



CARIBOO NORTH CENTRAL REGION INTERCLUB COMPETITION MANUAL



REVISED - July 7, 2018

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

It was created initially for those clubs who wished to host the CNC Regional Championships, however it was found to be very useful when hosting an Interclub competition as well.

This version has been modified to apply to all CNCR Interclub 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, 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

DATES:

Dates for all competitions are scheduled by the BC/YK 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.

Dates and locations will be discussed at the extraordinary general meeting 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 the Competition dates with your city or whomever you book your ice with and advise your area liaison as soon as possible. The club should plan on booking ice on Friday and Saturday from 8:00 a.m. – 8:00 p.m. and from 8:00 a.m – 4:00 p.m. on Sunday. (Regionals and Totem competitions require two ice surfaces.) 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.

Immediately book all the arena rooms and accommodations for judges/officials that may be needed for your competition.

THE ORDER OF THINGS:

1. Your Competition Committee will plan, coordinate and be responsible for the financial and administrative aspects of your Competition. 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.
2. Competitions are governed by the rules of Skate Canada.
3. The Competition Chairperson should be chosen/appointed far in advance of your event in order to begin recruiting volunteers who have the skills and interest in the various positions.

ORGANIZATION

TECH REP

The Tech Rep is appointed by the BC/YK Section Judges Committee. The number of judges required will be decided by the Tech Rep.

The Tech Rep, working closely with the CNCR Tech 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.

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.

CNCR TECHNICAL ADVISOR-

The CNCR Technical advisor (Tech advisor) will be your liaison with the CNCR Board of Directors. The Tech Advisor's job is to answer any questions you may have and to ensure that all Skate Canada & BC/YK Section rules and policies are followed.

The CNCR Tech Advisor will draw up the Announcement for the Competition. When the announcement is completed it will be submitted to the BC/YK Section Technical Rep. When the announcement has received final approval from the Section Technical Committee, you will receive an APPROVED ANNOUNCEMENT and a Tech Memo outlining instructions for distribution. It can be posted on the CNCR website. The BC/YK tech rep is responsible for posting on the skatinginbc.com website. NO changes will be permitted to be made to the announcement after this time.

The host committee is responsible for providing pertinent information, such as boutique information and accommodations listings, etc.

The CNCR Tech advisor will be consulted on any technical questions concerning the announcement or the competition.

CNCR COMPETITION REPRESENTATIVE

The CNCR Competition Rep 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.

CNCR COMPETITION REGISTRAR:

This person will be responsible for all pre-event registration for the competition.

- 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 2 days after the close of registration, will send the list of skaters by event, to the Tech Rep, who in consultation with Section scheduling representative, will determine if any events need to be split into groups. If groups are required, the Tech Rep will ask the Chief DS to draw the skaters into groups.
- Contact all single entries in free skating and free dance to determine if they wish to skate for an evaluation or receive a full refund. Communicate any refunds for skaters who wish to skate for an evaluation to both the Chief DS and Tech Rep. Skating for an evaluation is only applicable to free skating and free dance categories.
- The competition schedule and lists of competitors are then sent to Janice Hunter for posting on the Section Website.
- Forward to the Tech Rep for approval any changes that are received from coaches. Forward approved changes to the Chief DS and have the information on the Section website updated.
- At least two weeks prior to the competition, send the planned program sheets to the Chief Data Specialist. Make a list of skaters who did not submit planned programs sheets; the missing planned program sheets must be collect on-site at the competition and submitted to the Chief Data Specialist. There will be a \$20 fee for each planned program sheet collected at the competition.
- At least two weeks prior to the competition, send the music files to the host club.
- Test requests will be sent to the Host Club test chair, CNCR Competition Chair, and CNCR Judges Bureau Rep.

COMPETITION COMMITTEE

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

OVERVIEW OF COMPETITION COMMITTEE:

Job Descriptions of the Host Club

Competition Chair – Host Club

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.
 - Negotiate the following contracts well in advance:
 - Facility rental contract (ice and rooms) for the competition and other facilities as required.
 - Ensure a room for the data specialist team is booked for the day before competition starts; confirm with the Chief Data Specialist the time they will be arriving to set up. Note that the data specialist team may require a meal to be arranged for them during set up; please consult with the Chief Data specialist.
 - Confirm that the facility is available and ready to go at least 1.5 hours prior to the start of each day's first events.
 - 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 Chair 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 host club but they make all decisions regarding competition related issues.
 - Supervise the clean-up following the event and promptly pay all outstanding expenditures.

