

**CNC Region**  
**INTERCLUB COMPETITION**  
**Manual**

This manual has been compiled from many sources and is intended as a guide to assist you in organizing your competition.

It was created initially for those clubs who wished to host the CNC Regional Championships, however it was found to be very useful when hosting an Interclub competition as well.

This version has been modified to apply to all CNCR Interclub competitions.

Feel free to make suggestions for changes, additions etc. that you consider are needed to improve our manual. Please send your thoughts and suggestions to me, so that with your help, a comprehensive and current CNCR Competition Manual will be available to assist those clubs stepping onto the “Competition” band wagon☺

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Manual –Last Updated April 2009

# TABLE OF CONTENTS

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How to Host .....	1
Dates.....	1
The Order of Things` .....	1
Organization .....	2
Competition Committee Structure .....	3
Chairman – Terms of Reference .....	5
Registrar – Terms of Reference .....	7
Secretary – Terms of Reference .....	8
Treasurer – Terms of Reference .....	9
Facilities/Ice Chairman .....	10
Operations .....	10
Ice Captain .....	11
Music .....	12
Hospitality/Services Chairman .....	13
Accommodation .....	13
Hospitality .....	13
Transportation .....	13
Food Services .....	14
Promotions Chairman.....	15
Public Relations.....	15
Sponsorship.....	15
Program.....	15
Boutique .....	16
Registration .....	16
Awards Chairman .....	17
Medals/Awards.....	17
Goody Bags.....	18
Name Tags, Badges.....	18
Action Plan.....	19
Schedules:	
Artistic Judges – Terms of Reference.....	20
Sample Budget.....	21
Sample Revenue/Expense Statement .....	22
Audit Room Supplies .....	23
Tests at Competitions-CNCR Policy.....	24

# HOW TO HOST

-1-

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## **DATES:**

The Region will notify you of what dates have been allotted for your particular competition. Dates for all provincial competitions are scheduled by the BC/YT Section Board of Directors, taking into consideration the requested dates from each of the five regions in the Province as well as the availability of judges, other Skate Canada scheduled events, etc. Your CNCR Executive will try its hardest to obtain your preferred or requested dates, but this is not always possible. Confirm the Competition dates with your local arena manager and advise your area rep as soon as possible. Obtain more ice than you feel will be required...it can always be given back but its extremely difficult to get more icetime if needed...Also immediately book all the arena rooms that may be needed for your competition.

## **THE ORDER OF THINGS:**

1. Your Competition Committee will plan, co-ordinate and be responsible for the financial and administrative aspects of your Interclub Competition. All expenses are paid for by and any profits kept, by the host club. The event will be conducted technically by Referees, Accountants and Judges who will arrive before the competition. The Chief Referee will work with you beforehand and the Chief Accountant will work closely with the Registrar and the Chief Referee.
2. Interclub competitions are governed by the rules of Skate Canada.
3. The Competition Chairman and Registrar should be chosen/appointed far in advance of your event in order to begin recruiting volunteers who have the skills and interest in the various positions.

This part of the manual is about organization. It deals with how to structure the many volunteers and their individual skills to carry out the various duties' that must be undertaken by your Competition Committee.

Also included is information concerning CNCR officials who will help in your planning.

## **TECHNICAL REPRESENTATIVE - CNCR Board**

CNCR Technical Representative (Tech Rep) Darlene Dorsey, will be your liaison. The Tech Reps job is to answer any questions you may have and to ensure that all Skate Canada & BC/YT Section rules and policy's are followed.

The Region Tech Rep will draw up the Announcement for the Interclub Competition in consultation with the host committee who may suggest events they would like to offer, along with the standardized events.

When completed it will be submitted to the BC Section Technical Advisor. When the announcement has received final approval from the Section Technical Committee, you will receive an APPROVED ANNOUNCEMENT and a Tech Memo outlining instructions for distribution.

NO changes will be permitted to be made to the announcement after this time.

The host committee is responsible for the "cover page" for the announcement and to insert other pertinent information, such as sweatshirt orders and accommodations listings, etc.

The Tech Rep will consult on any technical questions concerning the announcement or the competition.

## **CHIEF REFEREE:**

- The Chief Referee is appointed by the BC/YT Section Judges Bureau. CNCR Judges Bureau will invite other judges, the number of judges required will be decided by the Chief Referee...
- Chief Referee will work closely with Host Committee. And will be responsible to create and time the schedule of events. Length of competition days as per Region policy is a maximum of 8am to 9pm if necessary.
- Chief Referee is in charge of and responsible for all technical aspects of the competition. During the competition, the Chief Referee will ensure skating events run smoothly.

## **CHIEF ACCOUNTANT/COMPUTER ACCOUNTANT/DATA SPECIALISTS:**

- Chief Data Specialist is appointed by the Accountants Chair, BC/YT Section. CNCR Accountants Rep will appoint other accountants.
- Computer Accountant will liase with Chief Referee re: event groupings and is responsible for input of information into computer and set up of groups, etc.
- Chief Accountant is responsible for operations in the Accounting Room, tabulating results and posting of results of competition.
- Compiles and distributes Protocols.

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There are a number of ways to structure a successful organizing committee; the following is a suggestion. The organizers, under the direction of a CHAIRMAN, should be structured into an Executive Committee with sub-committees (if necessary), each responsible for a major function.

## **THE EXECUTIVE COMMITTEE:**

An Executive Committee consisting of key individuals involved in the day-to-day planning, coordination and control of the event should be formed. This committee should meet on a regular basis. There must be minutes taken and distributed immediately to all members as well as the Chief Referee.

