



# **CARIBOO NORTH CENTRAL REGION COMPETITION MANUAL**

**REVISED – May 6, 2023**

This manual has been compiled from many sources and is intended as a guide to assist you in organizing your competition.

This version has been modified to apply to all CNCR competitions.

Feel free to make suggestions for changes, additions etc. that you consider are needed to improve our manual. Please send your thoughts and suggestions to the CNCR board at [cnccompetitions@gmail.com](mailto:cnccompetitions@gmail.com), so that with your help, a comprehensive and current CNCR Competition Manual will be available to assist those clubs stepping onto the "Competition" bandwagon.

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# HOW TO HOST

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## **WHO HOSTS THE COMPETITIONS**

As per the 'COMPETITIONS WITHIN THE CNCR' policy:

*The following is the Rotational Schedule, commencing 2018-2019 season (skipping the 2020/2021 season):*

*KLA HOW YA – Terrace SC, Houston FSC, Prince Rupert SC, Snow Valley SC, Hazelton SC, Nechako FSC, Smithers FSC*

*REGIONALS – Quesnel FSC, Prince George FSC, Williams Lake FSC, Northern BCCSA*

*TOTEM – Mile Zero FSC, Fort St. John FSC*

## **DATES FOR THE COMPETITION**

Dates for all competitions are scheduled by the BC/YT Section Board of Directors, taking into consideration the requested dates from each of the five regions in the Province as well as the availability of judges, other Skate Canada scheduled events, etc. The dates for all events is normally published in early Spring.

Dates and locations will be discussed at the extraordinary general meeting (SAGM normally held at Regionals) of the CNCR for the upcoming season. Generally, the Region will try to hold competitions on the same weekends every year to avoid conflict with other regions. The host club will need to confirm their ability and intent to host with the CNCR Competition Advisor on or before March 1<sup>st</sup> of the season before they host. In most cases the host club will still have to confirm their ice rental with their city or whomever you book your ice with and advise confirmation of this before the SAGM that is normally held in May.

## **ARENA BOOKING TIMES FOR THE COMPETITIONS**

For the KLa How Ya Competition the club should book ice on:

Friday from noon to 8 p.m.

Saturday from 8:00 a.m. – 8:00 p.m.

Sunday from 8:00 a.m – 4:00 p.m.\*

For Regionals and Totem the club should book ice in TWO ARENAS:

Friday and Saturday from 8:00 a.m. – 8:00 p.m.

Sunday from 8:00 a.m. – 4:00 p.m.\*

\*When booking your ice for Sunday you should consider how much time is required for officials to get to the airport and get on flights for home on Sunday afternoon. Not all locations will allow for officials to be home on Sunday but in most cases this should be considered and the end time of events should allow for officials to get to the airport that day. If you will have to end early on Sunday you should

compensate by booking more ice on Friday.

It is better to obtain more ice than you feel will be required...it can always be given back but it's extremely difficult to get more ice time if needed.

## **ADDITIONAL ROOM BOOKINGS**

### **Officials Break Room**

The Officials that fly in for the competition will need a space to relax, eat meals or simply take a break while at the rink. This space should have tables and chairs to eat and perhaps some casual seating for them to put their feet up. This space should be heated.

### **Data Room**

The Data Specialists will need a space to do their work.

- Close proximity to ice level and judges room.
- Heated.
- Required late afternoon or early evening the day before the competition starts (this team may arrive earlier than others).
- Access to internet or wifi.
- Good power supply with multiple plugs (2 computers, a printer and a photocopier).
- Six chairs and 3-4 8' tables.
- Provide 1 case of white (8.5 x 11) paper and one package of colored paper.

You may want to ask a local company to rent the photocopier or lend or donate the use of one for the weekend.

The officials in this room will normally take their meals and breaks in the "Officials Break Room".

### **Coaches Break Room**

You may choose to have a small room with some food and snacks for Coaches that are at the competition. This room is voluntary but it is nice for the coaches to have a space to warm up, access to some snacks and hot drinks (coffee, tea & hot chocolate) during the competition.

The food and snacks for this room can be the same or similar to the officials room but may also just be items that can be left out for the weekend.

### **Volunteers Break Room**

You may also choose to have a room for your volunteers to warm up, relax and eat something. You can have Coaches and LOC volunteers share a food room but Officials should not share a food room with volunteers or coaches. Please remember that your volunteers may have a very busy weekend and providing

food, warmth and caffeine may make your event run smoother.

## **THE ORDER OF THINGS**

1. The Competition Advisor or Region Chairperson will contact the clubs that are in the rotation to host in January and they will need to confirm their ability and intent to host with the CNCR Competition Advisor on or before March 1<sup>st</sup> of the season before they host.
2. The host club will need to confirm their ability to host and secure ice. The club will confirm with the Competition Advisor or Region Chairperson their ability to host before the Extraordinary General Meeting (AGM) or before May 15<sup>th</sup> (whichever come sooner).
3. The host club should choose or appoint a Competition Chairperson far in advance of the event. The host club will form their own Competition Committee that will plan, coordinate and be responsible for the financial and administrative aspects of the competition.

The Competition Committee will together begin recruiting volunteers who have the skills and interest in the various positions.

The event will be conducted technically by Referees, Data Specialists, Technical Panel and Judges who will arrive before the competition. The Tech Rep will work with you, the competition committee, beforehand and the Chief Data Specialist will work closely with the competition committee, Registrar and the Tech Rep.

4. As soon as possible the host club will provide the following information to the CNCR Competition Advisor for production of the Event Announcement:
  - Name of host club.
  - Physical address of arena(s).
  - Size / Dimension of arena(s).
  - Competition Chair Name, e-mail and phone number.\*
  - Competition Registrar's Name, e-mail and phone number.\*
  - Information regarding host hotel, and other suitable locations to stay. You may want to ask hotels to provide a special rate for the event.

***\*It is a good idea to have ONE e-mail address for all communication. This could be a club e-mail, a special gmail or other account your club creates or ONE person that all information will filter through.***

5. Competitions are governed by the rules of Skate Canada.

Recommended Timelines:

- January – Competition Advisor or CNCR Chair contacts host clubs to confirm their ability and intent to host on or before the SAGM (normally held at

Regionals in January).

