

SKATE CANADA NOVA SCOTIA

COMPETITION

MANUAL

Version 1
February 2013

Competition Manual

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INTERCLUB EVENTS

An Interclub Event is defined in the Skate Canada Rule Book. All Skate Canada: Nova Scotia Events will be conducted in accordance with the regulations as set forth in the Skate Canada Rulebook. If not specifically stated otherwise in this document, the normal regulations governing skating will apply as indicated in Section 4000 and 7000 of the Skate Canada Rulebook, the Technical and Event Management Handbooks and the Policies and Procedures Manual.

PART A: COMPETITION APPLICATION PROCESS

1. DECISION TO HOST A COMPETITION:

All Skate Canada: Nova Scotia clubs in good standing are eligible to bid for a sanctioned competition. Competition types include – Section awarded; Sectionals, STARSkate Provincials, Invitational (Open to any club).

2. CLUBS TO SUBMIT APPLICATIONS BY MAY 31st:

Applications must be submitted, using the Application for Competition Form, to the Section Office no later than May 31 each year. Once approved a Sanction Form must be completed and submitted to the Section office by September 30 each year.

In the fall of each year the Section will organize a meeting with the Section Competition Chair and Data Specialist Chair. Two members from each host club must attend this meeting. It is recommended that the Event Chair and Registration Chair attend. This meeting is to provide host committees with all the information and details required to run their competition.

3. CLUB TO CONFIRM ALL COMPETITION DETAILS:

Once a club has been awarded a competition by the Section, they must secure their ice time. The Technical Representative will be appointed by the Judges'/Evaluator's Chair.

4. ANNOUNCEMENT TEMPLATES:

The host club must use the Announcement Template and Technical Package to select events they wish to offer; except for Sectionals and STARSkate Provincials as these all follow a National standardized template. Events that are run must follow the standard format prescribed in the Announcement template. The Technical Representative must approve the Announcement prior to submission to the Competition Chair for final approval.

5. APPOINTMENT OF DATA SPECIALIST STAFF:

The Data Specialists Chair will appoint the accounting staff based on the Competition schedule and the Chief Data Specialist will notify the host committee or the Technical Representative that he/she has been appointed as the Chief Data Specialist for the competition.

6. COMPETITION DETAILS:

The host committee, the Technical Representative and the Chief Data Specialist will plan the competition with assistance and input available from sources such as the Region Representative, Section Office, Judge/Evaluator Chair and the Section Competition Chair.

7. COMPETITION ANNOUNCEMENT:

The host club Event Chair responsible for producing announcements for all Invitational competitions. The Technical Representative and host committee will draft their announcement according to the Section template and submit to the Section Competition Subcommittee Chair for proofing at least 8 weeks prior to the competition.

The Section Competition Chair will prepare the announcements for Sectionals, STARSkate Provincials and these will be distributed via the Section.

Once the Section Competition Chair has proofed and approved the final announcement, it will be returned to the host committee for distribution. Host clubs are **not** permitted to make any changes to the announcement once it has been approved, if changes are made it must be submitted and re-approved prior to distribution. The Announcement, technical package and application form will be forwarded to the Section office to be distributed to the clubs and coaches. Announcements should be sent out at least 6 weeks prior to the competition.

8. COMPETITION ENTRIES:

The host committee will continue with preparations as entries are submitted, meetings are held, the supplies are gathered, etc. Entries for Sectionals and STARSkate Provincials will be sent to the Section Office and processed by Central Registration. Entries for all other competitions will be sent to the **host** committee for processing. After the closing date of entries, the schedule and list of skaters must be sent to the Section office for distribution to the clubs and coaches. **Entries must be forwarded to the Chief Data Specialist at least three weeks prior to the event.**

PART B: HOSTING THE EVENT

GENERAL GUIDELINES FOR EVENTS

Form a Committee and complete the pertinent information for the Announcement.

TECHNICAL REPRESENTATIVE

The Section Evaluator/Judges Chair will appoint the Technical Representative for all Events. The Technical Representative is the chief organizer of the Event. The duties of the Technical Representative will be in accordance with Skate Canada rules and guidelines as outlined in the Technical Representative Manual. The Technical Representative MUST be invited to all Event Committee meetings.