### **PURPOSE:**

- to formulate local policy within Skate Canada and CNC Region guidelines
- to supervise and provide detailed direction to groups/committees
- to exercise financial control

### **COMPOSITION:**

- Competition Chairman
- Secretary
- Treasurer
- Facilities/Ice Chair
- Hospitality/Services Chair
- Promotions Chair
- Awards Chair

Each Committee Chair is encouraged to form sub-committees under their area to execute specific functions during the competition and to coordinate the activities relative to that function. If a person is capable, reliable, willing, and able, there is no reason that one person cannot "wear more than one hat", depending on the size and demands of your competition. But ensure that no one is so busy they 'burn out'.

## **OVERVIEW OF EXECUTIVE COMMITTEE:**

### A. **FACILITIES / ICE CHAIR**

#### **Purpose:**

- to prepare and maintain the rink, ensure that the "Operations Centre" and all rooms at the rinks are booked, posted and equipped as necessary.
- to provide the necessary trained personnel during the Competition for arena functions.
- to provide everything required for the actual conduct of the competition on ice.

#### **Sub-Committees:**

- 1) Operations
- 2) Ice Captain
- 3) Music

B. **HOSPITALITY / SERVICES CHAIR:**

**Purpose:**

- to provide hotel accommodation, food, hospitality and local transportation.

**Sub-Committees:**

- 1) Accommodation
- 2) Hospitality
- 3) Transportation
- 4) Food Services

C. **PROMOTIONS CHAIR:**

**Purpose:**

- to create the best public image of the competition  
- to work with any local sponsors  
- to promote the event

**Sub-Committees:**

- 1) Public Relations
- 2) Sponsorship
- 3) Program
- 4) Boutique
- 5) Registration

D. **AWARDS CHAIR:**

**Purpose:**

- to produce the ceremonial events, if applicable  
- to organize and conduct awards presentations

**Sub-Committees:**

- 1) Opening ceremonies
- 2) Medals/Awards
- 3) Goody Bags for skaters
- 4) Name tags, badges

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The appointment of this person is of the utmost importance to the success of the competition. The individual acting as CHAIRMAN really makes or breaks the event. It is essential that the CHAIRMAN be skilled in public relations and time management, as well as having the ability to deal with unexpected situations in a calm and productive manner. He/she must have good 'people skills' and be able to clearly communicate, supervise and co-ordinate the activities of large numbers of volunteers.

## **TERMS OF REFERENCE:**

- ORGANIZE the competition overall.
- Assign and coordinate jobs of the committees.
- Give direction and exercise control over the committee during the planning, organization and conduct of the Competition.
- Implement Skate Canada rules and CNCR policies with regard to all aspects of the competition. Communicate and ensure that all committee members are aware of and understand the policies to be followed regarding every aspect of their activities to all concerned.  
Share the information contained in this manual with each of your Local Organizing Committee...(LOC)
- Ensure the sanction application for the competition is completely and properly completed and sent to the person indicated on the Application for Sanction form for approval within the correct time period.
- Appoint a "Registrar". (An extremely important position requiring a 'detail' oriented person.)
- Take a continuing personal interest in the financial aspects of the competition. This includes drawing up the initial budget as well as obtaining the best possible hotel and rink rental prices.
- Consider and recommend any changes to the budget as required. These must be submitted, discussed and approved by the executive committee throughout the planning stages.
- Monitor and control expenditures by committees within the approved budget.
- Negotiate the following contracts:
  - Rink rental contracts for competition and practice ice and other facilities as required.
  - Hotel accommodation, meeting rooms, etc. as required.
- Preside over all meetings of the Executive Committee and general meetings of the Competition Committee. Ensure that committee heads who are unable to attend a meeting are instructed to submit a detailed report of their progress and activities. Ensure minutes are recorded and distributed to all members, attending or not, and send copy to Chief Referee as well.
- Attend other committee meetings as necessary to keep abreast of progress or to sort out problems.
- Keep a running check on the progress of each group and committee and consider projects recommended by each for approval.
- During the planning process, keep in close touch with the appropriate officials (Region Chairman, Tech Rep, Chief Data Specialist, Chief Referee) to report progress and seek advice and assistance.

- Stay in constant communication with the Chief Referee assigned to your event. *Note:* The Chief Referee is in charge of everything that happens ON the ice. They will consult with your committee but they are responsible for making the final decisions regarding competition related questions.. Your local organizing committee (LOC) is responsible for all that goes into making the competition run smoothly..
- Arrange with Region to rent the supply box, also computer can be rented for a nominal fee. MUST have two computers available...one is for back up...both must be compatible with the ice calc program. A commercial office type photocopier is also required as there is a lot of paper generated.
- Liaise with both CNCR Judges Bureau, who will arrange for judges and with the CNCR Accountants Rep for Data Specialists (see Caribooster). Once you have been notified by the Region Judges Bureau &/or Chief Referee the names of your competition judges, If the initial financial outlay for flight expenses is felt to be too much, the host club may request the Section book through the Sections Travel agent and pay the flight expenses bill immediately following the competition registration deadline. Or as most committee's prefer, you may wish to shop around and look for seat sales, booking the officials flights yourselves. LOC's who book flights themselves must contact the judges directly to inquire as to their preferred travel arrangements. A confirmation correspondence, prior to booking, should (MUST) be done by email so that both the LOC and the judge have a hardcopy paper trail in case of a mix-up or miscommunication later. Better safe than sorry. Keep all email conversations and confirmations on file as back up until after your competition. As soon as officials flights bookings have been finalized, send arrival/departure times to the Chief Referee as that must be taken into account when building the competition event schedule and judges daily work schedules.
- Competition Committee is responsible for selecting and inviting three artistic judges to select winners of the artistic awards if applicable to your competition. (Artistic Judge Terms of Reference enclosed).
- During the event supply the Officials with current Officials Expense Forms (available from your club Test Chairman). Instruct your Treasurer to pay officials expenses immediately upon receipt of their forms and prior to their departure. (Officials are volunteers and should not be out of pocket because your Treasurer was not available when needed.)
- Continue to exercise control during the competition and take part in ceremonial activities, such as Opening Ceremonies, if applicable and the Presentation of Medals, if required
- Supervise the wind-down following the event and prompt payment of all outstanding expenditures.
- Arrange that competition results are sent to the Region Webmaster for posting on the CNCR website. Also CC results to Janice Hunter – Section Tech Advisor.
- If your committee chooses to offer 'Creative' events, it will be the responsibility of the LOC and the host club coaches to provide suitable and age appropriate music . One different piece of music is required for each event grouping. Instrumental music is best as most arena sound systems tend to muffle words...but if music with lyrics is chosen, you should have a private try out with the sound system to ensure that the words can be distinctly heard and understood by the skaters. Theme music works well...ie: western, rock 'n roll, show tunes, etc.