- May 15<sup>th</sup> or prior to AGM - Competition Advisor or CNCR Chairperson contacts the host club to confirm their ability to secure ice for the required date.
  - Three months prior to the competition the CNCR Competition Advisor will finalize the required information and LOC events for the announcement.
  - At least 10 Weeks prior to the competition the CNCR Competition Advisor will submit the announcement for approval to the BC/YK Technical Rep.
  - At least three weeks prior to the registration deadline the announcement will go online.
  - The registration deadline should be approximately 7 weeks prior to the competition.
6. Make contact with the host club of the event that is prior to yours to arrange for the ribbons and data equipment to be shipped to your location in a timely manner. You will be responsible to pay the shipping fees so if you have anyone travelling to and from the previous competition or a sponsor that would pay for the shipping it would reduce your cost.

# NON-LOC PEOPLE INVOLVED & JOB DESCRIPTIONS

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## **TECH REP**

The Tech Rep is appointed by the BC/YK Section Judges Committee and normally is introduced to the host club after registration is completed. The number of judges required will be decided by the Tech Rep after the registration has been completed.

The Tech Rep, working closely with the CNCR Competition Advisor, will be responsible for creating the schedule of events. The length of competition days as per Region policy is a maximum of 12 hours and the competition day may not start prior to 8am and must be finished by 8pm.

The Tech Rep is in charge of and responsible for all technical aspects of the competition. During the competition, the tech rep will ensure skating events run smoothly.

Any questions or concerns leading up to the competition should be directed to the Tech Rep but include a cc: to the CNCR Competition Advisor to keep them in the loop.

## **CHIEF DATA / COMPUTER DATA / ASSISTANT DATA SPECIALISTS:**

The Chief Data Specialist is appointed by the BC/YK Section Data Specialists Chair.

The Computer Data Specialist will liaise with the Tech Rep re: event groupings and is responsible for input of information into computer and set up of groups, etc.

The Chief Data Specialist is responsible for operations in the Data Specialist Room, tabulating and posting of competition results. They also compile and post competition results to the Section and CNCR Websites. The data specialist will send competition results to the BC/YK Section to post on the section website.

As per the 'COMPETITIONS WITHIN THE CNCR policy:

4. *The Region computers and data specialist supplies must be used at all in person competitions in the Region and will be charged at a rate of \$500 per competition.*
5. *Shipping is the responsibility of the host of the upcoming competition. Additional charges for shipping will be charged, if applicable.*

## **CNCR COMPETITION ADVISOR**

The CNCR Competition Advisor will be your liaison with the CNCR Board of Directors and the BC/YK Section. The CNCR Competition Advisor's job is to



answer any questions you may have, ensure that all Skate Canada & BC/YK Section rules and policies are followed and to provide guidance and support to the host club. It is crucial the CNCR Competition Advisor is included on all e-mails and information about the event so they can not only provide support and guidance for your club but revise this manual and update best practices for future events.

The CNCR Competition Advisor will draw up the Announcement for the Competition with input from the LOC as provided in "The Order of Things". The Competition Registrar will review the announcement for accuracy, changes required to the registration system and to add links for registration.

When the announcement is completed it will be submitted to the BC/YK Section Technical Rep. The announcement should be submitted to the BC/YK Technical Rep at least 10 weeks prior to the competition for final approval.

The CNCR Competition Advisor will receive an APPROVED ANNOUNCEMENT which will be:

- Posted on the Section website by the BC/YT Technical Advisor.
- Posted on the CNCR website by the Webmaster.
- DO WE E-MAIL IT OUT??

NO changes will be permitted to be made to the announcement after this time. The announcement should go online at least 3 weeks prior to the registration deadline.

The CNCR Competition Advisor will assist the Host Committee as needed with their questions regarding "on the ground" operations including placement of judges stand, volunteers needed, and all other content of this manual not including technical question. The CNCR Competition Advisor will be consulted on any technical questions concerning the announcement or the competition.

### **CNCR COMPETITION REGISTRAR:**

This person will be responsible for all pre-event registration for the competition. They will send and receive all communications through the CNCR Competition Advisor. Once the announcement has been finalized and approved the CNCR Competition Advisor will forward a copy of the "APPROVED" announcement to the CNCR Competition Registrar so they can update Karelo and add registration links to the announcement.

- Set up and open registration tool as soon as the announcement has been posted and as outlined in the announcement.
- Monitor online registration tool on a regular basis.
- Within 48 hours after the close of registration, will send the list of skaters by event, to the CNCR Competition Advisor, who will forward this list to the BC/YK Section to post this list online for skaters and coaches to review and

- send corrections to the Competition Registrar within 48 hours of posting.
- The CNCR Region Chairperson will also e-mail the listing to all club e-mails as listed on the FORM 100. The Region will not be responsible for any e-mails that are not received. The e-mail is a courtesy but ultimate responsibility will be with the Coaches and Clubs to watch the website.
  - Immediately after the closing date of the competition e-mail all single entries (Coach and Skater e-mail provided on Karelo) to determine if they wish to skate for an evaluation or receive a full refund. A reply from skater or coach will be given a 48 hour deadline. If no reply is received the skater will skate for evaluation. Communicate any refunds for skaters who wish to withdraw to the CNCR Competition Advisor to forward to both the Chief DS and Tech Rep.
  - The final list of competitors is then sent to the CNCR Competition Advisor to forward to the BC/YK for posting on the Section Website. No changes to events will be made after this time.
  - LATE ENTRIES WILL NOT BE ACCPETED AFTER THE FINAL LISTING IS SENT FOR ANY REASON.
  - At least two weeks prior to the competition, send the planned program sheets to the Chief Data Specialist and cc: the CNCR Competition Advisor.
  - Send a list of skaters who did not submit planned programs sheets to the CNCR Competition Advisor and the Host Competition Chairperson. The missing planned program sheets must be collected upon registration at the competition and submitted to the Chief Data Specialist by the LOC. There will be a \$20 fee for each planned program sheet collected at the competition. These fees are collected by the LOC and are not part of the registration income (clubs keep the money).
  - Anyone who HAS ALREADY submitted a planned program sheet with their registration can submit revised planned program sheets upon registration at the competition at NO CHARGE.
  - At least two weeks prior to the competition, send the music files to the host club via dropbox and confirm receipt.
  - If assessments are allowed to be entered at the competition then assessment requests will be sent to the CNCR Competition Advisor who will forward it to the Tech Rep for consideration.
  - If there is time for assessments at the competition the Tech Rep will notify the Competition Advisor of such and information will be passed on to the: host club Assessment Coordinators and LOC Assessment Coordinator.