If it is necessary, the Technical Representative (if a judge) may also be appointed as a Judge for an Event. If this is the case, the title of this person should be "Chief Referee".

CHIEF DATA SPECIALIST

The Section Data Specialists Chair will appoint a Chief Data Specialist for each Event. The requests of the Chief Data Specialist must be followed with regard to accounting aspects of the Event. The Chief Data Specialist should be included in Host Event Committee meetings whenever possible.

The Chief Data Specialist will provide the registrar with the template for the excel spreadsheet to be used to process the entries. The Host Committee is responsible for providing a list of the competitors (in alphabetical last name order) with their Home clubs, Event and Category entered, to the Chief Data Specialist **AT LEAST 3 WEEKS** prior to the start of the Event. No draws for the starting order or dances to be drawn shall take place without the presence of the Chief Data Specialist. Flights shall be determined by the Technical Representative. The Host Committee should note that the accounting staff may be required to arrive one day prior to the start of the Event in order to prepare files. A photocopy of the registration forms MUST be accessible at all times in the Data Control Centre.

The draw for start orders will be done by the Chief Data Specialist and once completed will be sent to the Section office to be placed on the Section Website.

OFFICIALS

1. All Officials MUST be on the Skate Canada Officials list as a registered official and meet the

qualifications required.

2. The Technical Representative or Chief Referee is in charge of obtaining Judges for the Event.
3. The Data Specialists must be appointed by the Section Data Specialists Chair.
4. The Host Committee is responsible for all Officials' expenses related to the Event. This includes Data Specialists, Judges, Technical Controllers and Technical Specialists.
5. Judges in training (trial judges) may be in attendance at your event. While they do not meet the criteria of an Official, they should be offered access to the hospitality room. Data Specialists in training are taking the place of a qualified Data Specialist, these individuals are considered Officials.

DATA CONTROL CENTRE

It is the responsibility of the Host Committee to ensure all supplies requested by the Chief Data Specialist are obtained

Equipment/Supplies Checklist:

- room with a lock, good lighting, easy access to Judges' stand
- large garbage can
- tables and chairs
- photocopier (20 pages per minute)
- extra extension cord
- power bar
- 2 standard stapler; staples
- staple remover
- file box with at least 50 letter size hanging folders
- file folders (letter size 50)
- box of 9/13 envelopes (opening at the top)
- pencil sharpener (preferable electric)
- clipboards (approx 20)
- HB pencils with good erasers (2 boxes)
- masking tape or painters tape for posting
- good, blue felt pen for signing results
- blue pens
- standard Sharpie markers
- paper clips
- 2 rules
- photocopy paper
- 3" binder required for judges table with binder indexes (1-50)
- 3 hole punch
- scotch tape
- 4 pink, 2 blue, 1 yellow and 1 green highlighter.
- 2 stopwatches
- Walkie talkies

This list may change depending on the individual requirements of the Chief Data Specialist.

ICE FLOODING

The Operations Chair, or Ice Chair, will ensure all flooding equipment is in excellent working order. The Technical Representative will advise the Operations Chair and the arena staff of the flooding requirements.

PART C: HOST EVENT COMMITTEE STRUCTURE

1. HOST COMMITTEE COMPOSITION

The Host club should set up an Event Committee with the following members. Depending on the size of the Event and the number of entries expected this guide may be altered accordingly.

Event Chair or Co-Chairs (at your discretion)
Technical Representative (appointed)
Chief Data Specialist (appointed)
Operations Chair
Secretary/Treasurer
Registration Chair
Music/Announcer's Chair
Properties Chair (construction of judges stand)
Hospitality Chair
Awards Chair
Publicity and Fundraising Chair
Accommodations Chair
Medical Personnel

1. DUTIES OF HOST COMMITTEE MEMBERS

Competition Chairperson

- Oversees the organization of the entire competition
- Works directly with the Technical Representative (Tech Rep)
- Should be free the day before and the days of the competition to cover all areas, answer all questions and provide direction to the other volunteers
- Chair Committee meetings.
- Oversee all Committees.
- Ensure Sanction is in place.
- Ensure accommodation is adequate for Officials.
- Make available all required equipment and supplies requested by Chief Data Specialist (may assign to Operations Chair).
- A final report, including all financial information, should be prepared at the conclusion of the Event and submitted to the Section Competition Chair for information purposes only.

