



**Skate  
Ontario**

# **COMPETITION MANUAL**

**Updated: June 2023**





## 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/54competitions.html>

## OVERVIEW OF SKATE ONTARIO COMPETITIONS

In the 2023-2024 season, there will be:

Four series events:

- Sectional Series
- Provincial Series
- Synchro Series
- STAR 1 – 4 Series
- Bring On The Fun (BOTF)

All disciplines are represented including:

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



## SECTION 1: 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
- Responsible for the event schedule, judges and tech panel schedules and working with Lead and Computer Data Specialist to complete athlete grouping
- Attends Organizing Committee meetings
- This person is on-site

### Lead Data Specialist

- Appointed by Skate Ontario
- Responsible for all matters relating to the Data Results Centre
- Attends Organizing Committee meetings
- This person is on-site

### 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)
- Ensures that all required supplies are on site as required
- Work with SOSPOC to finalize on site meal planning
- Manages monetary payments if spectators are in attendance
- Submits post competition documents as required

### *STAR 1-4 Events ONLY*

- Responsible for liaising with the Tech Rep regarding any officials' hotel requirements



## 1.2 HOST COMMITTEE ROLES & RESPONSIBILITIES

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

## 1.3 BUDGET

The event budget review is part of the initial event agreement meeting between the host club and Skate Ontario. For Sectional, Provincial and Synchro Series, all budgets will be reviewed with host clubs after registration closes and prior to the event commencing.

## 1.4 ANNOUNCEMENT

- Event Announcements will be created and posted on the Skate Ontario website by Skate Ontario Events Team with information provided by the Host Club
- Announcements will be posted on the Skate Ontario website 9-10 weeks prior to the event start date
- Host Club to send SOSPOC event specific information that pertains to the Event Announcement

## 1.5 ORGANIZING COMMITTEE WORK PLAN MEETINGS

### Sectional, Provincial, and 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, Lead 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 assigned SOSPOC, Tech Rep, Lead DS, and Computer DS.
- 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
- 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



- 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 medical personnel at rink level during competition times. For all Synchro categories, 2 medical personnel are required.

- 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

Skate Ontario arranges Medical Provider for all Sectional, Provincial & Synchro events. Host Clubs are responsible for arranging medical for all STAR 1-4 Series Events.

See **Appendix C** for Minimum Medical Requirements

## 1.8 OFFICIALS STANDS

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

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.

**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
- Officials' stands must be sufficiently long enough (**48-60 feet**) to enable each official working space and enough space to enter and exit behind the table. Approximately 10-15 officials (Judges, Technical Panel, Data Specialists and Event Technicians) could be on the stand at any given time. Consult with the Lead DS to confirm the number of officials on the stand for your event.
- Power Source at Rink Side - two grounded separate 15 AMP circuits
- Tables may be 6 or 8-foot length and should be 18 or 24-inches wide (**48-inch width is not acceptable**). The number of tables required depends on the length of the stand.
- Tables should be securely fastened to the stand platform. If tables are unable to be fastened to the Officials' stand, a kick plate is required.
- 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

