



**Skate
Ontario**

COMPETITION MANUAL

Updated: August 2024



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Introduction

This manual provides an organized framework to assist host clubs in planning and executing skating competitions in the province of Ontario.

The goal of these events is to create meaningful athlete experiences in fun, fair, and safe environments. Competitions will foster a community spirit through athlete, official, volunteer, and club development and encourage respect and dignity for all participants regardless of their role and/or responsibility for the event.

All Skate Ontario events will be conducted in accordance with the regulations as set forth in the Skate Canada Event Management Handbooks and Skate Canada Rules of Sport for competitions: <https://info.skatecanada.ca/index.php/en-ca/rules-of-sport/54competitions.html>

Overview of Skate Ontario Competitions

In the 2024-2025 season, there will be:

Five event series:

- 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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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

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

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
- Responsible for on-ice competition decisions
- 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

Computer Data Specialist

- Appointed by Skate Ontario
- Responsible for creating and maintaining the competition scoring database and equipment
- Attends Organizing Committee meetings
- This person is on-site

Event Tech Lead – Only for Sectional, Synchro, and Skate Ontario identified Provincial Series events

- Appointed by Skate Ontario
- Responsible for creating and maintaining the music database and equipment
- Attends Organizing Committee meetings
- This person is on-site

1.1 Host Committee Roles & Responsibilities

There are a variety of roles and responsibilities involved in hosting a competition. The size of the Host Committee will vary with each competition based on the needs of the event, the availability of volunteers, and the expertise of the volunteer base.

Refer to **Appendix 1** for a description of Host Committee Roles and Responsibilities

1.2 Budget

Sectional, Provincial, and Synchro Series

The event budget review is part of the initial event agreement meeting between the host club and Skate Ontario. A budget review between the Skate Ontario Manager, Events and the Host Club Chair will take place after registration closes and prior to the event commencing.

STAR 1-4 Series

STAR 1-4 Host Clubs are encouraged to create a draft budget.

1.3 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



1.4 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, Logistics, and Volunteer coordinators, the assigned SOSPOC, Tech Rep, Lead DS, DS Computer and Event Technician (if applicable).
- These meetings will be scheduled as follows:
 - 1-2 weeks after registration closes
 - 1-2 weeks before the event start date

STAR 1-4 Series

- There will be a minimum of two planning meetings for STAR 1 – 4 events
- These meetings should include representatives from the host club including the Chair, Logistics and Volunteer coordinators, the assigned SOSPOC, Tech Rep, Lead DS, and DS Computer.
- These meetings will be scheduled as follows:
 - 1-2 weeks after registration closes
 - 1-2 weeks prior to the event start date

1.5 Competition Venue Site Visit

May be necessary if the venue is new, 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 officials
- Confirm location, size, and construction of Officials' Stand (Additional information in 1.7 Officials Stands)
- 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



