

# **SKATE ONTARIO**

# **COMPETITION**

# **MANUAL**



**SKATE ONTARIO**  
SKATECANADA

Revised May 2018



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This manual provides an organized framework to assist Host Clubs in planning and executing skating competitions in the province of Ontario.

The goal of these events is to create a meaningful athlete experience in a fun, fair and safe environment. Competitions will foster community through athlete, official, volunteer and club development and encourage respect and dignity for all participants regardless of their role and/or responsibility for the event.

All Skate Ontario Events will be conducted in accordance with the regulations as set forth in the Skate Canada Event Management Handbooks and Skate Canada Rules of Sport for competitions:

<https://info.skatecanada.ca/index.php/en-ca/rules-of-sport/54-competitions.html>

If not specifically stated otherwise in this document, the normal regulations governing skating will apply as indicated above

## **OVERVIEW OF SKATE ONTARIO COMPETITIONS**

In the 2018-2019 season, there will be:

- 4 Series events:
  - Sectional Series
  - Super Series
  - Synchro Series
  - STAR 1 - 4 Series
  
- 4 Championships:
  - Skate Ontario Sectional Championships
  - 2019 Skate Ontario Provincial Championships
  - 2019 Skate Ontario Regional Synchronized Skating Championships
  - 2019 Skate Ontario Adult Championships
  
- All disciplines are represented including singles, pairs, dance, synchronized skating, adult and Special Olympics



Refer to the 2018-2019 Skate Ontario Opportunities Charts on the Events Page for a list of categories offered at each event at:

<http://www.skateontario.org/wp-content/uploads/2018/04/Sectionals-Series-Opportunities-Chart.pdf>

<http://www.skateontario.org/wp-content/uploads/2018/04/Super-Series-Opportunities-Chart.pdf>

<http://www.skateontario.org/wp-content/uploads/2018/04/Synchro-Series-Opportunities-Chart.pdf>

<http://www.skateontario.org/wp-content/uploads/2018/04/STAR-1-4-Series-Opportunities-Chartnew.pdf>

## **SECTION1: PRE-EVENT PLANNING**

The Skate Ontario Event Staff members are available as a resource for your competition. At least one Event Team Staff member will be assigned as the **Skate Ontario Single Point of Contact (SOSPOC)** for every competition in Ontario and will participate in the Organizing Committee planning meetings. This information will be included in each competition's workplan.

### **Skate Ontario Event Team**

Kelsey Bennett  
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## **1.1 ORGANIZING COMMITTEE MEMBERS**

### **SKATE ONTARIO EVENT STAFF**

- The name and contact info of the assigned SOSPOC staff member will be provided to each Host Club prior to the first Organizing Committee Work Plan Meeting

### **TECHNICAL REPRESENTATIVE (TECH REP)**

- Appointed by Skate Ontario's Judge, Evaluator, Technical Committee (JET)
- Is responsible for the event schedule, judges and tech panel schedules and working with Chief and Computer Data Specialist to complete athlete flighting
- Attends Organizing Committee meetings
- Is on site to manage schedule, judging panel changes, requests for judging panel feedback and other duties as required

### **CHIEF DATA SPECIALIST**

- Appointed by the Data Specialists Committee
- Is responsible for all matters relating to the Data Results Centre
- Attends Organizing Committee meetings
- Duties as outlined in the Skate Canada Rule Book/Rules of Sport/Duties of Officials; Section 5.11.

<https://info.skatecanada.ca/index.php/en-ca/rules-of-sport/31-officials.html>

### **HOST CLUB CHAIR(S)**

- Represents Host Club on Organizing Committee
- Ensures all major host club roles/positions are filled
- Manages all Committees which may include but is not limited to: Registration, Logistics, Volunteer Recruitment, Ice Operations and Hospitality
- Signs and manages ice and room contract with the facility
- Secures working space for Judging Panels, Data Specialists and Event Technicians (if Skate Ontario Event Technicians attend event)
- Ensures all required supplies, outside of Skate Ontario scoring equipment, are on site. This includes registration supplies
- Liaises with Tech Rep and Chief DS regarding Officials' and dietary requirements/restrictions
- Manages cash on site
- Submits post competition documents as required



- For STAR 1-4 Series, the Host Club Chair is responsible for liaising with Tech Rep and Chief DS regarding Officials' hotel requirements

## **1.2 HOST COMMITTEE ROLES & RESPONSIBILITIES**

- Refer to **Appendix A** for a description of Host Committee Roles and Responsibilities

## **1.3 BUDGET**

- The event budget review is part of the initial Event Agreement meeting between the Host Club and Skate Ontario

## **1.4 ANNOUNCEMENT**

- All competition announcements will be generated by Skate Ontario Events Team with information provided by the Host Club
- All Announcements will be posted on the Skate Ontario website 10 - 11 weeks prior to the event start date