## REGISTRAR – TERMS OF REFERENCE

-7-

Try to recruit a 'detail' person for this position. Someone who has the time required, the patience and the inclination to ensure that all registration forms are completed correctly and the skaters entered in the correct events.

Make up a "Cover Page" for announcement - featuring the 'theme' chosen for your event.

"Approved" Announcement to be delivered to ALL CNCR sanctioned clubs.-Hard copy is best but in order to save time and postage costs, Announcement may be emailed as attachment to all clubs.

Always Email with a 'Read Receipt request' \*\*\* if you have not received a 'notification of receipt' within 3 days then you must immediately post a hard copy of the announcement to that particular club. (Create a file to save all "Read Receipt" notices received from each club...this is your paper trail insurance)

When mailing via Canada Post, follow that up with a phone call to advise it is coming and keep a record of whom you spoke with.

If there's is the kind of executive who doesn't check their email, then they probably don't check their postal mail regularly either.

Again.. once the announcement is sent follow up with an email inquiry as to receipt, then keep their response on file as your paper trail.

You will receive a Technical Memo-regarding distribution of your events announcement to:

BC/YT Section Office	CNCR Region Chair	CNCR Tech Rep
BC/YT Section Judges Bureau	CNCR Judges Bureau	CNCR Accountants Rep
BC/YT Section Accountants Rep	Competition Chief Referee	
BC/YT Section Tech Rep	Competition Chief Accountant & Computer Accountant	

- Registrar to familiarise themselves with the announcement in order to answer questions that will be directed at them from individuals, clubs and coaches.
- Receive all registration forms by deadline date. Registration forms MUST be submitted in TRIPLICATE. Clubs failing to send 3 copies of each registration form are to be charged a \$25 penalty which will go to the LOC to help compensate for the time and expense of having to photocopy non-compliant registration forms. Registrar to check closely to ensure each registration form is complete and that skaters meet requirements for age and test levels.  
(If a form is incomplete/incorrect, the submitting club may be charged a \$5 correction administration fee)
- Upon receipt of Registration Forms, divide into categories, prepare a list of competitors and events. Create a list of how many skaters have entered each event (ie: Event 31- Canskate Ladies Free-32) and submit to the Ch. Referee within 48 hours. The Ch.Referee needs this information to begin working out a timing schedule which will help them decide how many judges they will require.  
When you are entering the event registrations onto the spreadsheet that you have received from your Chief Data Specialist, make sure you keep a backup of your work to avoid having to do the work twice.  
List each Event skater by age....and do include a column for their birthdate... the list should be descending by age in each event category for group breakdown by the Chief Referee..  
As soon as you have entered all competitors on spreadsheet, email it to the Chief Referee and also send (cc) to the Region Tech Rep who will check past competition protocols to ensure entry restrictions (ie:Canskate and Elementary) have been followed. Do NOT break events into groups (A, B, C, etc.) that is the responsibility of the Chief Referee, who will decide how many skaters they want in each group. Starskate events will be divided by age. Competitive events are broken by random draw..
- Within 4 days of the entry deadline, spreadsheet must be completed and sent to the Chief Referee who will work out the timing required and create the competition schedule. The time line is critical.  
Your committee may request any preferences you have regarding scheduling, however the Chief Referee will make the final decisions after consideration of rules, policy's, time, judge's availability, etc.

-8-

- Send 1 copy of each registration form, along with a registration list, showing name, age/birthdate, club, & event to both the Chief Accountant and Chief Referee (within 1 week) Keep 1 copy of each registration form on file for your use.
- If you are asked to check with the clubs to ensure that their skaters are entered in the correct event, never forward the entire 'spread sheet'. Please respect the skaters need for privacy. Delete all personal information columns prior to sending ...ie age, sex, birthdate etc.
- When final schedule of events is received from the Chief Data Specialist you should send the 'event grouping' schedule (which should also include the day and start time of each event) to all invited clubs at least one full week prior to the competition. FAX or email to clubs for speed of service-with a 'read receipt request'.  
Check to ensure that you have received a 'read receipt' from each club-and keep on file...Note that some computer programs filter out these read receipt requests, so if you don't have receipt to confirm the club has received the schedule then you must follow up with a phone call and keep a record of date/time and the club contact you spoke with.  
**Note:**If there are any changes to the schedule it is particularly important that you have confirmation on file to prove that all clubs have received the change.
- \$5.00 per skater surcharge collected at registration time to be sent to Secretary/Treasurer of CNC Region.  
***This MUST be remitted as soon as possible after close of registration - within 30 days at the latest***
- An additional \$1.00 per skater (including synchro) to be remitted to BC Section Office, Attention: Judges Committee.... Please ensure that the number of skaters in synchro only be listed separately on the remittance. ***This should be remitted as soon as possible after close of registration- 30 days max.***

## SECRETARY – TERMS OF REFERENCE

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The individual who is appointed as Secretary must have access to typing and photocopying.

