

# ***CNC Regional Championship Competition Manual***

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

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

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

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# TABLE OF CONTENTS

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How to Host .....	1
Application Process.....	1
Review of Bids.....	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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## **APPLICATION PROCESS:**

Clubs wishing to host the CNC Regional Championship must indicate their intention to their Area Rep or the CNC Region Chairman. Your club will then receive a "Bid Package" from your Regional Chairman indicating the deadline for submission. In order to have a full indication of what your community can offer, please provide as much detail as possible regarding availability of accommodation, transportation, your ice facility and previous hosting experience and history for events.

Bids for Interclub or other competitions will go through your CNC Area Rep who will recommend club sites to the Region Board for approval in the spring. Tentative dates are helpful with your application, along with a list of dates that are not possible.

## **REVIEW OF BIDS:**

All bids for Regional Championships are to be brought to the Annual General Meeting (or Semi-Annual General Meeting) of the CNC Region and will be voted on and awarded at that time. Clubs meeting the bid deadline will be given priority. Bidding clubs are encouraged to make a personal presentation on behalf of their proposal.

## **DATES:**

Dates for the 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 requested dates, but this is not always possible, so keep in mind that your requested dates for a competition MAY NOT be the scheduled/final dates.

## **THE ORDER OF THINGS:**

1. The Regional Championship is a "Regional" event, governed and operated according to the rules of Skate Canada and the CNC Region.  
(This competition is controlled and mandated by the CNC Region).
2. Your Competition Committee has offered to plan and coordinate the financial and administrative aspects of the Regional Competition, which will be conducted technically by Referees, Accountants and Judges who will arrive before the competition (the Chief Referee will work with you beforehand).
3. The CNC Region may provide assistance with initial funding (an advance) if required.
4. Any profit from the Regional Championship is split 50/50 with the CNC Region. Any losses will be covered by the CNC Region. The CNC Region must approve the budget for the competition and this Approved Budget must be strictly adhered to. The CNC Region Board must approve any changes to the Approved Budget or any losses will not be covered.

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 duty's 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 with the CNCR Board of Directors. She is there to help you with any questions you may have.

Tech Rep will draw up the Announcement for the Competition and will have this announcement approved by the BC Section Technical Representative. When it has received final approval from the Section Technical Committee, you will receive an APPROVED ANNOUNCEMENT 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" 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-(max. 12 hours. May not start the competition prior to 8am and must be finished by 9pm)
- 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 DATA SPECIALIST/COMPUTER ACCOUNTANT:**

- Chief Data Specialist is appointed by the Accountants Chair, BC/YT Section. CNCR Accountants Rep will appoint other accountants.
- Computer Accountant will liaise 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.

## COMPETITION COMMITTEE:

-3-

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. Minutes must be recorded and immediately distributed to all committee members as well as the assigned Chief Referee.

#### **PURPOSE:**

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

#### **COMPOSITION:**

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

Each Chairman may 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 that they may 'burn out'.

### **OVERVIEW OF EXECUTIVE COMMITTEE:**

#### **A. FACILITIES / ICE CHAIRMAN**

##### **Purpose:**

- to prepare and maintain the rink, ensure that the "Operations Centre" and all rooms at the rinks are booked, planned and equipped
- 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 CHAIRMAN:**