## **1.5 ORGANIZING COMMITTEE WORK PLAN MEETINGS**

### **Sectional, Super & Synchro Series:**

- There will be a minimum of 4 planning meetings for Sectional, Super and Synchro Series events
- These meetings will include representatives from the host club including the chair, registration, logistics and volunteer coordinators, Skate Ontario Event staff, the Tech Rep, Chief DS and Event Technician (if applicable)
- These meetings will be scheduled as follows:
  - Four months prior to the event
  - Two weeks before the competition announcement is posted, and registration opens
  - One – two weeks after registration closes
  - One – two weeks before the event start date

## **STAR 1 – 4 Series:**

- There should be a minimum of 2 planning meetings for STAR 1-4 events
- These meetings should include representatives from the host club including the chair, registration, logistics and volunteer coordinators, Skate Ontario Event Staff, the Tech Rep and Chief DS
- These meetings will be scheduled as follows:
  - Four months prior to the event
  - Two - three weeks prior to the event start date

## **1.6 COMPETITION VENUE SITE VISIT**

Even if an event has been held at a venue previously, it is recommended that members of the host committee conduct a site visit 4 months prior to the competition to confirm:

- There are an adequate number of rooms, including dressing rooms and warm up areas (synchro events require more warm space)
- Where and how judges' stands will be constructed if applicable
- Confirm there is adequate space and electrical outlets to support computer and music systems
- Number of Zambonis and drivers available
- If glass may be removed to facilitate coach/athlete interaction and for videographer and photographer if required
- Food preparation and service availability/restrictions
- Adequate parking
- Number of tables and chairs available at the facility
- Determine what other equipment including furniture, table skirting, curtaining etc. must be rented or borrowed
- Confirm the type of sound system in the arena, where the connections to the sound system is located and if there are any restrictions on installing additional equipment to support the event

## **1.7 MEDICAL**

- All Skate Ontario sanctioned competitions must have at least 1 first aid personnel at rink level during competition times as follows:
- All Sectional, Super and Synchro Series events must have at minimum, personnel on site with First Responder Certification or equivalent
- STAR 1 – 4 Series competitions must have at minimum, personnel who are First Aid Certified





## **1.8 OFFICIALS STANDS**

### **STAR 1 – 4 SERIES**

- **Host Clubs of STAR 1 – 4 Series events** that will **NOT** be using a **CPC Judging System(s)** should consult with their Tech Rep to determine if a stand(s) is required and what the requirements are
- If stands are not being used, determine with the Tech Rep where Judges, music players and announcers will be located

### **SECTIONAL, SUPER & SYNCHRO SERIES**

All Sectional, Super & Synchro Series events using **CPC Judging System** are required to provide Officials' Stands.

It is recommended an Officials stand be provided that:

- Will place the Judges and Technical Panel at the edge of the ice surface and sufficiently high enough that any Plexiglas panels around the boards will not affect vision
- The view of the entire ice surface will not be impeded
- The stand should be sufficiently long enough to enable each Official, including Judges, Technical Panel, Data Specialists and Event Technicians (music player and announcer) to have a separate chair for his/her use with enough space to enter and exit behind the table. Consult with the Chief DS regarding how long the stand must be for each competition
- Tables may be 6 or 8-foot length and should be 18 or 24-inches wide (48-inch width is not acceptable)
- Tables should be securely fastened to the stand platform
- A hand railing should be connected to the stairs
- Table skirting should not be hung until after the Data Specialists have set up their equipment
- Padded chairs are recommended
- It is recommended that host clubs provide blankets for the stand

## **1.9 MUSIC AND ANNOUNCING-EVENT TECHNICIAN COMMITTEE**

- Music and Announcing Officials are known as Event Technicians
- Sectional Series events will have an Lead Event Technician assigned to them. Skate Ontario will provide the name and contact information of this person



- The Event Technician will confirm with the Host Club Chair: music and announcing details including estimated time required for music equipment set up and any additional sound system support required, names of Event Technicians attending and dietary requirements
- A Lead Event Technician **MAY** be appointed to some Super & Synchro Series based on availability
- Club hosted events may contact the Event Technicians Committee at [eventtech@skateontario.org](mailto:eventtech@skateontario.org) for recommendations on base standards for music and announcing equipment and where equipment may be rented (if possible)
- The Event Technicians Committee will provide host clubs with advice and assist with creative solutions for playing music and announcing at their events
- Sample Announcers' Scripts and Announcing Guidelines are available upon request from [events@skateontario.org](mailto:events@skateontario.org)

### **1.10 EVENT INSURANCE**

- Skate Ontario will obtain event insurance from BFL Canada (insurer for Skate Canada and its member clubs) for all Sectional, Super and Synchro Series events
- STAR 1 – 4 Series must obtain event insurance from BFL. For a copy of the BFL Certificate of Insurance Request Form please email [events@skateontario.org](mailto:events@skateontario.org)
- There is no additional charge for this insurance

