



**Skate
Saskatchewan**

REGION INVITATIONAL COMPETITION HOSTING MANUAL

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PART A: PROCESS OVERVIEW

1. BID FOR COMPETITION

There are restrictions as to the number of events that may be held within any region in Saskatchewan; therefore, it is necessary for all events to be coordinated through the Regional Coordinator and Section Officials Committee as per the Competition Bid Process.

All Skate Saskatchewan clubs in good standing are eligible to bid for a Region Invitational Competition. Information regarding responsibilities of the host club are available from several sources such as the Section Office, Regional Coordinators, Section Officials Committee Chair, and Skate Saskatchewan website. Once the bid application is available to clubs in the early part of the calendar year, interested clubs are to submit their bid application by the deadline date as set by the Section office for the season.

Following the deadline for bid applications, the Competition Working Group will review all submissions and recommend hosts to the Section Officials Committee for approval. Successful bids will be notified by May 1. Once approved, all dates and locations of Region Invitational Competitions will be posted on the Skate Saskatchewan website. Competition dates will only be revised in extenuating circumstances.

Once the host club has been notified of their successful bid, they must secure and confirm their ice time.

2. SANCTION

Once the competition bid has been approved, you must apply for a sanction from the Section office. Forms can be found on the Section website at skatesask.com under the "Resources" tab and "Clubs" menu option.

Completed sanction forms and applicable fees should be submitted to the Section office at least 31 days in advance of the competition. All details and requirements can be found on the sanction form.

Once the sanction has been approved by the Section Office, the host club will be provided with a "Thank You Sponsor" ad to be included in your competition program and posted at the arena during your event. A copy of the competition program and a photo of the posted ad must be forwarded as soon as possible to the Section Office at the conclusion the competition to be provided to the sponsor(s). This information is used for "sponsor fulfillment reports" as well as in presentations to potential sponsors.

Clubs cannot advertise the competition until the sanction has been approved by the Section, and "Sanctioned by Skate Saskatchewan" must be placed on the competition announcement.

3. APPOINTMENT OF TECHNICAL REPRESENTATIVE AND CHIEF DATA SPECIALIST

The Section Officials Committee will appoint the Technical Representative and Chief Data Specialist for each Region Invitational Competition.

The Technical Representative is the main organizer of the event. The duties of the Technical Representative will be in accordance with Skate Canada rules. The Technical Representative should be invited to attend all Local Organizing Committee (LOC) meetings. It is the responsibility of the LOC to cover any expenses incurred by the Technical Representative.



The Chief Data Specialist oversees the setup and calculation of results for the competition. Requests of the Chief Data Specialist must be followed with regards to the collection of registration information for entry into the scoring system. The Chief Data Specialist should be invited to attend all LOC meetings.

The Chief Data Specialist will conduct the draws for all events in consultation with the Technical Representative. The LOC should note that the Data Specialists may require to arrive one day prior to the start of the competition in order to prepare the necessary paperwork. The original registration forms **must** be accessible at all times to the Data Specialists.

4. PLANNING

The LOC, Technical Representative, and Chief Data Specialist will plan the competition with assistance and input available from sources such as the Regional Coordinator, Section Office, and Section Officials Committee.

5. COMPETITION ANNOUNCEMENT TEMPLATE

The host club must use the Region Invitational Competition Announcement template provided to them for their competition. The template has been standardized to simplify the process for host clubs. Host clubs must offer the standard events as stipulated in their template and have the choice to add optional events at their discretion.

The Technical Representative must approve the announcement prior to submission to the Competitions Working Group for final approval. Once approved, the competition announcement will be posted on the Section website and available for the host club to distribute.

6. DISTRIBUTION OF COMPETITION ANNOUNCEMENT

Once the Competitions Working Group has approved the final competition announcement, it will be returned to the LOC for distribution. Host clubs are not permitted to make any changes to the announcement once it has been approved. If changes are required, it must be resubmitted to the Competitions Working Group for approval prior to distribution. Competition announcements should be distributed at least 8 weeks prior to the competition.