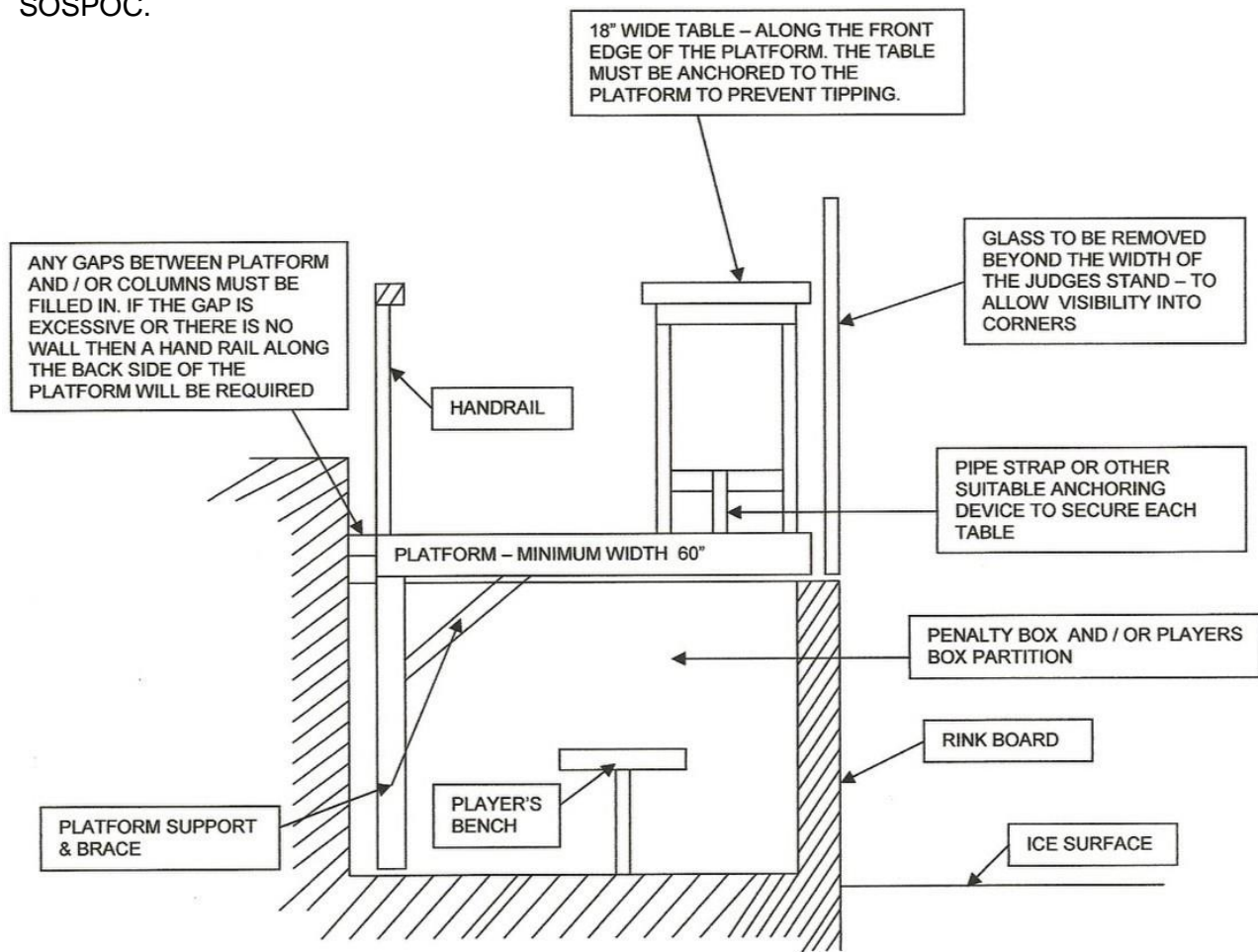


- It is recommended that host clubs provide blankets for the stand

The following diagram specifications are not mandatory but are intended to be referenced as best practices. Building specifications are subject to the venue.

## Recommended Length for Officials Stand: 48-60 feet\*

\*If there are any concerns with length of your Officials Stand, immediately address this with your SOSPOC.



### NOTES:

- 1) Judges platform must be continuous, no gaps between sections are allowed
- 2) Access Stairs, 2 sets, 1 at each end of platform.  
Steps must not be narrower than 30 inches.  
Minimum step width to be 7.5 inches.  
Maximum rise per step to be 9 inches  
3 or more risers will require a hand rail
- 3) Hand rails on the front and sides of the Judges platform, if required, must not exceed the height of the Judges table.
- 4) The length of the Judges platform is to be determined by the Competition Technical Representative in consultation with all concerned and will include space for the Music and Announcing Team.



