



Skate Nova Scotia

STAR 1-3

COMPETITION

MANUAL

Revised
December 2023

EVENTS

All Skate Nova Scotia competitions 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 the Skate Canada Rulebook, the Technical and Event Management Handbooks and the Policies and Procedures Manual. 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 any sanctioned competition. Star 1-3 competitions are Section run and club hosted with the host club receiving a hosting grant from the Section. The Section office will do the announcement and schedule. The host club will provide the volunteers and support for the day of competition. These competitions are typically an 8 hour day (9 to 5) but can be flexible.

~~Club hosted: Star 1 to 3 competitions, which are held on 1 day on 1 ice surface between the hours of (9:00 and 5:00 with approximately an hour on each end for set up and tear down.~~

~~STAR 1-3 competitions are the responsibility of the host club/region and open to all skaters.~~

2. CLUBS TO SUBMIT APPLICATIONS BY March 31st

Applications must be submitted, using the Application for Competition Form to the Section office. Once announced at the Annual General Meeting a Sanction Form must be completed and submitted to the Section office by September 30th each year.

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

3. CLUB TO CONFIRM ALL COMPETITION DETAILS:

Once the Section has awarded a club a competition, they must secure their ice time.

4. COMPETITION ENTRIES:

All entries will be done on the Skate Nova Scotia Uplifter site, with fees being paid at the time of registration. After the close of registration, the spreadsheets of entries will be forwarded to the appropriate [committee members](#).

A schedule and order of skate will be circulated to all skaters registered through Uplifter and coaches. All errors or omissions must be sent to skatecanadans@sportnovascotia.ca within 48 hours.

PART B: HOSTING THE EVENT

RESPONSIBILITIES FOR EVENTS

HOST COMMITTEE COMPOSITION

The Host club should set up an Event Committee with the members listed below. Positions may be combined as needed depending on the size of your event. These roles should be filled a minimum of 2 months prior

to the competition. A list of the person and their contact information should be sent to the Section office: skatecanadans@sportnovascotia.ca.

Event Chair or Co-Chairs (at your discretion)
Operations Chair
Secretary/Treasurer
Registration Chair
Music/Announcer's Chair
Volunteer Coordinator
Hospitality Chair
Awards Chair
Publicity and Fundraising Chair
2 Volunteers for Data Specialists (may or may not be required)

Competition Chairperson

- Oversees the organization of the entire competition
- Works directly with the Section
- Should be free the day before and the day of the competition to cover all areas, answer all questions and provide direction to the other volunteers
- Chair Committee meetings
- Oversee all Committees
- 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 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
- Goody bags for skaters are optional. The responsibility of the goody bags is at the discretion of the competition chairperson and can be designated as they see fit. ~~If goody bags are provided the section will reimburse the club for a maximum of \$5.00 per skater with receipts provided.~~

Co-Competition Chairperson

- Assists the 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
- Collects ~~and retains~~ all revenue from fundraising.
- ~~Pays all event expenses Officials' mileage and expenses must be paid the day of the competition~~
- Prepares financial statement to be submitted to the Section within 60 days of the completion of the competition.

Registration

- All competitions must use Uplifter Inc online registration. The competition, events and CSS import file will be set up for you by the Section
- ~~Following the close of registration, the CSS file will be downloaded by the Section and the categories divided into flights, it will then be sent to the Chief Data Specialist~~
- Register skaters, Officials, and coaches 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
- If a skater has not checked in ½ hour before the event, please notify the Tech Rep
- ~~Coordinate with the volunteers/runners who will be picking up and dropping off music~~

Operations

- ~~Ensure that all required supplies are available (see Technical Representative and Chief Data Specialist for requests)~~
- Delegate and schedule 2 Runners to work with the Data Specialists
- Allocate arena rooms for skaters, Officials, Data Specialists, Coaches, volunteers and food services
- Allocate dressing rooms for each category, with a list of the categories posted on the door. One dressing room should be designated as "OPEN" for anyone to use
- 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 schedule 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 available rink side for skaters/coaches
- **A minimum of 6 Walkie Talkies should be available:**
 - There should be two designated groups of Walkie Talkies – one group should be dedicated for only the main operations core during the competition (registration, ice captain, music, Tech Rep, & arena staff)
 - A separate group of Walkie Talkies are assigned to the officials stand and music room
- Under the direction of the Volunteer Coordinator, runners will drop off **results from the judges stand to the Data Specialists, they will** pick up **music** and report cards from **Data Specialists and take them to** the registration desk, ~~officials stand and data room~~
- Runners may also be asked to deliver other items within the rink (age 12+)

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 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

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 **Tech rep and** 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
- 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 & Announcing

- Responsible for Music Operators and Announcers and the scheduling of the same

- Responsible for ensuring there is a music device, laptop computer and backup
- Ensure the sound system at the arena is compatible with the device being used and that there is a "spare" player close at hand
- Ensure that for STAR 1- 3 competitions there is a 30 second piece of music for the STAR 1 category.