- Attend all meetings, record and distribute minutes immediately to all committee members (whether they have attended the meeting or not)
- Request written progress reports from committee members who will not be in attendance at the meeting.
- All meeting minutes should be emailed asap to the Chief Referee of your competition. This is to ensure the Chief Ref is aware of your plans and avoids having to make changes later.
- During the early planning stage, prepare and distribute information kits to each member of the committee. (include a photocopy to each director of their job description & responsibilities from this manual)
- Arrange for the regular distribution and pick up of mail.
- Prepare any letters and reports as required by the Executive Committee.
- Gather a list of sponsors who should be acknowledged in the program. Prepare letters of thanks to these and others.
- Ensure "Thank You" cards are signed by committee and sent to all working officials & volunteers.

## TREASURER – TERMS OF REFERENCE

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Should be filled by someone with accounting and finance training and experience. Once the budget has been approved, each committee must follow it precisely and carefully within their expenditure limit.

- Exercise financial control over the competition.
- Prepare and maintain the budget.
- Explore all possible sources of revenue
- Maintain control over expenditures by all committees
- Review and make recommendations to the CHAIRMAN regarding extraordinary expenditures not included in the budget.
- Produce statements of income and expenditures to date in relation to the budget. Submit a Treasures report at each regularly scheduled committee meeting.
- Operate a current banking account in the name of the championships.
- Receive and deposit funds for registration fees and during the competition
- Pay all bills, collect all outstanding income.
- Ensure the \$5.00/skater surcharge has been forwarded to Treasurer of CNC Region. This MUST be submitted as soon as possible after close of registration.-NOTE: Within 30 Days Maximum
- Ensure the additional \$1.00 per skater (including Synchro) is sent to the BC Section Judges Committee. This MUST be sent to the Section Office immediately after close of registration. -within 30 days.
- Pay all bills and close bank account.

This group looks after many of the physical conditions of the competition, including the ice, dressing rooms, meeting rooms and working spaces, medical and security needs.

1) **OPERATIONS:**

**Terms of Reference:**

- Plan and organize an "Operations Centre" which will be the centre for communications, transportation, information, emergencies, etc.
- Assign rooms in the ice arena:
  - 1 room for Accounting Room (should be large with enough electrical capacity to run the computers, photocopiers, etc.)
  - 1 room for Private Judges lounge
  - 1 room for food services-(must have proper on site refrigeration available.)
  - dressing rooms - 1 for men, several for ladies
  - coaches lounge (rest and refreshment area-provide coffee/tea)
  - skater's lounge (if room permits)
- Designate a suitable roped-off area in the stands or create a judging stand, in consultation with the Chief Referee. If building a judge's stand, it should be large enough to accommodate 8/9 chairs, keeping in mind that the entire ice surface MUST be clearly visible from all positions on the stand. There should be nothing impeding the judges view. Access to the judges stand (stairs if not a level entry) must be sturdy and safe. Stools, straight ladders or any type of unsafe climbing access is not acceptable. Once built, have someone (short) sit at the table in the same height chair that will be provided for the judges. Check the site lines to ensure everyone has a good view of the ice. Comfortable chairs-8 minimum (must not be the plastic lawn chair type-they are back breakers) And have warm clean, blankets available in the judges area...
- Dressing room supplies (emergency medical supplies, feminine products, etc)
- Operate a "lost and found"
- Act as a co-ordinator for the set up and servicing of all operations rooms at the rink. Judges Room (private rest area) & Accounting Room - equipment required (refer to page 23) And assign volunteers required.
- Acquire / Set up bulletin boards, results boards, arena and room signage
- Responsible to check condition of the ice- (request cell number of arena staff for quick contact)
- Ensure required patching & flooding is done on a regular schedule as Ch. Referee directs, Distribute a flood/event schedule to all arena and ice making staff.
- 1st aid room is stocked, medical personnel available
- Communications -Ensure reliable communication link between announcer, music, chief referee, ice captain, operations centre (head sets, walkie-talkies)
- Ensure communication system is charged continuously to avoid any lapses
- Arrange Security
  - for security of all equipment and property involved with the competition
  - for safety of skaters and skater's belongings. (dressing rooms)

**Terms of Reference:**

- Request written confirmation of Ice booking for competition, cost of ice and rooms booked.
- Prepare a schedule for all ice captains, timers, runners and dressing room attendants. Ensure that each has a written list of duties and is competent to perform these.
- Obtain whistles, stop watches, etc.
- Post groups, skating orders, etc. and distribute to music, announcer, dressing rooms, ice captains, etc.
- Assign dressing rooms to groups - make signs for dressing rooms
- Be aware that ALL coaches MUST visibly display their coaches accreditation tag if they wish to enter the competitors ice entrance. Nobody is allowed in this area without displaying the proper accreditation (neither parents or coaches spouses)....with the exception of working LOC volunteers.

**Ice Captain:**

- Endeavour to keep events on time. Keep steady flow of skaters from dressing rooms to ice entry.
- Ensure next event group is in assigned room-advise announcer of any missing competitors. Advise when next group is to warm up.
- Advise when skater is scheduled to enter ice.
- Will have communication equipment to relay information from Chief Referee.
- Three to four hour shifts works well
- Should anyone come to the competitors on ice entry who does not have a coach's accreditation tag displayed you MUST ask them to show it to you...if they cannot produce it, then you MUST advise them that they have only two choices open to them. They must either leave the area immediately...OR they can purchase a temporary accreditation from a member of the CNCR Coaches Committee (\$25) See Nicole Collins or ask your club coach for a coach committee name. (The tag requirement and process is clearly explained in the approved competition announcement)
- If the non-complying coach/person argues the point, then you should ask for their name and home club and immediately contact the Chief Referee to report the problem and ask that they deal with the issue. As Ice Captain you will have a headset and be in continuous contact with the event referees....so it will be a simple matter to turn the issue over to the Chief or event referee.