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 recommended that the LOC follow the BC/YK Section gift card policy: \$25 per day.

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.

Registrar – at Event

- 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.)
- Receive and record the back-up CD or USB from the competitors for each event that requires music, place in the correct event container and in the correct skating order (shoe boxes work well or plastic baskets from the dollar store). If the skater is in two events, make sure the correct CD or USB stick is in the correct event container. Once all music for an event has been received, the event container can be taken to the music player.
- 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.
- Oversee the music runners whose job is to collect music at the registration table and deliver to the music player at ice level.

- 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:
 - baskets to place the music in (can be purchased at the dollar store)
 - 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.
- The Music Runner will pick up the music from the music booth once an event is finished and then they will take it to the registration desk. Give a copy of the skater's report card to the skater when they pick up their music. (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 Set-up responsibilities:

- Assign all rooms and space required in the facility
 - Data Specialist Room – Available and set up late afternoon/early evening the day prior to the first day of the competition. Should be in close proximity to ice level and large enough for 3 to 4 tables, printers and photocopiers. The room must have the electrical capacity to run 2 computers, 1 photo copier. Need 6 chairs and 3-4 8' tables. Host club to provide 1 case of white (8.5x11) paper for the competition.
 - Officials Food and Hospitality Room – should be large enough to accommodate up to 8 tables and 30 chairs and should have access to a refrigerator.
 - Dressing Rooms – 2-3 dressing rooms with stalls for changing.
 - A family dressing room - for parents to assist younger skaters
 - Coaches Room – Refreshment area.
 - Volunteer Room – Refreshment area for club volunteers.
 - 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 Region Competition Chair, 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 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 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 and for the safety of skaters in the dressing rooms.

Music and Announcer Coordinator

Arrange for the music/sound system to be cleaned and serviced prior to the competition. A back up plan for music equipment must be in place.

- Confirm that your equipment is capable of playing music from a USB or CD as a back-up. Note – music must be submitted electronically at the time of registration. The Region will not accept the use of IPOD or IPHONE plug ins.

- Have available all required music for competition (appropriate warm-up music, dance music, STAR 1- creative expression, and Quad Threat),
- 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 and Registration.
- Provide a script for the announcers at the beginning of the competition. The Region Competition Chair can provide you with a copy.
- Consult with the Tech Rep of the competition with any questions you may have.
- Pick up the skater start orders from the Data Specialist Room prior to the start of competition each day.
- Advise your volunteers of the warm up times for all events and which events require warm up music.
- 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.

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.
- 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 (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.
- 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.

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.
- 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, will need meals on the day prior to the first day of the competition.
- Assign someone to be in attendance in the food room full time. Food Safe rules must be followed and the serving area and food room be kept clean.
- Ensure that there is a concession open and available for spectators and competitors, and advise of the competition hours.

Coaches and Volunteer Hospitality

- If space allows, designate two separate areas in the rink as a Coaches lounge and a Volunteers lounge. 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 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. 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.

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.

Sponsorship

- Work with the secretary on a donation letter.
- 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 donators/sponsors to the secretary to send out thank you cards and to the announcer for recognition during the competition.
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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.
- 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.
- o 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.
- o Arrange for night storage and security of items at rink.
- o Set up of Vendor selling area. – Host club should receive payment or donation from vendors

Awards Coordinator

- o Order medals for the competition from a desired vendor. CNCR Competition Registrar can provide an estimate of medals needed
- o All Ribbons are purchased from the Region and will be provided along with competition equipment and supplies.
- o Ribbons must be inventoried before and after the competition and provided to the CNCR competition registrar and cncr competition chair.
- o 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.
- o Provide a podium or appropriate area for medals presentation and a "tray" to lay medals on for presentations.
- o Arrange for an MC or announcer for medal presentations. Microphone if necessary.
- o 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 or who has picked it up for them. That way you will know what is left to distribute.

Goody Bags

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

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

Name Tags

the host club should provide:

- o Volunteer name tags

- Officials name tags may be provided.
- Create and arrange name tags for STAR 1 by groups
- Deliver all name tags to rink and co-ordinate with Registration Table for distribution.