# LOC COMPETITION COMMITTEE

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There are a number of ways to structure a successful organizing committee; the following is a suggestion.

The organizers, under the direction of a CHAIRPERSON, should be structured into a Competition Committee with sub-committees (if necessary), each responsible for a major function.

## **THE COMPETITION COMMITTEE**

A committee consisting of key individuals involved in the day-to-day planning, coordination and control of the event should be formed. This committee should meet on a regular basis.

### **Purpose:**

- to supervise and provide detailed direction to groups/committees
- to exercise financial control

### **Composition:**

- Competition Chair
- Secretary
- Treasurer
- Registration Table/Music Submission/Planned Program Submission
- Facilities/Ice Chair
- Hospitality/Services Chair
- Promotions/Fundraising Chair
- Awards Chair
- Volunteer Coordinator
- Music/Announcer Coordinator

## **JOB DESCRIPTIONS**

### **Competition Chair – LOC**

This person will oversee the planning and running of the competition and will assign and coordinate the tasks for each of the committees. Responsibilities are as follows:

- Provide direction to the committee and sub-committees during the planning, organization and conduct of the competition.
- Preside over all meetings of the LOC and general meetings of the committee.
- Ensure that committee heads that are unable to attend a meeting are

instructed to submit to the chair a detailed report of their progress and activities.

- Share the information contained in this manual with all committee members.
- Hotel contract for officials for the competition. Note this must be done in consultation with the Tech Rep.
- Follow up with officials travel with the Section Office and Tech Rep. Note: All flights needed for any officials for the competition are booked through the BC/YK Section office (Bev Viger). As soon as officials' flights have been confirmed the Section office will provide both the Tech Rep and the Competition Chair copies of arrival and departure times.
- Ask the competition treasurer to be available throughout the competition with the chequebook to reimburse the officials for their travel expenses (mileage, ferry expenses, travel meals etc.) All expenses except mileage must include original receipts. The Tech Rep and LOC Chairperson will review officials' expenses.
- Ensure that the necessary SOCAN and ReSound forms are completed and submitted at the conclusion of the competition.
- During the planning process, keep in close touch with the Tech Rep, Chief Data Specialist and the CNCR Competition Tech Advisor to report progress and seek advice and assistance. Note: The Tech Rep is to oversee everything that happens on the ice. They will consult with the LOC but they make all decisions regarding competition related issues.
- Supervise the clean-up following the event and promptly pay all outstanding expenditures.
- Provide a written report or follow up letter to the CNCR Competition Tech Advisor with any recommendations regarding concerns or recommendations you have from hosting the competition.

## **Secretary**

- Attend all meetings; record and distribute minutes to all members of the committee including the Tech Rep, Chief Data Specialist and Region Competition Chairman. Request written reports from committee members who will not be in attendance at a meeting.
- Prepare and distribute a copy of the competition manual and any information pertaining to the competition to each committee member.
- Prepare any letters and reports as required by the LOC.
- Coordinate with the sponsorship committee to prepare the donation letter.
- Gather a list of sponsors who should be acknowledged in the program.
- Prepare letters of thanks to these and others.
- Decide on officials appreciation gift or gift certificate; this includes all officials (judges, tech panel, DIO and data specialists). Ensure thank you cards are signed by the LOC Chair and given to the officials before they leave the competition. It is required that the LOC follow the BC/YK Section gift card policy: \$25 per day. You can ask the judges what gift cards they prefer.

## Treasurer

- Ideally, someone should fill this position with accounting or finance training and experience. Additional responsibilities are as follows:
- Prepare and maintain the budget in conjunction with the Host Club Competition Chair (see appendix 1). Once the club executive has approved the budget, each committee should confirm available funds.
- Produce statements of income and expenditures in relation to the budget. Submit a Treasurer's Report at each regularly scheduled committee meeting (see Appendix 2).
- Deposit any incoming funds related to the competition.
- Provide blank expense forms for officials and collect completed forms and receipts.
- Pay all bills and collect all outstanding income.
- Be available to write cheques throughout the competition or have enough signed cheques on hand.
- Financial Responsibilities – All debts incurred are the responsibility of the competition. If a competition has a loss, the Host Club can apply to the Region for a subsidy as per CNCR Policy.
- Prepare a final financial report including profit/loss statements.

## LOC Registrar

- Responsibilities are as follows:
- Once the competition starts ensure that the volunteer team only uses the start orders provided by the data specialists.
- Look after registration table (skater's names to be checked off master list when they check in. The Registrar should prepare a registration binder for the competition. (A list of competitors from the BC/YK competition webpage.)
- Be the point of contact for competitors at the competition. Provide skaters with blank Planned Program sheets to be completed at registration for any skater that hasn't already sent one in. There is a \$20 fee for late planned program sheets. As these are received, deliver them to the data specialist room.
- Registration workers must immediately notify Tech Rep, Data Specialist Room, Ice Captain, Event Referee and the Music Player of any skaters who do not register or who are late pulls from their event. Check off form will be provided to track pulls.
- Provide an area at the Registration desk for the coaches to check in. All coaches should sign in and register at the competition a detailed list will be provided by the Section. All coaches are required to wear their BC YK Section accreditation while at the competition.
- Arrange for the following supplies:

- 2 boxes of elastics
- Supply of pens, pencils and highlighters
- Post it notes
- Permanent markers - black
- Train volunteers on the duties of the registration table.
- If applicable, give out competitor's nametags and goody bags.
- Give a copy of the skater's report card to the skater when they come to pick them up. (the report card is delivered to registration by the data specialist team)

## Facilities/Operations Coordinator

The Facility/Operations group looks after many of the physical conditions of the competition, including the ice, dressing rooms, meeting rooms and working spaces, medical and security needs.