Competition announcements will be posted on the Skate Saskatchewan website once approved, including the required sanction. If any additional distribution is required (e.g., printing, mail, email) of the announcement, this is the responsibility of the LOC. The Technical Representative and Chief Data Specialist must be sent a copy of the approved competition announcement.

7. COMPETITION EQUIPMENT RENTAL & AWARDS

All headsets, computers and music required for Region Invitational Competitions are to be rented from the Section Office. Please contact the Section Office at least 6 weeks in advance of the competition to arrange rental and shipment of the required equipment. CDs of music for STAR 1 are also available. These CDs should be returned to the Section Office with all other equipment following the completion of the competition.

Ribbons for Assessed to Standard events (i.e., STAR 1-3) should be ordered based on the number of entries. Ribbons are \$2.00 each plus shipping. The LOC will be invoiced for the ribbons ordered. Refunds will only be issued for unused ribbons that are in good condition and returned to the Section Office within three (3) days following the completion of the competition.



8. REGISTRATION ENTRIES

Registration of entries will be received by the LOC and entered into a Microsoft Excel spreadsheet as provided by the Chief Data Specialist. It is recommended to enter the skater entries as they are received to lessen the burden all at once. Please ensure to enter the skater and event information in the proper format as requested by the Chief Data Specialist.

After the closing date of entries, the full list of entries should be provided to the Technical Representative and the Chief Data Specialist as soon as possible. the Technical Representative will be responsible for determining the schedule and flights for any large events as required and the Chief Data Specialist will prepare the necessary scoring files and paperwork required for the competition.

Once the Technical Representative has created the schedule and any required flights, it is the responsibility of the LOC is responsible to distribute the information as soon as possible, but no later than 2 weeks before the competition.

9. RUNNING THE COMPETITION

The Technical Representative is in charge of all aspects related to all aspects of conducting the competition. Any questions or concerns should be directed to the Technical Representative.

The LOC must have Skate Canada Series 8 dance music available for Pattern Dance events as this is required to be used for the warm-up periods. Music can be downloaded from the Skate Canada Digital Materials catalogue if it is not already on hand.

10. COMPETITION FOLLOW-UP

Within **30 days** following the competition, the LOC is required to submit their Competition Report Form and Financial Report to the Regional Coordinator and Section Competitions Working Group. These forms are included as Appendix A and B with this manual.



PART B: LOCAL ORGANIZING COMMITTEE (LOC) STRUCTURE

The host club should set up a Local Organizing Committee (LOC) with the following recommended members. Depending on the size of the event, number of volunteers, and expected entries, it is important to ensure all duties and responsibilities outlined below are accounted for to ensure the LOC executes a successful Region Invitational Competition.

The recommended structure for the LOC is as follows:

- Local Organizing Committee Chair
- Secretary/Treasurer
- Operations Chair
- Registration Chair
- Hospitality Chair
- Accommodations Chair
- Music/Announcer's Chair
- Awards Chair
- Publicity and Fundraising Chair
- Technical Representative (*appointed by Section Officials Committee*)
- Chief Data Specialist (*appointed by Section Officials Committee*)

The committee structure may be altered to suit the needs of the competition by combining some positions where there could be some overlap or sharing of duties (i.e., combine Registration and Awards Chair, or combine Hospitality and Accommodations Chair). Each position listed is responsible to recruit the necessary additional volunteers for their area with some having specific duties as indicated below, to assist with the execution of the competition.

