

SKATE ONTARIO

COMPETITION

MANUAL

COVID – 19 EDITION
VERSION 1



SKATE ONTARIO
SKATECANADA

September 16, 2020

TABLE OF CONTENTS

Introduction.....	4
SECTION 1: PRE-EVENT PLANNING	
Organizing Committee Members.....	5
Host Club Roles & Responsibilities.....	6
Competition Budget.....	6
Announcement.....	6
Organizing Committee Work Plan Meetings.....	7
Competition Venue Site Visit.....	7
Medical.....	8
Officials' Stands.....	8
Music and Announcing.....	8
Event Insurance.....	8
Competition Programs.....	8
Vendors.....	8
Officials' Gifts.....	9
SECTION 2: EVENT EXECUTION	
Accreditation and Registration.....	9
Data Results Centre.....	10
Cash Management.....	10
Meals and Snacks.....	10
Awards.....	11
Camera Etiquette.....	11
SECTION 3: POST EVENT	
Officials' Expenses.....	11
Post Competition Report & Financial Document.....	11
Entandem Fees.....	12
APPENDICES	
Appendix A: Competition Host Committee Roles & Responsibilities.....	13
Appendix B: Event Technician Room & Rink Side Requirements.....	16

Appendix C: Minimum Medical Standards.....17
Appendix D: Ordering Medals & STAR Ribbons.....19

INTRODUCTION

This manual provides an organized framework to assist host clubs in planning and executing skating competitions in the province of Ontario. The manual has been updated to address hosting events during the current COVID – 19 pandemic. All host clubs should familiarize themselves with these updates and contact their SOSPOC with any questions. This manual is considered a fluid document and will continue to be updated as circumstances evolve. Host clubs are encouraged to watch for any updates which will be noted by version codes (this is Version 1).

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>

And in accordance with all provincial and municipal Public Health guidelines.

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 2020-2021 season, there will be:

Four series events:

- Skate ON Series – non provincial qualifying events intended to give athletes performance opportunities as we return to skating in Ontario
- Super Series (tbd)
- Synchro Series (tbd)
- STAR 1 – 4 Series (tbd)

Four championships:

- 2021 Skate Canada – Skate Ontario Sectionals for Junior & Senior categories only
- 2021 Skate Ontario Provincial Championships (tbd)
- 2021 Skate Ontario Regional Synchronized Skating Championships (tbd)
- 2021 Skate Ontario Adult Championships (tbd)

All disciplines are represented including:

- Singles
- Pair
- Dance
- Synchronized skating
- Adult
- Special Olympics

Refer to the 2020-2021 Skate Ontario Opportunities Charts on the Events Page for a list of categories offered at each event at:

Skate On & Super Series

<https://skateontario.org/wp-content/uploads/2020/05/Super-Series-Opportunity-Chart-Final.pdf>

Synchro Series

<https://skateontario.org/wp-content/uploads/2020/05/SYS.pdf>

STAR 1-4 Series

<https://skateontario.org/wp-content/uploads/2020/05/STAR-1-4-Opportunity-Chart-Final.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

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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

CHIEF DATA SPECIALIST

- Appointed by the Data Specialists Committee
- Is responsible for all matters relating to the Data Results Centre
- Attends Organizing Committee meetings

HOST CLUB CHAIR(S)

- Represents Host Club on Organizing Committee
- Ensures all major host club roles/positions are filled
- For STAR 1 -4 events only, signs and manages ice and room contract with the facility
- Secures working space for any on site officials and Event Technicians (if applicable)
- ensure that all required supplies are on site as required including registration provisions and any required sanitizing/cleaning supplies above and beyond what is supplied by facility
- work with SOSPOC to finalize on site meal planning
- Manages monetary payments if spectators are in attendance
- Submits post competition documents as required
- Are responsible for liaising with the Tech Rep regarding any officials' hotel requirements (for STAR 1-4)

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. For Skate ON, Super and Synchro Series, all budgets will be reviewed with host clubs again prior to the event to account for any impacts of COVID – 19 including lower registration numbers, having officials off site, increased cleaning protocols and reduced spectator access

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 9-10 weeks prior to the event start date. Skate ON announcements shortly before registration opens

1.5 ORGANIZING COMMITTEE WORK PLAN MEETINGS

SKATE ON, SUPER & SYNCHRO SERIES:

- There will be a minimum of three planning meetings for Skate ON, Super and Synchro Series events
- These meetings will include representatives from the host club including the chair, registration, logistics and volunteer coordinators, the assigned SOSPOC, Tech Rep, Chief DS, Computer DS and Event Technician (if applicable). Please note that uncertainties associated with COVID – 19 may impact these timelines
- These meetings will be scheduled as follows:
 - Three to four months prior to the event
 - 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. Please note that uncertainties associated with COVID – 19 may impact these timelines.
 - These meetings will be scheduled as follows:
 - Three to four months prior to the event
 - Two to three weeks prior to the event start date