Volunteer Coordinator

- Create a volunteer sign up process. The recommended positions are as follows:
 - Boutique table if applicable –
 - 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 – 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 ½ 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.

Volunteer Job Descriptions

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

ICE CAPTAINS

- The 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.
- 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 Attendant when applicable to ensure all skaters have arrived and are ready for their event.
- The Tech Rep will advise if there is any change to the schedule
- The Ice Captains provides security and assistance in the dressing rooms.
- The Ice Captains will notify skaters and coaches and notifies registration desk of skater pulls, no shows or late arrivals.
- They will be familiar with the schedule and will communicate to skaters and coaches whether the event is running on time, ahead or behind.

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.

Registration Desk Volunteer: preferably 14 years or older

- The Registration Desk Volunteer assists in the registration of skaters, coaches and volunteers.
- They receive back-up music from the skaters or coach and organize it by category and skater order.
- They match up the skater's CD and report card to give to the skater when he/she comes to pick up their music after competing.

Security: Must be 17 years or older

- The Security Volunteer ensures that only registered skaters, accredited volunteers and accredited coaches enter the dressing rooms and tunnel area.
- Dressing Room Volunteers can also be the security volunteer.

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 work under the direction of the Registration Desk Supervisor picking up music, delivering it to the music player/announcer and returning music from finished events to the Registration Desk Supervisor.

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.

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).

Facility Set Up and Take Down: preferably 18 years or older

- 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, signage and general clean up.

TERMS OF REFERENCE FOR COMPETITION COMMITTEE

CHAIRPERSON

The appointment of this person is of the utmost importance to the success of the competition. The individual acting as CHAIR really makes or breaks the event. It is essential that the CHAIR be skilled in public relations and time management, as well as having the ability to deal with unexpected situations in a calm and productive manner. He/she must have good 'people skills' and be able to clearly communicate, supervise and co-ordinate the activities of large numbers of volunteers. Must have time and inclination to keep in constant contact with the CNCR Tech Advisor, CNCR Competition Advisor &/or Tech Rep. Check emails daily. respond immediately to questions/requests.

The Chair manages the meetings by ensuring that all members have the opportunity to interact at the table, that all viewpoints are considered acting as the neutral voice at the table and only voting when required to split a tie.

TERMS OF REFERENCE:

- ORGANIZE the competition overall. Assign and coordinate jobs of the committees.
- Give direction and oversee the committee during the planning, organization and conduct of the Competition.
- Under direction from the CNCR Tech Advisor, CNCR Competition Advisor and/or competition Tech Rep, implement Skate Canada rules and CNCR policies with regard to all aspects of the competition. Communicate and ensure that all committee members are aware of and understand the policies to be followed regarding every aspect of their activities to all concerned. Share information by forwarding this competition manual to each of your Local Organizing Committee members and request them to print the portions that are applicable to their area of responsibility.
- Take a continuing personal interest in the financial aspects of the competition. This includes working with the financial role to draw up the initial budget as well as assisting them in obtaining the best possible hotel and rink rental prices.
- Consider and support any recommended changes to the budget as required. These must be submitted, discussed and approved by the competition

committee throughout the planning stages.

- Monitor and control expenditures by committees within the approved budget.
- Negotiate the following contracts:
 - Rink rental contracts for competition and practice ice and other facilities as required (and working with the Facilities/Ice Chair).
 - Hotel accommodation, meeting rooms, etc. as required.
 - Request written confirmation of Ice booking for competition, cost of ice and rooms booked for your files.
- Preside over all meetings of the Competition Committee. Ensure that committee heads who are unable to attend a meeting are instructed to submit a detailed report of their progress and activities. Ensure minutes are recorded and distributed to all members, attending or not.
- Attend other committee meetings as necessary to keep abreast of progress or to troubleshoot.
- Keep a running check on the progress of each group and committee and consider projects recommended by each for approval.
- During the planning process, keep in close touch with the appropriate officials (Area Liaison, CNCR Tech Advisor, CNCR Competition Advisor, Chief Data Specialist, Tech Rep) to report progress and seek advice and assistance.
- Stay in constant communication with the Tech Rep assigned to your event.
Note: The Tech Rep is in charge of everything that happens ON the ice. They will consult with your committee but they are responsible for making the final decisions regarding competition related questions. Your local organizing committee (LOC) is responsible for all that goes into making the competition run smoothly.
 - The Region will provide the Data Specialist supply box for the competition and the host club will be invoiced for its use.
 - The Region will supply the computer equipment for the competition and the host club will be invoiced for its use.
 - **A commercial office type photocopier is required with collating capabilities.**
 - **Wireless internet is required.**
 - Please discuss data room requirements with the Chief Data specialist assigned to your competition.
- On the first day of competition supply the Officials with current Officials Expense Forms (available on the CNCR Website) **Instruct your Treasurer to pay officials expenses immediately upon receipt of their forms and prior to their departure.** (Officials are volunteers and must not be out of

