Skate
Nova Scotia

COMPETITION

MANUAL

PROVINCIALS, FALLSKATE AND RMM

Revised
July 25 2023

EVENTS

All Skate Nova Scotia competitions will be conducted in accordance with Skate Canada. Please refer to info.skatecanada.ca for details.

PART A: COMPETITION APPLICATION PROCESS

1. **DECISION TO HOST A COMPETITION**:
   All Skate Nova Scotia clubs in good standing are eligible to bid for a sanctioned competition. Competition types include – Section hosted: Provincial Championships and Club hosted: FallSkate and Robert McCall Memorial.

2. **CLUBS TO SUBMIT APPLICATIONS BY March 31st**
   Applications must be submitted, using the Application for Competition Form, to the Section office. Successful bids will be approved at the Annual General Meeting. There is a $20 fee for a Sanction for FallSkate and RMM.

   In the fall of each year the Section will have a meeting with the organizing committee of each event.

3. **CLUB TO CONFIRM ALL COMPETITION DETAILS**:
   Once the Section has awarded a club a competition, they must secure their ice time.

4. **ANNOUNCEMENT:**
   The announcement will be produced by the Section office. Distribution and posting will be at least 6 weeks prior to the competition.

5. **COMPETITION ENTRIES:**
   All entries will be done on the Skate Nova Scotia Uplifter site, with fees being paid at the time of registration. The host committee will continue with preparations as entries are submitted, meetings are held, the supplies are gathered. A list of the skaters registered will be sent to the clubs after the close of registration.

   ONCE YOU HAVE BEEN AWARDED A COMPETITION THERE WILL BE A MANDATORY MEETING WITH THE SECTION TO GO THROUGH RESPONSIBILITIES AND EXPECTATIONS. THIS CAN BE IN PERSON OR VIA ZOOM.

PART B: HOSTING THE EVENT

GENERAL GUIDELINES FOR EVENTS

The Host Committee should note that the data specialists may be required to arrive one day prior to the start of the Event to prepare files.

Host clubs are not required to print off start orders for their volunteers. These will be provided by the Section.

OFFICIALS

For FallSkate and RMM the Host Committee is responsible for Officials' expenses related to the Event. This includes mileage and meals and accommodation if required. Expenses **must** be paid to the officials before they leave the competition unless otherwise arranged.

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. DUTIES OF COMPETITION VOLUNTEERS

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.
- A final report, including all financial information, should be prepared at the conclusion of the Event and submitted to the Section office for information purposes only
- The day of the competition, if a volunteer role has not been filled, then the Chair is responsible for stepping in to cover the volunteer position until it is filled
- Prepares event budget to be submitted to the Section.
- Pays all event expenses

  Officials' mileage and expenses must be paid the weekend of the competition Official should be provided with a small token of appreciation. Consultation with the Tech Rep on amount based on volunteer hours.
- Prepares financial statement to be submitted to the Section office within 60 days of the completion of the competition.
- Admission is at the discretion of the host committee. If admission is being charged this must be communicated to the Section to be included in the announcement.

Registration

- Registration for all competitions will be done through the Section with Uplifter. A spreadsheet will be sent to the club with the list of skaters in each event for use in the program, etc.
- Register skaters, Officials, and coaches upon arrival for the Event. A registration table should be easily accessible upon entering arena.
  Officials and Coaches are required to receive and wear accreditation lanyards
- If a skater has not checked in ½ hour before the event, please notify the Tech Rep
- Goody bags for skaters are optional. The responsibility of the goody bags is at the discretion of the host club and can be designated as they see fit.

Operations

- Ensure that all required supplies are available (see Technical Representative and Chief Data Specialist for requests).
- Confirm the delivery of the computer equipment for the scoring of the event There will be a charge to the host committee for the transportation of the equipment; costs will vary depending on rates. This is a charge from Hoyt's Moving and Storage, who will be transporting the equipment.
- Arrange for construction of Officials stand (see back of this manual for setup instructions).
- Delegate and schedule 2 Runners to work with the Data Specialists, Registration and wherever needed.
- Allocate arena rooms for skaters, Officials, Data Specialists, Coaches, volunteers and food

services.
- Allocate dressing rooms for each event, with a list of the events posted on the door. One dressing room should be designated as "OPEN" for anyone to use.
- Ensure signage that **only** skaters and coaches have access to the dressing rooms
- Ensure proper signage is posted ahead of time for specific rooms and designated places, such as Officials Only, Skaters & Coaches Only, Medal Ceremony Upstairs, etc. Signage needs to be done for dressing room designation for each specific event.
- Arrange for 2 areas for the starting order and results to be posted in the lobby for spectators and competitors and near the dressing room area for coaches and skaters (See back of manual for setup instructions). Ensure that there are garbage cans are available rink side for skaters/coaches.
- Responsible for managing runners
    - Under the direction of the Volunteer Coordinator, runners will drop off and pick up music and report cards from the registration desk, officials stand and data room.
    - Runners may also be asked to deliver other items within the rink. (age 12+)
- The day of the competition, if a volunteer role has not been filled, then the Chair is responsible for stepping in to cover the volunteer position until it is filled