Co-Competition Chairperson

- assists the Competition Chairperson
- will take charge of the second rink if competition is using two ice surfaces

Secretary / Treasurer

- records the minutes of committee meetings
- prepares event budget to be submitted to the Section Competition Chair
- collects all revenue, that is, entry fees, sponsorship, etc
- pays all event expenses
- prepares financial statement to be submitted to the Section Competition Chair

Registration

- Ensure entry form is complete in full when received. If entry form is incomplete, the host committee may choose to return it to the skater for completion or contact directly. The form must be completed properly prior to the start of the Event.
- As registrations are received they should be numbered and dated. The registration information is then entered into an Excel format. (See example below.) The completed Excel format shall be sent to the Tech Rep and Chief Data Specialist **at least 3 weeks prior** to the event. Once the original excel format has been sent to the Chief Data Specialist, additions/changes/deletions to registrations must be done in a separate email or by phone, and sent to the Technical

Representative who will then forward the changes to the Chief Data Specialist.

EXAMPLE OF AN EXCEL SPREADSHEET, TEMPLATE WILL BE PROVIDED BY CHIEF DATA SPECIALIST AND MUST BE COMPLETED AS SET UP

Last Name	First Name	Club	Event	Team Name	Interpretive Title	Birth date	Age
Axel	Jessie	ABC SC	Ladies Preliminary Free skate			Jan. 4, 1995	10
Jump	Jackie	DEF SC	Ladies Bronze Interpretive		Clowning Around	Sept. 11, 1998	7
Blade	Jim	XYZ SC	Men's Pre-Preliminary Freeskate			Nov. 24, 1996	9

- Register skaters and Officials upon arrival for the Event. A registration table should be easily accessible upon entering arena.
- Have a list of skaters, in each Event, at the arena.
- Collect music CD's. Have a sign in/sign out sheet for the competitors to initial when handing in and picking up music CD.
- Once all music CD have been received, they should be placed in individual boxes according to events, in skating order and passed on to the Music Committee.
- Have a designated area for pick up at the end of each event and inform the Announcer of the location.

OPERATIONS CHAIR

- Ensure that all required supplies are available (see Technical Representative and Chief Data Specialist for requests).
- Arrange for construction of Judges stand (see back of this manual for setup instructions).
- Delegate and schedule Ice Captains (2 per event), Ice Patchers (1-2 per event), and a Timer (1 per event), as desired by the Technical Representative.
- Allocate arena rooms for skaters, Judges, Data Specialists, Coaches, volunteers and food services.
- Allocate dressing rooms for each event. Ensure that the signage is clear that the dressing is designated for FEMALES ONLY or MALES ONLY.
- Arrange for an area for starting order and results to be posted in the lobby for spectators and competitors (See back of manual for setup instructions). Ensure that there are garbage cans are available rink side for skaters/coaches.

Ice Chair

- Obtain and confirm ice required.
- If necessary, arrange with arena attendant for patching of ice during flood breaks.
- Coordinate floods with arena staff as Event progresses. For example, ten minutes prior to flood break, the zamboni should be filled.
- Schedule ice captains, one in the dressing room and one at the entrance to the ice.

Ice Captains

- Check skaters' names as they arrive for their event, inform them if the event is running on time.
- Ensure that, once they have checked in with you, you are aware of where the skater is so that they do not miss their warm up or event.
- Before the skater takes to the ice, a brief check for loose skate laces, hair pins, etc. should be made.

Timers

Timers are required at the discretion of the Technical Representative. The Referee can also time the events so Timers may not be required.

MUSIC AND ANNOUNCER'S CHAIR(S)

- Responsible for Music Operators and Announcers and the scheduling of the same or coordinating the Event Technicians if used.
- Responsible for ensuring complete control of music CD's and that they are in order and ready for each event.

Music Operators

- One Operator is necessary for each event.
- Ensure competitors' CD's are in order and ready in plenty of time for each event.
- If there are pattern dances to be skated make sure correct music is on site.
- Have appropriate background music for warm ups.