pocket for any reason.)

- Continue to exercise control during the competition and the Presentation of Medals, if required
- Supervise the wind-down following the event and prompt payment of all outstanding expenditures. Working with the Secretary, ensure that Thank you's are extended promptly post event - Gifts in Kind in particular need a public Thank you. These could be in the form of note cards or a public statement in the local news/ on the website.

REGISTRATION/MUSIC SUBMISSION/PLANNED PROGRAM SUBMISSION – TERMS OF REFERENCE:

- Point of contact in the announcement for submission of planned program sheets.
- Receive skater registration list from Chief Data Specialist for LOC use.
- Collect planned program sheets for Star 4 + FreeSkate events and send to Chief Data Specialist. Late planned program sheets are subject to a \$20 fee. Skater may not register for their event without filling one out prior to skating.
- On the day(s) of the event liaise with the Tech Rep and Chief Data Specialist as needed.
- Responsible for volunteers to collect music at Registration Table, using a system to check off when receiving each skater's music. (Sort and organize music CD's into groups **in order of skate**, shoe boxes work well, one shoe box for each event with event number and name clearly marked on each shoe box). Transfer music to Music Room for each event in a timely manner.
- Registration workers **MUST immediately** notify Audit Room, Chief Referee and Music room of any skaters who do not register or who are late pulls from their event. Responsible for returning CD's from music room to competitors. Having a Music sign in and sign out book works well.

Registration:

- Set up schedule for registration and music sign in.
- Look after tables & decorations for registration tables.
- Arrange for and train volunteers to operate registration table.
- Look after registration table (prepare sign in book - skater's names to be checked off master list when they check in).
- Hand out competitors name tags, ribbons and goody bags.
- Hand out Officials and Volunteer name tags

SECRETARY – TERMS OF REFERENCE:

The individual who is appointed as Secretary must have access to typing and photocopying.

- Record minutes of each meeting, remembering that the discussion is not as important as the decisions. Record the formal motion, indicating the seconder and whether any members declined to vote. Notify members of all meetings, Collect reports from non attending members. Attend all meetings, record and distribute minutes immediately to **all** committee members.
- During the early planning stage, prepare and distribute information kits to each member of the committee.
(include a photocopy to each director of their job description & responsibilities from this manual)
- Arrange for the regular distribution and pick up of mail. Prepare any letters and reports as required.
- Gather a list of sponsors who should be acknowledged in the program. Prepare letters of thanks to these and others. Send "Thank You" cards to all the hard working volunteers.

TREASURER – TERMS OF REFERENCE:

Ideally, this position should be filled by someone with accounting or finance training and experience. Once the budget has been approved, each committee must follow it precisely and stay within their expenditure limit.

- working with the Chair, exercise financial control over the Competition.
- Prepare and maintain the budget.
- Explore all possible sources of revenue.
- Maintain control over expenditures by all committees.
- Review and make recommendations to the CHAIR regarding extraordinary expenditures not included in the budget.
- Produce statements of income and expenditures to date in relation to the budget. Submit a Treasurer's report at each regularly scheduled committee meeting.

- Receive and deposit funds.
- Pay all bills, collect all outstanding income.
- Prepare a final report indicating profit or loss and including recommendations for the next event.

FACILITIES / ICE CHAIRMAN:

This 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, with the advice of the CNCR Competition Advisor.