Ice Operations

- Obtain and confirm ice required.
- If necessary, arrange with arena attendant for patching of ice during flood breaks.
- Coordinate floods with arena staff and Tech Rep as Event progresses. For example, ten minutes prior to flood break, the zamboni should be filled.
- Schedule **2 ice captains**, one in or near the dressing room and one at the entrance to the ice. If a different exit from the ice is being used an ice captain **must** also be stationed there
- The day of the competition, if a volunteer role has not been filled, then the Chair is responsible for stepping in to cover the volunteer position until it is filled

Ice Captains

- 2 Ice Captains should be assigned to each event
- Check skaters' names as they arrive for their event, inform them if the event is running on time.
- Responsible for the flow of skaters coming on and off the ice for an event.
- Ensure all skaters are accounted for at rink side before a warmup begins, if a skater is missing report the skater's name to the referee, who will notify the announcer.
- Keep track of who is on the ice and who is up next.
- Before the skater takes to the ice, a brief check for loose skate laces, hair pins, etc. should be made.
- There must be an Ice Captain at the entrance to the ice at all times.

Volunteer Coordinator

- A person for volunteers to initially check-in with
- Oversees that all volunteer positions have been filled
- 1 volunteer to work in the DS room for the entire competition
- If a volunteer arrives and is not needed in the area they have been assigned work with the other committee members to see where that volunteer can be used.
- Scheduling of volunteers should be in blocks coinciding with the schedule, ie flood to flood. Volunteer shifts should overlap to allow for training time before changing shifts. Minimum 4 hour shift of 4 is appropriate.
- Recruiting and assigning volunteers should begin as soon as the competition is awarded. Many parents will want to know when their child is skating before they commit to a time, but you can confirm the expectation to a number of hours prior to assigning the specific time.

Music and Announcers

- Responsible for Music Operators and Announcers and the scheduling of the same or coordinating the Event Technicians if used.
- Responsible for ensuring control of music computer and that the events are in order and ready for each event.
- Ensure the sound system is compatible with the computer being used and that there is a

"spare" player close at hand.

Music Operators

- One Operator is necessary for each event.
- Ensure competitors' music is 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 warmups.
- If there are any difficulties with the music (skips, wrong music) the music operator takes their instructions from the referee of the event. The music is not stopped without a signal from the referee to do so.

Announcers

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

Announcers Guidelines are provided on page 7 of this manual. A photocopy of these guidelines should be posted for each Announcer.

Video Camera Person

- A camera person is required to run the video camera for each event.
- The camera person works under the direction of the Event Referee and the Tech Rep.

Awards

- Prepare for and coordinate all aspects of the medal presentations
- Order medals/plaques.
- Order/prepare nametag for Officials and volunteers.
- Obtain podium, suitable backdrop.
- Medals should be presented as the competition progresses to allow skaters who are finished, to go home.
- Post a schedule of when medal presentations will take place and ensure that you keep to the schedule so that all skaters and parents are aware of when it will take place. During the floods is the suggested time for medal presentations.

  a) Skaters must be clothed in skating attire.
  b) Winners should be called to the podium with gold medalist 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, Technical officials, Data Specialists, to and from the rink and if necessary, to and from the airport/bus depot

Hospitality Chair

- The menu for the competition weekend must be approved by the Tech Rep at least 2 weeks prior to the competition. It is essential that balanced meals and snacks be provided to the volunteer officials spending their day in the cold arena.
- 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.
- Food should be in place for those with gluten sensitivities, allergies, and any other dietary needs
- The hospitality room should be limited to officials only, with appropriate signage of location

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 Officials' 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 Officials upon their return from 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. 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. Please check to see if any of the officials have dietary restrictions or special needs. Check with the tech rep before removing meals from hospitality to ensure all have had a chance to eat.

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

The following are snack and meal suggestions:

Breakfast:	**Lunch:**	**Supper:**	**Snacks:** throughout the day
Coffee/tea/juice/water	soup	Fresh **HOT** meal	veggies/dip
Muffins/bagels/toast	sandwiches	**not/soup/sandwiches**	fruit
Cheese/jam	salad		cheese/crackers
dry cereal	pickles/cheese		baking
			Coffee/tea/juice/water/pop

Coaches Hospitality

- Coaches hospitality is usually in a dressing room close to the ice and is coordinated with the help of the club coaches.

