



SKATE ONTARIO
SKATECANADA

COMPETITION MANUAL



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INTRODUCTION

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 meaningful athlete experiences in fun, fair and safe environments. Competitions will foster a community spirit 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 2019-2020 season, there will be

Four series events:

- Sectionals Series;
- Super Series;
- Synchro Series; and
- STAR 1 – 4 Series.

Four championships:

- 2020 Skate Canada – Skate Ontario Sectionals
- 2020 Skate Ontario Provincial Championships
- 2020 Skate Ontario Regional Synchronized Skating Championships
- 2020 Skate Ontario Adult Championships

All disciplines are represented at Skate Ontario events, including:

- singles;
- pair;
- ice dance;
- synchronized skating;
- adult; and
- Special Olympics.

Please refer to the 2019-2020 Opportunities Charts on the Events page of the Skate Ontario website for a list of categories offered at each event at:

SERIES	LINK
Sectionals	https://skateontario.org/wp-content/uploads/2019/05/SECTIONALS_series_opp_chart_APR_2019.pdf
Super	https://skateontario.org/wp-content/uploads/2019/06/SUPER_series_opp_chart_APR_2019.pdf
Synchro	https://skateontario.org/wp-content/uploads/2019/05/SYNCHRO_series_opp_chart_APR_2019.pdf
STAR 1 - 4	https://skateontario.org/wp-content/uploads/2019/05/STAR1_4_series_opp_chart_APR_2019.pdf

SECTION 1: PRE-EVENT PLANNING

Members of the Skate Ontario Events Teams are available as resources for your competition. At least one Events 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 Events Team			
NAME	POSITION	EMAIL	PHONE
Kelsey Bennett	Manager, Events and Officials	kbennett@skateontario.org	(647) 975-1371
Conor Harris	Coordinator, Events	charris@skateontario.org	(647) 203-3376
Michelle Hunsley	Coordinator, Events	mhunsley@skateontario.org	(905) 484-3583
Lauren Zbucki	Coordinator, Events	lzbucki@skateontario.org	(905) 979-8668

1.1 ORGANIZING COMMITTEE MEMBERS

SKATE ONTARIO EVENTS TEAM

- 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)

- The Tech Rep is appointed by Skate Ontario's Judge, Evaluator, Technical Committee (JET) and:
 - is responsible for the event schedule, judge and technical panel schedules, and for working with the Chief Data Specialist and Computer Data Specialist
 - is on site to manage schedules (both event and official schedules), panel changes and other duties as required
 - attends organizing committee meetings

CHIEF DATA SPECIALIST

- The Chief Data Specialist (DS) is appointed by the Data Specialists committee, and:
 - is responsible for all matters relating to the data results centre
 - attends organizing committee meetings
 - performs 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)

- On the organizing committee, host club chairs represent the host club and:
 - ensure that all major host club roles/positions are filled
 - manage all committees which may include but are not limited to:
 - registration, logistics, volunteer recruitment, ice operations and hospitality
 - sign and manage ice and room contracts with the facility (for STAR 1 - 4 events only)
 - secure working space for Judging panels, Data Specialists and Event Technicians (if Skate Ontario Event Technicians attend the event)
 - ensure that all required supplies are on site (outside of Skate Ontario scoring equipment), including registration supplies
 - liaise with the Tech Rep and Chief DS regarding officials and their potential dietary requirements/restrictions

- Manage cash on site
- Submit post competition documents as required
- are responsible for liaising with the Tech Rep and Chief DS regarding officials' hotel requirements (for STAR 1-4 Series)

1.2 HOST COMMITTEE ROLES & RESPONSIBILITIES

- Please 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 the Skate Ontario Events Team, with information provided by the host club
- All competition 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

SECTIONALS, SUPER & SYNCHRO SERIES

- There will be a minimum of four planning meetings for Sectionals, Super and Synchro Series events
- These meetings will include representatives from the host club including the chair, registration, logistics and volunteer coordinators, the Skate Ontario Events Teams, 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 to two weeks after registration closes
 - One to two weeks before the event start date

STAR 1 – 4 SERIES

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

1.6 COMPETITION VENUE SITE VISIT

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

- an adequate number of rooms (including dressing rooms and warm up areas) (synchro events require more warm space)
- an on and off the ice door (particularly for synchro)
- where and how officials' stands will be constructed (if applicable)
- adequate space and electrical outlets to support computer and music systems
- number of zambonis and available drivers

- 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
- other equipment including furniture, table skirting, curtaining etc. must be rented or borrowed
- the type of sound system in the arena, where connections to the sound system are 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 one first aid personnel at rink level during competition times as follows:
 - all Sectionals, 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 personnel who are First Aid Certified (at minimum)

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 an officials' stand(s) is required and what the requirements are
- If stands are not being used, determine with the Tech Rep where officials, music players and announcers will be located

SECTIONALS, SUPER & SYNCHRO SERIES

All Sectionals, Super and Synchro Series events using the **CPC Judging System** are required to provide officials' stands.