Operations:

Terms of Reference:

- Plan and organize an "Operations Centre" which will be the centre for communications, transportation, information, emergencies, etc.
- Assign rooms in the ice arena:
 - 1 room for Data Specialists Room (should be large with enough electrical capacity to run the computers, photocopiers, etc.)
 - 1 room for Private Judge's lounge
 - 1 room for food services for judges/officials only (may be combined with Judges Lounge and must have proper on-site refrigeration available). NO CHILDREN PERMITTED
 - dressing rooms - 1 for men, several for ladies and a common area for young skaters is recommended.
 - Refreshment area for coaches and volunteers.
- Create a Judges Stand **at centre ice**, with the surrounding area roped off, in consultation with the Chief Referee. If building a Judge's Stand, it should be large enough to accommodate 12 chairs, keeping in mind that the entire ice surface MUST be clearly visible from all positions on the stand. There should be nothing impeding the judges view. Access to the judges stand (stairs if not a level entry) must be sturdy and safe. Stools, straight ladders or any type of unsafe climbing access is not acceptable. Once built, have someone (short) sit at the table in the same height chair that will be provided for the judges. Regardless of how you decide to seat the officials...make sure to check the site lines to ensure everyone has a good view of the ice.

Comfortable chairs- 12 minimum (must not be the plastic lawn chair type-they

are back breakers) and have warm, clean blankets available in Judges area. Heaters are recommended but a separate circuit box is recommended. Check with your arena to see if they have this.

4 x 6 ft or 3 x 8 ft tables should be able to be accommodated. Regular width tables.

- Dressing room supplies (emergency medical supplies, feminine products, etc.)
- Act as a coordinator for the setup and servicing of all operations rooms at the rink. Judges Room (private rest area) & Data Specialists Room and assign the volunteers required.
- Set up bulletin boards, results boards, arena and room signage.
- Ensure required patching & flooding is done on a regular schedule as Tech Rep directs.
- Distribute a flood/event schedule to all arena and ice making staff.
- Ensure first aid supplies are readily available at skater's ice entrance. Incident reports should be available.
- Communications - Ensure reliable communication link between music room, Event referee, Chief Referee and Ice Captain, (head sets, walkie-talkies - minimum of 4 per rink).
- Ensure communication system is charged continuously to avoid any lapses.
- Arrange security of all equipment and property involved with the competition and for safety of skaters in the dressing rooms.

Ice Captain:

Terms of Reference:

- Prepare a schedule for all ice captains, timers, runners and dressing room attendants. Ensure that each has a written list of duties and is competent to perform these.
- Stop watches, etc. for each rink (if applicable).
- Assign dressing rooms to groups - make signs for dressing rooms.
- Post skating orders at dressing rooms.

- Be aware that ALL coaches MUST visibly display their Coaching Accreditation tag if they wish to enter the competitors' ice entrance. **Nobody is allowed in this area without displaying the proper accreditation (neither parents nor coaches spouses) with the exception of working LOC volunteers.**

Ice Captain:

- Endeavour to keep events on time. Keep steady flow of skaters from dressing rooms to ice entry.
- Ensure next event group is in assigned room - advise announcer of any missing competitors. Advise when next group is to warm up.
- Advise when skater is scheduled to enter ice.
- Have communication equipment (Walkie Talkies) to relay information from Tech Rep.
- Three to four hour shifts works well for most volunteers.
- Should anyone come to the competitors on ice entry who does not have a coach's accreditation tag displayed you MUST ask them to show it to you...if they cannot produce it, then you MUST ask them to leave immediately. Temporary Accreditation may be purchased at the registration table for \$25. However, they must be able to prove current membership with Skate Canada. (The tag requirement and process is clearly explained in the approved competition announcement).
- If the non-complying coach/person argues the point, then you should ask for their name and home club and immediately contact the Competition Chairperson to report the problem and ask that they deal with the issue. As Ice Captain you will have a headset and be in continuous contact with the event referees, etc, so it will be a simple matter to turn the issue over the Competition Chairperson.

Dressing Room Attendant (if needed):

- Arrive at least 30 minutes before scheduled event.
- Keep flow of skaters from dressing room to ice surface constant.
- Post signs/lists for dressing room groups.
- Post a sign stating Male coaches are not permitted to enter Female dressing rooms and vice versa.
- Ensure room supplies are adequate (pins, band-aids, elastics, etc).
- Keep order in dressing room. Try to maintain a positive atmosphere.
- **Ensure parents are NOT permitted entry into dressing rooms– (direct them to the common area).**
- **NOBODY is permitted to be in the competitors' dressing room area who does not have a skater's name tag or a coach's accreditation tag prominently displayed. If they cannot produce the tag, then you MUST advise them to leave the area immediately. This is a Skate Canada rule - No exceptions (The tag requirement and process is clearly explained in the approved competition**

announcement)

- If the non-complying coach/person argues the point, then simply ask for their name and home club and report the infraction immediately to the on duty ice captain who will report the problem to the Competition Chairperson.