DUTIES AND RESPONSIBILITIES

Local Organizing Committee (LOC) Chair

- This position can be one person or shared between two Co-Chairs.
- Oversees the organization of the entire competition.
- Chair all committee meetings and oversight of any sub-committees.
- Works directly with the Technical Representative.
- Available the day before and all days of the competition to oversee all areas, answer questions, and provide direction volunteer team.
- Ensure competition sanction is applied for.
- Ensure all required equipment and supplies requested by Chief Data Specialist are secured. *This duty may be assigned to Operations Chair.*
- Completes a final report, including all financial information, at the conclusion of the competition and is submitted to the Regional Coordinator and Section Competitions Working Group.



Secretary/Treasurer

- Records the minutes of all committee meetings.
- Prepares budget for competition.
- Collect all competition revenue including entry fees, sponsorship, etc.
- Pays all competition expenses.
- Prepares final financial statement to be submitted to the Regional Coordinator and Section Competitions Working Group.

Operations Chair

- Reserve ice time required for competition.
- Arrange for construction of Officials Stand (*see Appendix D*).
- Confirm schedule with venue staff. Coordinate times to resurface the ice as the competition progress. *For example, communicate with staff to have Zamboni ready 10 minutes before ice resurface required.*
- Confirm with venue staff if patching required in advance of breaks to resurface ice.
- Allocate rooms for skaters, officials, data specialists, coaches, volunteers and food services.
- Ensure that garbage cans are available at rink side for skaters/coaches to dispose of any used Kleenex.
- Ensure that all required competition supplies are available. Confirm with Technical Representative and Chief Data specialist for all requests.
- In consultation with the Chief Data Specialist, arrange for an area for Starting Order and Results can be posted in the venue for spectators and competitors (*see Appendix D*).
- Schedule volunteers during the competition:
 - Ice Captains – 1 to 2 per event. One at dressing room and one at entrance to ice.
 - Ice Patchers – 2 to 3 per ice resurface.
 - Medical – 1 to 2 at all times during the competition. *Having volunteer medical personnel on site is at the discretion of the LOC and should be discussed with the Technical Representative.*
- **Ice Captain**
 - Check the names of skaters as they arrive for their event.
 - Ensure that once the skater has checked in with you, you are aware of where the skater is so that they do not miss their warm-up or event.
- **Ice Patcher**
 - Ice Patchers should be in skates as this is safer and faster than volunteers patching in shoes.
 - Be ready 5-10 minutes before scheduled ice resurface. Follow direction of Technical Representative and venue staff for patching ice. Patching should be done quickly and efficiently with volunteers spreading out to all areas of the ice surface.
 - Have buckets of slush (mix of snow and some water) from the venue staff. Hockey pucks can be used to pack the slush mixture into any holes that are to be repaired. Buckets will have to be supplied by venue or LOC.
- **Medical**
 - All venues should be equipped with appropriate First Aid Kits, including a fracture board.
 - First Aid Kit should be available and easily accessible. Ensure that it contains all pertinent supplies such as bandages, ice packs, etc.
 - Individuals filling this role should have valid First Aid Training. This role may be filled by professional personnel (i.e. St. John Ambulance, local EMS) who may be available to volunteer for shifts.



Registration Chair

- Ensure entry forms are complete in full when received. If entry form is incomplete, it is to be returned to the skater for completion. The form must be completed properly prior to the deadline for entries.
- **Process all registrations as they are received.** Do not wait to process registration forms until the entry deadline. Registration information must be provided to the Technical Representative and Chief Data Specialist as soon as possible following the close of entries.
- Enter registration information into the registration document/format provided by the Chief Data Specialist. This will likely be a Microsoft Excel file. The completed document must be sent to the Technical Representative as soon as possible after the deadline for entries (at least 3 weeks prior to the competition) as the information is used to create the schedule and event flights for the competition. The Technical Representative will then forward the document to the Chief Data Specialist to prepare the competition files and paperwork. Once the document has been provided to the Technical Representative, any changes to registrations must be made in a separate email or by telephone to the Technical Representative, who will then forward the changes to the Chief Data Specialist.

Example: Please confirm with the Technical Representative and Chief Data Specialist for exact needs.