During the competition ensure there are appropriate **clean** piece(s) of music for warm-ups

Music Operators

- One Operator is necessary at all times
- Ensure competitors' music is in order and ready in plenty of time for each category
- 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 category. The music is not stopped without a signal from the referee to do so

Announcers

- An Announcer is required for each category
- The Announcer works under the direction of the Category Referee. Warmup time for Star 2 and 3 is 4 minutes and the one minute notice prior to the conclusion of the warm up will be given. **Warm up for Star 1 is directed by the Tech Rep.**
- The Announcer must have current information for each Category: Order of Skate, scheduled floods/intermissions, corporate/local sponsor information and thank you to the Officials, Technical Representative, ~~where to pick up music~~, where and when ribbons will be presented and Host Committee Volunteers
- Ensure P.A. system is in proper working order
- Announcers Guidelines are provided later in this manual. A photocopy of these guidelines should be posted for each Announcer

Awards

- Prepare for and coordinate all aspects of the award presentations
- Obtain ribbons from the section
- Obtain suitable backdrop for award presentation
- Ribbons and report cards should be presented as the competition progresses to allow skaters who are finished to go home
- Post a schedule of when ribbon 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 ribbon presentations

Hospitality Chair

- Provide food for the Officials during Events (hot food should always be available, as well as nutritious snacks)
- 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 thank you card should be given to all officials (judges, technical officials, and data specialists), it is at the discretion of the host committee to provide a token of your appreciation for Officials, but it is very much appreciated~~

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 for officials:

These should be donated by club members and where possible homemade is very much appreciated.

Breakfast:

Coffee/tea/juice/water

Muffins/bagels/toast

Lunch:

soup/chili

sandwiches

Snacks: throughout the day

veggies/dip

fruit

Cheese/jam
dry cereal

salad
pickles/cheese
desert

cheese/crackers
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., at the awards presentation. 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 skaters, 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 if wanted
- Fundraising is at the discretion of the host committee

POSTING START ORDERS

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 people wanting to look at the wall. The host committee should remove these following the competition during clean up.

SKATE NOVA SCOTIA WILL PROVIDE:

- Ice costs
- Officials Expenses and thank you gifts
- Officials stand, no need for an officials stand to be built. The Players Bench is used with tables brought by Skate Nova Scotia
- Ribbons for presentation
- Data Specialist equipment

Financial Information

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

~~The following revenue will be retained by SNS:~~

~~(Uplifter fee and the credit card fee)~~

~~\$25 fee per skater registered (officials development fee)~~

~~\$500 equipment fee for Star 1-3~~

~~\$4.75 per ribbon~~

A grant of \$2,500.00 will be given to the club/region hosting.

A maximum of \$5.00 per skater for gift bags with receipts will be reimbursed.

A maximum of \$300.00 for hospitality that is not donated with receipts will be reimbursed.

INCOME:

Section grant of \$2,500.00
Fundraising
Door /Admission if being charged
Donations/grants
Sponsorship
Other

EXPENSES:

Program
Fundraising
Other

ANNOUNCERS GUIDELINES

(Guidelines should be photocopied and provided to each Announcer)

At the beginning of the day prior to the first event the Land Acknowledgement should be made. "We would like to begin by acknowledging that we are in Mi'kma'ki, the ancestral territory of the Mi'kmaq people"

FREE SKATE - Singles

*Officials must be on the Officials 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 4 minute warm-up..." The timing of the warmup begins when the last skater in the group steps on the ice. Once you have started the stopwatch you can then announce the names of the skaters in the group.
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.

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*)." This information must be confirmed with the Tech Rep. The competition cannot run more than ½ hour ahead of schedule. **If running ahead the competition will start on time after the flood.**