1.6 Officials Stands

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

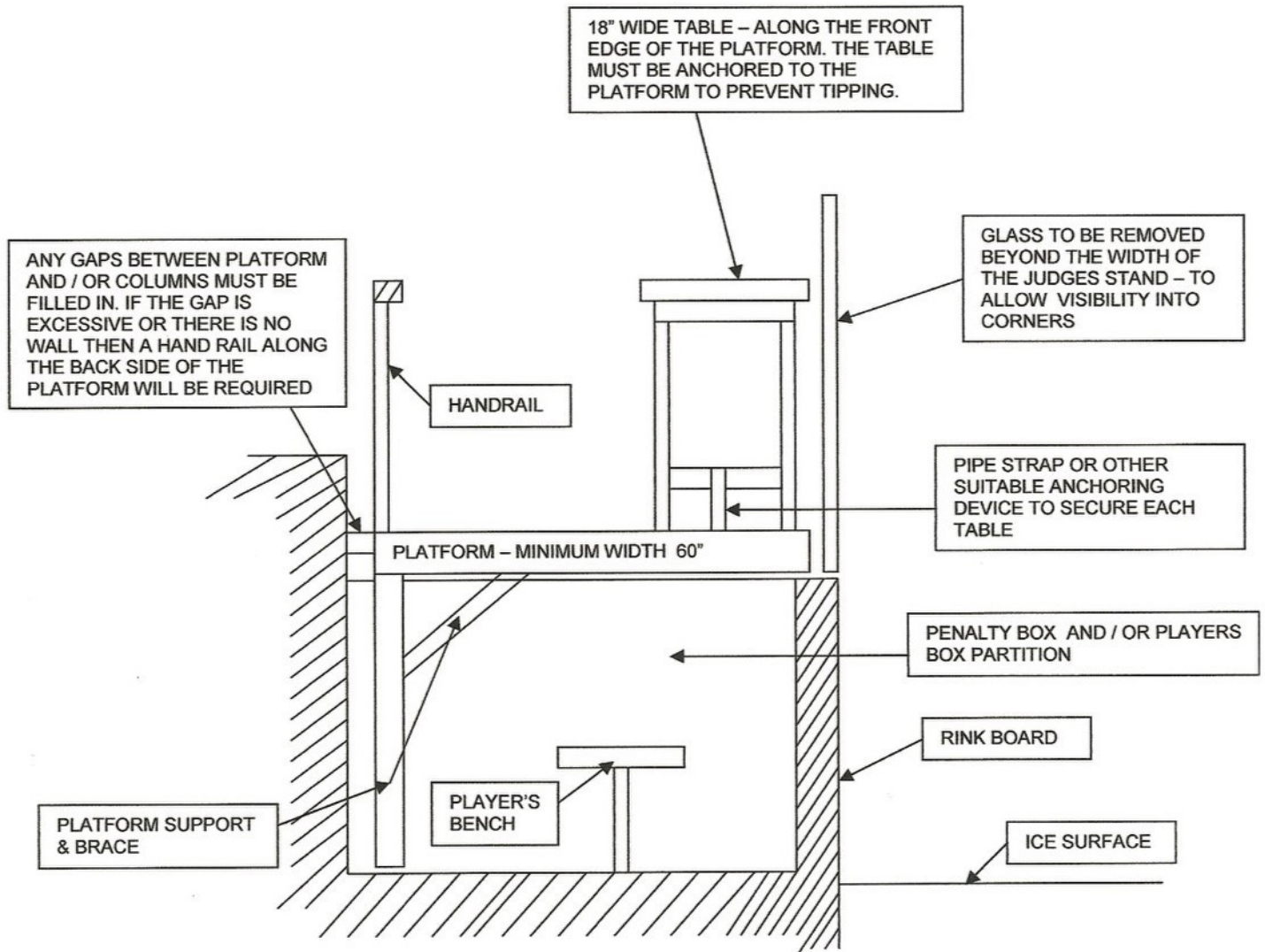
Judges stand and judges tables should be ideally complete, ready and available for the Data Specialists to start set up of the CPC system, the headset system and the required cables no later than 7:00 pm the evening of the set-up day (i.e., the day prior to the day of the competition) OR at least four (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.



1.7 Room Requirements/Venue Map

In preparation for your event, the following rooms and/or spaces are required on-site. Depending on the facility, the Host Clubs may have to be creative with the space available in the facility.

- **Officials Room** – Location where Officials sit to warmup and leave their personal belongings. If a private room is not available, a draped off section of a larger room is acceptable.
- **Data Results Centre** – Location where the Data Specialists can set up their paperwork and computers. Minimum 3-4 tables required. Additional requirements can be found in 1.8.
 - Highly recommended that the Data Results Centre be in a shared space with the Officials Room.
- **Hospitality Room** – Location where Officials eat their meals
 - The Hospitality/Officials room can be in the same space. Preferred option if space allows.
 - The Hospitality Room can be shared with Volunteers.
- **Athlete Warm-up Space** – Depending on the rules of the facility, hallways and lobby space are acceptable. If the facility does not allow warm-up in these spaces, additional warm-up space should be made available.
- **Synchro Warm-up Space** – If Synchro is offered at your event, space for Synchro team warm-up is required. A minimum of four spaces should be Space for synchro teams to warm-up.
- **Dressing Room for Music** – Only required if Skate Ontario Event Techs are on-site. Additional Event Technician Room requirements can be found in 1.10.