### Facility Bookings:

- Once assigned to the position confirm that the appropriate ice and rooms have been booked for the event and monitor the booking. The Competition Chair should have/may have signed the contract with the facility.
- Read the previous section of this manual "**ARENA BOOKING TIMES FOR THE COMPETITIONS**" and "**ADDITIONAL ROOM BOOKINGS**" to confirm that ice and rooms are booked.
- Communicate any "Drop Dead Dates" with the CNCR Region Advisor for ice bookings which may require cancellation. It is best to ask your facility for some flexibility regarding "Drop Dead Dates" as it can be difficult to have timely schedules for these large events.
- Once you have received the schedule you can cancel ice ensuring the facility is open and available at least 1.5 hours before the start of on ice competition and 1 hour after the completion of competition.

### Facility Set-up responsibilities:

- Assign all rooms and space required in the facility
  - Data Specialist Room
  - Data Room
  - Coaches Break Room
  - Volunteers Break Room
  - Dressing Rooms (5 minimum)
  - Family Dressing Room – The door to this room will stay open at all times for parents to assist younger skaters in changing or putting skates on. This room should NOT be in the skaters area that is blocked off by security. Skaters accessing this room should do so with an adult present and therefore not be subjected to being alone with an unknown adult.

- The following dressing rooms should in one area and entry to the area should be secured by a volunteer and only allow entry to the area for: accredited coaches, skaters and LOC accredited volunteers. Coaches and volunteers will not be allowed to enter the dressing room but can open the door to summon skaters.
  - Female Only Dressing Room
  - Male Only Dressing Room
  - All Gender Dressing Room
  - Coach/Skater Warm Room Area (should be a dressing room closest to the ice surface, door must stay open and best practice would be to have "Rule of 2" followed).
- Skater Registration – need space large enough for at least 3 tables.
- Boutique – need space large enough for any vendors and host club fundraising tables.

#### Judges Stand responsibilities:

- In consultation with the CNCR Competition Advisor, Tech Rep and the Chief Data Specialist, design and arrange for the building of the judges stand. The Judges stand can be built by the host club or contact a local Event Rental company that can provide and build the appropriate staging for the judge's stand.
  - Where possible, position at centre ice. Keep in mind that the entire ice surface must be clearly visible for all positions on the stand – recommend that the stand be built in the players benches.
  - Recommended length of the judge's stand is 36-40 feet to accommodate up to 12 officials and 1 timer on the stand.
  - Padded chairs (to accommodate all officials on the judges stand) are needed (this includes a chair for a timer). Preference is steno chairs without arms.
  - 1 - 8'x24" wide table for the DS rink side.
  - 4 – 8' x18" convention tables (tables are not as deep and range from 16-18 inches deep) for the judges and tech panels.
  - Suggest that you have additional blankets on hand for the officials on the stand and if possible, portable heaters (check with arena to make sure this is acceptable).
  - Power source of 2- 15 amp circuits must be available at ice level and dedicated to the judging and DS equipment. If you have heaters on the judges stand they must be plugged into a separate power source.

#### Operations responsibilities:

- Create Arena and room signage. (list attached to the Project Plan Document)

- Set up bulletin boards, results boards, arena and room signage.
- At the start of each day, distribute copies of starting orders to the music player, the announcer, dressing rooms, ice captains, etc.
- Ensure that first aid supplies are readily available.
- Provide a copy of the event schedule, including ice cleans, to arena staff.
- Ensure there is reliable communication links between Registration, the Event Referee, the Tech Rep and the Ice Level Ice Captain at all times. It is suggested that 8 walkie/talkies be fully charged at the start of each day.
- Arrange for security of all equipment and property involved with the competition.
- Provide security volunteers to assure the skaters area is secured one hour prior to the competition and one hour after the competition for the safety of skaters in the dressing rooms.
- Security must assure that only skaters, accredited coaches, officials and required LOC volunteers will be allowed in to the dressing room area.

## **Music and Announcer Coordinator**

Arrange for the music/sound system to be cleaned and serviced prior to the competition. Test the sound system and cords for the competition for all arenas used and assure that a back up plan for music equipment is in place.

- Confirm that your equipment is capable of playing music from a USB as a back-up. Note – music must be submitted electronically at the time of registration and the Region will not accept the use of IPOD or IPHONE plug ins as backups at the competition. Normally music will be played from a laptop for the competition.
- Have available all required music for competition (appropriate warm-up music ((no explicit or racist lyrics) dance music and STAR 1- creative expression music)).
- Ensure arena staff is available for trouble shooting.
- To avoid any delays, check all sound equipment daily at least 1 hour prior to the start of competition to ensure that all equipment is in good working order.
- Recruit and train volunteers who will play music and announce during the competition.
- Ensure that you have a radio on hand so that you are able to communicate with the Tech Rep, Rinkside Ice Captain and Registration.
- Provide a script for the announcers at the beginning of the competition. The CNCR Competition Advisor can provide you an outline and you can add in any additional announcements



- regarding your local information and sponsors.
- Consult with the Tech Rep of the competition with any questions you may have.
- Pick up the skater start orders from the Data Room prior to the start of competition each day.
- Advise your volunteers of the warm up times for all events (you can find these times in the competition announcements) and which events require warm up music (an example would be that Artistic and Showcase events do not have warm up music played).
- If you have any questions please consult with the Tech Rep.

### Music Player responsibilities:

- Play music for the competition.
- Ensure provided music files are in the correct skating order for each group.
- Be prepared to accept backup USB from skaters or coaches if the music provided is wrong, has trouble playing etc...
- In the event that the skater has an issue on the ice during their performance do not stop the music playing until directed to do so by the Event Referee but do note the time that the "interruption" began.