**Dressing Room Attendant:**

- Arrive 30 minutes before scheduled event
- Keep flow of skaters from dressing room to ice surface constant.
- Post signs/lists for dressing room groups
- Ensure room supply's are not depleted. (pins, band-aids, elastics, etc)
- Keep order in dressing room
- Ensure parents are not permitted entry into dressing rooms- (direct them to the common area)
- NOBODY is permitted to be at the competitors dressing room area who does not have a coach's accreditation tag prominently displayed. If they cannot produce the tag, then you MUST advise them that they must leave the area immediately. This is a Skate Canada rule- No exceptions. A club coach can purchase a temporary accreditation from a member of the CNCR Coaches Committee (\$25) See Nicole Collins or ask your club coach for a coachs committee name. (The tag requirement and process is clearly explained in the approved competition announcement)
- If the non-complying coach/person argues the point, then you should ask for their name and home club and report the infraction immediately to the on duty ice captain who will report the problem to the Chief Referee and ask that they deal with the issue. The Ice Captain will have a headset and be in continuous contact with the event referees....so it will be a simple matter to turn the issue over to the Chief or event referee to deal with.

### Timers:

- Timers should be a minimum of 12 years of age.... The skaters will have deductions for programs of incorrect length, so the event referee must be able to fully rely on the timers ability to do the job correctly.
- Will report to and take direction from event referee
- Timers will be issued a stop watch and keep time of each skater's music
- 2 to 4 hour shifts work well (shift changes to take place following an event, not by specific time)

### Runners:

- The runner must sit nearby the judges stand and report to Event Referee immediately following each event. They will be given a folder or large envelope to deliver to Accounting Room.
- Responsible to run Judging sheets from Judges stand to Accounting Room
- Must never look at the judging papers.
- Take package directly to Accounting Room, (Must not stop en route for any reason)

### 3) **MUSIC:**

- Responsible for playing music and the announcing duty's for competition.
- Recruit & train volunteers who will play music and announce during the competition.
  - The Announcers are among the most important of your volunteers....how they do their job will dictate how smoothly your competition will be run..They should be mature, have a good speaking voice, good diction and the ability to speak slowly & clearly. Adults are preferable. If you must use a skater to fill an announcer shift make sure there are no other skaters allowed in the booth as the announcers attention must be focused on the competition and the event Referee.
- Set up schedule for volunteers-check a few days prior to make sure they are still available.
- Ensure music playing equipment is in good working order.
- Provide that all required music for competition is at hand- dance music, Skills, and creative music selections and opening ceremony music if applicable. You should also provide appropriate warm- up music. You must ensure the warm-up music played will not be considered offensive.
- Registration & collection of music tapes from competitors (paperwork)  
Responsible for volunteers to collect music at Registration Table & convey to music room.
- Registration workers MUST immediately notify Audit Room, Chief Referee and Music room of any skaters who do not register or who are late pulls from their event.
- Sort and organize music CD's & tapes into groups (shoe box works well, one shoe box for each event with event number and name clearly marked on each shoe box).  
Arrange music in order of skate. Check that all tapes have been rewound and are ready to go.
- Responsible for returning CD's and tapes from music room to competitors. Having a Music sign in and sign out book works well.
- Ensure music players and announcers have the correct skating order for each event.
- Ensure that music room has direct communication equipment with the Event Referee.
- Do a check of all music systems every day, 1 hour prior to start of competition to ensure that all equipment is in good working order and there will be no delay in start time due to music system problems. Do not presume that all will be as it was left yesterday - Check and make sure.
- Print up instructions for music player/announcer-Give them a copy a week prior to the event to familiarize themselves with their responsibilities and also post a copy in the music room.

1 1) **ACCOMMODATION:**

- Selection of a Host hotel for officials...often will give a break on price if designated "host hotel"
- Compile a list of suitable hotels (phone # / rates /amenity's) for distribution with announcement.
- Booking of rooms for meetings if they will be required.
- Check on meal availability at hotels - may have to make special arrangements to ensure early morning meal requirements are available for officials if a full breakfast won't be provided at rink.
- Block book rooms at host hotel for Officials.
- Judges/Accountants accommodation-Two officials will share a double room unless otherwise requested. Chief Referee will designate the room assignments.  
The Chief Referee may require room to themselves for officials meetings, etc.
- Should a judge have a skater participating in the competition, chances are that they will need a room to themselves. This is an expense to be picked up by the host club. The official is taking time away from their workplace in order to volunteer at your competition and although they are booked off during the time their child is scheduled to compete, they don't really have the time or opportunity to be 'a mom' to their child. Should your committee choose not to accommodate judges having skaters registered at the competition, you are responsible to advise the judge prior to their arrival and be prepared to find a replacement.
- Make firm arrangements with the Hotel for all payment of hotel expenses by host committee.
- If meals will be permitted to be charged to rooms, make prior arrangements for that with hotel.

2) **HOSPITALITY:**

- Designate two separate area's as a Volunteers lounge and a Coaches lounge at the rink to be supplied with drinks and snacks for your competition volunteers and visiting coaches.
- Line up water cooler for competitors and have available near dressing rooms or on ice entrance
- Sliced Oranges in dressing rooms for competitors. (optional)
- Provide healthy food choices and drinks for officials at rink.  
The officials (judges & accountants) are volunteers who are taking time away from their family's and their jobs to ensure the success of your event. They put in very long days, so make sure they are able to maintain their stamina and focus, by providing them with fresh, healthy meals.  
Ensure there are a **variety** of foods provided at each meal...you will be feeding between 13 and perhaps up to 22 officials depending on the size of your competition, so keep in mind that not everyone has the same tastes, likes and dislikes.
- Decide on Officials appreciation gift or gift certificate.
- Small welcome basket or bag (fruit, water, juice,etc) in officials' hotel rooms along with schedule of events, committee contact phone numbers and the transportation/shuttle schedule or other pertinent information.
- Skater's Lounge set up - if room permits.