Announcers

- An Announcer is required for each event.
- The Announcer works under the direction of the Category Referee. The Referee will inform the Announcer of the length of the warm up and if when the one minute notice prior to the conclusion of the warm up will be given.
- The Announcer must have current information for each Category: Order of Skate, scheduled floods/intermissions, corporate/local sponsor information and thank you to Data Specialists, Judges, Technical Representative, and Host Committee.
- Ensure P.A. system is in proper working order.

Announcers Guidelines are provided on page 14 of this manual. A photocopy of these guidelines should be posted for each Announcer.

Awards

- Prepare for and coordinate all aspects of the medal presentations
- Order medals/plaques.
- If applicable, retrieve annual presentation trophies.
- Order/prepare name tags and ribbons for Officials and volunteers.
- Obtain podium and carpet.
- Medals should be presented as the Event progresses to allow skaters who are finished, to go home. If you are using two venues you should have medal presentation in each venue. To save time removing podium, carpet, etc. the lobby or off ice designated area is sufficient for presentations.

- a) Skaters must be clothed in skating attire.
- b) Winners should be called to the podium with gold medallist going first.
- c) Presenters could be asked as follows:

Gold - Local V.I.P.

Silver - Local V.I.P./Host Event Chair/Committee Member

Bronze - Referee of the Category/Committee Member/Regional Representative

Transportation

- Organize the transportation of officials (Judges, Data Specialists, etc) to and from the rink and if necessary to and from the airport/bus depot

Hospitality Chair

- provide food for the Officials during Events (hot food should always be available, as well as nutritious snacks), a snack or meal may be required the day prior to competition for the Data Specialists during set up.
- A thank you card should be given to all officials (judges and data Specialists), it is at the discretion of the host committee to provide a token of your appreciation for Officials. Goody bags for skaters are optional.

A separate meal room or area is best, since not all Officials will be eating at the same time. Hot meals are preferable for Officials (i.e. soup is a good item to include on the lunch menu.) Note that the judging schedule is usually ongoing, which means that while one panel is on the ice, another may be on a break. Great care should be taken so that all food is not consumed by persons during an event which would result in nothing being available for those Judges upon their return from the ice. Don't overlook the Data Specialists who rarely come out of the Data Control Centre - the best time to schedule Data Specialists' meals is when all Judges are on the ice. For early morning sessions, hot beverages 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. For example; cheese and crackers, fruit, veggies and dip, dainties, etc., as well as hot and cold beverages.

As judges schedules often overlap meal times it is recommended that hot food always be kept available for those who are not free during the meal time. Check to see if any of the officials have dietary restrictions or special needs.

You should have a separate room for hospitality for volunteers. They should not be in the same room as the officials.

The following are snack and meal suggestions:

Breakfast:

Coffee/tea/juice/water
Muffins/bagels/toast
Cheese/jam
dry cereal

Lunch:

soup
sandwiches
salad
pickles/cheese

Supper:

Fresh **HOT** meal
not/soup/sandwiches

Snacks: throughout the day

veggies/dip
fruit
cheese/crackers
baking
Coffee/tea/juice/water/pop

Photographs

- Photographs should be permitted by the parents, etc., while the winners are standing on the podium. Should the Event have an Official photographer it is advisable to allow the photographer to take a picture at the podium. The photographer could then request the winners, as they move off the podium, to move to an assigned area for further individual photographs. It should be noted that the picture taking should not add time lag to the presentations as it takes away from the Event.

No Flash photography is permitted during the event/warm ups.

Publicity/Fundraising Chair

- Advertise with the media.
- Arrange for local newspaper pictures of winners, etc.
- Sell advertising for program, if applicable.
- Arrange for printing of program. "Sanctioned by Skate Canada" must appear on the cover. A note regarding the prohibited use of flash cameras, by Skate Canada, during event warm ups and Event could appear somewhere in the program.
- Arrange for a boutique (selling of skating paraphernalia and flowers) in the arena lobby.