### **1.11 COMPETITION PROGRAMS**

- Host Clubs may produce and sell programs if they wish
- Any cost associated with the program is the sole responsibility of the Host Club
- A sample Competition Program is available on the Events Page of the Skate Ontario website

### **1.12 VENDORS (INCLUDES PHOTOGRAPHER & VIDEOGRAPHER)**

#### **SECTIONAL, SUPER & SYNCHRO SERIES**

- Host Clubs are required to contact Claire Daugulis, Skate Ontario Manager, Communications and Branding at [cdaugulis@skateontario.org](mailto:cdaugulis@skateontario.org) to set up a meeting time to confirm what vendors will attend their event and to confirm their onsite requirements including number of tables and chairs and power needs (as per workplan)



- Host Clubs should also determine if the venue and/or municipality requires vendors to provide proof of liability insurance and if there are applicable vendor surcharges

### **STAR 1 – 4 SERIES**

- Host Clubs are free to invite vendors of their choosing and are required to negotiate and manage contracts with vendors
- Host Clubs may contact Claire Daugulis, Skate Ontario Manager, Communications and Branding at [cdaugulis@skateontario.org](mailto:cdaugulis@skateontario.org) with any vendor related inquiries

### **1.13 OFFICIALS GIFTS**

- Skate Ontario is responsible for providing Officials' gifts for Sectional Series, Super Series and Synchro Series events
- The host club for STAR 1-4 Series is responsible for obtaining and distributing Officials' gifts
- The suggested amount for STAR 1-4 Series is \$10/day
- Host clubs may also want to include a written thank-you

# **SECTION 2: EVENT EXECUTION**

## **2.1 ACCREDITATION & REGISTRATION**

### **2.1.1 SECTION, SUPER & SYNCHRO SERIES COMPETITIONS**

- Athletes, Volunteers and Vendors will pick up accreditation when registering onsite
- Accreditation tags will be provided for every competition by Skate Ontario Event staff
- Skate Ontario will provide coaches and all officials including Judges, Technical Panel, Data Specialists and Event Technicians with Accreditation Tags which they must carry with them at all competitions.

### **2.1.2 STAR 1-4 COMPETITIONS**

- All Skate Ontario coaches and officials are required to show and carry their Skate Ontario Accreditation Tags with them at all times during events
- Host clubs for STAR 1-4 Series competitions are required to provide easily identifiable accreditation for athletes, volunteers and vendors. These accreditations may include: tags, competitor ribbons (for athletes) and jackets or vests (for volunteers) or other suitable forms as determined by the Host Club

### **2.1.3 ALL COMPETITIONS**

#### **ATHLETES**

- Ideally, the music and athlete registration tables should be close to the entrance and highly visible
- Handing in music is the first step in the registration process. The Data Results Centre will provide a starting order for each category
- Skaters are required to hand in 2 CDs, appropriately labelled as per the Competition Announcement, and their Planned Program Sheet (if applicable). They should initial when they drop off music and the Planned Program Sheet and



again, when they pick up. They will also receive the Skater Details Sheet (report card) when they pick up their music

- Music Registration volunteers may label CDs with the flight number and skater order and place them in category labelled boxes/bins/baskets
- Athletes should then proceed to Skater Registration where they will receive their accreditation and their dressing room assignment
- Athletes are required to have their accreditation with them at all times except when on the ice
- Host Clubs should provide athletes with proof that they are registered for the event if they want to watch the event before and/or after they compete. In such cases, athletes should be requested to check in with Skater Registration who may provide them with a unique means to identify them. This may be a stamp or bracelet that differs from ones being used for Admissions. This would give the athlete spectator access

#### \*\*\*\* **SECTIONAL SERIES**\*\*\*\*

Skate Ontario is piloting an athlete accreditation tag program for the **2018 – 2019 Sectional Series**. All registered athletes will receive an athlete accreditation tag which must be presented at all Sectional Series events **including** the 2019 Skate Ontario Sectional Championships. There is no charge for the initial tag however, there is a \$25 replacement fee for any subsequent athlete accreditation tags. Athletes may keep the tags.