1.8 Data Results Centre – Room Requirements

- 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 Host Club Chair when the DS team will arrive on site
- See **Appendix 2** for Data Results Centre Requirements

1.9 Event Technicians - Music and Announcing

- 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.
- Pre-determined Provincial Series events will have a Lead Event Technician assigned to them. Skate Ontario will provide the name and contact information of this person.
- Additional Music & Announcing Guidelines are included in **2.5 Music & Announcing**



1.10 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

1.11 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.

Medical Personnel must be First Responder Certification or equivalent qualified.

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

Refer to **Appendix 3** for minimum medical requirements.

1.12 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

1.13 Officials' Accommodations

- Skate Ontario is responsible for the procurement and management of accommodations for Officials' for Sectional, Provincial, and Synchro Series events.
- The Host Club for STAR 1-4 Series is responsible for the organization and booking of hotel rooms for all officials as per Skate Ontario's Expense Policy. The Host Club is responsible for managing the hotel contract, rooming list, and payment of hotel rooms as per Skate Ontario's Expense Policy.
 - STAR 1-4 Host Club should make the Tech Rep and the Lead Data Specialists aware when rooming lists are due to ensure time to release any unused rooms.



1.14 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
- For Sectional, Provincial, and Synchro Series events may choose to provide an additional gift to Officials. Note that this is not a shared expense and the Host Club is responsible for the cost of the additional gift.

1.15 Vendors (Including 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 responsible for soliciting and on-site management of vendors.
- Vendor Fees— Management of vendors will be the responsibility of the host club. *All revenues generated by the sale of vendor sites will be retained by the club. This revenue must be reported to Skate Ontario for information purposes only for the 2024-2025 season. Vendors must be pre-approved by Skate Ontario.
- 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.
- The Host club may have the right to undertake fundraising activities and retain 100% of profits generated from those activities.

Video Replay Service Provider – Sectional/Provincial/Synchro Series events ONLY

For Sectional, Provincial, and Synchro Series events, Skate Ontario's Video Replay service provider shall have the first right of refusal to sell video footage of the event. If the Video Replay service provider elects to NOT provide video sales, the club may engage another videographer to sell video footage to participating skaters. Videographers secured by the club for this purpose will not be permitted to interfere with the set-up of the Video Replay service provider at the venue.

1.16 Sponsorship/Fundraising

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. The club must advise Skate Ontario, in writing, when a local sponsor is secured no later than 3 weeks prior to the event and prior to entering any agreement with a local sponsor. Skate Ontario will then confirm any sponsor conflicts.

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



The Host club may have the right to undertake fundraising activities and retain 100% of profits generated from those activities, subject to approval by both parties.

1.17 Skate Ontario Digital Broadcast

Skate Ontario continues to expand our Digital Broadcast for the 2024-2025 Event Season. The Skate Ontario Digital Broadcast team has selected several events from the Sectional, Provincial, and Synchro Event Series to be streamed.

The Skate Ontario Digital Broadcast team will be responsible for the setup, internet installation, and operation of the digital broadcast. The host club may be engaged to assist in the following functions:

- Act as an intermediary connecting Skate Ontario Digital Broadcast team with the facility
- Be available and on-site to oversee the internet install and contact the Digital Broadcast team lead with any questions or concerns
- Run an internet speed test

1.18 Practice Ice

The host club(s) may schedule practice ice as determined by the organizing committee. Medical coverage is required for any practice ice offered on competition ice.

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.

SECTION 2: Event Execution

2.1. Accreditation and Registration

Below outlines the accreditation and on-site registration process for each user group. If there are any on-site concerns about an individual's accreditation or what venue access should be provided, the Host Club should immediately consult or contact the SOSPOC.

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 registration be close to the arena entrance. Dressing room assignments should be available at Skater Registration
- The Data Specialist Team will provide the Host Club with Start Orders to use during the event. A sufficient number of copies will be provided to cover all key areas; including but not limited



to Athlete Registration, Ice Captain, Dressing Rooms, and Music & Announcing. Online start orders are not kept up to date with withdraws.