Timers: Timers are MANDATORY.

- Two stop watches must be provided by the host club, per rink.
- Timers should be a minimum of 12 years of age. The skaters will have deductions for programs of incorrect length, so the event referee must be able to fully rely on the timers' ability to do the job correctly.
- Timers report to and take direction from event referee.
- Timers will be issued a stop watch to keep time of each skater's music.
- 2 to 4 hour shifts work well (shift changes to take place following the conclusion of an event, not by specific time.

MUSIC & ANNOUNCERS:

- Responsible for the playing music and the announcing duties for competition.
- Music room staff **MUST** check equipment is in working order at least 1 hour prior to start of day.
- Announcers should understand that they must always defer to the Event Referees.
- Recruit & train volunteers who will play music and announce during the competition. Announcers are among the most important of your volunteers; how they do their job can dictate how smoothly your competition will run. They should be mature, have a good speaking voice, good diction and the ability to speak slowly & clearly. Adults are preferable. If you must use a skater to fill an announcer shift make sure there are no other skaters allowed in the booth as the announcers attention must be focused on the competition and the event Referee.
- Set up schedule for volunteers and check a few days prior to make sure they are still available.
- Ensure music playing equipment is in good working order.
- Provide that all required music for competition is at hand (dance music, creative, quad threat music, etc <<these come from the competition rep - please contact him/her well in advance to provide this>> warm up music, etc) You will provide appropriate warm- up music. You must ensure the warm-up music played will not be considered offensive.
- Ensure music players and announcers have the correct skating order for each event.
- Ensure that music room has direct communication equipment with the Event Referee.
- Do a check of all music systems every day, 1 hour prior to start of competition to ensure that all equipment is in good working order and there will be no delay in start time due to music system problems. Do not presume that all will

be as it was left yesterday - Check and make sure.

- Print up instructions for music player/announcer-Give them a copy a week prior to the event to familiarize themselves with their responsibilities and also post a copy in the music room.
- A script is available if desired, please contact CNCR Competition Rep.

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 incoming/outgoing 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 ice captain at all times. If unsure of the proper pronunciation of a competitor's name, the ice-captain will ask the skater for you.

The Event Referee is in charge of the event - should any question arise 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 CD player 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** for the skaters and would not be offensive to parents.

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.

Interpretive 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.

HOSPITALITY / SERVICES CHAIRPERSON:

Accommodation:

- Selection of a Host hotel for officials...often the hotel will give a break on price if designated "host hotel".
- Compile a list of suitable hotels (phone # / rates /amenity's) for distribution with announcement.
- Booking of rooms for meetings if they are required.
- 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 rink.
- Block book rooms at host hotel for Officials.
- Judges/Data Specialists accommodation-Two officials will share a room (2 double beds mandatory) unless otherwise requested. The Tech Rep will designate the room assignments.
- The Tech Rep may require room to themselves for officials meetings, etc.
- 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.

Hospitality:

- Designate an area as a Volunteers/Coaches lounge at the rink to be supplied with refreshments for your competition volunteers and visiting coaches.
- Provide meals and drinks for officials at rink in a separate Lounge area.
- 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.
- 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.

- 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, they should get a \$25 gift card (in total).

Transportation:

- Provide transportation for officials (Vans work well) to & from airport or bus to hotel as well as daily to & from hotel and arena
- Provide Chief Referee with the cell numbers needed to contact Transportation Director &/or Drivers. This information will be sent to the incoming judges prior to their arrival.