### Announcer responsibilities:

The announcers are among the most important of your volunteers. How they do their job will dictate how smoothly your competition will run. They should be mature, have a good speaking voice, good diction and the ability to speak slowly and clearly. Adults are preferable, no one under the age of 16. They must be willing to take direction from the Event Referee and follow scripts if provided.

- Announce each event, skater and spectator information.
- Work with the event referee to monitor the warm up time to ensure the announcement of the 1-minute mark\*. \*Clearly announce "1 Minute remaining in warm up."
- Check with the event referee to determine what type of signal you will receive to know when they would like the next skater announced.
- Confirm with the Tech Rep what to do if the skater is called onto the ice but is a no-show (meaning you didn't know they were a pull and announced their name).

## **Hospitality and Services Coordinator**

### Accommodation

- Select a Host hotel for officials if one has not already been

chosen (often will give a break on price if designated "host hotel") and book a block of rooms. Officials will share a double room

unless otherwise requested in which case they pay half. The Tech Rep will prepare the rooming list and will provide you with a copy for the hotel. Officials will share rooms but they will not share beds.

- Consult with the Tech Rep to ask if they need a room to themselves to hold official meetings.
- Meet with and make firm arrangements with the hotel for all payment of hotel expenses. If meals will be permitted to be charged to rooms, make prior arrangements for that with hotel.
- Check on meal availability at hotels – may have to make special arrangements to ensure early morning meal requirements are available for officials if a full breakfast won't be provided at the rink.
- Compile a list of suitable hotels (phone numbers, rates, amenities) for distribution with announcement.
- Should a judge/official have a skater participating in the competition, chances are that they will need a room to themselves. This will be a 50/50 cost share. The judge or official will be responsible for half of the travel expenses and the host club will be responsible for the other half.
- Make firm arrangements with the Hotel for all payment of hotel expenses by host committee.
- If meals will be permitted to be charged to rooms, make prior arrangements for that with hotel.

## Officials Food and Hospitality

- Consult with the Tech Rep regarding meal times. Events usually run through meal times and the judges' breaks are staggered. Unless there is a formally scheduled 'common' meal break, the food services director must check the schedule and ensure there are hot, fresh meals available for all the officials regardless of when they are scheduled to get their break. This often requires that meal times run for a two-hour time period.
- Meal Suggestions:
  - Breakfast – if a hot breakfast is not available, then provide a selection of breads/muffins/donuts/bagels (toaster to be provided where possible), cold cereal, yogurt, fruit and instant oatmeal packs.
  - Lunch – hot soups, salad and sandwiches
  - Supper – a hot meal (two options) with a salad.
  - Have on hand, lots of cold bottled water, coffee, decaffeinated coffee, tea, hot chocolate, milk, juice, soft

- drinks (including sugar free options).
- Consult with Tech Rep to see if there are any meal requirements or food issues: i.e. diabetic, celiac, or allergies. Your meal menus will have to take these issues into account. You may be asked to provide a menu to the Tech Rep and perhaps a list of ingredients. Please note: the data specialists and, if holding a test day, the test judges and dance partners, may need meals on the day prior to the first day of the competition. If allergies/sensitivities creates too many barriers for your menu you can consider ordering specialized meals for those with allergies/sensitivities.
  - Assign someone to be responsible for the food room for the entire weekend. This person should be in attendance in the food room for much of the weekend ensuring that Food Safe rules are followed and the serving area and food room be kept clean.
  - Ensure (if possible) that there is a concession open and available for spectators and competitors. Advise the concession operators of the hours for the event taking in to consideration that many people will arrive one hour prior to the event.
  - The officials (Judges & Data Specialists) are volunteers who are taking time away from their families and their jobs to ensure the success of your event. They put in very long days, so make sure they are able to maintain their stamina and focus, by providing them with fresh, healthy meals. Treat them with respect, make sure they are welcomed and taken care of.
  - Ensure there are a **variety** of foods provided at each meal...you will be feeding between 13 and perhaps up to 22 officials depending on the size of your competition, so keep in mind that not everyone has the same tastes, likes and dislikes.
  - Purchase officials appreciation gift cards. Following Section policy - for a two day competition, each official should get \$50. For a three day competition, each official should get \$75. Section policy is \$25 per day for officials.
  - It is recommended that the gift cards are generic visa or mastercard as our officials come from different cities and towns around the province and may not have a specific store or restaurant in their area, which would make the gift useless to them.
  - If the data input operator is a coach who is already at the competition with skaters, they should get a \$25 gift card (in total).

### Coaches and Volunteer Hospitality

- Designate two separate areas (or one if two is not possible) in the

rink as a Coaches Break Room and a Volunteers Break Room. It is to be supplied with drinks and snacks.

- Club members are to be asked to donate food items; such as coffee/tea, hot soups in crockpots, cookies, etc.
- A notice should be sent out prior to the competition to the Competition Advisor so coaches can be notified regarding the location of the room and they should also be informed when they check in for registration. the start of the competition notifying clubs if there is a room available for Coaches.

## Transportation

- Provide transportation to and from airport, hotel and arena as needed.
- Arrange all air travel through the BC/YK Section Office. It may be important to give the CNCR Competition Advisor information regarding any unusual travel requirements or considerations to the Section office (ex. Alternate airports, lack of flights etc...).
- Once travel has been booked a copy of the travel itinerary will be sent to the Host Club to be shared with the official and the Tech Rep.
- You are responsible to take care of your officials until they are on their flight home. If flights are cancelled, delayed or extra accommodations are needed you may need to extend hotel stays, make extra trips to the airport or provide additional meals to officials. Do not leave officials stranded.

## Promotions Coordinator

### Public Relations

- Arrange for local publication of promotional articles & pictures prior to event.
- Contact Newspaper /TV/ radio coverage of event.
- Prepare and distribute posters around town inviting public to event.
- Coordinate arena decorations in competition theme if you have one.
- Photographer (if you want) - professional for skaters' pictures. Most will set up, collect monies, etc. themselves. You can request they pay a commission (usually 10%) for the privilege of setting up, such as the Skating Boutiques do but sometimes a flat fee is more appropriate.