### **OFFICIALS**

- Officials must have their Skate Ontario Officials' Accreditation Tag with them at all times during competitions
- Host club volunteers should be aware where to direct officials when they arrive at the event

### **COACHES**

- Each competitor is entitled to be accompanied by up to two coaches or a coach and choreographer
- Certification requirements shall be as defined by Skate Canada
- Coaches must sign in and present their Skate Ontario Coaches' Accreditation Tag. **No other form of identification will be accepted**
- Coaches from sections outside of the province of Ontario must provide proof that they are a registered Skate Canada Professional Coach in Good Standing



## VOLUNTEERS

- All volunteers should be required to sign in and out for shifts, providing their name, club name and area where they are volunteering
- Request that volunteers ensure their accreditation tags (if applicable), are visible and that they return it when signing out
- If meal tickets are being distributed to volunteers, it may be done here

## 2.2 DATA RESULTS CENTRE

- When possible place the Data Results Centre near ice surfaces and close to the Judges' Room
- The room needs to be lockable and have multiple electrical outlets
- In most cases, Data Specialists will need access to their room the day before the start of the competition (or the morning of for competitions starting at 6:00 pm or later)
- The Chief Data Specialist will confirm with the LOC Chair when the DS team will arrive on site
- See **Appendix B** for Data Results Centre Requirements
- See **Appendix C** for Skate Ontario Event Technician Room Requirements if they are assigned to the event

## 2.3 CASH MANAGEMENT

- It is essential that the Host Club establish sound processes for tracking and storing cash at all events
- This includes but is not limited to: floats, tracking admission proceeds and other sales including programs, flowers and concessions
- It is recommended that a maximum of 2 people be authorized to do cash pick ups (i.e. the Competition Chair and designate) and that at least 2 people count and initial for, all cash pick ups

## 2.4 MEAL AND SNACKS

- Meals and snacks must be provided for Officials
- Meal plans for volunteers is at the discretion of the host club and is based on approved budget
- Determine if the venue has kitchen facilities or if meals must be catered



- Be aware of any venue restrictions regarding catering (i.e. specific caterers must be used)
- Consult Tech Rep and Chief DS, regarding any dietary restrictions/allergies
- Catering to dietary preferences i.e. vegan or low/no carb is at the discretion of the host club. Any inquiries regarding this should be directed to: [events@skateontario.org](mailto:events@skateontario.org)
- When Skate Ontario Event Technicians are assigned to an event, the lead technician should also be consulted about dietary restrictions/allergies for his/her team as well
- Send menu to Tech Rep once drafted
- Set meal times with Tech Rep once event schedule is finalized
- Snacks should be available for Officials in between meal times

**NOTE:** Coaches' Hospitality at the competition venue is at the discretion of the Host Committee

## **2.5 AWARDS**

- The Host Club is encouraged to provide a podium for awards presentations for all medal events
- Medals and STAR Ribbons will be purchased from the Skate Ontario distributor, **Nothers Signs and Recognition** at our discounted price
- See **Appendix D** for process to order medals and STAR ribbons from Nothers
- Host Clubs will contact the distributor to place the order and arrange delivery
- The host committee is responsible for all shipping costs
- Host Clubs of synchro events should decide on how to organize and store medals on site to facilitate the presentation process
- It is recommended that the awards presenter use a microphone
- Competitors should be clothed in skating attire including skates (Synchro team medallists may choose to wear their teamwear for off ice medal presentations)

### **2.5.1 RIBBON PRESENTATION FOR STAR 1 -3**

- For events assessed to standard including: STAR 1-3, Pre-Introductory and Introductory Interpretive and Synchro Beginner 1 and Beginner 2, recipients are called to the presentation area by their skating order and presented their ribbon and report card
- Individual assessment levels are NOT announced (nor are they posted)
- Refer to Skate Canada Info Centre for further information



<https://info.skatecanada.ca/index.php/en-ca/guides/209-star-1-4-event-management-guide.html>

### **2.5.2 STAR CERTIFICATES**

- Host clubs may print STAR Certificates to present to STAR 1-3 athletes with their report cards and STAR Ribbon if they choose
- These certificates will NOT be provided by the section, but a template is available on the Events page of the Skate Ontario website.

### **2.5.3 MEDAL PRESENTATION**

- Medal winners should be called to the podium gold first, followed by silver then bronze
- Medal presentations may take place on ice if desired by the Host Club

### **2.6 CAMERA ETIQUETTE**

- For the safety of all skaters, spectators must photograph/video for personal use only and flash photography is not permitted



## **SECTION 3: POST EVENT**

### **3.1 OFFICIALS' EXPENSES**

- Officials are required to fill out the Skate Ontario Expense Form for all competitions
- Forms will be remitted to Skate Ontario for all **Sectional; Super and Synchro Series events** and reimbursement will be paid to officials in accordance with the Skate Ontario Expense Policy
- Officials will be paid on site at the competition by the Host Club for all **STAR 1 – 4 Series events**
- Please see the Skate Ontario Expense Policy on the Skate Ontario Events Page for a list of eligible expenses

### **3.2 POST COMPETITION FINANCIAL DOCUMENTS - STAR 1-4 SERIES**

- The host committee of STAR 1 – 4 Series events, is required to submit the Skate Ontario Budget Template with budgeted numbers and actuals within 30 days of completion of event to [events@skateontario.org](mailto:events@skateontario.org)
- This template is available here:

<http://www.skateontario.org/events/events-toolkit/>

### **3.3 REMIT SOCAN FEES- STAR 1-4 SERIES**

- SOCAN (the Society of Composers, Authors and Music Publishers of Canada) is a not-for-profit organization representing the Canadian performing rights of Canadian and international music creators and publishers
- All skating competitions must pay a fee to SOCAN to play music (tariff 9). The SOCAN fee should be paid within 30 days following the competition
- Refer to the SOCAN website for more information including fee calculator and remittance form:

<http://www.socan.ca/licensees/music-use#event>

- SOCAN fees for Sectional, Super and Synchro Series will be remitted by Skate Ontario



## **APPENDIX A**

### **HOST CLUB COMMITTEE ROLES & RESPONSIBILITIES**

This is intended as a guideline only; host clubs may define roles and responsibilities somewhat differently and/or have fewer/more roles

	<p><b>COMPETITION EVENT CHAIR(S) (1-2)</b></p> <ul style="list-style-type: none"> <li>• Works with Skate Ontario staff to manage the organization of the event</li> <li>• Liaises with Technical Representative on behalf of the Host Club</li> <li>• Liaises with Tech Rep and Chief DS regarding Officials' dietary restrictions</li> <li>• Liaises with Tech Rep and Chief DS regarding Officials' accommodation requirements as per the Skate Ontario Travel Policy (<b>for STAR 1-4 Series only</b>)</li> <li>• Facilitates all equipment delivery and pick up at competition venue including rentals and CPC equipment in consultation with Chief DS</li> <li>• Ensures committee leads are in place</li> <li>• Works with Logistics Coordinator to determine layout of venue including where registration will be, location of vendors, warm up areas</li> <li>• Oversees all Host Club Committees</li> <li>• Confirm delivery and pick up instructions of CPC equipment, music equipment, photocopiers and other equipment if applicable.</li> <li>• Confirm if facility staff will accept delivery and pick up of aforementioned equipment or if a member of Host Club must be present. Confirm where above will be stored before and after competition if applicable</li> <li>• Submit flood schedule to arena once finalized by the Tech Rep</li> <li>• Determine where start orders and results will be posted in arena considering any facility restrictions</li> </ul>
	<p><b>TREASURER – STAR 1-4 Series Only (1)</b></p> <ul style="list-style-type: none"> <li>• Drafts budget</li> <li>• Deposits all revenues received</li> <li>• Arranges payment and tracks all expenses</li> <li>• Arranges required advances and floats</li> <li>• Is onsite during the event to collect and track admissions, program sales, vendor proceeds and any other revenue</li> <li>• The treasurer or designate is responsible for collecting all Officials' Expense Forms and paying eligible expenses as per Skate Ontario Expense Policy</li> </ul>

	<ul style="list-style-type: none"> <li>• Completes Budget Template with budgeted numbers and actuals within 30 days of completion of event and submits to <a href="mailto:events@skateontario.org">events@skateontario.org</a></li> <li>• This template is available here: <a href="http://www.skateontario.org/events/events-toolkit/">http://www.skateontario.org/events/events-toolkit/</a></li> </ul>
	<p><b>REGISTRATION COORDINATOR (1)</b></p> <ul style="list-style-type: none"> <li>• Receives registration spreadsheet from SO Event Team</li> <li>• Creates lists of: total number of skates/category, single entry categories and skaters in multiple categories with their categories. These lists are sent to the Tech Rep, Chief DS and Computer DS</li> <li>• Is responsible for ensuring all onsite registration processes are in place including athlete, volunteer and vendor registration</li> </ul>
	<p><b>VOLUNTEER COORDINATOR (1)</b></p> <ul style="list-style-type: none"> <li>• Be at post 1 hour before start of first flight of the day</li> <li>• In consultation with Host Club Chair and Committee Leads confirm volunteer requirements for event</li> <li>• Establish how volunteers will be recruited i.e. email campaign, posters, mandatory participation etc.</li> <li>• Generate volunteer schedule or collect schedules from Committee Leads if applicable</li> <li>• Collect contact info for all volunteers and inform them of process for notifying the Volunteer Coordinator if unable to complete their shift(s)</li> <li>• Send out reminders to all volunteers</li> <li>• Confirm what accreditation method will be used for volunteers i.e. tags, vests, jackets – <b>STAR 1 – 4 only</b>. Skate Ontario will provide volunteer accreditation tags for Sectional, Super and Synchro Series</li> <li>• Create sign in sheets</li> <li>• Manage and direct volunteers during competition ensuring all volunteers sign in and out, receive accreditation and meal ticket and/or snacks if applicable</li> <li>• Send out a thank you to volunteers following the event</li> </ul>
	<p><b>LOGISTICS COORDINATOR (1)</b></p> <ul style="list-style-type: none"> <li>• With Host Club Chair investigate suitability of facility</li> <li>• With Host Club Chair, Tech Rep, Chief DS and Event Technician (if applicable), identify and reserve ice and rooms as required</li> <li>• Identify relevant regulations such as use of outside caterers/onsite food preparation and sales, vendor surcharges etc.</li> </ul>