- Athletes are required to check in daily for any skates they have.
- In addition to signing in athletes to confirm they are on-site, for all Provincial Series events, Planned Program Content sheets must be collected and brought to the Officials Stand prior to the start of the group. SOSPOC will confirm with the Tech Rep where and when they want this sheets delivered.

Officials

- All Skate Ontario Officials will have a Skate Ontario Officials' accreditation tag
- Host club volunteers should be aware where the Officials Room is to be able to direct officials there when Officials arrive at the event

Coaches

- Each competitor is entitled to be accompanied by TWO coaches
- Certification requirements shall be as defined by Skate Canada
- Skate Ontario Coaches must present their Skate Ontario accreditation tag. For any Skate Ontario coach that does not have their accreditation tag or are not listed on the Coach list provided by the SOSPOC are required to show their Skate Canada Coach Dashboard to confirm that they are in Good Standing.
- Coaches must present their proof of good standing if requested by a member of the Host Club.
- Coaches from sections outside 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 two coach, one team manager and two chaperone for a total of FIVE 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

Volunteers

- All volunteers should be required to sign in and out for shifts, providing their name and area where they are volunteering
- Host clubs should decide how others may identify volunteers i.e., vests, arm bands, volunteer tags etc.



Skate Ontario Staff

- All Skate Ontario staff will have a Skate Ontario Staff accreditation tag

2.2. Dressing Rooms

It is recommended that dressing room access is limited to just athletes and accredited coaches. Host Clubs that host STAR 1-4 categories are encouraged to setup a skate tying area in the lobby for parents to assist their skaters.

2.3. Cash Management

It is essential that the Host Club establishes sound processes for tracking and storing cash at all events. This includes floats and admission proceeds.

2.4. Hospitality (Meals & Snacks)

- Meals must be provided for any officials on-site.
- The SOSPOC, Tech Rep, Lead Data Specialist, and Lead Event Technician (if applicable), will provide meal numbers and any dietary restrictions/allergies to assist with your planning. This is addressed in the OC Call.
- Work with the Tech Rep once event schedule is finalized to confirm mealtimes.
- 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. Meal periods should be over a 2-hour window.
- Send menu and meal times to the SOSPOC **no later than 1-2 week** prior to the event to share with the OC Leads & Officials. This will assist in identifying any potential concerns.
- Catering to dietary preferences (i.e., vegan, or low/no carb) is at the discretion of the host club. Skate Ontario requests that host clubs provide a vegetarian option at all mealtimes. As well, if any officials have a gluten intolerance that meal options are available to them.
- Any inquiries regarding meeting dietary concerns or needing meal recommendations should be directed to the SOSPOC.

Hospitality Best Practices

- Buffet meals are permitted.
- Hot meals are preferable as most rinks are quite cold.
- 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.
- Hot foods must be kept warm. Chafing dishes, warming trays, etc. should be utilized to keep food at the right temperature. The same with a cold food item is being served, it should be placed on ice to ensure it remains the correct temperature.
- Host clubs should have hot beverages and soup available throughout the day to assist Officials when they need a quick warm-me-up.



- When serving vegetarian meals, ensure that there is a protein element included. Examples of vegetarian/vegan proteins: Lentils, Beans (Chickpeas, black beans, etc.), Quinoa, Edamame, Peas, Leafy Greens
- Ensure that you have more servings of a vegetarian option than the number of people that identified a vegetarian/vegan.

The following are suggestions for Host Clubs looking for meal recommendations:

Breakfast	Coffee/Tea/Juice/Water Muffins/Bagels/Bread Pastries Dry Cereal/Oatmeal Cold Hard-Boiled Eggs Whole Fruit/Fruit Tray Yogurt & Granola Pancakes/French Toast
Lunch Not limited to the list here - Can also offer any Dinner option at Lunch time	Soup Chili Sandwiches Wraps Salad
Dinner Fresh HOT meal	Stir-fry & Rice (Chicken & Veggie option) Taco or Fajita Bar Pasta – Penne/Lasagna/Stuffed Shells/etc. Shepherd's Pie Chicken / Turkey / Roast Beef Souvlaki / Kabobs No soup/sandwiches
Snacks (Energy Boosters) Available throughout the entire day	Veggies & dip Fruit Cheese & Crackers Charcuterie Board Baked Goods Individually packaged snacks (chips/granola bar/etc.) Candy/Chocolate Pop, Sparkling Water, Juice Coffee, Tea, Hot Chocolate

Coach Hospitality

Host Clubs 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 Host Club.