It is recommended an officials' stand be provided that:

- places the Judges and Technical panel at the edge of the ice surface and is sufficiently high enough that any plexiglas panels around the boards will not affect vision
- will not impede the view of the entire ice surface
- is 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 (please consult with the Chief DS regarding how long the stand must be for each competition)
- may be six or eight feet in length and should be 18 or 24-inches wide (48-inch width is not acceptable)
- is securely fastened to the stand platform
- have a hand railing that should be connected to the stairs
- has table skirting (but table skirting should not be hung until after the Data Specialists have set up their equipment)
- have padded chairs (recommended)
- have blankets (recommended to be provided by the host club)

1.9 MUSIC AND ANNOUNCING – EVENT TECHNICIAN COMMITTEE

- Music and announcing officials are known as Event Technicians
- Sectionals Series events will have a 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 the music and announcing details, including estimated time required for music equipment set up and any additional sound system support that is required, and the names of Event Technicians attending and their dietary requirements

- A Lead Event Technician **MAY** be appointed to some Super and Synchro Series, based on availability
- Sample announcers' scripts and announcing guidelines are available upon request from the event SOSPOC

1.10 EVENT INSURANCE

- Skate Ontario will obtain event insurance from BFL Canada (insurer for Skate Canada and its member clubs) for all Sectionals, 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 your SOSPOC)
- 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

1.12 VENDORS (INCLUDING PHOTOGRAPHERS & VIDEOGRAPHERS)

SECTIONALS, SUPER & SYNCHRO SERIES

- The SOSPOC will inform host clubs of Skate Ontario vendors scheduled to attend the event (if applicable)
- The SOSPOC will confirm vendors' onsite requirements, including the 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

1.13 OFFICIALS' GIFTS

- Skate Ontario is responsible for providing officials' gifts for Sectionals, Super and Synchro Series events
- The host club for STAR 1 – 4 Series is responsible for obtaining and distributing officials' gifts
- The suggested gift 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 SECTIONALS, SUPER & SYNCHRO SERIES EVENTS

- Athletes, volunteers and vendors will pick up accreditation when registering onsite
- 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 carry and display their Skate Ontario accreditation tag 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.
- Athletes are required to hand in:
 - two CDs that are appropriately labelled as per the competition announcement
 - planned program sheet(s) (if applicable)
- Athletes should initial the flight sheet when they drop off their music and planned program sheet(s), and initial again, when they pick up. Athletes 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, giving the athlete spectator access.

OFFICIALS

- Officials must have their Skate Ontario officials' accreditation tag with them at all times during competitions
- Host club volunteers should be aware of 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

SYNCHRO MANAGERS AND CHAPERONES

- All team managers and chaperones must be current registered members of Skate Canada per the Accreditation Policy.
- If a team manager or chaperone is a coach, then he/she must meet all the requirements of a professional coach for the relevant event including NCCP certification level, valid First Aid certificate and coaching membership with the association.
- Two coaches, one team manager and two chaperones (or any combination) for a total of five people per team will be accredited.
- The main coach and one alternate (athlete) will stand at the entrance to the ice, and the team manager and other alternates in the exit area (kiss and cry).
- The chaperones will ONLY be allowed in the dressing rooms and will not have access to the ice level during practice and competition (including kiss and cry).