Last Name	First Name	Gender	Club	Category	Discipline	Skate Canada #	Birth date	Age
Axel	Jessie	F	ABC SC	STAR 2	Women	0012345	01/02/96	11
Jump	Jackie	F	DEF SC	Bronze	Women	0067890	02/28/98	7
Blade	Jim	M	XYZ SC	STAR 3	Men	0011223	03/31/98	9
Spiral	Susie	F	ABC SC	STAR 2	Women	0034455	04/22/96	11
Flip	Jody	F	HIJ SC	STAR 4	Women	0066778	05/06/97	10
Flip	Jennifer	F	HIJ SC	STAR 4	Women	0089900	05/06/97	10

- Register skaters and officials as they arrive to the competition. A registration table should be easily accessible upon entering venue.
- Goody bags for skaters are optional.
- Have a list of all skaters in each event, at the registration table.
- Collect music submitted by the skater. Have a Sign-in/Sign-out sheet for the skaters to initial when handing in and picking up music. The skater is required to submit an original and back-up upon registration.
- Once all music has been received, it should be placed in individual boxes according to event and handed over to the Music/Announcer Chair for storage and use during the competition.
- Have a designated area for music pick-up at the end of each event. Inform the Announcer of the location so that it can be communicated during general announcements.



Hospitality Chair

- Responsible for arranging the provision of food for the officials during the competition. Hot food should be available for breakfast, lunch and dinner. The Technical Representative will inform you of any dietary restrictions or allergies that there may be and should approve the menu for the competition.
- Arrange for a token of appreciation for Officials. Consult the Technical Representative for possible suggestions.
- If space permits within the venue, a separate meal room/area is ideal as not all officials will be eating at the same time. It should be noted that the officials' schedule is usually ongoing, which means that while one panel is officiating an event, another panel may be on a break, unless there is a designated break in the competition schedule for meals.
- Ensure not all food is consumed by individuals on a break for a meal which would result in nothing being available for those officials who return later from an event.
- Officials' schedules often overlap at mealtimes, so it is recommended that hot food always be kept available for those who are not free during the start of the mealtime.
- Don't overlook the Data Specialists who rarely come out of the Data Control Centre. The best time to schedule Data Specialists' meals is when all Officials are on the ice. Confirm all times for meals with the Technical Representative.
- The following are suggested snack and meal suggestions:

Breakfast	Lunch	Dinner	Snacks (all day)	Beverages (all day)
Muffins, Pastries Toast, Bagels Jam, Cheese Fresh Fruit Yogurt	Soup Sandwiches Salad Pickles, Cheese	Fresh/Hot meal *not soup/sandwich	Veggies, Dip Fruit Cheese, Crackers Baking	Coffee, Tea Juices, Water Pop

Accommodations Chair

- Responsible for obtaining the best hotel rate possible for officials and skaters.
- Ensure accommodation is adequate for officials.
- Book hotel rooms for all officials attending the competition. The Technical Representative will confirm the number of rooms required and the rooming list once all officials for the competition have been confirmed.
- If officials are sharing a hotel room, it is essential that the room have two beds. One bed and a pull-out couch is not acceptable. Officials are only to be roomed with other officials.
- If the competition ends late at night, accommodations must be provided to those officials who have a significant distance to travel home.
- Depending on the start time for the competition, arrangements may be required with the hotel restaurant to ensure breakfast is served early enough to allow officials and skaters time to eat prior to their departure for the arena. If this is not possible, breakfast must be provided at the venue for officials (make arrangements with Hospitality Chair).



Music/Announcer Chair

- Responsible for ensuring complete control of music that is submitted by skater at registration and that it is in order and ready for each event.
- Ensure the sound system is in proper working order for playing music and announcing.
- Provide walkie-talkies (or another method of direct communication) that are in working order to allow for communication between the Official's stand and the announcer.
- Provide stopwatches for the announcers.
- Schedule volunteers during the competition:
 - Music operator – 1 per event.
 - Announcer – 1 per event.