1.6 COMPETITION VENUE SITE VISIT

Amid the current situation, it is recommended that the host club and the SOSPOC hold a site visit even if both parties are very familiar with the venue. This may be done virtually. The purpose of the visit is to confirm or determine:

- traffic flow planning and social distancing measures are suitable
- adequate registration space and warm up areas
- an adequate number of rooms including space for any on site officials
- confirm on and off the ice door
- confirm where videographer will set up
- confirm where music and announcing will set up
- 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
- number of Zambonis and available drivers
- if glass may be removed to facilitate coach/athlete interaction and for videographer (if required)
- confirm where meals will be served for any officials on site
- number of tables and chairs available at the facility

1.7 MEDICAL

- All Skate Ontario sanctioned competitions must have at least 1 first aid personnel (preferably 2 for Synchro Series events) at rink level during competition times as follows:
- All Skate ON, Super & Synchro 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 Standard First Aid with Level C CPR Certified

See **Appendix C** for Minimal Medical Requirements

1.8 OFFICIALS STANDS

- At the current time Judges, Technical Officials and Data Specialists will not be on site during the event and therefore, host clubs are not required to provide officials stands
- Host clubs may construct small stands for music and announcing if they choose but it is not required

1.9 MUSIC AND ANNOUNCING-EVENT TECHNICIAN COMMITTEE

- Music and Announcing Officials are known as Event Technicians
- Synchro Series events will have a Lead Event Technician assigned to them. Skate Ontario will provide the name and contact information of this person
- Some Super 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: 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
- Sample Announcers' Scripts and Announcing Guidelines are available upon request from 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 Skate ON, 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 (INCLUDES PHOTOGRAPHER & VIDEOGRAPHER)

- At the current time host clubs may not have vendors on site. This is to assist with adhering to gathering size guidelines and to maximize athlete registration capacity

1.13 OFFICIALS GIFTS

- Skate Ontario is responsible for providing Officials' gifts for Skate ON, Super 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 & COVID – 19 HEALTH SCREENING

2.1.1 SECTION, SUPER & SYNCHRO SERIES COMPETITIONS

- At the current time athletes will not be required to carry/show accreditation at Skate Ontario events and therefore host clubs do not need to provide athlete accreditation. Athletes are still required to register on site and sign in and out
- Host club volunteers will sign in and out for each shift. Host clubs should decide how others may identify volunteers i.e. vests, arm bands, volunteer tags etc.
- Skate Ontario will provide coaches and any on site officials with Accreditation Tags which they must carry with them at all competitions.

2.1.2 ALL COMPETITIONS

ATHLETES

- Ideally, the music and athlete registration tables should be close to the entrance, highly visible and have signage to allow for social distancing. Dressing room assignments will be available at Skater Registration
- Athletes/teams will not be handing in music for Skate ON, Super or Synchro Series but coaches should carry back up copies when their skaters are competing

OFFICIALS

- Officials must have their Skate Ontario Officials' Accreditation Tag with them at all times during competitions if on site
- 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 **ONE** coach
- 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.
- Up to one coach, one team manager and one chaperone (or any combination) for a total of **THREE** people per team will be accredited.
- The main coach and one alternate (skater) will stand at the entrance to the ice, and the team manager and other alternates in the exit area (Kiss & Cry).
- The chaperones will be allowed in the dressing rooms **ONLY** and will not have access to ice level during practice and competition (including Kiss & Cry).
- Certification requirements shall be as defined by Skate Canada
- Team Managers & 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

Before entering the competition venue everyone is required to complete the COVID – 19 Health Screening Questionnaire as outlined in the Skate Ontario Return to Competition Protocols

2.2 DATA RESULTS CENTRE & EVENT TECHNICIAN ROOM REQUIREMENTS

- At the current time, all results will be managed off site and will be posted on the Skate Ontario website only. No results will be posted at the competition venue
- See Appendix B 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 floats and admission proceeds

2.4 MEAL AND SNACKS

- Meals must be provided for any officials on site
- At the current time buffet meals are not permitted
- Host clubs should consider individually packaged catered meals for officials
- On site officials will be encouraged to bring their own snacks

- At the current time host club volunteers are encouraged to not eat on site
- Consult Tech Rep and Lead Event Technician (if applicable), 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
- Send menu to Tech Rep once drafted
- Set mealtimes with Tech Rep once event schedule is finalized
- At the current time coaches' hospitality will not be offered