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

- Music Players and Announcers are known as Event Technicians
- Sectional & 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, Provincial, 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 charge for this insurance

## **1.11 PRACTICE ICE**

The host club(s) may schedule practice ice as determined by the organizing committee. Any revenue generated by practice ice sales will be retained by the host club(s) and not included in the gross revenue of the event. Ice costs and all costs associated with medical coverage during practice ice times will be the responsibility of the host club, and not part of the joint expenses.

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

- It is at the discretion of host clubs whether they will have vendors on site. Host clubs must confirm with their facility whether this is permitted or not
- Host Clubs are required to provide a list of vendors to the SOSPOC to ensure that there are no conflicts with current Skate Ontario partners

## **1.13 OFFICIALS GIFTS**

- Skate Ontario is responsible for providing Officials' gifts for Sectional, Provincial, 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 \$20/day
- Host clubs may also want to include a written thank-you

## **1.14 SPONSORSHIP**

The host club(s) may secure sponsorship or value in kind (VIK) donations of goods or services. All local sponsorship is subject to the approval of Skate Ontario to ensure no conflicts with a Skate Ontario sponsor.





Examples of potential VIK donations of goods or services: Meals/Snacks, Rental Equipment, Awards Decorations, Stationary Needs, Raffle/Door Prize, Skater Goodie Bags, Officials Gifts, Music Equipment, Radios, Pipe & Drape, Table Linens, Tables/Chairs

## **1.15 SKATE ONTARIO LIVESTREAMING**

Skate Ontario continues our Livestream Initiative for the 2023-2024 Event Season. Select Sectional, Provincial, and Synchro Series events have been chosen to be streamed for this upcoming season. Skate Ontario is responsible for the internet installation and operation of the livestream. The host club may be asked to be available and on-site to facilitate the internet install and be prepared to run an internet speed test.

## **SECTION 2: EVENT EXECUTION**

### **2.1 ACCREDITATION & REGISTRATION**

#### Athletes

- Athletes are required to register on site prior to their skate
- Athletes are not required to carry/show accreditation at Skate Ontario events. Host clubs are not required to provide athlete accreditation, however, may choose to do so at their own expense. Accreditation supplies are not a shared event expense.
- Recommended that athlete and music registration tables be together close to the arena entrance. 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
- SOSPOC will provide a printed Coach Sign-In sheet

#### Synchro Managers & 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 they 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
- Host clubs should decide how others may identify volunteers i.e., vests, arm bands, volunteer tags etc.

## **2.2 DATA RESULTS CENTRE**

- Highly recommended that the Data Results Centre be in a shared space with the Officials Room. If possible, the Data Results Centre should be near the ice surfaces
- 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 Lead Data Specialist will confirm with the LOC Chair when the DS team will arrive on site
- See **Appendix B** for Data Results Centre Requirements

## **2.3 EVENT TECHNICIAN ROOM REQUIREMENTS**

If Skate Ontario Event Technicians are assigned and attending your event, the following rink side requirements are needed:

- 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

## **2.4 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.

## **2.5 MEAL & SNACKS**

- Meals must be provided for any officials onsite
- Buffet meals are permitted
- Hot meals are preferable
- Officials schedule is ongoing – when one panel is on the ice, another may be on a break. As Officials schedules often overlap mealtimes it is recommended that hot food always be kept available for those who are not free during the mealtime.
- Great care should be taken so that all food is not consumed by people during an event which would result in nothing being available for those Officials upon their return from the ice.
- Start of Day Ideas - Hot beverages (not everyone drinks coffee!) and juice, muffins or pastries should be available prior to the first morning event.



- "Munchies" (energy boosters) should be available to Officials throughout the day at the arena. Examples: Cheese and crackers, fruit, veggies and dip, candy/chocolate/chips, juice, pop (regular & diet – Diet Coke is a huge hit!)

The following are snack & meal suggestions:

Breakfast	Lunch	Dinner	Snacks (throughout the day)
Coffee/Tea/Juice/Water Muffins/Bagels/Toast Pastries Dry Cereal Whole Fruit/Fruit Tray	Soup Chili Sandwiches Wraps Salad	Fresh HOT meal Salad(s)  No soup/sandwiches	Veggies/dip Fruit Cheese/Crackers Baking Individually packaged snacks (chips/granola bar/etc.)