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

- It is suggested to begin a marketing campaign as soon as the competition is awarded
- 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 warmups 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, just a suggested price, at the discretion of the host committee.

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, again at the discretion of the host committee.

ANNOUNCERS GUIDELINES
(Guidelines should be photocopied and provided to each Announcer)

FREE SKATE / ARTISTIC EVENTS - Singles/Pairs/Adult

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

WARM-UP TIMES:

STAR 4	4 minutes
STAR 5 to Gold/Artistic	5 minutes
Juvenile to Senior	6 minutes
Pattern/Solo Dance	3 minutes
Rhythm Dance/Free Dance	5 minutes

* At the discretion of the Referee, the warm-up periods may be reduced to a minimum of 3 minutes. All warm-up periods for one event must be equal

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..." The timing of the warm up begins when the last skater in the group steps on the ice.

   Appropriate background music can be played during warm up.

   DURING THE WARM UP AFTER ANNOUNCING THE SKATERS

2. The Officials 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. 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?" And NO more announcements can be made.

The Event

1. Announce the skater. "The *next competitor is (skater's name)"* and home club.
2. At the end of the performance announce the skaters name and wait for the scores to be announced. Following the announcement of the scores announce the next skater.

Conclusion

1. Announce, "This concludes the *(Category name)*. There will now be a break while the ice is being resurfaced. **The next event, *(Category name),* is scheduled to begin at *(time)*." This information must be confirmed with the Tech Rep.** The competition cannot run more than ½ hour ahead of schedule.

DANCE EVENTS

*Officials must be on the Officials stand prior to the warm-up.

Warm-Up Wording

1. Announce names of skaters for warm-up groups. "Would the following skaters please take to the ice for warm-up..."
2. The Officials 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 there is one minute is left in the warm-up the referee will signal the announcer to 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 3 minutes with music. Series 8 to be played for Solo Dance. There are two pattern dances in each event, they are warmed up separately.

Category

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

Conclusion

Announce, "This concludes the *(category name)*. There will be an intermission while the ice is being resurfaced. **The next event, *(category name)*, is scheduled to begin at *(time)*." This information must be confirmed with the Tech Rep**.

CONSTRUCTION OF THE OFFICIALS STAND

The Officials stand provided will place the Officials 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 Official to have a separate chair for his/her use with enough space to enter and exit behind the table, approximately 3 feet per person. A power source is required for computers and/or headsets, two circuits are required. A dedicated internet line is required.

As the Officials 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 Officials, space heaters and/or blankets should be provided.
.
If using a second ice surface check the requirements for the officials. It may be that the officials will sit in the player's box and then a platform is required to rest their feet on and ensure that the tables are high enough for comfortable use.

The Section will provide the tables to be used on the officials stand.

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 start order and results are posted from left to right, starting with the first event held allowing enough room for all events and some space between them. 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.

Approval of the arena staff for use of such a wall may be required but it should be noted that the painter's tape or 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.

Financial Information

Registration Fees will be collected by Skate Nova Scotia directly through Uplifter.

The following revenue will be retained by SNS:

Registration (Uplifter fee and the credit card fee)
$15 fee per program (officials development fee)
$500 equipment fee for FallSkate and RMM
$50.00 for photocopying

Two weeks following the close of registration a portion of the revenue will be paid to the host club by cheque. The remainder of the revenue will be paid following the competition once all outstanding fees have cleared.

INCOME:

Registration (less Uplifter and Bambora fees)
Fundraising
Donations/grants
Sponsorship
Admission
Other

EXPENSES:

Facility
Officials (accommodation, travel, meals)
Officials Development Fee
Hospitality
Gifts
Promotion
Program
Medals
Transportation of equipment
Equipment Fee (computers)
Rentals
Sanction Fee
Fundraising
Other

SECTION HOSTED COMPETITIONS

Provincial Championships are a Section hosted competition. The requirement of the host committee for these competitions is primarily the volunteer base to run the events.

- The Section is financially responsible for the ice fees, official's mileage, accommodations, hospitality for officials, medals, construction of judges stand, transportation of equipment.
    - Computers and tables will be transported from Hoyts.
- Admission may be charged for these events for persons over the age of 12 for the entire weekend with the proceeds being shared between the hosting club or region and the section.
- Any income generated from raffle tables, donated items, 50/50 draws or sponsorship is kept by the host club.

- The Club will produce a program and keep any money they make from the program.
- Host clubs will receive a hosting grant from the Section.