Raffle table - club members to donate, friends of members of club who have businesses or access to items to donate, club could purchase some items, totaling EG: \$100.00 and make four or five raffle items. Payback on raffle is very good: tickets would normally sell for 1 for \$1, 3 for \$2.00, and 10 for \$5.00. Try to get items that are eye catchers, generally people will buy more tickets if there is something that really catches their eye.

Business cards ads for the program EG: \$25.00 for business card size. \$50.00 for half page

Sponsor an event. In exchange for sponsoring an event have the sponsor give out medals for that specific event. Sponsorship could be anywhere from 25.00 to 100.00 depending on the competition.

One large item donated. IE: large skating print. EG: Jamie & David. Sell tickets 1 for \$2.00, 3 for \$5.00. This would be a separate item from the regular raffle table items.

Accommodations Chair

This may well be a one person Committee who is responsible for obtaining the best hotel rate possible for Officials and skaters.

- Since practices and events usually begin very early in the morning, arrangements must be made with the hotel restaurant to ensure breakfast is served early enough to allow skaters and Officials to eat prior to their departure for the arena.
- If the Event ends late at night, another night's accommodation should be offered to those Officials who prefer to stay one more night.
- If officials will be sharing a hotel room it is essential that the room have two beds. (one bed and a pull out couch is not acceptable)

MEDICAL PERSONNEL

Qualified medical personnel are required for any competitive pair's events and should be on site. All arenas should be equipped with appropriate medical supplies, including a fracture board.

ANNOUNCERS GUIDELINES

(Guidelines should be photocopied and provided to each Announcer)

FREE SKATE / INTERPRETIVE EVENTS - Singles/Pairs

*Judges must be on the Judges stand prior to the warm-up. The Referee will signal you to announce the warm-up.

Warm - Up

1. Announce names only of skaters for warm-up groups, "Would the following skaters please take to the ice for a _____ minute warm-up..."
2. The Judges panel can be introduced during the first group's warm-up.
3. Remind audience that flash photography is not permitted, on the warm-up or during the Event.
4. When directed by Referee, announce, "There is one minute remaining in your warm-up."
5. When the warm-up is completed, announce, "That concludes your warm-up. Would the skaters please clear the ice?"
6. The timing of the warm up starts when the last skater has stepped on the ice (not when the announcement of the skaters is completed). The announcer should time the warm up at the direction of the Referee.

The Event

1. Announce the skater. "The *next competitor is (skater's name)*" and home club.
2. For Interpretive Events, announce the title only of the program following the introduction of the skater "The title of *(skaters' name) program is (program title)*".
3. If the scores are being announced this should be done prior to the next skater being called.

Conclusion

1. Announce, "This concludes the *(Category name)*. There will be ___minute intermission while the ice is being resurfaced. The next event, *(Category name)*, is scheduled to begin at *(time)*."
2. Announce, "Skaters are reminded to pick up their CD's from___."

DANCE EVENTS

*Judges must be on the Judge's stand prior to the warm-up.

Warm-Up Wording

1. Announce names only of couples for warm-up groups. "Would the following couples please take to the ice for warm-up..."
2. The Judges panel can be introduced during first group's warm-up.
3. Remind audience that flash cameras are not allowed either during the warm-up or during the judging of an event.
4. When one minute is left in the warm-up and the referee has signaled the announcer, announce, "There is one minute remaining in the warm-up".
5. When the warm-up is completed, "That concludes the warm-up. Would the skaters please clear the ice"?
6. Warm up time for the pattern dances is 4 minutes. One minute without music and 3 minutes with music.

Category

1. Announce the skaters' name. "The next competitors are, *(lady's name)* and *(man's name)*", and home club.

Conclusion

1. Announce, "This concludes the *(category name)*. There will be ___ minute intermission while the ice is being resurfaced. The next event, *(category name)*, is scheduled to begin

at *(time)*."
from____."

Announce, "Skaters are reminded to pick up their music

CONSTRUCTION OF THE JUDGES STAND

It is recommended a Judges stand be provided that will place the Judges at the edge of the ice surface and sufficiently high enough that any plexiglass panels around the board will not affect vision. The view of the entire ice surface must not be impeded.

