

SKATE ONTARIO

COMPETITION MANUAL



**Skate
Ontario**

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>

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 2022-2023 season, there will be:

Four series events:

- Sectional Series
- Provincial Series
- Synchro Series
- STAR 1 – 4 Series

All disciplines are represented including:

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

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
- Is responsible for the event schedule, judges and tech panel schedules and working with Chief and Computer Data Specialist to complete athlete grouping
- Attends Organizing Committee meetings
- Is on site

CHIEF DATA SPECIALIST

- Appointed by Skate Ontario
- 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 Sectional, Provincial and Synchro Series, all budgets will be reviewed with host clubs again after registration closes and prior to the event commencing.

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.

1.5 ORGANIZING COMMITTEE WORK PLAN MEETINGS

SECTIONAL, PROVINCIAL & SYNCHRO SERIES:

- There will be a minimum of two planning meetings for Sectional, Provincial 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).
- These meetings will be scheduled as follows:
 - 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:
 - One to two weeks after registration closes
 - One to two weeks prior to the event start date

1.6 COMPETITION VENUE SITE VISIT

May be necessary if the venue is new or recently renovated or if any members of the OC are unfamiliar with the facility. The purpose of the visit is to confirm or determine:

- 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 Sectional, Provincial & 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 D** for Minimal Medical Requirements

1.8 OFFICIALS STANDS

All Sectional, Provincial & 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
- 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 Provincial 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 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 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)

- It is at the discretion of host clubs whether or not they will have vendors on site. Host clubs must confirm with their facility whether this is permitted or not

1.13 OFFICIALS GIFTS

- Skate Ontario is responsible for providing Officials' gifts for Sectional, 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

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 although they may if they wish. 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.

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

OFFICIALS

- 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 **TWO** coaches
- Certification requirements shall be as defined by Skate Canada
- Coaches must present their proof of good standing if requested by a member of the LOC
- 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
- Coaches must present their proof of good standing if requested by a member of the LOC

VOLUNTEERS

- All volunteers should be required to sign in and out for shifts, providing their name, club name and area where they are volunteering

2.2 DATA RESULTS CENTRE & EVENT TECHNICIAN ROOM REQUIREMENTS

- 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 floats and admission proceeds

2.4 MEAL AND SNACKS

- Meals must be provided for any officials on site
- Buffet meals are permitted
- Host clubs should consider individually packaged catered meals for officials
- 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

- 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
- Host Clubs will contact the distributor to place the order and arrange delivery
- 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)

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

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

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

2.6 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

- For Sectional, Provincial and Synchro Series, all officials are required to fill out the online Skate Ontario Expense Form for all competitions
- Forms will be remitted to Skate Ontario for all **Sectional; Provincial 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 Sectional, Provincial 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- SECTIONAL, PROVINCIAL & 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 (Sectional, Provincial & 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

	<ul style="list-style-type: none"> • Collect contact info for all volunteers and inform them of process for notifying the Volunteer Coordinator if unable to complete their shift(s) • 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) – not required for Super Series unless wanted by LOC</p> <ul style="list-style-type: none"> • Be at post 1 hour before the start of the first group • Determine who will generate dressing room assignment once schedule is finalized • Arrange for signage to posted on dressing room doors and any other required location • Distribute dressing room assignment list to Skater Registration and Ice Captain • Ensure security of dressing rooms for authorized individuals only • Advise Ice Captain if a skater/pair/dance/team cannot be located • Liaise with Ice Captain to ensure skaters are prepared to go on the ice at the appropriate time
	<p>WARM UP AREA VOLUNTEER SYNCHRO ONLY (1/ice pad)</p> <p>Options will be discussed during Organizing Committee calls.</p> <p>Option 1: Sign up for warm up areas on site</p>

	<ul style="list-style-type: none"> • Must always have one volunteer at warm up areas to assist in teams signing up for designated warm up areas • Monitor the timing on warm up areas and making sure teams are staying within their schedule time <p>Option 2: Scheduled warm up areas</p> <ul style="list-style-type: none"> • Sign teams in and out for their scheduled warm up spaces • Monitor the timing on warm up areas and making sure teams are staying within their schedule time
	<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"> • Be at post 15-30 minutes before first group of the day • Shortly before teams take the ice, ensure all skaters guards are collected at rink side and ready to step on the ice • Bring guards to off ice door to be collected by skaters
	<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"> • Generate and post award presentation schedule • Consider using a microphone to enhance presentation • Clarify with athlete, parent or coach if unsure how to pronounce a name • Refer to the SO Competition Manual for medal/ribbon presentation details
	<p>HOTEL HOSPITALITY</p> <ul style="list-style-type: none"> • Not currently offered

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 computers and printers. Only the DS equipment should use these circuits
- The room should be large enough to accommodate the printer, 6+ 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 day of or one day before the competition start date

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, 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 (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, 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
 - 1 standard stapler
 - Extra staples
 - 1 staple remover
 - 2 electric pencil sharpeners
 - 2 rulers
 - 1/2 box standard paper clips
 - 1/2 box jumbo size paper clips
 - 1 bottle liquid paper white out for all purpose or dry correction rollers
 - 1 small supply of elastic bands
 - 1 glue stick
 - 1 rolls 1/2" Magic Scotch Tape & dispenser
 - 1 full roll 1" painters tape
 - 4-8 dozen HB lead pencils with erasers (depending on competition size)
 - 1 container to hold pencils
 - 1 Highlighters
 - 1 3"x 3" post-it notes
 - 20 legal size file folders with top tabs
 - 20-100 large brown Kraft envelopes - 10" x 13" (depending on competition size)
 - 20-30+ letter size clip boards (enough for all judges + 15)
 - 1/2-1 case photo copy paper (depending on competition size)

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 for STAR 1-4 Events Only

- 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

APPENDIX C

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 D

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 E

ORDERING MEDALS AND STAR RIBBONS

Host Club must email or call to order medals and/or ribbons 3 weeks prior to event start date to ensure timely delivery.

- **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
 - Identify what medals they need (Sectional/Provincial/Synchro medals are called “Competitive Medals” & STAR 1-4 Series medals are called “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 Skate Ontario for Sectional/Provincials & Synchro Series medals and will invoice STAR 1-4 Series host clubs directly.

- **Step 5:** For STAR 1-4 Series events, pay Nothers when invoice is received