

EVENT TECHNICIAN TERMS OF REFERENCE

NAME & TYPE	Skate Ontario Event Technician Committee - Operating
PURPOSE	The Event Technicians Committee will be a cross functional team that will execute the annual program to recruit, develop and assign music and announcing resource volunteers across Ontario. The committee will also manage the current inventory of music equipment, make recommendations for upgrades and continue to develop new technologies to support Skate Ontario events. This committee will ensure that events that Skate Ontario has defined as requiring section level music and announcing support will be staffed by experienced resource volunteers capable of delivering the event to a high standard. They will work with the Skate Ontario Event Staff and the LOCs to plan and deliver cost effective music and announcing support for these events following established Skate Canada best practices.
COMPOSITION	<p>The Committee shall consist of representatives with the necessary expertise to deliver on the objectives of the Committee.</p> <p>The Event Technician committee shall be made up of a core group of five (5) individuals including chair.</p> <ul style="list-style-type: none"> - Experience preparing and running the Music Library for Section/Provincial Level events - Experience announcing at Section/Provincial Level events - Experience with setting up music and announcing equipment for multi arena events - Experience training individuals on preparing and running the 'music database' - Experience training announcers at the Section/Provincial level <p>The Chair shall serve a two year term, which may be renewed at the discretion of the Director, Finance and Operations. A Chair can be appointed for a maximum of 3 consecutive terms.</p> <p>Committee members shall serve a 2-year term, which may be renewed at the discretion of the Director, Finance and Operations. The term of 50% of the members will expire in even years, 50% will expire in odd years, except for the 2017 implementation year. A committee member can be appointed for a maximum of 2 consecutive terms.</p> <p>The Committee shall consult with and provide advice to the Manager, Events on policies and program matters as required or requested.</p> <p>Committee members will be approved by the Director, Finance and Operations.</p> <p>Regular attendance and full participation in meetings are important elements in the functioning of this committee. If a member is unable to fulfil their commitment, the Manager, Events and Operations in consultation with the Chair may determine a replacement.</p>
DECISION-MAKING PROCESS	Decisions of the committee shall be made by majority vote. In the case of a tie, the Chair shall cast a second deciding vote.

AUTHORITY DELEGATED	The Committee shall make recommendations as related to the delivery of Music and Announcing for events in Ontario, to the Manager, Events and Operations. The committee shall also make recommendations with regard to policy and process for Music and Announcing.
MEETINGS / TIMEFRAME/ REPORTING/ DEADLINE	<ul style="list-style-type: none"> • The Committee will meet as needed, but at a minimum, four times a year (either in person or via teleconference), at the request of the Committee Chair or Manager, Events and Operations. • The Committee will report to the Manager, Events and Operations • Minutes of committee meetings conclusions and recommendations will be provided to the Manager, Events and Operations within seven (7) calendar days of the committee meeting.
ORGANIZATION SUPPORT	The Committee will receive the necessary resources from Skate Ontario to fulfill their mandate.
SPECIFIC AREAS OF RESPONSIBILITY	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> . Work with Skate Ontario Event Staff to establish an operational approach to planning for event support on an annual basis. This would include relationships with LOCs, event planning timetable and event support strategy. . Provide advice on financial requirements to maintain current equipment and plan for upgrades. . Communicate annually, music and announcing support strategy to current team members across Ontario to update them on “how things will work” for the coming season. . Work with Skate Ontario’s Sport and Events Staff to establish standardized music specifications for all SO sectional event announcements, to insure consistency event to event and review recommended music specifications. . Work with Skate Ontario Event Staff to establish support standards for SO sectional level events, specifically outlining expected performance levels . At the request of Director of Sport Operations, through Manager Events and Operations, work with Skate Ontario’s Sport Staff on the potential to provide enhanced support seminars, simulations and staging camps. . Organize Music and Announcing support for events annually – site visits, event teams, equipment, logistics . Assign, Invite, and schedule music & announcing support for each of the SO level events in accordance with policy. . Introduction & usage of Formal Leads (Music &/or Announcers) for each event, in concert with Manager, Events and Operations. . Develop and implement Skate Ontario best practices for music and announcing support, based on Skate Canada standards.

	<ul style="list-style-type: none"> . Develop a plan to implement SO best practices across all SO section events. . Recommend training requirements and costs associated with implementing SO best practices . Maintain and update playback equipment . Be responsible for care and control of Skate Ontario Music Equipment under the auspices of the Manager, Events and Operations. . Provide to Skate Ontario recommended generic announcing script templates for use at club hosted events
<p>APPROVAL REVIEW DATE</p>	<p>Approved on: August 31, 2018</p> <p>Approved By: Lisa Alexander</p>