- Consult SOSPOC, Tech Rep, Lead Data Specialist, 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](mailto:events@skateontario.org)
- Send menu to SOSPOC once drafted
- Set mealtimes with Tech Rep once event schedule is finalized
- LOCs may offer a coaches' hospitality on-site. NOTE: This is not a shared expense and all expenses for coaches' hospitality are the responsibility of the LOC.

## 2.6 AWARDS

- Host Clubs are responsible for ordering Medals and STAR Ribbons from the Skate Ontario distributor, Nothers Signs and Recognition
- Host Clubs will contact the distributor to place the order and arrange delivery no later than 3 weeks prior to the event date
- Host Clubs of synchro events should decide on how to organize and store medals on site to facilitate the presentation process
- The Host Club is encouraged to provide a podium for awards presentations for all medal events
- It is recommended that the awards presenter use a microphone
- Competitors should be clothed in skating attire including skates (Synchro team medalists may choose to wear their teamwear for off-ice medal presentations)
- Host Clubs should reach out to their SOSPOC if they require assistance determining medal and ribbon numbers
- See **Appendix D** for process to order medals and STAR ribbons from Nothers

### Ribbon Presentation for STAR 1-3

- For events assessed to standard, 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)
- The following categories receive ribbons: STAR 1-3, Synchro STAR 3, Individual & Team Elements STAR 2&3, Creative Improv 1&2, Individual & Group Showcase 1&2
- Refer to Skate Canada Info Centre for further information



### 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 Skate Ontario, but a template is available on the Events page of the Skate Ontario website

## **2.7 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 Skate Ontario Expense Form and submit via email to [mhunsley@skateontario.org](mailto:mhunsley@skateontario.org)
- 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**

#### Sectional, Provincial, and Synchro Series

Within 15 business days:

- Report all gate admission revenue
- Submit a detailed summary of the expenses paid by the club (if any) along with accompanying receipts. Submission may be made by mailing hard copies to Skate Ontario or by submitting via email. If submitting by email, accompanying receipts must be scanned using a scanner and sent in PDF format. Pictures of receipts will not be accepted as proof of payment.
- Report any additional revenues earned by the event but are not considered joint revenue as outlined in the event hosting agreement.

#### STAR 1-4 Series

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

This 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

### **COMPETITION EVENT CHAIR (1)**

- 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

### **TREASURER – STAR 1-4 Series Only (1)**

- 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

### **REGISTRATION COORDINATOR – SECTIONAL, PROVINCIAL & STAR 1-4 (1)**

- Receives registration spreadsheet from SO Event Team
- Responsible for ensuring all onsite registration processes are in place including athlete, coach, managers, chaperones, and volunteer registration
- Determine who will generate dressing room assignment once schedule is finalized
- Arrange for signage to be posted on dressing room doors and any other required location
- Distribute dressing room assignment list to Skater Registration and Ice Captain

### **REGISTRATION COORDINATOR – SYNCHRO (1)**

- Receives registration spreadsheet from SO Event Team
- Receives Team, Coach, Manager and Chaperone List from SO Event Team
- Responsible for ensuring all onsite registration processes are in place including athlete, coach, managers, chaperones, and volunteer registration

### **VOLUNTEER COORDINATOR (1)**

- 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)



- 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

### **LOGISTICS COORDINATOR (1)**

- 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

### **AWARDS & MEDALS COORDINATOR (1/shift)**

- 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

## **VOLUNTEER POSITIONS**

### **ADMISSION DESK (1-2/shift if applicable)**

- 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

### **MUSIC REGISTRATION/MUSIC RUNNER (1-2/shift) – only required if there is on-site Music Registration, not required if music is uploaded**

- Collect the skater's music and ensure they Initial 'Music in' box
- Put music in the correct bin for skater's group. Ensure the bin/ basket is labelled for the correct group.
- When skaters retrieve their music, have them Initial 'Music out' box on the sheet.
- When all skaters for a group have checked in, deliver bin/basket to the music player preferably 30 minutes prior to event starting.