2.5. Volunteers

- Refer to **Appendix 4** for list of volunteer roles. Roles have been listed in the order of importance
- Various tools to organize volunteers – paper sign up, online sign up tools (Example: www.signup.com)
- If you are concerned about having enough volunteers, consult your SOSPOC and they will be able to provide recommendations and assist
- Number of volunteers will vary based on the layout of the facility

Skate Ontario Volunteer Code of Conduct

All volunteers are expected to follow the Skate Ontario Volunteer Code of Conduct to ensure a safe safe for all volunteers and participants. Host Clubs are highly encouraged to share the Skate Ontario Volunteer Code of Conduct poster in advance with their volunteers. In addition, Host Clubs are required to post the Skate Ontario Volunteer Code of Conduct on-site. The poster should be posted, at minimum, the Volunteer Sign-in and in high traffic areas in the arena.

The poster can be found in Skate Ontario Host Club Resources Sharepoint Folder : [Skate Ontario Host Club Resources](#)

Any questions about Skate Ontario's Volunteer Code of Conduct can be directed to Kelsey Bennett, Director, Event Systems at kbennett@skateontario.org.

2.6. Music & Announcing

New for the 2024-2025 season, Skate Ontario will be collecting music files at time of registration for all events. The Skate Ontario Events team will ensure that all pieces of music are received and sent to the Host Club and will serve as main point with parents/guardians and coaches for follow-up on any music related questions.

For Sectional, Synchro, and select Provincial Series events that are Event Technician supported the following does not apply to your event.

If Host Clubs have any questions about Music & Announcing, they should reach out to their SOSPOC.



Host Club Music & Announcing Responsibilities

- Identify a lead for music & announcing – you may choose to select 1 or 2 people to fill this role
- Have a computer or tablet per pad to play music. This device must have the ability to play music from a USB stick, as this is the method of music backup for skaters.
- A backup device per pad should be available in the event of technical errors.
- Music files preparation
 - The SOSPOC will send all music files to the Host Club 2-3 weeks prior to the event
 - Music files will arrive in a .zip folder sorted by category/group
 - Host Club is responsible for ensuring each piece of music plays
 - In the event a music file is corrupt, the Host Club should notify the SOSPOC to contact the skater for a new file. This should be completed at least 1 week prior to the event
 - Host Club is responsible for sorting the music based on start order to minimize errors during the event
 - Start orders are published 2 weeks prior to the event. On request, the SOSPOC can provide an excel copy of the start orders.
 - Gather other music required – a full list of music needs are listed below
 - Update music files as required.
- Work with facility to identify music equipment required (ie. microphone, sound mixer, speakers, etc.) and source any required equipment
- Recruit, schedule, and train music and announcing volunteers
- Update announcing scripts to include event specific information
 - Sample announcing scripts are available for download in the Skate Ontario Host Club Resources Sharepoint Folder : [Skate Ontario Host Club Resources](#)
- Test music equipment a few days prior to the event to ensure it is operational and provide time if troubleshooting is required

If your event is not Event Technician supported, the Host Club is responsible for supplying the following music:

- Warm-up music
- If offering Dance: Series 8 Dance music must be played during warm-up. This music is available for download from the Skate Ontario Materials Catalogue.
- If offering STAR 1: 30 second piece of music for Creative Expression is required. If multiple groups are hosted, it is recommended that there are different pieces of music.
- If offering Creative Improv 1-4: 45 seconds for Creative Improv 1 & 2 and 1 minute for Creative Improv 3 & 4 is required.

NOTE: The Host Club should confirm with the Tech Rep if the Host Club is responsible for providing the STAR 1 Creative Expression and/or the Creative Improv music. Some Tech Reps may choose to provide this music themselves.