Note – Ideally you should have a volunteer in each role. Volunteers who are strong in both roles may be able to manage both at the same time during an event.
- **Music Operators**
 - One volunteer is necessary to play music for each event.
 - Ensure each skater's music is in order and ready in plenty of time for each event
- **Announcer**
 - One volunteer is necessary to announce for each event.
 - The announcer works under the direction of the Event Referee at all times. The announcer must ensure that they are able to communicate directly with the Referee at all times.
 - 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 Referee may delegate this responsibility to announcer. It should be noted that the Referee will change for each event and different Referees have a preference on the timing/announcing for the warm-up.
 - The Announcer must have the current information for each event. This includes the order of skate, the scheduled including times when the ice is resurfaced, sponsor recognition information, and any other important announcements required during the competition.
 - Announcer guidelines are provided as Appendix C in this manual. A copy of these guidelines should be provided to each announcer.

Awards Chair

- Prepare for and coordinate all aspects of the presentation of awards.
- Obtain podium and carpet. Secure a space for the podium in the venue. There should be sufficient space for the podium as well as skaters, parent, and coaches to gather and view the presentations.
- Order medals and ribbons as required for events.
 - The Technical Representative will confirm the number of ribbons and medals that are to be ordered for the competition.
 - Medals can be purchased from a local vendor of choice.
 - Ribbons are to be ordered from the Section Office.
- If applicable, retrieve annual presentation trophies.
- Medals and ribbons should be presented as the competition progresses to allow skaters who are finished to go home. Confirm the awards schedule with the Technical Representative. Skaters should be clothed in skating attire.
- Presentation of ribbons should be done in order of skate. Presentation of medals are to be done in order of Bronze, Silver and Gold.



- **Photographer**

- An official photographer is optional for the competition. If one is on-site, it is advisable to allow the photographer to take a picture at the podium. It should be noted that picture taking should not add additional time to the presentations as it takes away from the competition.
- Photographs should also be permitted by the parents, etc., while the winners are standing on the podium.
- No flash photography at rink side is permitted during the competition or warm-ups.

Publicity/Fundraising Chair

- Advertise competition with local media and arrange for any post event pictures (i.e. podium pictures, etc.)
- Arrange for printing of program if desired. Program must have "Sanctioned by Skate Canada" on the cover. A note regarding indicating that the use of flash cameras during the competition and warm-ups is prohibited should also appear somewhere in the program.
- Arrange tradeshow vendors (selling of skating wear, flowers, other items of interest) in the venue.
- Arrange raffle table or 50/50 raffles. Items can be collected from club members, donations from local businesses, etc. Ensure to complete the necessary raffle or 50/50 licence applications as required by Saskatchewan Liquor and Gaming Authority. Try to get items that are eye catchers, as generally people will buy more tickets for these items.
 - One large item donated (i.e., Patrick Chan skating print. Sell tickets 1 for \$5, 3 for \$10). This would be a separate item from the regular raffle table items.
- Secure sponsors and/or sell advertising for program, if applicable.
 - Business cards ads for the program (i.e., \$50 for business card size / \$100 for half page).



PART C: HOSTING THE COMPETITION

1. EVENT SCHEDULE

The Technical Representatives will carefully plan and schedule events accordingly so that the competition schedule is not too long. It is suggested that the schedule not exceed 12 hours on Saturday and 8 hours on Sunday. If ice time and officials can be secured, competitions may start Friday evening. For competitions that anticipate a large number of entries, suggestions to remain within these guidelines are as follows:

- a) Restrict the number of events a skater may register for (i.e., maximum of 2 or 3 events per skater).
- b) It is recommended to limit the number of events entered rather than cancel events, so the maximum numbers of skaters are able to compete.
- c) If all events cannot be accommodated in the schedule, any events designated as “optional” in the competition announcement template will be cancelled first as determined by the Technical Representative to meet these guidelines.