Food Services:

- Arrange for a private area for food to be served for officials and judges. This room may not be combined with a volunteer/coaches lounge.
- Club members can be asked to donate food items for the Competition.
- Provide meals and snacks at the rink for all officials. If you advise the Tech Rep that **ALL MEALS** will be provided at the rink then you must provide full meals 3 times a day if continental breakfast is not supplied at the hotel. You **MUST** assign a volunteer to be in attendance in the food room full time.
- Provincial Food Safe rules must be followed and the serving area kept clean and tidy.
- Coffee and tea should be ready prior to officials' arrival at the rink each day.
- Provide suitable morning snacks, lunch, afternoon snacks, and dinner (if applicable)
- Have on hand, lots of cold bottled water, coffee, tea, hot chocolate, milk, juice, soft drinks.
- Ensure that Food Safe rules are practiced at all times. Refrigeration must be available and ensure that all foodstuffs are fresh and kept hot/cold as applicable.
- Check with the Tech Rep to see if there are any meal requirements or food issues i.e.: Diabetic, celiac, or allergies. Your meal's menus will have to take these issues into account. You will be asked to provide a menu to the Tech Rep and perhaps list of ingredients.
- **The menu requirement is mandatory.** Please do not take this requirement as a criticism or poor reflection on your food services people. Because there will be so many people volunteering to officiate at your competition, chances are that several of them will have food issues. It is a simple matter for the Tech Rep to forward your menu to the officials

who can then advise if one particular meal item will be unsuitable for them. This can usually be avoided when there are two menu choices provided for each meal.

- Events usually run through meal times and the Judge's breaks are staggered. Unless there is a formally scheduled 'common' meal break, the food services director must check the judge's schedule and ensure there are hot, fresh meals available for all the judges regardless of when they are scheduled to get their break. This often requires that mealtimes run for a two hour time period. Please check with the Tech Rep for a suggested meal schedule if you are unsure.
- Ensure that there is a concession open and available for spectators and competitors, during all hours of the competition. Parents appreciate their coffee in the early mornings.

PROMOTIONS CHAIRMAN:

Public Relations:

- Local publication of promotional articles & pictures prior to event. Note: check for free or inexpensive advertising to stay within budget.
- Newspaper /T.V./Radio coverage of event.
- Prepare and distribute posters around town (and seniors facilities) inviting public to event.
- Prepare "welcome signs" at arena.
- Responsible for arena decorations in competition theme.

OPTIONAL:

- Photographer - professional for skater's pictures. Most will set up, collect monies, etc. themselves.
- You can request they pay a commission for the privilege of setting up, much as the Skating Boutiques do.

Sponsorship:

- Contact local businesses re: sponsorship. Both monetary and in-kind donations are beneficial.
- Make sure your sponsors receive public recognition for their support.
- Create a chart showing what recognition will be given for each monetary level of contribution.
- Work on possible 'in-kind' sponsorships for the competitions' necessities (computer equipment, photocopier, accommodation, food, beverages, vehicles for transportation, communications system - walkie-talkies, and photocopy paper)
- Seek monetary donations from businesses and/or industries. These sponsors could receive recognition as the ice sponsor for a specific event or for sponsoring specific needs like medals.

Program:

- Obtain advertising for programs. Ads should be paid for upfront. Invoicing could lead to trouble.
- 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.
- Co-ordinate with Registration or Club Boutique for sale of programs.

Boutique:

- Sweatshirt/T-shirt order forms to go out with Announcement (if club wishes to do these items).
- Sale of skating items (tights, guards, mini gloves, etc) as well as novelties and souvenirs for Profit.
- Raffle tickets, fun draws (jelly bean count, etc) 50/50 draws...(Must have lottery license).
- Arrange for night storage and security of items at rink.
- Set up of Boutique selling area.
- Arrange for Treasurer to collect monies at regularly scheduled times.
- Flower sales, Program sales.
- Arrange for volunteers for boutique area.
- If commercial retailers are used, charge a flat fee or have them donate an item (of equal value) to the boutique raffle or auction.

AWARDS CHAIRMAN:**Medals / Awards:**

- Order all medals for competition early - engraving takes time!
- Estimate the number of medals needed and order a few extra...remember Pair, Team and or Synchro events will require medals for each participant.
- Provide a podium in an appropriate area for medals presentation and a "tray" to lay medals on for presentations.
- Set times and location for medal presentations. Ensure the area will not be too congested or interfere with others. If officials, coaches and competitors have to cross that area to get to the dressing rooms or bleacher area you'll have even more congestion to deal with.
- Have the medal presentation schedule posted and announced.
- Arrange for presenters. You may include current or former club executive members, community leaders or your major sponsors.
- Arrange for an MC or announcer for medal presentations. Microphone if necessary and decide if you will use music for presentations, etc.
- Liaise with Public Relations and local media person and invite newspaper photographer for pictures of award/medal winners and be prepared to offer information for articles. (optional)

- Check off of protocol sheet, list of medals as presented and received. That way you will know what is left to distribute. (mail medals not claimed or if given to another member of their home club have that person sign for it as - 'received on behalf of').