	<ul style="list-style-type: none"> <li>• With Host Club Chair secure Judges' Stands. Stands must be accordance with DS, Judges/Tech Panel and Event Technician requirements</li> <li>• Inquire with facility about availability and cost of necessary furniture/equipment such as tables, chairs, table skirting</li> <li>• Work with Host Club Chair to secure necessary furniture/equipment such as tables, chairs, skirting etc.</li> <li>• Consult with Chief DS and Event Technician (if applicable), regarding required power sources for CPC equipment and confirm availability with facility</li> <li>•</li> </ul>
	<p><b>ADMISSION DESK (1-2/shift)</b></p> <ul style="list-style-type: none"> <li>• Be at post at least one hour prior to start of first flight of the day</li> <li>• Determine method to distinguish paid customers i.e. wristbands/stamps, it is suggested that they be different for each competition day</li> <li>• It is suggested that signs with admission prices be posted</li> <li>• Be aware of onsite cash management procedures</li> <li>• Admissions may also check everyone who enters competition to ensure they have the appropriate accreditation</li> <li>• As this is often the first point of contact at the venue, be familiar with facility layout, including registration, washrooms, bank machines, closest coffee shop/restaurant etc.</li> </ul>
	<p><b>MUSIC REGISTRATION/MUSIC RUNNER (2-3/shift)</b></p> <ul style="list-style-type: none"> <li>• Be at post 1 hour before the start of first flight of the day</li> <li>• Prepare baskets/bins labels/tags with flight information to affix to each basket/bin</li> <li>• Collect 2 CDs, 1 marked "Master" and the other "Copy" and Planned Program Sheet (if applicable) from each skater/team. Have them initial flight sheet to confirm this is complete</li> <li>• Place all CDs from the same flight in labeled baskets and take to Event Technicians Room (if applicable) 15 minutes before flight</li> <li>• If Skate Ontario Event Technicians are not on site, place all CDs from the same flight in labeled baskets and take to music player on the judges' stand. If possible do this during a flood or warm up</li> <li>• Planned Program Sheets are delivered at the same time in a large envelope marked with flight/group information and left on the table at the middle of the stand</li> <li>• Return CDs from completed flights to Music Registration table</li> <li>• Return music and Skater Detail Sheet (report card) when available to <b>SKATER</b> and have them initial again</li> </ul>

	<p><b>SKATER REGISTRATION (1-2/shift)</b></p> <ul style="list-style-type: none"> <li>• Be at post 1 hour before the start of first flight of the day</li> <li>• Ensure dressing room assignment list and start orders are at the registration table. The latter may be obtained from Data Results Centre</li> <li>• Check each skater in and inform them their dressing room assignment</li> <li>• Give skaters their accreditation tags/ribbons if applicable</li> <li>• Skaters in 2 or 3-part events should check in with Skater Registration before each skate</li> </ul>
	<p><b>DRESSING ROOM DUTIES (1/rink)</b></p> <ul style="list-style-type: none"> <li>• Be at post 1 hour before the start of the first flight</li> <li>• Determine who will generate dressing room assignment once schedule is finalized</li> <li>• Arrange for signage to posted on dressing room doors and any other required location</li> <li>• Distribute dressing room assignment list to Skater Registration and Ice Captain</li> <li>• Ensure security of dressing rooms for authorized individuals only</li> <li>• Advise Ice Captain if a skater/pair/dance/team cannot be located</li> <li>• Liaise with Ice Captain to ensure skaters are prepared to go on the ice at the appropriate time</li> </ul>
	<p><b>ICE CAPTAINS (1/ice pad)</b></p> <ul style="list-style-type: none"> <li>• Be at post 15-30 minutes before first flight of the day</li> <li>• Shortly before flight begins, ensure skaters are at rink side and ready to step on the ice</li> <li>• Open and close gate after each skater</li> <li>• Ensure that only accredited people are at ice level</li> <li>• If a skater has withdrawn or cannot be located notify the Data Results Centre, Music/Announcer and referee if panel is on the stand</li> <li>• Monitor ice conditions and notify the Tech Rep if a problem arises</li> <li>• Be aware of location of medical personnel</li> </ul>
	<p><b>GUEST RELATIONS/SECURITY (Required number depends on facility layout)</b></p> <ul style="list-style-type: none"> <li>• Be at post 1 hour before the first flight of the day</li> <li>• Ensure designated security levels are enforced</li> <li>• Monitor access points and accreditation zones</li> </ul>