- Certification requirements shall be as defined by Skate Canada.
- Team managers and chaperones must sign in and present their Skate Ontario coaches' accreditation tag. **No other form of identification will be accepted.**

VOLUNTEERS

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

2.2 DATA RESULTS CENTRE

- When possible, place the data results centre near ice surfaces and close to the officials' room
- The data results room needs to be lockable and have multiple electrical outlets
- In most cases, Data Specialists will need access to the 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;
 - admission proceeds; and
 - other sales including programs, flowers and concessions
- It is recommended that a maximum of two people be authorized to do cash pick ups (i.e. the Competition Chair and designate) and that at least two people count and initial for all cash pick ups

2.4 MEALS 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 the 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
- 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
- Once drafted, send the menu to the Tech Rep
- Once the schedule is finalized, set meal times with the Tech Rep
- 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 the process to order medals and STAR ribbons from Nothers
- Host clubs will contact the distributor to place the order and arrange for 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)
- Please refer to the 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 Skate Ontario, but a template is available on the events page of the Skate Ontario website

2.5.3 MEDAL PRESENTATIONS

- Medal winners should be called to the podium in the following order:
 - gold first, followed by silver, then bronze
- Medal presentations may take place on the ice, if desired by the host club

2.6 CAMERA ETIQUETTE

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

SECTION 3: POST EVENT

3.1 OFFICIALS' EXPENSES

- For all competitions, officials are required to fill out the Skate Ontario expense form
- Expense forms will be remitted to Skate Ontario for all **Sectionals, 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**
- For a list of eligible expenses, please see the Skate Ontario Expense Policy located on the Skate Ontario events page

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 the completion of the event to events@skateontario.org

- The budget template is available here:
<https://skateontario.org/compete/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 a fee calculator and remittance form:
<http://www.socan.com/what-socan-does/licensing/license-finder/#event>
- SOCAN fees for Sectionals, Super and Synchro Series events will be remitted by Skate Ontario

APPENDIX A

HOST CLUB COMMITTEE ROLES & RESPONSIBILITIES

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

COMPETITION EVENT CHAIR(S) (1-2)

- Works with Skate Ontario staff to manage the organization of the event
- Liaises with Tech Rep on behalf of the host club
- Liaises with Tech Rep and Chief DS regarding officials' dietary restrictions
- Liaises with Tech Rep and Chief DS regarding officials' accommodation requirements as per the Skate Ontario Travel Policy **(for STAR 1 – 4 Series only)**
- Facilitates all equipment delivery and pick up at competition venue, including rentals and CPC equipment (in consultation with Chief DS)
- Ensures committee leads are in place
- Works with Logistics Coordinator to determine layout of venue, including where registration will be, location of vendors and warm up areas
- Oversees all host club committees
- Confirms delivery and pick up instructions of CPC equipment, music equipment, photocopiers and other equipment if applicable
- Confirms if facility staff will accept delivery and pick up of aforementioned equipment or if a member of the host club must be present
 - Also confirms where equipment will be stored before and after the competition (if applicable)
- Submits flood schedule to arena once finalized by the Tech Rep
- Determines where start orders and results will be posted in the arena and considers any facility restrictions

TREASURER: STAR 1 – 4 Series Only (1)

- Drafts budget
- Deposits all revenues received
- Arranges payment and tracks all expenses
- Arranges required advances and floats
- Is onsite during the event to collect and track admissions, program sales, vendor proceeds and any other revenue
- Is responsible for collecting all officials' expense forms and paying eligible expenses as per the Skate Ontario Expense Policy
- Completes the budget template with budgeted numbers and actuals within 60 days of completion of event and submits to the SOSPOC (template will be provided by SOSPOC)

REGISTRATION COORDINATOR: SECTIONALS/SUPER & STAR 1 – 4 (1)

- Receives registration spreadsheet from Skate Ontario Events Team
- Creates lists of total number of skates/categories, single entry categories **(STAR 1 – 4 Series only)** and athletes in multiple categories with their categories **(Sectionals, Super and STAR 1 – 4 Series)**. These lists are sent to the Tech Rep, Chief DS and Computer DS
- Is responsible for ensuring all onsite registration processes are in place including athlete, volunteer and vendor registration

REGISTRATION COORDINATOR: SYNCHRO (1)

- Receives registration spreadsheet from Skate Ontario Events Team
- Receives team, coach, manager and chaperone list from Skate Ontario Events Team
- Is responsible for ensuring all onsite registration processes are in place including athlete, coach, manager, chaperone, volunteer and vendor registration
- Is responsible for ensuring all ribbon and medal counts are organized for teams

VOLUNTEER COORDINATOR (1)

- Be at post one hour before start of first group of the day
- Confirms volunteer requirements for event (in consultation with host club chair and committee leads)
- Establishes how volunteers will be recruited (i.e. email campaign, posters, mandatory participation, etc.)
- Generates volunteer schedule or collects schedules from committee leads if applicable
- Collects contact info for all volunteers and informs them of process for notifying the volunteer coordinator if unable to complete their shift(s)
- Sends reminders to all volunteers
- Confirms what accreditation method will be used for volunteers (i.e. tags, vests, jackets)
- Creates sign in sheets
- Manages and directs volunteers during the competition and ensures all volunteers sign in and out, receive accreditation and meal tickets and/or snacks if applicable
- Sends a thank you to volunteers following the event