The stand should be sufficiently long enough to enable each Judge to have a separate chair for his/her use with enough space to enter and exit behind the table, approximately 3 feet per person. If using CPC a power source is required for computers and/or headsets, two circuits are required.

As the Judges will spend a great deal of time on the stand, it is advisable to have reasonably comfortable seating provided. Plastic chairs become very hard and cold; it is recommended that padded chairs be used. If there is no heating near the Judges, space heaters and/or blankets should be provided.

RESULTS POSTING AREA IN LOBBY (See the diagram below)

The best method of posting event Announcements and Event results is on a large flat wall usually of concrete block construction that is preferably in the main lobby of the arena. The officials list, start order and results are posted in ascending order of an event category, from left to right, starting with the lowest category, i.e. Juvenile, Pre-Novice, etc., allowing enough room for all events and some space between categories. A heading sign indicating each category is desirable. Post the start order for the first portion of each event. When the results are released, post directly on top of the starting order, stagger the start order of the next page of that event beneath it, and so on.

Juvenile	Novice	Junior	Senior	Pairs	Dance
Placements	Placements	Placements	Placements	Placements	Placements

Approval of the arena staff for use of such a wall may be required but it should be noted that the masking tape usually will not leave marks and normally won't peel paint as it is there for a very short period of time. The larger the area the better, when one considers the size of events and the number of persons wanting to look at the draw or the results. The host committee should remove these following the competition during clean up

COMPETITION EQUIPMENT RENTAL PRICES

As of June 2010

Full system for the entire competition	\$300.00	
Data Specialist laptop, blackbox & printer	\$75.00	Per day
Data Specialists laptop & printer	\$50.00	per day
Headsets for any competition	\$125.00	

Minimum requirement for a single day competition is Data Specialist laptop and printer.

If CPC is being used headsets and black box must be rented too.

The prices do not include the shipping both ways.



COMPETITION FEE FORM

Name of Host Club/Region: _____

Name of Competition: _____

Date(s) of Competition: _____

Location of Competition: _____

Categories Held: _____

Number of Skaters _____ x \$2.00 each = \$ _____

This form was completed by: _____

Phone: _____ E-Mail: _____

This fee is due upon the completion of the competition. It is to be sent along with a protocol to:
Skate Canada Nova Scotia, 5516 Spring Garden Road 4th floor, Halifax NS B3J 1G6

These fees will be used for the training and promotion of officials without whom our competitions would not be possible.

APPLICATION FOR SANCTION FOR CARNIVAL / SEMINAR / COMPETITION etc

5516 Spring Garden Road 4th floor, Halifax, N S B3J 1G6
phone: 902-425-5454 ext. 336 fax: 902-425-5606

CLUB NAME:
CLUB NUMBER:
EVENT:

Date(s) of Event:

Location (city, town or village):

Are any US skaters involved in the event?
yes no

CARNIVAL

Club Carnival no fee required

Are any ineligible (professional skaters) skating?
yes no

Details (see rule 1708)

Promotional (rule 1105)
yes no

cable TV other

Name of Network:
Name of Program:

Sponsored:

Details:

Is there an admission being charged?

yes no

Who receives the profit from the event?

Number of skaters from your club in the event?

Other Skate Canada Clubs involved in the event:

EXHIBITION

Amateur Hockey Game (Sanction Fee \$5 / \$10)

Charity Event (no sanction fee)

Non Member Club (sanction fee \$5 / \$10)

Other Details:

SANCTION TO BE MAILED TO:

Name:

Address:

City:

Postal Code:

Phone #:

Signature of applicant:

APPROVED: YES NO

Approved by:

Date:

Comments:

APPLICATION FOR COMPETITION

Name of Club:

Name of Competition:

Date(s) of Competition:

Location of Area to be used:

Contact Person:

_____ Phone #: _____

e-mail address:

Events to be Offered:

please circle which events you would be offering

Competitive

Pre Juvenile/Juvenile

PreNovice to Senior

STARSkate

Free Skate

Interpretive Dance

Adult

Free Skate

Interpretive Dance

Synchronized

This application must be sent to:

Skate Canada Nova Scotia
5516 Spring Garden Road 4th
floor
Halifax, NS B3J 1G6
fax 902-425-5606

by May 31st