committee regarding which events you wish to offer out of the list of categories. There most likely will not be enough time to run them all, so be very specific to your needs as a Host Club. If you choose to offer Creative Expression events be certain you have music selections available.

If you are offering Dance Events:

- 1) Ensure you have the Series 8 Skate Canada Series.
- 2) You must do the Draw for which Dance will be skated in both Solo and Couples Dance Events. This Draw information MUST be stated in your Invitation Package you send out.

Registration by Uplifter – each skater registers online and after registration closes it is an excel download. Registration due 2-3 weeks before the event.

Registration by Mail – skaters must have registration mailed in and each registration is manually entered into excel. Registration must be received 2-3 weeks before the event or sooner.

Once registration is closed create a sign in document for the registration table that includes sign in for any music CD's. Create the document to follow the same schedule as the competition. Email Final Schedule to all registrants minimum 1 week prior to event. (i.e. STAR 3 Girls – Flight A – 8:00 am)

Registration Desk (Competitors, Judges, Coaches, Volunteers)

This role is very important as you are the first person that skaters/ parents/volunteers/ coaches will encounter. You are the face of the club, so it is important that you are professional, calm and respectful to all. You must be prepared to answer any questions participants may have.

Check In

- Welcome and check off skater's as 'Checked In'
- Collect the skater's music and ensure they Initial 'Music in' box
- Put music CD's in correct bin for his/her flight. Make sure there are 2 CD's and put an elastic around the pair. Ensure the bin/ basket is labelled for the correct flight.
- Check Skater off on Gift Bag list and give them their Gift bag (if you are handing out gift bags)



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- Direct Skaters to change rooms and answer any questions they may have. Clubs should have at least 1 Girls/Women Change Room, 1 Boys/Men Change Room and 1 All Gender Change Room.
- When skaters retrieve their music, have them Initial 'Music out' box on the sheet.
- When all skaters for a flight have checked in, deliver bin/basket to the music player preferably 30 minutes prior to event starting. Skater Checked in Music in Music out
- Only accept CD's for the day's events
- If a skater does not show up for an event, immediately connect with your Contact Person Judges,

Coaches & Volunteers Check In

- Check in Judges, Volunteers and Coaches as they arrive
- Ensure that all volunteers/ judges receive and ID tag and sign in
- Direct Volunteers to their location and provide them with a job description if needed
- When Volunteer shift ends, have them time out and return ID tag

Announcers and Music Players

- Work in conjunction with Head Judge and Announcer
- Play background music between events and during warm-ups
- Turn down the music when the announcer is speaking and turn it up with the announcer is finished
- Play skater's music once they are in their starting position and ready
- No food and drink are allowed near the music and announcing Equipment
- Dress Warmly
- In case of emergencies connect with your Head Official and Announcer to keep everyone informed
- Work under direction of the Head Judge and in conjunction with the music player
- The announcer will announce the skaters' names only for warm-ups; skater name and club are announced prior to their skate
- If Head judge requests, announcer may have to time the warm-ups. If Head Judge is timing, they will convey to you when to announce the end of warm-up, time remaining etc.
- Please pronounce names as clearly and as correctly as possible
- In case of emergencies connect with your Head Official and Competition Committee Lead

Flower Sales

Flower sales are NOT mandatory at your event, but can be nice for your participants, and can be somewhat of a fundraiser for your club.

- Flowers are \$2.00 each OR 3 for \$5.00 (suggested rates)
- Set up/ put away the flowers at beginning/ end of competition
- Add water to water picks and attach to flowers
- Collect money for flowers and make change for customers



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Medal Presenters

Host Club must provide all awards for the skaters in each category. Awards could be trophies, medals, or ribbons, but must be created and designed by the Host Club.

- Once you have retrieved the results from the data room, go to the medal storage room and assemble for medals/trophies/ ribbons
- Go to the podium area
- Have a script to follow, include a shake of the hand and congratulations for each skater
- Keep results sheets in an envelope

Runners

This is an excellent position for all your young athletes within your club:

- In charge of transporting the results envelopes for each event to the data centre for tabulating.
- May also be used to transport CD baskets to and from Music Player 30 minutes prior to the event and after each event back to Registration Desk.

Ice Captains

- Manage the skater's entrance to and exit from the ice (opening and closing the gate) for warmups and events
- Please make sure you have the starting orders and a competition schedule
- Check skaters off as they arrive to the gate; if a skater does not show up, please notify the Head judge on the judging panel.
- Ensure the group of skaters going on the ice for warm up is correct; make sure they wait until warm up is announced before entering the ice
- Work with dressing room captain to ensure skaters have arrived and will be ready for their warmup and event
- Dress Warmly
- In case of emergencies connect with your Competition Committee Lead Person

Questions you may receive from coaches:

- What skater is on the ice?
- Is the event running on time?
- Are there any missing skaters?

Change Room Captain

- Responsible for directing skaters to designated change rooms
- Work with the Ice Captain to ensure skaters have arrived and are on time



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- If you know a skater has not arrived, notify Ice Captain so they can relay missing skaters to the Head Official on judging panel
- Coaches may be checking information on how the competition is running (are we running behind/ahead of schedule). Make yourself aware of the schedule and how we are doing in terms of time
- Check change rooms at the end of your shift to ensure they are clean and tidy
- Have a “Lost of Found” location for misplaced items at the end of your event.

Raffle Sales

A raffle table is NOT mandatory for your event but can be included if you meet all the AGLC requirements. Be certain to inquire prior to your event to avoid any mishaps. 1-800-272-8876. Or visit aglc.ca

Suggestions only

- Green tickets - 3 for \$5.00
- Red tickets - \$2.00 each
- Set up Raffle items/ Baskets
- Collect money for tickets and make change for customers
- Draw for winners before the end of your event

Hospitality Room

Depending on the length of your event (max 10 hours) determine the food/beverage required for your event. This is an excellent opportunity to have a potluck from members in your club. People to host will be Judges/ Volunteers, and if you choose, Coaches.

- Coffee/ Tea / Hot Chocolate
- Snacks (Be mindful of peanut allergies)
- Crockpot Hot meals
- Plates, Napkins, Cups, Utensils, Bowls etc.

Photographer

A professional photographer is NOT mandatory for your event but can be a highlight for your competitors. Your committee can decide if you have the space, if you have the resource and whether the photo's will be free or charged to the skater.

Data Center Result Tabulators

Refer to the Report Cards and Result Tabulators Guidance Sheet.

Signage

- Registration Desk for skaters



SKATECANADA
ALBERTA-NWT/NUNAVUT

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- Coaches Check-In
- Volunteer Check-In
- Judges Check-In
- List of competitor names for change room doors
- Change room signs
- "Don't Forget Music" signs on exit doors
- Entrance and Exit (for the ice surface gates)
- Designated warm up area (determine with your facility group)