LOGISTICS COORDINATOR (1)

- With the host club chair, investigates suitability of facility
- With host club chair, Tech Rep, Chief DS and Event Technician (if applicable), identifies and reserves ice and rooms as required
- Identifies relevant regulations such as use of outside caterers/onsite food preparation and sales, vendor surcharges etc.
- With the host club chair, secure officials' stands (stands must be in accordance with DS, Judges/Tech panel and Event Technician requirements)
- Inquires with facility about availability and cost of necessary furniture/equipment such as tables, chairs, table skirting
- Works with host club chair to secure necessary furniture/equipment such as tables, chairs, skirting, etc.
- Consults with Chief DS and Event Technician (if applicable), regarding required power sources for CPC equipment and confirms availability with the facility

ADMISSION DESK (1-2/shift)

- Is at the post at least one hour prior to start of first group of the day
- Determines method to distinguish paid customers from others (i.e. wristbands/stamps). It is suggested that they be different for each competition day.
- It is suggested that signs with admission prices be posted
- Is aware of onsite cash management procedures
- Checks everyone who enters the competition to ensure they have the appropriate accreditation
- 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.

MUSIC REGISTRATION/MUSIC RUNNER (2-3/shift)

- Is at the post at least one hour prior to start of first group of the day
- Prepares baskets/bins, labels/tags with flight information to affix to each basket/bin. Alternatively, the start order received from the data specialists could be placed in baskets once all CDs are collected.
- Collects two CDs from competitors:
 - One marked "Master" and the other marked "Copy" and planned program sheet(s) (if applicable) from each athlete/team
 - Ensures each athlete/team initials the flight sheet to confirm
- Places all CDs from the same flight in labelled baskets and delivers basket to the music player on the officials' stand at least 15 minutes before flight. (Complete this task this during a flood or warm up, if possible)
- Ensures that 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 officials' stand
- Returns CDs from completed flights to the music registration table
- Returns music and skater detail sheet (report card) to the **ATHLETE** and have them initial again

SKATER REGISTRATION (1-2/shift)

- Is at the post at least one hour prior to start of first group of the day
- Ensures dressing room assignment list and start orders are at the registration table (this information may also be obtained from data results centre)
- Checks each athlete in and informs them of their dressing room assignment
- Provides athletes with their accreditation tags/ribbons (if applicable)
 - Athletes in two or three-part events should check in with skater registration before each skate

DRESSING ROOM DUTIES (1/rink)

- Is at the post at least one hour prior to start of first group of the day
- Determines who will generate the dressing room assignments once schedule is finalized
- Arranges for signage to be posted on dressing room doors and on any other required location(s)
- Distributes dressing room assignment list to skater registration and ice captain
- Ensures security of dressing rooms is for authorized individuals only
- Advises ice captain if an athlete/team cannot be located
- Liaises with ice captain to ensure athletes are prepared to go on the ice at the appropriate time

WARM UP AREA VOLUNTEER SYNCHRO ONLY (1/ice pad)

Options will be discussed during organizing committee calls.

Option 1: Sign up for warm up areas on site

- Must always have one volunteer situated at warm up areas to assist teams in signing up for designated warm up areas
- Monitors the timing of warm up areas, making sure teams are staying within their scheduled time

Option 2: Scheduled warm up areas

- Signs teams in and out for their scheduled warm up spaces
- Monitors the timing of warm up areas, making sure teams are staying within their scheduled time

ICE CAPTAINS SECTIONALS/SUPER/STAR 1 – 4 (1/ice pad)

- Is at the post 15-30 minutes before first group of the day
- Shortly before flight begins, ensures skaters are at rink side and ready to step on the ice
- Opens and closes gate after each skater
- Ensures that only accredited personnel are at ice level
- If an athlete has withdrawn or cannot be located, ice captains will notify the data results centre, music/announcer and referee (if panel is on the stand)
- Monitors ice conditions and notifies the Tech Rep if a problem arises
- Is aware of where medical personnel are located

ICE CAPTAINS SYNCHRO- On ice/off ice door (2/pad)