3) **TRANSPORTATION:**

- Provide transportation for officials (Vans work well) to & from airport or bus to hotel and daily to & from hotel and arena
- Provide Chief Referee with the cell numbers needed to contact Transportation Director &/or Drivers. This information will be sent to the incoming judges prior to their arrival.
- Provide signage for vehicles indicating "Officials Shuttle Service"
- Set schedule for transportation to suit officials timetable as much as possible

4) **FOOD SERVICES:**

- Arrange for separate, private room for officials (judges & accountants) To be designated as 'Officials Lounge' post visibly and clearly- "Officials Only" Advise your club members/coach's'.
- Arrange for separate area's to be used as a coaches lounge and a volunteers room for those who are working during the competition. Club members can be asked to donate food items for the Coaches and Volunteer area's, such as coffee/tea, hot soups in crockpot, cookies etc.
- Provide meals and snacks at the rink for all officials. If you advise the Chief Referee that ALL Meals will be provided at the rink then you must provide full meals 3 times a day. If your menu choice for breakfast will be 'continental' please advise of this as some officials prefer a full hot breakfast and should be given the opportunity to make that choice. They will of course add that breakfast to their expense form.  
You MUST assign a volunteer to be in attendance in the food room full time. Provincial FoodSafe rules must be followed and the serving area and room in general kept clean/tidy.
- Coffee and tea should be ready and available prior to officials' arrival at the rink each day. Provide suitable morning snacks, lunch, afternoon snacks, and dinner (if applicable)
- Ensure that FoodSafe rules are practised at all times. Refrigeration must be available and ensure that all foodstuffs are fresh, and kept cold or hot as applicable.
- Have on hand, lots of cold bottled water, coffee, tea, hot chocolate, milk, juice, soft drinks.
- Check with Chief Referee to see if there are any meal requirements or food issues: ie. Diabetic, celiac, or allergies. Your meal menu's will have to take these issues into account. You will be asked to provide a menu to the Chief Referee and perhaps list of ingredients.  
**The menu requirement is mandatory.** Please do not take this requirement as a criticism or poor reflection on your food services people. Because there will be so many people volunteering to officiate at your competition, chances are that several of them will have food issues. It is a simple matter for the Chief Referee to forward your menu to the officials who can then advise if one particular meal will be unsuitable for them. This can usually be avoided when there are two menu choices provided for each meal.  
FYI- Chili-Con-Carne is an menu item that is not recommended- please avoid.
- Set up "eating area" for the officials (in the officials lounge)  
Events usually run through meal times and the judges breaks are staggered.  
Unless there is a formally scheduled 'common' meal break, the food services director must check the judges schedule and ensure there are hot, fresh meals available for all the judges

regardless of when they are scheduled to get their break. This often requires that meal times run for a two hour time period. Please check with your Chief Referee for a suggested meal schedule if you are unsure.

- Ensure that there is a concession open and available for spectators and competitors, during all hours of the competition. Parents appreciate their coffee in the early mornings.

## PROMOTIONS CHAIRMAN

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### 1) **PUBLIC RELATIONS:**

- Local publication of promotional articles & pictures prior to event
- Newspaper /T.V./ radio coverage of event
- Prepare and distribute posters around town (and seniors facilities) inviting public to event
- Prepare "welcome signs" at arena
- Responsible for arena decorations in competition theme
- Locate Photographer - for photos of event and award winners to put in B.C. Thin Ice, local newspapers, etc.
- Photographer - professional for skaters pictures. Most will set up, collect monies, etc. themselves. (You can request they pay a commission (usually 10%) for the privilege of setting up, much as the Skating Boutiques do.

### 2) **SPONSORSHIP:**

- Contact local businesses' re: sponsorship. Both monetary and in-kind donations are beneficial  
Make sure your sponsors receive public recognition for their support.  
Create a chart showing what recognition will be given for each monetary level of contribution
- Work on possible 'in-kind' sponsorships for the competitions' necessities (computer equipment, photocopier, accommodation, food, beverages, vehicles for transportation, communications system (walkie-talkies), and photocopy paper)
- Seek monetary donations from businesses and/or industry. These sponsors could receive recognition as the ice sponsor for a specific event or for sponsoring specific needs-ie medals, etc.

-16-

### 3) **PROGRAM:**

- Obtain advertising for programs

- Responsible for production (printing) of program
- Include a welcome message from your club president, a list of competitors, schedule of events, list of officials and attending clubs & coaches, sponsorship donors, etc.
- Co-ordinate with Registration or Club Boutique for sale of programs

4) **BOUTIQUE:**

- Sweatshirt/T-shirt order forms to go out with Announcement (must be prepared 3 months in advance of competition)
- Sale of skating items (tights, guards, mini gloves, etc) as well as novelties and souvenirs for profit
- Raffle tickets (?) fun draws (jelly bean count, etc) 50/50 draws...(Must have lottery license.)
- Arrange for night storage and security of items at rink
- Set up of Boutique selling area.
- Arrange for Treasurer to collect monies at regularly scheduled times
- Flower sales, Program sales.
- Arrange for volunteers for boutique area

5) **REGISTRATION:**

- Set up schedule for registration and music sign in.
- Look after tables & decorations for registration tables
- Arrange for and train volunteers to operate registration table
- Look after registration table (prepare sign in book - skater's names to be checked off master list when they check in)
- Give out competitors, name tags, ribbons and goody bags.