2. OFFICIALS

- a) All officials **MUST** be eligible to officiate as per their Skate Canada Official Dashboard.
- b) The Technical Representative is responsible for securing the necessary officials for the competition.
- c) The Chief Data Specialist is responsible for securing additional data specialists as necessary or requesting volunteers from the LOC for the competition.
- d) The LOC is responsible for all expenses incurred by all officials (Technical Panel, Judges, Data Specialists) as they relate to the competition.
- e) Trial Judges may be in attendance at your event. Data Specialists in training are taking the place of a qualified Data Specialist, and these individuals are considered officials.

3. DATA CONTROL CENTRE (Data Specialist Room)

It is the responsibility of the LOC to ensure all supplies requested by the Chief Data Specialist are obtained. Please consult with your Chief Data Specialist for a list of required supplies.

Equipment/Supplies Checklist

- ☐ Room with a lock, good lighting, and easy access to Official’s stand at side of rink
- ☐ Garbage bin and Recycling bin
- ☐ Tables and chairs
- ☐ Photocopier (Tabletop or floor model. Capable of printing/copying double-side and reasonably fast)
- ☐ Extension cords – 3
- ☐ Power bar
- ☐ Clipboards – 10 to 12
- ☐ Letter size white photocopy paper (amount to be determined by the Chief Data Specialist)

4. ICE RESURFACING

The Operations Chair will ensure all equipment (i.e. Zamboni) is in excellent working order. The Technical Representative will advise the Operations Chair and the venue staff of the requirements for resurfacing the ice. The schedule of the competition will include times for the ice to be resurfaced.



APPENDIX A – COMPETITION REPORT FORM

Competition			
Host Club		Location	
LOC Chair			
Phone		Email	

LOCAL ORGANIZING COMMITTEE

Please attach a list of your local organizing committee. Include the position and name of the volunteer who filled the role. For example: Chairperson, Secretary/Treasurer, Registration, Hospitality, Operations, Publicity, Awards, etc.

If any member of the LOC is interested in providing feedback or suggestions on how a committee could be improved, what worked well, what could be improved, potential problems that occurred and how they were resolved, please have them attach a separate comment to this report.

REGISTRATION

Total number of skaters and teams registered:	
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FINANCES

Please attach a complete a financial statement including budget and actual expenditures (*see Appendix B*).

Did this competition make a profit?	☐ Yes	☐ No	
Who received the profit from this event?			
Were there unexpected losses incurred during this competition?	☐ Yes	☐ No	
If Yes, please explain the losses incurred from this competition.			
Number of ribbons ordered:		Cost per ribbon:	
Number of medals ordered:		Cost per medal:	



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FOOD

Indicate the types of food services that were available for participants and visitors. Check all that apply.

☐ Concession	☐ Snack tables with items for sale	☐ Restaurant
☐ Other (please describe):		

SPONSORS

Did you solicit any major sponsors?	☐ Yes	☐ No	How many did you get?	
Did any sponsor have a product or information table at the event?			☐ Yes	☐ No

What types of contribution were made by the sponsors? Check all that apply.

☐ Cash	☐ Food	☐ Water	☐ Prize/Gift/Merchandise	☐ Gift in Kind
☐ Other (please describe):				

PROGRAMS

Total number printed:		Total sold:		Cost per program:	
Name of company hired to make programs:					
Were there advertisements in the program?			☐ Yes	☐ No	
Please indicate your advertising rates:	Back cover:				
	Inside cover:				
	Full page:				
	Half page:				
	Business card:				
	Total Income:				

TRADESHOW

Were individual vendors allowed to sell products at the event?			☐ Yes	☐ No
How many vendors were there in total for the tradeshow?				
Were they charged a fee or percentage to sell their merchandise?			☐ Yes	☐ No
If YES, what amount were they charged?	Day Rate		Percentage Rate	
Was any profit returned or donated to the competition?			☐ Yes	☐ No



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VENUE

Total number of dressing rooms required for the competition:		
Was this a satisfactory number of dressing rooms?	☐ Yes	☐ No
Did the venue have enough dressing rooms/spaces to accommodate all space requirements?	☐ Yes	☐ No

VOLUNTEERS

Approximately how many volunteers did you have for the competition?	
How did you find enough volunteers for the event?	