2.5 AWARDS

- At the current time award presentations have been suspended for all events
- For Skate ON, Super & Synchro Series, the event SOSPOC will order medals from Skate Ontario's preferred vendor
- Skate Ontario will ship medals to the 1st, 2nd, and 3rd place medallists' home clubs for distribution after results are posted online
- For STAR 1-4 Series, host clubs will order medals and ribbons from Skate Ontario's preferred vendor and will ship them to the skaters' home clubs after results are posted online

See **Appendix C** for process to order medals and STAR ribbons from Nothers

2.5.1 STAR CERTIFICATES

- At the current time STAR certificates have been suspended

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

- On site officials are required to fill out the Skate Ontario Expense Form for all competitions
- Forms will be remitted to Skate Ontario for all **Skate ON; Super and Synchro Series events** and reimbursement will be paid to officials in accordance with the Skate Ontario Expense Policy
- On site officials will be paid 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

- This financial template is available here:
<http://www.skateontario.org/events/events-toolkit/>

3.3 REMIT ENTANDEM FEES- STAR 1-4 SERIES

- Entandem (formerly SOCAN) 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 Entandem fee should be paid within 30 days following the competition
- Refer to the Entandem website for more information including fee calculator and remittance form:
<https://www.entandemlicensing.com/>
- Entandem fees for Skate ON, 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>COMPETITION EVENT CHAIR (1)</p> <ul style="list-style-type: none">• Works with Skate Ontario staff to manage the organization of the event• Liaises with Technical Representative on behalf of the Host Club• Liaises with Tech Rep regarding onsite Officials' dietary restrictions• Liaises with Tech Rep regarding onsite Officials' accommodation requirements as per the Skate Ontario Travel Policy (for STAR 1-4 Series only)• Ensures committee leads are in place• Works with Logistics Coordinator & SOSPOC to determine layout of venue including where registration will be, warm up areas and social distancing signage• Oversees all Host Club Committees• Submit flood schedule to arena once finalized by the Tech Rep
	<p>TREASURER – STAR 1-4 Series Only (1)</p> <ul style="list-style-type: none">• Drafts budget• Deposits all revenues received• Arranges payment and tracks all expenses• Arranges required advances and floats• The treasurer or designate is responsible for collecting all Officials' Expense Forms and paying eligible expenses as per Skate Ontario Expense Policy• Completes Budget Template with budgeted numbers and actuals within 60 days of completion of event and submits to SOSPOC. The template will be provided by SOSPOC
	<p>REGISTRATION COORDINATOR- SKATE ON/SUPER & STAR 1-4 (1)</p> <ul style="list-style-type: none">• Receives registration spreadsheet from SO Event Team• Creates lists of total number of skates/categories, single entry categories (STAR 1-4 Series only) and skaters in multiple categories with their categories (Skate ON, Super & STAR 1-4 Series). These lists are sent to the Tech Rep, Chief DS and Computer DS
	<p>REGISTRATION COORDINATOR-SYNCHRO (1)</p> <ul style="list-style-type: none">• Receives registration spreadsheet from SO Event Team• Receives Team, Coach, Manager and Chaperone List from SO Event Team• Is responsible for ensuring all onsite registration processes are in place including athlete, coach, managers, chaperones, and volunteer registration
	<p>VOLUNTEER COORDINATOR (1)</p> <ul style="list-style-type: none">• In consultation with Host Club Chair and Committee Leads confirm volunteer requirements for event• Establish how volunteers will be recruited i.e. email campaign, posters, mandatory participation etc.• Generate volunteer schedule or collect schedules from Committee Leads if applicable• Collect contact info for all volunteers and inform them of process for notifying the Volunteer Coordinator if unable to complete their shift(s)

	<ul style="list-style-type: none"> • Send out reminders to all volunteers • Confirm what accreditation method will be used for volunteers i.e. tags, vests, jackets • Create sign in and sign out sheets • Manage and direct volunteers during competition ensuring all volunteers sign in and out • Send out a thank you to volunteers following the event
	<p>LOGISTICS COORDINATOR (1)</p> <ul style="list-style-type: none"> • With Host Club Chair investigate suitability of facility • With Host Club Chair, Tech Rep, and Event Technician (if applicable), identify and reserve ice and rooms as required • Inquire with facility about availability and cost of necessary furniture/equipment such as tables, chairs, table etc. • Work with Host Club Chair to secure necessary furniture/equipment such as tables, chairs, etc. • Consults with Event Technician (if applicable), regarding required power sources for music equipment and confirms availability with facility
	<p>ADMISSION DESK (1/shift if applicable)</p> <ul style="list-style-type: none"> • Be at post 15 minutes prior to start of first group of the day • At the current time it is not required to provide wristbands or stamps to spectators • It is suggested that signs with admission prices be posted • Be aware of onsite cash management procedures
	<p>MUSIC REGISTRATION/MUSIC RUNNER (2-3/shift)</p> <ul style="list-style-type: none"> • Not currently required
	<p>SKATER REGISTRATION (1/shift)</p> <ul style="list-style-type: none"> • Be at post when first group of skaters are scheduled to arrive • Ensure dressing room assignment list and start orders are at the registration table. • Check each skater in and inform them their dressing room assignment
	<p>DRESSING ROOM DUTIES (1/rink)</p> <ul style="list-style-type: none"> • Not currently required
	<p>WARM UP AREA VOLUNTEER SYNCHRO ONLY (1/ice pad)</p> <ul style="list-style-type: none"> • Not currently required
	<p>ICE CAPTAINS (1/ice pad)</p> <ul style="list-style-type: none"> • Is at the post 10 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 the on-ice gate for each skater • Each skater's coach will open the off-ice gate and sanitize their hands before and after opening and closing this gate • Ensures that only accredited personnel are at ice level • Monitors ice conditions and notifies the Tech Rep if a problem arises • Is aware of where medical personnel are located