2.7. Awards

- For Sectional, Provincial, and Synchro Series events, the Host Club must provide a Medal Podium for Medal Awards. For STAR 1-4 events, the Host Club is encouraged to provide a podium for awards presentations for all STAR 4 events.
- Host Clubs are responsible for ordering Medals and STAR Ribbons from the Skate Ontario distributor, Nothers Signs and Recognition. Your SOSPOC can assist you in determining your medal/ribbon order once the schedule and groups have been established.
- 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.
- 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).
- See **Appendix 5** 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, a template available for download in the Skate Ontario Host Club Resources Sharepoint Folder : [Skate Ontario Host Club Resources](#)

2.8. 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 – Sectional, Provincial, and Synchro Series

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
- 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

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.

SECTION 4: Post Event – STAR 1-4 Series ONLY

4.1. Officials' Expenses

On site officials will be paid at the competition by the Host Club for all STAR 1 – 4 Series events.

The Host Club is responsible for providing an expense form. Host Clubs may use the Skate Ontario Expense Form template, if they do not have one of their own to use.

It is the Host Club discretion on how Officials' Expenses are paid (ie. Cheque, E-transfer, Cash). It is highly recommended that Officials' Expenses are paid prior to the Official leaving the event.

During the Organizing Committee (OC) call, the Host Club should confirm how expenses will be paid out.

4.2. Post Competition Financial Documents

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 Michelle Hunsley, mhunsley@skateontario.org



This financial template is a template available for download in the Skate Ontario Host Club Resources Sharepoint Folder : [Skate Ontario Host Club Resources](#)

4.3. Remit Entandem Fees

- Entandem (formerly SOCAN) is a joint venture between Re:Sound and SOCAN, created to simplify the music licensing process. Re:Sound and SOCAN are separate organizations that represent different stakeholders in the music recording industry.
- All skating competitions must remit fees directly to Entandem through their website at <https://www.entandemlicensing.com/>. The Host Club is required to create an account to calculate the fee owed and to pay the fee. Entandem fee should be paid within 30 days following the competition.
- The Entandem fees paid are based on the total admission revenue collected.
- All inquiries should be forwarded to Entandem directly at info@entandemlicensing.com or by phone at 1-866-944-6223.
- Entandem fees for Sectional, Provincial and Synchro Series will be remitted by Skate Ontario

SECTION 5: Resources

[Skate Ontario Host Club Resources](#) – This folder contains Host Club resources and documents.

[By-Laws and Policies - Skate Ontario](#)

- Expense Policy
- Social Media Policy

[Skate Ontario Privacy Policy](#)



Appendix 1 – Host Club Committee Roles

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



Appendix 2 – 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 Host Club

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 3 – Medical Personnel Minimum Certification Standard

EMERGENCY MEDICAL RESPONDER

Pre-Requisites of Emergency Medical Responder:

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 4 – Volunteer Positions

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 & ANNOUCERS (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.

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

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

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) – If STAR 1-4 Categories are being offered**

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

DRESSING ROOM DUTIES (1/rink) – Optional

- 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

HOSPITALITY (1-2/shift)

- Set up and maintain the Officials & Volunteer hospitality suite with refreshments and snacks
- Ensure the suite is clean, organized, and stocked throughout the event
- Monitor food and beverage supplies, replenishing as necessary

AWARDS (1-2/shift)

- Assist in the presentation of awards (medals and/or ribbons for STAR 1-3 categories)
- Ensure each participant receives the correct award and that the ceremony proceeds according to the established protocol

SYNCHRO VOLUNTEER POSITIONS**WARM UP AREA VOLUNTEER - SYNCHRO ONLY**

- 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 and within their designated space

DRESSING ROOM DUTIES (1/rink)

- 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

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



Appendix 5 – Ordering Medals & 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.

	COMPETITIVE MEDALS <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • STAR 4 Freeskate • Synchro STAR 4 • Individual Showcase 3 & 4 • Group Showcase 3 & 4 • Creative Improv 3 & 4 • Individual Elements – STAR 4 • Team Elements – STAR 4
	RIBBONS <ul style="list-style-type: none"> • STAR 1-3 Freeskate • Synchro STAR 3 • Individual Showcase 1 & 2 • Group Showcase 1 & 2 • Creative Improv 1 & 2 • Individual Elements – STAR 2 – STAR 3 • Team Elements – STAR 2 – STAR 3