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

Goody Bags:

- Liaise with Registration to determine the number of Goody Bags needed.
- Obtain promo items, City pins, fast food coupons, per-cent off (discount) coupons, etc.
- Keep your eyes/ears open for businesses that offer coupons.
- Send out letters to businesses for collection of items.
- Ask for help/suggestions from every club member.
- Arrange for safe storage room for incoming supplies & the filled bags when completed.
- Deliver to Arena for registration.
- Liaise with Registration table for distribution as competitors check in.
- Send Thank You Cards for donations received.
- A new trend is to provide one big item like a water bottle or tshirt in lieu of a goody bag. Something to keep in mind.

Name Tags, Badges:

- Order Name Tags for all Skaters, Officials and Volunteers
- Name tags - usually done in "theme".
- Place name tags in alphabetical order, by club.
- Deliver to rink and coordinate with Registration Table for distribution.
- Make up Skater's "name sakes" for autographs and remembrances) as arena decor.
- Officials name tags to be delivered to officials lounge.

SAMPLE BUDGET

Competition Name
Competition Date
Host Club

PROPOSED BUDGET

INCOME:

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

EXPENSES:

Data Specialist Room	\$300.00
see***below	
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>
Total Expenses	\$8,300.00

ESTIMATED PROFIT **\$2,000.00**

*****Note:** The Region Data Specialist supply box (including clipboards, pencils, staplers, etc) is rented for a fee of \$100.00 for the competition PLUS shipping charges.

Region Computers must be used at all Competitions.

There is a \$400 charge for the Region's Computers. These are specialized computers used in the Data Specialist Room and by the Judging Panel.

TEST BEFORE COMPETITIONS

DATE APPROVED BY BOARD OF DIRECTORS: April 16, 2011

AMENDED BY BOARD OF DIRECTORS: April 1, 2017

Intermediate/High tests may be offered on the Friday of the competition based on ice and official availability. This test day will be hosted by the club hosting the competition following the test day policy, and only for those tests that cannot be evaluated during the competition. The expenses are on a cost share basis among the skaters testing.

There will be no dance partners brought in for this test day before a competition.

For scheduling tests before competitions, the order of priority is as follows:

- a) FreeSkate
- b) Interpretive
- c) Skills
- d) Dance

The tests will also be prioritized high tests to intermediate. For clarity, all gold tests will be scheduled first, then Senior Silver, etc.

TEST DURING COMPETITIONS

DATE APPROVED BY BOARD OF DIRECTORS: September 8, 2002

AMENDED BY BOARD OF DIRECTORS: April 1, 2017

1. Tests during competitions are open to Freeskate and Interpretive tests on the availability of ice and qualified evaluators. These tests are to be evaluated while the skater is competing.
2. Test application forms shall be distributed with the Competition Announcements and must be returned by the deadline of the competition. Applications for tests will be disallowed if received after the closing date of the competition. No Exceptions.
3. Skaters may enter into the event that corresponds with the test being taken or at their current level. The skater must have the correct music length for the test they are trying. Skaters will be tested while competing in the event. Remember your test program may not meet the well-balanced program criteria and deductions may result. The test and competition will take place at the same event.
4. Tests will only be permitted if:
 - a) There are judges qualified for the tests requested
 - b) If there are enough qualified off-duty judges available to test or an additional judge could be brought in
 - c) If the judges are willing to accommodate the testing
6. The test chair of the club hosting the competition is responsible for the running of the tests as well as for submitting the paperwork and fees associated with the tests.
7. Skate Canada Test Fees, administration fees and correctly completed test papers/summary sheets must be brought to the competition and personally handed to the test chairperson prior to the testing. Failure to do so will result in the test being disallowed.

**** Only after the competition schedule has been finalized and the judges are in place, will the clubs be notified if their application for tests will be accommodated.***