	<p><b>DATA RUNNER (1/rink)</b></p> <ul style="list-style-type: none"> <li>• Runners are required in the Data Result Centre for posting</li> <li>• Runners are also required at ice level to take results from the DS on the stands to the Data Results Centre</li> <li>• The requirement for Data Results Centre runners shall be determined by the Chief Data Specialist and communicated to the Host Club Chair or designate</li> <li>• All runners under the age of 16 should be supervised by an adult volunteer</li> </ul>
	<p><b>AWARDS &amp; MEDALS (1/shift)</b></p> <ul style="list-style-type: none"> <li>• Generate and post award presentation schedule</li> <li>• Consider using a microphone to enhance presentation</li> <li>• Clarify with athlete, parent or coach if unsure how to pronounce a name</li> <li>• Refer to the SO Competition Manual for medal/ribbon presentation details</li> </ul>
	<p><b>HOTEL HOSPITALITY (1-2 - if offered)</b></p> <ul style="list-style-type: none"> <li>• Confirm hospitality room is booked at Officials' hotel</li> <li>• Confirm location of hotel hospitality room with Tech Rep and Chief DS</li> <li>• Confirm hospitality hours with Tech Rep</li> <li>• Ensure food and beverages are maintained at correct temperature</li> <li>• For STAR 1 – 4 Series, obtain a Special Occasion Permit from the Liquor Control Board of Ontario (LCBO) if required</li> <li>• Skate Ontario will obtain a Special Occasion Permit from the LCBO if required for Sectional, Super &amp; Synchro Series</li> </ul>

## **APPENDIX B**

### **DATA RESULTS CENTRE REQUIREMENTS**

- All Host Clubs are requested to assign one committee member to act as a liaison between the Host Club and the Chief DS, ideally this should be the Host Club chair
- The Chief Data Specialist will communicate with the Host Club liaison for all arrangements relating to the Data Results Centre

#### **Data Results Centre Room**

- Should be warm, clean and have good air circulation and lighting
- Ideally, the Data Results Centre should be located near the judges' room
- Electrical outlets are required within the room
- Two separate 15 AMP circuits are required to plug in copiers, computers and printers. Only the DS equipment should use these circuits
- The room should be large enough to accommodate the photocopier, 10 x 6 or 8ft tables, 10-12 comfortable chairs and room for up to 6 Data Specialists to work. (Chief DS to confirm the number of Data Specialists at each event)

#### **Computers and Printers for CSS Competitions**

- Shipment of equipment will be arranged by Skate Ontario
- The equipment will be used by Data Specialists ONLY for the data management of events
- Should others require computer access, arrangements should be made through the LOC

#### **CPC Equipment**

- All equipment is provided by Skate Ontario
- Shipment to be arranged by Skate Ontario
- The equipment will arrive at the competition arena one to two days before the set-up day of the competition.
- Host Club to inform their Skate Ontario Single Point of Contact staff member (SOSPOC) if the equipment does not arrive as scheduled
- Host Club to provide a secure location at the arena for the equipment storage before, during and after the events.
- Host Club to provide the contact information of the person responsible for the delivery and pick up of the CPC equipment to their SOSPOC



### **Set Up Day**

- The Data Results Centre room must have a photocopier, paper, a case of water and the supplies listed below when the Data Specialists arrive to begin set-up
- On set-up day, Host Clubs are required to make arrangements for lunch and/or supper for the DS team
- If meal arrangements cannot be made, the costs will be expensed according to Skate Ontario Expense Policy

### **Data Results Centre Equipment Requirements**

- The photocopier must be available when the data specialists arrive on set up day
- Ideally, the copier should print at a speed of 50 pages/minute
- The copier should be top load and have the ability to sort, collate, enlarge and reduce
- The copier should be able to copy letter and legal-size documents
- A back up photocopier should be available if the first copier malfunctions
- Spare toner is required for each photocopier
- The Host Club liaison must inform the Chief Data Specialists if these copier requirements cannot be met and an alternative solution must be determined

### **Other Equipment**

- Coat Rack
- Garbage cans – two large, emptied daily
- Recycle containers if available

### **“Office” Supplies**

- It is the responsibility of the Host Club to provide the supplies for the Data Results Centre
- The quantity of items below are suitable for a 2 pad 3-day event, therefore, quantities may be less for a smaller event
- Confirm with the Chief Data Specialist if all the following items are required and in what quantity:
  - 1 pairs scissors - 8" long or longer
  - 2 standard staplers
  - 1 box standard staples
  - 1 staple remover
  - 1 three hole punch
  - 2 electric pencil sharpeners
  - 2 rulers
  - 1 boxes standard paper clips
  - 1 box jumbo size paper clips
  - 1 bottle liquid paper white out for all purpose or dry correction rollers
  - 1 small supply of elastic bands
  - 2 glue sticks