	<p>GUARD RUNNERS SYNCHRO ONLY</p> <ul style="list-style-type: none"> • Not currently required
	<p>GUEST RELATIONS/SECURITY (Required number depends on facility layout)</p> <ul style="list-style-type: none"> • Is at the post when first group of skaters are scheduled to arrive • Ensures that everyone entering the facility has completed the COVID-19 Health Screening Questionnaire • Ensures that gathering size maximum numbers are not exceeded
	<p>DATA RUNNER (1/rink)</p> <ul style="list-style-type: none"> • Not currently required
	<p>AWARDS & MEDALS (1/shift)</p> <ul style="list-style-type: none"> • Not currently offered
	<p>HOTEL HOSPITALITY</p> <ul style="list-style-type: none"> • Not currently offered

APPENDIX B

EVENT TECHNICIANS ROOM & RINK SIDE REQUIREMENTS

If Skate Ontario Event Technicians attend the event

Rink Side Requirements

- Two separate and grounded 15 AMP circuits are needed to power the music and any additional sound system equipment
- Set-up and testing of the music system for event support requires a minimum of two hours per pad to complete
- The host club, SOSPOC and Lead Event Technician will confirm where the music equipment will be set up and to confirm sufficient time for set up

APPENDIX C

MINIMUM CERTIFICATION STANDARD FOR MEDICAL PERSONNEL EMERGENCY MEDICAL RESPONDER

Pre-Requisites:

Standard First Aid with Level C CPR.

Additional Requirements:

The course requires 100% attendance, skills demonstration, 2 evaluated scenarios, and 80% min. passing grade on written exam

Description:

Course provides the knowledge and skills necessary in an emergency to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness in a pre-hospital setting. Course is for those providing emergency response: firefighters, law-enforcement officers, and emergency medical services personnel. Meets the Paramedic Association of Canada National Occupational Competency Profile for the practitioner level of emergency medical responder (EMR).

Graduates will receive 3-year certification in Emergency Medical Responder, CPR Level HCP, and AED

Course Outline:

Part 1 – Preparing to Respond Part 4 – Medical Emergencies

- The responder
- The emergency scene
- Preventing disease transmission

Part 2 – Establishing Priorities of Care Part 5 – Special Populations and Situations

- Anatomy and physiology
- Assessment
- Respiratory emergencies
- Airway and ventilation
- Circulatory emergencies
- Bleeding
- Shock
- Pharmacology

Part 3 – Traumatic Injuries

- Soft tissue injuries
- Musculoskeletal injuries
- Head and spine injuries
- Chest, abdominal, and pelvic injuries

Part 4 – Medical Emergencies

- Sudden illnesses

- Poisoning
- Heat- and cold-related emergencies

Part 5 – Special Populations and Situations

- Special populations & crisis intervention
- Childbirth
- Reaching and moving patients
- Multiple casualty incidents
- Transportation

Course Duration: 10 days

APPENDIX D

ORDERING MEDALS AND STAR RIBBONS

- **At the current time, the SOSPOC will order medals and ribbons for Skate ON, Super & Synchro Series competitions**
- **STAR 1 – 4 Series host clubs will order and ship medals and/or ribbons to skaters' home clubs after the event**

STAR 1 – 4 EVENTS

- **Step 1:** All host clubs must have the following information prepared before emailing Nothers to place order:
 - Total number of medals and/or ribbons needed. This number will be determined after the event is completed so host clubs will be able to purchase just the quantity required
 - Shipping address for medals *cannot be a post box number
 - Confirm that the medals are STAR 4 "club" medals
 - Confirm competition name and dates for the back-flexi plate
- **Step 2:** Email or call Cathy at Nothers - cathy@nothers.com 226-377-6175
- **Step 3:** Place Order
- **Step 4:** Nothers will invoice host club directly.
- **Step 5:** Pay Nothers when invoice is received