**AWARDS CHAIRMAN**

**-17-**

1) **OPENING CEREMONIES:**

- if applicable

2) **MEDALS/AWARDS:**

- Order all medals for competition early - engraving takes time!
  - (ribbons for Canskate & Elementary events are Optional)
- Estimate the number of medals needed and order a few extra...remember Pair and or Precision events if offered will require medals for each participant.
- Order trophies for "Artistic Awards" if applicable to your event.
  - ensure that Chairman has selected & instructed Artistic Judges from your local community (arts, dance, former skaters, former club exec. members are good choices)
- Invitational Interclub Competition may choose to award a 'Team Points' trophy or artistic trophy's. Determine if your event will present large perpetual trophy or smaller yearly trophy's or plaques.
- Provide a podium or appropriate area for medals presentation and a "tray" to lay medals on for presentations.
- Set times and location for medal presentations. Ensure the area will not be too congested or interfere with others. If officials, coaches and competitors have to cross that area to get to the dressing rooms or bleacher area you'll have even more congestion to deal with. Have the medal presentation schedule posted and announced.
- Arrange for presenters (protocol to ask your Chief Referee to be among those presenting). Others you may include are other officials at the competition, current or former club executive members, community leaders or your major sponsors.
- Arrange for a MC or announcer for medal presentations. Microphone if necessary and decide if you will use music for presentations, etc.
- Liase with Public Relations and local media person and invite newspaper photographer for pictures of award/medal winners and be prepared to offer information for articles.
- Check off of protocol sheet, list of medals as presented and received. That way you will know what is left to distribute. (mail medals not claimed or if given to another member of their home club have that person sign for it as - 'received on behalf of').
- **REMEMBER - THIS IS A BIG EVENT FOR A SKATER - LET'S MAKE IT ONE!**

**Awards Chairman-continued**

Page 2.....

**-18-**

3) **GOODY BAGS:**

- Obtain promo items, City pins, fast food coupons, per-cent off (discount) coupons, etc.-.

- Keep your eyes/ears open for businesses that offer coupons.
- Send out letters to businesses for collection of items.
- Ask for help/suggestions from every club member.
- Arrange for safe storage room for incoming supplies & the filled bags when completed..
- Deliver to Arena for registration.
- Liaise with Registration table for distribution as competitors check in..
- Send Thank You Cards for donations received.

4) **NAME TAGS, BADGES:**

- Order "Competitor" ribbon for all skaters- ("Officials", "Committee", "Volunteer" ribbons optional)
- Name tags - usually done in "theme".
- Place name tags in alphabetical order, by club.
- Deliver to rink and coordinate with Registration Table for distribution.
- Make up Skater's "name sakes" ( for autographs and remembrances) as arena decor.
- Officials name tags to be delivered to officials lounge.

# ACTION PLAN

-19-

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- 6 months preceding
- Have the Treasurer prepare a draft budget (see sample)
  - Plan to deal with the following at an early meeting of the Executive Committee:
    - Decide on a format for meetings and a regular review of responsibilities.
- 3/4 months prior -
- Appoint members of Executive Committee, including Chairmen and as many committees as possible. Arrange a schedule of regular planning meetings.
    - Sanction application must be sent to Region Chairman for approval.
    - Open Competition Bank account, signing officers
    - Funding of expenses until revenues are received
    - Choose a theme for competition, sweatshirts, medals
    - CNCR Tech Rep. will contact you for specific information when she begins initial preparations for building your events Competition Announcement.
- 2 months prior
- Tech Rep will advise name of your Chief Referee when they have been appointed by Section.
  - You will be asked to help proof the announcement prior to it being sent to the Section Tech Advisor for approval.
  - Approved Announcement to be sent out to clubs when received from CNCR Tech Rep. (You will want all registration entries received 1 month prior)
- 1 month prior
- Deadline for registration forms.
  - Liase with Chief Referee and Chief Accountant regarding judges and accountants, travel and accommodation arrangements.
- At close of Registration
- \$5.00/skater surcharge forwarded to CNCR Treasurer. The surcharge should be submitted immediately upon close of registrations. But the fees MUST be paid no later than one month following competition. NOTE: A penalty of \$25 will be charged for each month the surcharge is submitted late after the deadline. Additional \$1.00/skater to BC Section Judges Committee- BC/YT Section Office.
- After Event
- Request Final reports from Committee heads – Consider a Beefs & Bouquets meeting while things are still fresh in your volunteers minds. Their feedback will serve as invaluable information for the next time you host such an event. Make sure all reports and feedback are filed safely with the club for future reference.

## ARTISTIC JUDGES – TERMS OF REFERENCE

-20-

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As Artistic Judges if required.....the following is your “job” description:

- The “Artistic Award” is to go to a skater who demonstrates musicality, style, good flow speed and posture. Carries themselves well and “performs” an outstanding program.
- You are not to worry about, nor are you to consider the technical part of the program (difficulty of jumps, spins, etc.) your focus will be on the “presentation” and on the “artistic impression” of each skaters performance.
- You are part of a group of three people who will decide on this award. You may sit together and discuss the performances as they happen – you do not have to do this on your own! You will be given a skating order schedule or line-up for each group that you are to assess. It is suggested that prior to the event that the three of you discuss and decide how you will rate the performances...A, B, C or numbered..1, 1.2, 1.5 etc.... As you watch the skaters, you should highlight those whom you feel have demonstrated an outstanding presentation and rate their performance and make notes of what you felt were their special strengths.  
At the end of each category, when you have seen all the skaters, you should discuss with your co-judges and come up with one name to put forward.
- This probably sounds like an overwhelming job – but it will actually be pretty easy. Once you start watching the skaters – a FEW OUTSTANDING performances will be evident and from there you will have to narrow it down to one skater.

## SAMPLE BUDGET

-21-

Competition Name  
Competition Date  
Host Club

### PROPOSED BUDGET

#### INCOME:

Registration	\$7,500.00
Advertising Programs	\$1,000.00
Fundraising	\$500.00
Flowers	\$300.00
Sweatshirts	\$400.00
Sponsorship	<u>\$1,000.00</u>
	\$10,700.00

#### Total Income

#### EXPENSES:

Accounting Room	\$300.00	see***below
Administration (Fax, Telephone, Mail, Photocopies)	400.00	
Flowers	150.00	
Gifts	300.00	
Hospitality	900.00	
Ice Costs	\$1,500.00	
Medals & Awards	\$1,500.00	
Officials (Judges & Accountants)	\$3,000.00	
Programs	\$50.00	
Sweatshirts	<u>\$250.00</u>	

#### Total Expenses

\$8,350.00

#### ESTIMATED PROFIT

**\$2,350.00**

\*\*\***Note:** The Region audit supply box (including clip boards, pencils, staplers, etc) may be rented for a fee of \$75.00 for the competition PLUS shipping charges.