### **SKATER REGISTRATION (1/shift)**

- Be at post when first group of skaters are scheduled to arrive (roughly 1 hour prior to event start time)
- Ensure the dressing room assignment list and start orders are at the registration table.
- Check each skater in and inform them their dressing room assignment



### **DRESSING ROOM DUTIES (1/rink) – Optional, highly recommended for Synchro events**

- Be at post 1 hour before the start of the first group
- 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

### **ICE CAPTAINS (1/ice pad)**

- 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
- Check skaters off as they arrive at the gate; if a skater does not show up, please notify the Referee on the judging panel.
- Ensure the group of skaters going on the ice for warm up is correct; make sure they wait until warm up is announced before entering the ice
- Each skater's coach will open the off-ice gate
- Ensures that only accredited personnel are at ice level
- Aware of where medical personnel are located

Questions you may receive from coaches:

- What skater is on the ice?
- Is the event running on time?
- Are there any missing skaters?

### **MUSIC PLAYERS & ANNOUNCERS (1 each/ice pad) – EVENTS THAT ARE NOT SUPPORTED**

- An announcer & one music operator is required for each event. These 2 positions work together and take direction from the Referee.
- The announcer is responsible for timing the warm-up and announcing the one-minute notice prior to the conclusion of the warmup will be given. The Announcer must have current information for each event including, order of skate, scheduled floods/intermissions, corporate/local sponsor information and "Thank You" to all event officials and host committee.
- Announcer scripts for all categories are available from SOSPOC
- The Music Operator plays the correct music for each skater and plays music during warm-up.

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

*Option 1: Sign up for warm up areas on site*

- 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

*Option 2: Scheduled warm up areas*

- 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



**GUARD RUNNERS - SYNCHRO ONLY**

- 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

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

- At the post when first group of skaters are scheduled to arrive
- Ensures that only skaters/coaches/officials are in accredited areas

**DATA RUNNER (1/rink) – STAR 1-4 ONLY**

- Bring judges sheets to Data Results Centre
- Confirm with Lead DS the frequency of bringing sheets into the Data Results Centre



## **APPENDIX B - DATA RESULTS CENTRE REQUIREMENTS**

- The Lead 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 in 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, 4 - 6/8ft tables, 8 comfortable chairs and room for up to 6 Data Specialists to work. (Lead 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 can sort, collate, enlarge, and reduce
- The copier should be able to copy letter
- 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 Lead Data Specialists if these copier requirements cannot be met, and an alternative solution must be determined



### **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 Lead 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
- 2 electric pencil sharpeners
- 1/2 box standard paper clips 1/2 box jumbo size paper clips
- 1 roll Scotch Tape
- 1 full roll 1" painter's tape
- 4-8 dozen HB lead pencils with erasers (depending on competition size)
- 1 Highlighters
- 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 photocopy paper (depending on competition size)

### **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 - 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

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](mailto: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.



### COMPETITIVE MEDALS

- STAR 5 – GOLD/Pre-Juvenile-Senior Freeskate
- Artistic Categories
- Adult Categories
- Special Olympic Categories
- Individual Elements – STAR 5 – Gold
- Team Elements – STAR 5 – Gold



### CLUB MEDALS

- STAR 4 Freeskate
- Individual Showcase 3 & 4
- Group Showcase 3 & 4
- Creative Improv 3 & 4
- Individual Elements – STAR 4
- Team Elements – STAR 4
- Synchro STAR 4



### RIBBONS

- STAR 1-3 Freeskate
- Individual Showcase 1 & 2
- Group Showcase 1 & 2
- Creative Improv 1 & 2
- Individual Elements – STAR 2 – STAR 3
- Team Elements – STAR 2 – STAR 3
- Synchro STAR 3