- Is at post 15-30 minutes before first group of the day
- Shortly before flight begins, ensures skaters are at rink side and ready to step on the ice
- Opens and closes gate after each team
- Ensures that only accredited personnel are at ice level
- If a team has withdrawn or cannot be located, ice captains will notify the data results centre, music/announcer and referee (if panel is on the stand)
- Monitors ice conditions and notifies the Tech Rep if a problem arises
- Is aware of where of medical personnel are located

GUARD RUNNERS SYNCHRO ONLY (1-2/pad)

- Is at post 15-30 minutes before first group of the day
- Shortly before teams take the ice, ensure all guards are collected at rink side and that teams are ready to step on the ice
- Brings guards (to be collected by athletes) to off ice door

GUEST RELATIONS/SECURITY (Required number depends on facility layout)

- Is at post 1 hour before the first group of the day
- Ensures designated security levels are enforced
- Monitors access points and accreditation zones

DATA RUNNERS (1/rink)

- 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 officials' stand 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 chair or designate
- All runners under the age of 16 should be supervised by an adult volunteer

AWARDS & MEDALS (1/shift)

- Generates and posts awards presentation schedule
- Clarifies with athlete, parent or coach about pronunciation of names (if needed)
- Refers to the Skate Ontario Competition Manual for medal/ribbon presentation details (consider using a microphone to enhance presentation)

HOTEL HOSPITALITY (1-2 - if offered)

- Confirms hospitality room is booked at officials' hotel
- Confirms location of hotel hospitality room with Tech Rep and Chief DS
- Confirms hospitality hours with Tech Rep
- Ensures food and beverages are maintained at the correct temperature
- Obtains a Special Occasion Permit from the Liquor Control Board of Ontario (LCBO) if required (for STAR 1 – 4 Series) (Skate Ontario will obtain a Special Occasion Permit from the LCBO if required for Sectionals, Super and Synchro Series)

APPENDIX B

DATA RESULTS CENTRE REQUIREMENTS

- All host clubs are requested to assign one committee member (ideally, the host club chair) to act as a liaison between the host club and the Chief DS
- The Chief Data Specialist will communicate with the host club liaison for all arrangements relating to the data results centre

Data Results Centre Room

The data results centre room should:

- be warm, clean and have good air circulation and lighting;
- be located near the officials' room (ideally);
- have electrical outlets within the room (required);
- have two separate 15 AMP circuits to plug in computers and printers (required) (only the DS equipment should use these circuits); and
- be large enough to accommodate the printer, six+, six or eight-foot tables, 10-12 comfortable chairs and room for up to six 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
- 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 will be arranged by Skate Ontario
- Equipment will arrive at the competition arena one to three days before the set-up day of the competition
- Host club will inform the SOSPOC if the equipment does not arrive as scheduled
- Host club to provide a secure location at the arena for equipment storage before, during and after the event
- 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/printer (host club to provide photocopier/printer for STAR 1 – 4 Series events)
 - paper
 - a case of water
 - 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 dinner 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 (STAR 1 – 4 Series Only)

- 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 can (one large can, 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 two pad, three-day event (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 box 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 and dispenser
 - 3 rolls 1” painter’s 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

Rink Side Equipment & Power Source Requirements – all CPC events

- For CPC events, there are special requirements for officials’ stand sizes, power details and layout
- The details will be provided by the Chief Data Specialist as necessary
- **Power Source at rink side – two separate and grounded 15 AMP circuits are needed to power the CPC touch panel judging systems, computers, printers and the headset system for the Technical panel**
- **Set-up 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**

Officials’ Stand & Tables

- Officials’ stand(s) and tables should be complete 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 starting 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 and testing of the CPC system requires a minimum of one hour prior to the first flight of the day
- The number of tables required is dependant on the categories offered and the size of each competition
- Table size should be 18 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 results centre for posting
- Runners are also required at ice level to take results from the DS on the officials' stand 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 two, six or 8-foot tables, six comfortable chairs and have space for three Event Technicians to work

Rink Side Requirements

- Two separate and grounded 15 AMP circuits are needed to power the music and any additional sound system equipment required on the officials' stand
- Set-up and testing of the music system for event support requires a minimum of two hours per pad to complete
- Officials' stand(s) and tables should be complete 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 starting 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 clubs must order medals and/or ribbons three weeks prior to the 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 which medals are need (Sectionals/Super Series or Synchro or STAR 1 – 4)
 - Confirm competition name and dates for the back-flexi plate
- **Step 2:** Contact Cathy Forster at Nothers:
 - cathy@nothers.com
 - (226) 377-6175
- **Step 3:** Place order
- **Step 4:** Skate Ontario will issue an 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: \$5.25
- Ribbon: \$1.25