### Sponsorship

- Work with the secretary on a donation letter to local sponsors.
- Look online for hosting grants or any grants that might take in to account the needs you may require.
- Work on possible 'in-kind' sponsorships for the competition

- necessities (accommodation, food, beverages, skater goody bags, communications system (walkie-talkies), and photocopy paper).
- Contact local businesses re sponsorship. Both monetary and in-kind donations are beneficial.
- Ensure your sponsors receive public recognition for their support. Give sponsors the option of doing a medals presentation.
- Obtain advertising for programs.
- Supply a list of all donations/sponsors to the secretary to send out thank you cards and to the announcer for recognition during the competition.

### Program (optional)

In conjunction with the secretary, responsible for production (printing) of program.

- Include a welcome message from your club president, a list of competitors, schedule of events, list of officials and attending clubs & coaches, sponsorship donors, etc.
- You may want to also provide a site map that shows the location of any important entrances, tables or locations for the participants.
- Coordinate with Club Boutique for sale of programs.

### Suggestions for Boutique and Fundraising

- Arrange for the sale of skating items (tights, guards, mini gloves, etc.) as well as novelties, stuffies, flowers (wrapped), programs and souvenirs for profit.
- If an actual skating shop is not available to set up consider contacting someone to send items to sell on commission so they are available to attendees in case of emergency.
- Organize raffle baskets, fun draws (jelly bean count, etc.) 50/50 draws etc. Must have lottery license; consult with the Treasure to ensure a license is applied for.
- Arrange for night storage and security of items at rink.
- Set up of Vendor selling area. – Host club should receive payment or donation from vendors that can be negotiated.

### **Awards Coordinator**

- Order medals for the competition from a desired vendor. CNCR Competition Advisor can provide an estimate of medals needed. You must take in to consideration the scheduled amount of groups and that there may be ties. Ribbons are provided by the Region but medals are purchased and provided by the club.
- All Ribbons are purchased from the Region and will be provided along with competition equipment and supplies. The cost to ship the ribbons and competition equipment to the host club is the responsibility of the host club.

- Ribbons must be inventoried before and after the competition and the totals provided to the CNCR Competition Advisor who will forward the inventory to the CNCR Treasurer for invoicing. The ribbons must be shipped to the following competition within 7 days of the completion of the competition.
- Set times and location for medal presentations. Ensure the area will not be too congested or interfere with others. Have the medal presentation schedule posted and announced.
- Provide a podium or appropriate area for medals presentation and a "tray" to lay medals on for presentations.
- Arrange for an MC or announcer for medal presentations. Microphone if necessary.
- Hand out awards(ribbons/medals) and report cards:
- Star 1, 2, and 3 will be receiving ribbons with their evaluation forms.
  - Star 4 and all other events will be receiving medals for 1st, 2nd and 3rd place; skaters receive evaluation forms when they pick up their music.
  - Track who has not received their medal and have an envelope or baggie with any ribbons or medals that were not picked up at the registration desk for a Coach or Club Official to pickup at the end of the competition. Do not give medals or ribbons to other skaters unless permission for this was expressed by the skater.
  - Check the BC/YK website for instructions on how STAR ribbons should be handed out in the "[Skate Canada STAR 1-4 Event Management and Procedures Guide](#)".

## Goody Bags

Goody Bags are at the discretion of the Local Organizing Committee.

- Confirm with Registrar on the number of skaters attending the competition that should receive a goody bag.
- Obtain promo items, city pins, fast food coupons, per cent off (discount) coupons, etc.
- Send out letters to businesses for collection of items, work with the sponsorship committee.
- Keep in mind you will have MALE skaters registering
- Registration table will distribute as competitors check in.
- Send list of donations to secretary for the program and Thank You cards.

## Name Tags

The host club should provide:

- Volunteer name tags
- Officials name tags may be provided.
- Create and arrange name tags for STAR 1 by groups. These tags

should STICK on to skaters (see "[Skate Canada STAR 1-4 Event Management and Procedures Guide](#)").

- Deliver all name tags to rink and co-ordinate with Registration Table for distribution.
- Skaters should receive a ribbon, name tag or something to confirm that they are competing at the competition and should be allowed in the secure Dressing Room area.

## **Volunteer Coordinator**

- Create a volunteer sign up process so your volunteers can sign up for jobs that appeal to them. Your club may choose to have "mandatory volunteer hours" for the event and should consider creating a policy early on in the process so all club members are aware of this requirement.
- The recommended positions are as follows:
  - Boutique table
    - Food and Hospitality – at least 1 per shift – recommend 2-4 hour shifts
    - Registration – at least 2 people per shift recommend 2-4 hour shifts
    - Set up and take down – at least 6 people per shift – needed the day prior to the start of the comp and at the end of the comp
    - Ice Captains – 2 per rink (one is at rinkside at all times and carries a radio, the other is moving between the dressing room and the ice surface looking for skaters) – recommend 2-4 hours shifts
    - Security – as needed to secure safety of skaters
    - Timer – 1 person per rink please consult with the Tech Rep on events and times needed. Timers are not needed for STAR 1-3 or for pattern dances.
    - Runner – 1-2 persons per shift – recommend 2-4 hour shifts
    - Music player – 1 person per rink – recommend 2-4 hour shifts
    - Announcer – 1 person per rink – recommend 2-4 hour shifts
- Schedule the first volunteer shift at least 1 hour prior to the first event scheduled each day.
- Keep the master list of all volunteers for the competition – present them with their volunteer badges when they check in.
- Ensure each area has a sufficient number of volunteers who are 16 years of age or older. Timers and runners may be younger if they are mature enough.
- Set up volunteer check in position at registration table for all volunteers to sign in and receive any instructions needed for their

volunteer position.

- Inform all volunteers of availability of volunteer lounge and its location, if space allows.
- Consider having one “floater” volunteer in case someone is ill, does not show up or needs a break.
- Ex-skaters and skater parents are often a good source for volunteers if you have a small club.

## MISC. LOC VOLUNTEER JOB DESCRIPTIONS

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Please read the Volunteer Job Descriptions below before signing up for volunteer positions.