TECHNICAL REPRESENTATIVE

Did the Technical Representative attend committee meetings?	☐ Yes	☐ No
Did the Technical Representative provide background information for all committee chairs?	☐ Yes	☐ No
Was the Technical Representative the first line of information for all areas of the competition?	☐ Yes	☐ No

Thank you for completing this questionnaire on your event. Your thoughts and ideas will prove to be helpful for those volunteers who follow in your footsteps for upcoming skating seasons.



APPENDIX B – FINANCIAL STATEMENT

To be used as your Budget for initial planning for your competition, as well as your Financial Statement for required financial reporting following your event as outlined in Part A, Item 10 of this manual.

Competition Name:			
Host Club:		Dates:	

	BUDGET	ACTUAL
INCOME		
Draws	\$	\$
Program Sales	\$	\$
Donations	\$	\$
Sponsorships	\$	\$
Grants	\$	\$
Registration Fees	\$	\$
	\$	\$
	\$	\$
TOTAL INCOME	\$	\$
EXPENSES		
Mileage (Officials)	\$	\$
Accommodations	\$	\$
Awards / Medals	\$	\$
Hospitality	\$	\$
Official Gifts	\$	\$
Skater Gifts	\$	\$
Supplies	\$	\$
Decorations	\$	\$
Sanction	\$	\$
Ice Rental (_____ hours x \$ _____ /hour)	\$	\$
	\$	\$
	\$	\$
TOTAL EXPENSES	\$	\$
PROFIT (LOSS)	\$	\$



APPENDIX C – ANNOUNCER GUIDELINES

All officials must be on the Officials Stand prior to the warm-up for any event. The Referee will signal to the announcer when to announce the warm-up.

The Referee or Technical Representative may provide additional guidance or directions for announcing other events such as STAR 1, Elements event that are double-paneled, etc.; however, the announcing guidelines for these will closely follow the structure noted below.

FREE SKATE / ARTISTIC EVENTS - Singles

Start of Event and Warm-Up

1. The Referee will signal when to begin announcing for the event. When given the ok, announce ***“Our next event is the (name of category and event)”***
2. Announce only the names of the skaters for the warm-up group: ***“Would the following skaters please take to the ice for a _____ minute warm-up...”*** The Referee will indicate the length of the warm-up.
3. The Judges panel may be introduced during the first group's warm-up.
4. Remind the audience that flash photography is not permitted on the warm-up or during the event.
5. When directed by the Referee, announce: ***“There is one minute remaining in your warm-up.”***
6. When the warm-up is completed, announce: ***“This concludes the warm-up. Would the skaters please clear the ice. Thank you.”***

Event

1. Announce the skater when signaled by the Referee. ***“The next competitor, representing (club name) is (skater's name).”***
2. At the conclusion of the skater's performance, wait for them to go to center ice and do their bow/curtsey. When the skater does this, you may announce ***“Thank you (skater's name)”***
3. Wait for the Referee to signal when the next skater may be announced. Repeat steps 1-3 of the event until the next warm-up or the event concludes.

Conclusion

1. Announce: ***“This concludes the (event name).”***
2. If there is no break before the next event, wait for the Referee to signal the start of the next event. If there is a break announce: ***“There will be _____ minute intermission while the ice is resurfaced. The next event, (event name), is scheduled to begin at (time).”***
3. Other announcements may be made at this time such as sponsor recognition, times for medal presentations and reminders to pick up music.