*There will be no returns or refunds for medals or ribbons for 2019-2020

Event Volunteer Risk Level Matrix



POSITION	DESCRIPTION	RISK LEVEL	REQUIREMENTS
Competition Event Chair	Works with Skate Ontario staff to manage the organization of the event		review of Volunteer Conduct document
Registration Coordinator	Coordinates volunteers at registration desk		review of Volunteer Conduct document
Volunteer Coordinator	Recruits and manages volunteers at events		review of Volunteer Conduct document
Logistics Coordinator	Investigates suitability of event facility and takes steps to ensure facility readiness		review of Volunteer Conduct document
Admission Desk Attendant	Manages cash and checks for appropriate accreditation		review of Volunteer Conduct document
Music Registration Attendant	Collects and organizes skater music		review of Volunteer Conduct document
Music Runner	Organizes and delivers skater music		review of Volunteer Conduct document
Skater Registration Attendant	Ensures skaters are in assigned dressing rooms and checks for required accreditation		review of Volunteer Conduct document
Warm-up area Volunteer	Monitors skater warm-up area		review of Volunteer Conduct document
Guard Runners	Collects and delivers skate guards		review of Volunteer Conduct document
Guest Relations	Ensures designated security levels are enforced and monitors access points and accreditation zones		review of Volunteer Conduct document
Security Attendant	Ensures designated security levels are enforced and monitors access points and accreditation zones		review of Volunteer Conduct document
Data Runner	Delivers results from the DS on the officials' stand to the data results centre		review of Volunteer Conduct document
Awards and Medals	Generates and posts awards presentation schedule		review of Volunteer Conduct document
Hotel Hospitality Volunteer	Confirms hotel booking and ensures food/beverage are maintained at correct temperature		review of Volunteer Conduct document
Judges/Technical Officials	Judge skater performances		review of Volunteer Conduct document
Data Specialists	Calculate event results		review of Volunteer Conduct document
Event Technicians	Play music and announce skaters		review of Volunteer Conduct document
Treasurer	Deals with budgets, revenues and expenses		review of Volunteer Conduct document, position orientation
Ice Captain	Checks for required accreditation at ice level, opens/closes gate to ice surface		review of Volunteer Conduct document, position orientation
Dressing Room Duty Attendant	Monitors access to dressing rooms and skater readiness		review of Volunteer Conduct document, position orientation
Team Leaders	Travels and liaises with skaters at events		interview, review of Volunteer Conduct document, BackCheck, position orientation
Transportation Volunteer	Driver for and/or travels with skaters to events		interview, review of Volunteer Conduct document, BackCheck, position orientation

RISK LEVEL low moderate high

1 → Abide by Skate Ontario's Code of Conduct

- comply with Skate Ontario by-laws, policies, procedures, rules and regulations
- demonstrate **respect** to all individuals and groups
- refrain from any behaviour that constitutes harassment



Click here to view Skate Ontario's Code of Conduct



2 → Follow the Safe Sport principle of the Rule of Two

- never be alone or out of sight with a skater
- be within earshot and view of another volunteer
- include parents/guardians on all forms of communication (texts, emails, social media, etc.)



RULE OF 2
2 adults, 1 child



RULE OF 2
1 adult, 2 children



1 adult, 1 child

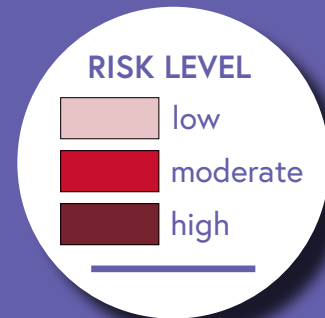
3 → Act in a kind and positive manner with all stakeholders

- interact using positive and professional language (**in person** and on **social media**)
- remember that the needs of the skaters are most important
- understand that skaters may be under stress



4 → Understand your requirements as a volunteer

- refer to the **Event Volunteer Risk Level Matrix** to determine your risk level
- review the Event Volunteer Risk Level Matrix document plus complete additional requirements as needed
- complete a BackCheck if required (high risk positions only)



5 → Take appropriate action if something is wrong

- respond to the needs of the situation to ensure the well-being of all stakeholders
 - * inform medical services if required
 - * trust your gut: **if you see something, say something**
 - * speak to the volunteer contact/coordinator