### ICE CAPTAINS

#### Rinkside Ice Captain

- Opens and closes the gate for skaters as they are announced for warm up and to compete and as skaters leave the ice. Once the previous skater has finished their program and is starting to exit the ice you can let the next skater on the ice.
  - Skaters will check in for their event rink side and coaches will frequently check in to see which skater is on the ice and if the event is running on time. Ice captain should be familiar with the schedule and refer to the printed copy often.
  - Communicates with the Dressing Room Ice Captain when applicable to ensure all skaters have arrived and are ready for their event. If a skater is missing for the next event radio the Event Referee to inform them of such.
  - The Tech Rep will advise if there is any change to the schedule. If there are any changes, movements, skater withdrawals or cancellations communicate that to the coaches so they know when their skater will go on.
  - **\*\*IMPORTANT\*\*** If a flood is cancelled you should work with the Dressing Room Ice Captain to inform all skaters and coaches as they may not get their skates on until the flood.
  - Keep track of when the competition will “start again” after the flood and communicate that to the Coaches.
- Dressing Room Ice Captain
    - Provides security and assistance in the dressing room area but does not enter the dressing rooms.
    - As skaters arrive you check them in and direct them to the appropriate dressing room. Notify them of any changes to the schedule, skaters pulls (if applicable) so they know when they skate. If a Coach or Skater informs you of a pull inform them



- that they need to officially notify the registration desk so it can be passed on to all those involved.
- They will be familiar with the schedule and will communicate to skaters and coaches whether the event is running on time, ahead or behind.
- As events come closer notify the Rinkside Ice Captain if a skater has not arrived yet.

### Timers: preferably 12 years and older

- The Timer sits with the judging panel and times skater's movements with a stopwatch.
- The event referee will advise the length of the program and when to begin and end timing, or what specific portions of the program require timing to be done. The event referee will also discuss the process should a skater be either under or over the allotted time.
- You are not necessarily timing the length of music but rather the "skating time" from first movement to last movement.

### Registration Desk Volunteer: preferably 14 years or older

- The Registration Desk Volunteer assists in the registration of skaters, coaches and volunteers.
  - Checks in all skaters and may hand out goodie bags. Skaters should check in at the start of each day for all of their events. Check off names on a list.
  - Checks in all accredited coaches. If a coach does not have valid accreditation (check the date) you would notify the Competition Registrar. The Coach will have to provide confirmation that they are "In Good Standing" with Skate Canada and pay a \$25 fee to receive temporary accreditation.
  - Checks in volunteers and gives them their volunteer name tag and provides information about their assigned job.
- The Data Room will drop off report cards after an event to give to the skater when he/she comes to pick them up. Do not give report cards to anyone but the skater on the report card, their parent or their coach.
- If awards are not picked up they will be given to the registration desk and skaters may come to pick them up at a later time. Do not give awards to anyone but the skater, their parent or their coach.

### Security: Must be 17 years or older

- The Security Volunteer ensures that only registered skaters, accredited volunteers and accredited coaches enter the dressing room area and tunnel area.
- There should be some sort of barrier along with a person that stands at the entrance to inform parents that they cannot enter the area

- for any reason.
- The Family Dressing Room should not be beyond this area or in this area and if a parent feels they need to help their child they should take them to that area.
- If a parent needs to see or speak to their child you can ask the Dressing Room Ice Captain to go get them and have them come to the Security checkpoint.

### Food Room Services Volunteers: Must be 18 years or older and not competing

- Assist the Officials Food and Hospitality Coordinator in food preparation, setting up, replenishing food and clean up.

### Runners: preferably 8 years or older

- Runners may be a younger child that could be an extra set of hands. A relayer of information etc...during the competition.

### Awards: preferably 18 years or older

- The Awards Volunteers will organize all medals, trophies and certificates for each event and deliver them to the award ceremony location along with a copy of the results.
- Make sure they are aware of how to hand out medals and ribbons as per the Skate Canada standards.

### Boutique: preferably 8 years or older

- A Boutique Volunteer works under the direction of the Boutique coordinator selling programs, event tickets and raffle tickets (must be 19 years of age to sell).
- Any items that require a gaming licence should not be sold by anyone under the age of 19.

### Facility Set Up and Take Down:

- A facility set up volunteer works directly under the Facilities Coordinator from the LOC setting up and taking down the tables, rink board coverage, judges stand, decorations, signage and general clean up.

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**The following 2 pages contain a guideline which should be printed off and given to all those who will be working as Announcers and Music players.**

## **Announcer/Music Room Event Information and Guidelines:**

There should always be two Adult volunteers – one in charge of the music and one doing the announcing. The announcers should speak slowly and have a clear, understandable speaking voice. They will be in direct and constant contact with the Event Referee and the Rinkside Ice Captain at all times. If unsure of the proper pronunciation of a competitor's name, the Rinkside Ice Captain can ask the skater for you.

The Event Referee is in charge of the event - should any question arise during the event please ask for direction.

Music room volunteer's need to arrive at the music room **at least** thirty minutes prior to the first event each morning. It is vitally important that you check and test the laptop and microphone equipment to ensure all the equipment is working properly and hasn't been tampered with overnight. Don't just assume that everything is as you left it yesterday.

You will be given a stopwatch and an event competitor start list which includes the warm up times for all events. When each flight of the event is called to the ice for their warm-up, please announce the name of the event, the competitors' names and home club as they take to the ice for their flight's warm up. Also ensure that you have a variety of warm-up music on hand that is **age appropriate (no swearing, explicit language or inappropriate wording)** for the skaters and would not be offensive to participant or spectators.

Begin timing the warm-up when the last skater steps on the ice. **The announcer must let the competitors know when there is just one (1) minute remaining in their warm up.** During the warm up the announcer should introduce the officials on that judging panel. Any public service announcements such as no flash photography allowed (due to safety of the skaters), or when and where the medal presentations will take place, etc. should be used during breaks between events not during warm-up as it is distracting for the officials. At end of the allotted time, the Announcer will ask skaters to please clear the ice.

When calling individual skaters to perform their program, please introduce the skater and the home club they represent. After each skater performs their program the judges need some time to record their marks. Do not call the next competitor on the ice until the referee signals to let you know the Judging panel is ready for the next skater.