PATTERN DANCE EVENTS – Solo and Couples

Start of Event and Warm-Up

1. The Referee will signal when to begin announcing for the event. When given the ok, announce ***“Our next event is the (name of category and event)”***
2. Announce only the names of the skaters/couples for the warm-up group. ***“Would the following skaters please take to the ice for a 3 minute warm-up...”***
3. Just before 30 seconds of no music during the warm-up, announce the name of the Pattern Dance that is to be skate ***“Skaters, the (name of pattern dance)”***
4. When directed by the Referee, announce: ***“There is one minute remaining in your warm-up.”***
5. When the warm-up is completed, announce ***“This concludes the warm-up. Would the skaters please clear the ice?”***

Event

1. Announce the skater/couple when signaled by the Referee.
Solo - “The next competitor, representing (club name) is (skater’s name)”
Couples - “The next competitors, representing (club name) are (Skater A) and (Skater B)”
2. At the conclusion of the skater/couple’s performance, wait for them to go to center ice and do their bow/curtsey. When the skater does this, you may announce ***“Thank you (skater’s name)”***
3. Wait for the Referee to signal when the next skater/couple may be announced. Repeat steps 1-3 of the event until the next warm-up or the event concludes.

Conclusion

1. Announce: ***“This concludes the (event name).”***
2. If there is no break before the next event, wait for the Referee to signal the start of the next event. If there is a break announce: ***“There will be _____ minute intermission while the ice is resurfaced. The next event, (event name), is scheduled to begin at (time).”***
3. Other announcements may be made at this time such as sponsor recognition, times for medal presentations and reminders to pick up music.



APPENDIX D – VENUE SETUP

Construction of Officials Stand

It is required that an Officials Stand be provided that will place the Officials at the edge of the ice surface and sufficiently high enough that plexiglass panels around the boards will not affect line of sight. The view of the entire ice surface must not be impeded as much as possible. A stand that is positioned close to the centre of the ice as much as possible is recommended.

The stand should be sufficiently long enough to enable each official to have a separate chair, with enough space beside them and to enter and exit behind the table. The stand should be long enough to accommodate up to at least 7 officials seated at one time. It is critical that the stand be structurally sound to ensure it is stable and able to support the weight of all officials when they are on it during the competition. It is mandatory that the Operations Chair advise the Technical Representative if there are any issues with meeting these requirements in the construction of the stand so they may be resolved in advance of the competition.

As the officials will spend a great deal of time on the stand, it is advisable to have reasonably comfortable seating provided. Plastic chairs can become very hard and cold during the course of the day. It is recommended that padded chairs be used if possible. If there is no heating near the officials, space heaters and/or blankets should be provided to create a comfortable environment.

Results Posting Area

The posting of event start orders and results should be on a large flat wall in an area that can accommodate multiple people at one time without causing crowding or impeding the movement of others through the venue. The larger the area is the better when considering the size of competition, number of events, and number of people wishing to look at the starting order and/or results.

Start orders and results are posted in ascending order of an event category, from left to right, starting with the lowest category (i.e., STAR 1, STAR 2, etc.), allowing enough room for all events and some space between categories. A header indicating each category is desirable. The start order for each event is posted as instructed by the Chief Data Specialist. These are staggered with the next event of the same category beneath it, and so on. When results are released, these are posted directly on top of the start order for that event. No results are posted for events at STAR 1 to STAR 3, or for STAR 5 to Gold Elements or Team Elements events. Skaters will receive a report card for these events. A sample diagram of how to display results is below.

STAR 5	STAR 6	STAR 7	STAR 8	STAR 9	Solo Dance
Event 1	Event 1	Event 1	Event 1	Event 1	Event 1
Event 2	Event 2	Event 2	Event 2		Event 2
Event 3	Event 3		Event 3		
Event 4					

Approval of the venue staff for use of such a wall may be required. It is recommended to use masking tape or painter tape so that it will not leave a mark or peel paint as there are only posted for a very short period.