- 1 rolls 1/2" Magic Scotch Tape & dispenser
- 4 rolls 1" painters tape
- 10 dozen HB lead pencils with erasers
- 2 containers to hold pencils
- 2 Sanford "Sharpie" markers - fine point
- 6 medium blue ink pens
- 4 Highlighters
- 2 3"x 3" post-it notes
- 20 legal size file folders with top tabs
- 100 large brown Kraft envelopes - 10" x 13"
  - 2 hanging file frames with 25 legal size hanging file folders
- 3-4 3 ring binders - 2" for results in judges' room
- 100 – large brown Kraft envelopes
- 30+ letter size clip boards (enough for all judges + 15)
  - 2 cases photo copy paper – (approx. 100-150 sheets/category/segment) suggestion is 1 case per event day

#### **Equipment & Power Source Requirements – Rink side – all CPC events**

- For CPC events, there are special requirements for judges stand sizes, power details and layout
- The details will be provided by the Chief Data Specialist as necessary
- **Power Source at Rink Side - two grounded separate 15 AMP circuits are needed to power the CPC touch panel judging systems, computers and printers and the headsets system for the technical panel**
- **Setup and testing of the CPC system, computers, printers, headset system for the Technical Panel and the setup of the required cables for these systems require a minimum of two hours to complete**

#### **Judge Stand and Judges Tables:**

- Judges stand and judges tables should be complete, ready and available for the Data Specialists to start set up of the CPC system, the headset system and the required cables **no later than 7:00 pm the evening of the set-up day** (i.e. the day prior to the day of the competition) **OR at least four (4) hours** before the use of the system is required on the day of competition.
- Subsequent daily set up of the CPC system requires at least a minimum of one hour prior to the first flight of the day for set up and testing
- The number of tables required is dependant on the categories offered and the size of each competition
- Table size should be 18 inches or 24 inches wide by 6 feet or 8 feet in length
- Tables 48 inches wide are not acceptable
- Tables should be securely fastened to the stand
- Table skirting should only be hung once all the CPC and computer equipment/headsets are set up



### **Result Posting Area**

- The Host Club is required to confirm with the arena where results may be posted and how they may be posted; i.e. some facilities allow the use of painter's tape and others do not
- Confirm that the posting area is large enough to accommodate all postings

### **Runners**

- Runners are required in the Data Result Centre for posting
- Runners are also required at ice level to take results from the DS on the stands to the Data Results Centre
- The requirement for Data Results Centre runners shall be determined by the Chief Data Specialist and communicated to the Host Club Liaison
- All runners under the age of 16 should be supervised by an adult volunteer



## APPENDIX C

### **EVENT TECHNICIANS ROOM & RINK SIDE REQUIREMENTS**

If Skate Ontario Event Technicians attend the event

#### **Music Room**

- Ideally, the Music Room should be located near the competition ice surface
- Two separate 15 AMP circuits are required to plug in computers and network equipment
- The room should be large enough to accommodate 2 – 6' or 8' tables, 6 comfortable chairs and room for 3 event Technicians to work

#### **Rink side Requirements**

- Two separate, grounded 15 AMP circuits are needed to power the music and any additional sound system equipment required on the judges' stand
- Set up and testing of the music system for event support requires a minimum of 2 hours/pad to complete
- Judges stand and judges tables should be complete, ready and available for the Event Technicians to start set up of the music system **no later than 7:00 pm the evening of the set-up day** (i.e. the day prior to the day of the competition) OR **at least four (4) hours** before the first skate of the day



## **APPENDIX D**

### **ORDERING MEDALS AND STAR RIBBONS**

Host Club must call to order medals and/or ribbons 4 weeks prior to event start date to ensure timely delivery.

- **Step 1:** All Host Clubs must have the following information prepared before calling Nothers to place order:
  - Total number of medals and/or ribbons needed
  - Date when Host Club must receive medals and ribbons
  - Shipping address for medals \*Cannot be a post box number.
  - Identify what medals they need (Sectional/Super Series or Synchro or STAR 1-4)
  - Confirm competition name and dates for the back-flexi plate
- **Step 2:** Call or email Cathy at Nothers - 1 800 265 1554, ext 501 [cathy@nothers.com](mailto:cathy@nothers.com)
- **Step 3:** Place Order
- **Step 4:** Skate Ontario will issue invoice for medals and or ribbons 10 business days after the event
- **Step 5:** Pay Skate Ontario

#### **Skate Ontario Preferred Rates through Nothers:**

- Club medal for STAR 1-4 Series: \$5.00
- Ribbon: \$1.00

\*There will be no refunds for medals or ribbons for 2018-2019.