**\*\*** If there is an interruption in the music or if the skater stops skating for any reason, please do not stop the music until requested to do so by the Event Referee. You can take note of the time when the interruption happens.

## **Artistic Events:**

The warm up periods must always be done **without** any music being played.

There's usually not a lot of leeway in the timing schedule so you will need to keep things moving along, time the warm-up as you would any other warm-up and provide the one minute warning at the appropriate time.

The Announcer and music player are extremely important to the smooth running of the competition but it is also the best seat in the house. So enjoy the show and if you do have any questions or concerns please don't hesitate to contact the Chief Referee at any time.

## **Team Elements:**

This is the event that seems to be the most stressful for announcers. There are a lot of kids on the ice and it often looks like a bit of a zoo.

There are 2-4 skaters per team and 4 elements to be competed. On the skating order list that you will be given, it will list the team club name and number.

You will announce all the teams in the event (ie. Team #1 Quesnel, Team #2 Prince George, and so on) and direct them to go stand as a team with their coach along the boards at the number their team has been assigned. The committee will make and post large numbered signs on the glass across from the judges.

A warm up time will be given as per announcement/technical package.

The event will then begin. You will announce the element and then introduce the first team, "Team #1" and so on. When the first competitor has completed the element and return to their team you will then call the next competitor from Team # 2 (club name). When all teams have demonstrated the first element, then you repeat the procedure for the second element and so on

**REMEMBER: THIS IS A BIG EVENT FOR A SKATER - MAKE IT A GOOD ONE!**

# SAMPLE BUDGET

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Competition Name  
Competition Date  
Host Club

## PROPOSED BUDGET

### INCOME:

Registration	\$7,500.00
Advertising Programs	\$1,000.00
Fundraising	\$500.00
Boutique Table	\$300.00
Sponsorship	<u>\$1,000.00</u>
<b>Total Income</b>	<b>\$10,300.00</b>

### EXPENSES:

Data Specialist Room	\$500.00
Administration (Fax, Telephone, Mail, Photocopies)	\$400.00
Flowers	\$150.00
Gifts	\$300.00
Hospitality	\$900.00
Ice Costs	\$1,500.00
Medals & Awards	\$1,500.00
Officials (Judges & Data Specialist)	\$3,000.00
Programs	<u>\$250.00</u>
Ribbon/Data Box Shipping Fees	<u>\$500.00</u>

**Total Expenses** \$8,300.00

**ESTIMATED PROFIT** **\$2,000.00**

## **COMPETITIONS WITHIN THE CNCR**

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DATE APPROVED BY BOARD OF DIRECTORS: May 13, 2006

AMENDED BY BOARD OF DIRECTORS: May 14, 2022

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1. All CNCR competitions are open.
2. A flat fee of \$2500 plus a competition surcharge of \$7.00 per skater per entry and \$14 per team per event will be charged.  
The host committee funds a further \$3.00 per entry and \$25 per synchro team to the BC/YK Section.
3. The Region will collect, in lieu of fundraising, 12% of the net income due to the club after all expenses are deducted.
4. The Region computers and data specialist supplies must be used at all live competitions in the Region and will be charged at a rate of \$500 per competition.
5. Shipping is the responsibility of the host of the upcoming competition. Additional charges for shipping will be charged, if applicable.
6. All CNCR competitions will use Karelo for competition registration. This will be administered by a CNCR Competition Registrar. The host club may request a \$5000 advance of registration fees if there is a need for the funds before the competition. The CNCR will pay the BC/YK Section fees from the Karelo monies and also deduct any funds owed to the CNCR before issuing payment to the host club.
7. All CNCR competitions will be on a rotational basis. The following is the Rotational Schedule, commencing 2018-2019 season (skipping the 2020/2021 season):
  - KLAHOWYA – Terrace SC, Houston FSC, Prince Rupert SC, Stuart Lake FSC, Snow Valley SC, Hazelton SC, Nechako FSC, Smithers FSC
  - REGIONALS – Quesnel FSC, Prince George FSC, Williams Lake FSC, Northern BCCSA
  - TOTEM – Mile Zero FSC, Fort St. John FSC
8. Any Club hosting a sanctioned competition shall follow the Region's competition manual which explains the duties of the host club and guidelines that must be followed.
9. If a competition has a loss, the host club may choose to apply to the Regional Board for assistance by submitting the final budget and financials for board review on a case by case basis.
10. The honorarium for officials at a CNCR competition will be \$25 per day worked.
11. If a camera person is required (live skating with remote officiating), expenses will be covered by the host club of the competition following the CNCR expense claim form for transportation, hotel, and meal per diems. In addition, the honorarium for camera person(s) at a CNCR competitions will be up to \$100 per day worked.

## STAR ASSESSMENTS DURING COMPETITIONS

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DATE APPROVED BY BOARD OF DIRECTORS: September 8, 2002

AMENDED BY BOARD OF DIRECTORS: May 14, 2022

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1. Star Assessments during competitions are open to Freeskate and Artistic Assessments on the availability of ice and qualified assessors. These assessments are to be assessed while the skater is competing.
2. The Assessment application is included in competition registration (Karelo) and must be submitted by the competition registration deadline. Applications for assessments will be disallowed if received after the closing date of the competition. No Exceptions.
3. Skaters may enter the event that corresponds with the assessment being taken or at their current level. The skater must have the correct music length for the assessment they are trying. Skaters will be assessed while competing in the event. Remember your assessment program may not meet the well-balanced program criteria and deductions may result. The assessment and competition will take place at the same event.
4. Assessments will only be permitted if qualified assessors are available.
5. The Assessment chair of the club hosting the competition is responsible for the running of the assessments as well as for submitting the paperwork and fees associated with the assessments.
6. Skate Canada Fees, and correctly completed assessment papers/summary sheets must be brought to the competition and personally handed to the assessment chair prior to the assessment. Failure to do so will result in the assessment being disallowed.
  - a) Only after the competition schedule has been finalized and the judges are in place, will the clubs be notified by the Competition Registrar, if their application for assessments will be accommodated.