



Hi DS Community,

As the 2017-2018 Skate Ontario competition season is about to start, we have some important updates for you.

Video replay system and headsets

The computer Data Specialist is responsible to set up and take down the video replay system and headsets. Instructions will be prepared and communicated to all.

Manual Input

For competitions where the judges use paper and submit to DS for scoring, commonly referred to as manual input, the computer Data Specialist will need to provide a laptop and preferably colour printer.

Why a colour printer?

The reason a colour printer is preferred is that the STAR reports are meant to be printed in colour.

What if we need more than one computer or printer?

Where more than one computer/printer is required then it is suggested that another DS assigned also bring needed equipment.

Will my cartridge cost be reimbursed?

Yes, costs for printer cartridges can be expensed with receipts.

Does Skate Ontario have any computers or printers available?

There are some computers and printers that are available. Please contact Kelsey at Skate Ontario to book these, kbennett@skateontario.org. The LOCs will be responsible for this cost.

DS Assignments

All DS assignments for events from July to November 2, 2017, have been sent out. If you have not already done so, please confirm your availability asap to ds@skateontario.org.

Assignments for all events after Skate Ontario Sectional Championships, will be sent out shortly.

Assignments were filled using the Data Specialist Assignment Criteria:

<http://www.skateontario.org/wp-content/uploads/2017/06/Data-Specialist-Assignment-Criteria.pdf>

Skate Ontario Competition Manual

The Skate Ontario Competition Manual has been published. [Please find a link to the Competition Manual here.](#)

Expense Policy

For the 2017-18 season, Skate Ontario will reimburse Officials' out of pocket expenses for Section hosted/Section partnered events in accordance with the Skate Ontario Expense Policy which can be found on the [Skate Ontario website here.](#)

**New this year:*

All Officials Expenses will be paid via eft/ direct deposit (effective August 15, 2017), unless otherwise requested by the claimant. Alternatively, expenses will be reimbursed via cheque.

Payments will be issued within 10 business days of receipt of completed claim submissions. (Note: Incomplete submissions will not be processed for payment).

Expense Form

After an event, please complete an expense form, attach receipts and send via email to Jessica Kaake at jkaake@skateontario.org. [Expense Form can be found here.](#)

For any questions regarding Skate Ontario's Expense Policy please contact Jessica Kaake at jkaake@skateontario.org

We are looking forward to an amazing season!

Thank you in advance for all your hard work.

- Skate Ontario