\*\*\* Region computer is available to be rented for \$125.00 for the competition.

There must be two computers available for the audit room and they both must be compatible with ice calc.

# SAMPLE INCOME STATEMENT

-22-

Competition Name

Competition Date

Host Club

## INCOME/REVENUE STATEMENT

	<u>Approved Budget</u>	<u>Actual</u>
INCOME:		
Registration	\$7,500.00	\$7,945.00
Advertising Programs	\$1,000.00	\$1,912.50
Fundraising	\$500.00	\$210.50
Flowers	\$300.00	\$411.03
Sweatshirts	\$400.00	\$466.41
Sponsorship	<u>\$1,000.00</u>	<u>\$1,000.00</u>
<b>Total Income</b>	\$10,700.00	\$11,945.44
EXPENSES:		
Accounting Room	\$300.00	280.00
Administration (Fax, Telephone, Mail, Photocopies)	\$400.00	380.00
Flowers	\$150.00	178.75
Gifts	\$300.00	298.70
Hospitality	\$900.00	744.79
Ice Costs	\$1,500.00	1,648.56
Medals & Awards	\$1,500.00	1,425.06
Officials	\$3,000.00	2,977.28
Programs	\$50.00	50.00
Sweatshirts	<u>\$250.00</u>	<u>302.00</u>
<b>Total Expenses</b>	\$8,350.00	\$8,285.14
<b>TOTAL INCOME/EXPENSES:</b>	<b>\$2,350.00</b>	<b>\$3,660.30</b>

Audit Room Checklist - based on 40 events

-23-

Tables	4 long	1 for computers, 1 for copier (if required) 1 for organization and 1 for protocol
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Extension cords	1 or 2 long 1	Enough to plug in all equipment Surge protector
Photocopier	1	High speed, high volume (technician must be available for help). Must be on designated electrical outlet.
Computers	2(1 back-up)	IBM compatible, 386 or better, with word processing software installed. Region computer is available
Printer	2 (1 back-up)	Must be compatible with computer. Region printer is available
Pens	4-6 2 of each 2 of each 8 dozen	Fineliner pens blue or black Felt pens, large black Highlighters, pink, blue, green, yellow Pencils- ½ HB and ½ Mechanical
Tape	4 rolls 2 rolls	Masking Tape Scotch Tape
Other requirements	1 1-2 4 boxes 1 4 1 box 2 2 1 bottle 2-3	Electric Pencil Sharpener Rulers (at least one metal ruler) Paper clips, small and large (2 boxes of each) Large Heavy Duty Stapler/staples for the Protocol Desk Staplers Staples Staple Removers Scissors White correction Fluid Post-its, various small sizes
Paper	2 case 1 (500/pkg)	White photocopy paper White legal Better to have too much, check with Chief of Computer Accountant after all registrations have been received for a more accurate number. Try to purchase on the agreement that un-opened packages can be returned.
File folders	40	1 for each event (check with Chief Accountant, she may already have done them up) Pink-ladies; blue-men; yellow-dance; green-pairs; goldenrod-artistic; cream-synchronized. 2-part events need 3 folders
Envelopes	Minimum 40	For protocols to be mailed, extra will be required for ordered protocols.
Clipboards	3 doz	For judges, ice captain, music, etc.
Printer Labels	1 box	For typing labels for protocols.

**\*\*\*Note: The Region audit supply box may be rented for the competition for \$75.00 PLUS shipping charges. ( This does NOT include paper supplies )  
Region computer is available to be rented for \$125.00 for the competition  
Contact the Region Accountants Rep to book the rental of above items.**

SUBJECT: TESTS AT COMPETITIONS

DATE APPROVED BY BOARD OF DIRECTORS: September 8, 2002

AMENDED: Last Amended May 2006, May 2008

1. Tests at competitions are open to Competitive - High Freeskate, and Interpretive tests on the availability of ice and qualified evaluators. These tests are to be judged while the skater is competing. If additional ice is required following the competition to complete the tests, the expenses are on a cost share basis.  
Test forms shall be included with the Competition Announcements and must be returned by Deadline of the competition. Applications for tests will be disallowed if received after the closing date of the competition. **No Exceptions.**
2. Skaters must have the required music time for the test they are trying as per test requirements. Skaters will be judged while competing. The test and competition will take place at the same event.
3. Tests will only be permitted **if:**
  - a) There are judges qualified for the tests requested
  - b) If there are enough qualified off-duty judges available to test.
  - c) If the judges are willing to accommodate the testing**\*\* Judges will not be brought in to accommodate testing, booking of judges will be strictly for the requirements of the competition**
4. For high competitions where an extra judge is not available to test during the event, tests may be done prior to or after the competition if the judges and ice time are available and if a judge agrees to the test. Expenses for any extra ice required will be on a cost share basis for those skaters taking tests.
5. The test chair of the club hosting the competition is responsible for the running of the tests as well as for submitting the paperwork and fees associated with the tests.
6. Skate Canada Test Fees, Test Surcharge fee of \$4.00 and correctly completed test papers/summary sheets must be brought to the competition and personally handed to the test chairperson prior to the testing. Failure to do so will result in the test being disallowed
7. Only after the competition schedule has been finalized and the judges are in place, will the clubs be notified if their application for tests will be accommodated.
8. For low/intermediate competitions where there are no high events, competitive/ high test forms may be sent and if the judges and ice time are available some tests may be accommodated prior to or after the competition.