**Purpose:**

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

**Sub-Committees:**

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

C. **PROMOTIONS CHAIRMAN:**

**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 CHAIRMAN:**

**Purpose:**

- to produce the ceremonial events, if applicable
- awards presentations

**Sub-Committees:**

- 1) Opening ceremonies
- 2) Awards
- 3) Goody Bags
- 4) Name tags, badges

## **CHAIRMAN - TERMS OF REFERENCE**

**-5-**

The appointment of this person is of great 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.
- Appoint a "Registrar". This position is vital to the smooth running of the event, and needs to be a 'detail' person, organized and very familiar with spreadsheets.
- 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 members.
- Consider and recommend any changes to the budget as required. These must be submitted throughout the planning stages. Be aware that ANY changes to your approved budget must be discussed with the Region Chair &/or Treasurer.
- Take a continuing hands on 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.
- For Regional Championships, the CNC Region Board of Directors must approve the budget in May/June.
- Oversee, 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. Ensure hotel accommodations are appropriate, quiet and clean.
- 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 it is mandatory to submit a detailed written report of their progress and activities.
- Attend all committee meetings as necessary to keep abreast of progress or to sort out problems. Ensure that minutes are taken and submitted. All minutes of the Executive Committee must be distributed to all committee members (attending or not) All minutes must also be sent to the Region Chair, Treasurer, Tech Rep and Chief Referee. This is to ensure that all Skate Canada and Region policy's are being followed and will avoid the possibility of a planned event having to be cancelled or changed later..
- 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 (Tech Rep, Chief Accountant, Chief Referee or Region Treasurer) 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.
- Liaise with both CNCR Judges Bureau who will arrange for judges and with the CNCR Accountants Rep for accountants (see Caribooster). Once you have been notified by the Region Judges Bureau &/or Chief Referee the names of your competition judges, You may shop around and look for seat sales and book their flights yourself. Or 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. LOC's deciding to 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 paper trail in case of a possible miscommunication or disagreement 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 trophies (See-Artistic Judge Terms of Reference, enclosed).
- During the event supply the Officials with expense forms (available from your club Test Chairman). Instruct your Treasurer to pay officials expenses immediately upon receipt and prior to their departure.
- Continue to exercise control during the competition and be available to take part in ceremonial activities, such as Opening Ceremonies and the Presentation of Medals if required (for Regional Championships).
- Supervise the wind-down following the event: For Regional Championships a final report and a complete financial statement provided to the CNCR Board within 60 days of the event.
- If selling Ads for a program, make sure all ads are paid for 'up front' before printing...do not agree to invoice or bill after the event. Clubs have found themselves in the position of having to cover any delinquent invoices.
- Fund raising 'In-Kind' donations are only appropriate and acceptable if the item is something the competition actually requires. Check with the Treasurer or Chair.
- See that results are sent to the Region Webmaster for posting on our website.  
CC results to Janice Hunter-Section Tech Advisor.

## REGISTRAR – TERMS OF REFERENCE

-7-

Try to recruit a 'detail' person for this position. Someone who has the time required 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. Become familiar with the announcement in order to answer questions that will be received from individuals, clubs and coaches. In order to save time and postage costs, Announcement may be emailed as attachment to all clubs. Email with a 'Read Receipt request' but 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. If theirs' is the kind of executive who doesn't check their email, then they probably don't check their postal mail regularly either.

Post hard copy of 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

- 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 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 spreadsheet list of competitors and events. Do NOT break events into groups (A, B, C, etc.) that is the responsibility of the Chief Referee.

- 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 (ex: Event #17- Canskate Ladies Free-32) and submit to the Chief Referee within 48 hours. The Chief 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 Accountant, make sure you keep a backup of your work to avoid having to do the work twice. List each Event skater by age....do include their birthdate...but 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..

- When you are entering the event registrations onto the spreadsheet (that you have received from your Chief Accountant), make sure you keep a backup of your work to avoid having to do the work twice. List each Event skater by age....do include a column for their birthdate...but 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 the spreadsheet, send it to the Chief Ref and also send to the Region Tech Rep who will check past to ensure entry restrictions (ie:Elementary) have been followed. Do NOT break events into groups (A, B, C, etc.) that is the responsibility of the Chief Referee. The Chief Referee will advise how many competitors they want in each group. Starskate events are divided by age. Competitive events are broken by random draw.
- 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.

- When final schedule of events (groupings) is received from the Chief Accountant, send the 'event grouping' schedule (it 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'. Its very important that you check to ensure that you have received a 'read receipt' from each club- and keep on file...Some computer programs filter out these 'read receipt' requests, so if you don't have receipt to confirm that each 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 after original distribuion it is particularly important that you have confirmation on file that all invited clubs have received the change.
- Send 1 copy of each registration form, along with a registration summary list, showing name, age/birthdate, club, & event to 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 , do not merely forward the entire 'spread sheet'. Please respect the skaters need for privacy. Delete all personal information (age, sex, birthdate etc ) prior to sending. If there is only one entry in events qualifying to advance to Pacific Skate, skater may request a "BYE" by written or email request to the CNCR Chair.
- When final schedule of events is received from the Chief Accountant, send the 'event grouping' schedule which also includes 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'.
- **\$5.00 per skater** surcharge collected at registration time to be sent to the Treasurer of CNC Region. ***This MUST be remitted as soon as possible after close of registration to avoid late penalty charge. Within 30 Days*** at the latest. Include report as to registration fees collected.
- 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-within 30 days.***

## **SECRETARY – TERMS OF REFERENCE**

- The individual appointed as Secretary must have access to typing and photocopying.
- Notify members of meeting dates/time/place. Arrange for the regular distribution and pick up of mail.
- Attend all meetings, record and distribute minutes to all committee members (attending or not) Advise that it is mandatory for committee members who will not be in attendance to submit a written progress report.
- The minutes are required to be sent to the Region Chair, Region Treasurer, Tech Rep and Chief Referee. This is to ensure that all Skate Canada and Region policy's are being followed and will avoid the possibility of a planned event having to be cancelled or changed later. Add Chief Referee, Tech Rep & Region Chair to your committee minutes distribution email group list.
- During the early planning stage, prepare and distribute information kits to each member of the committee. -Terms of Reference job description and responsibilities from this manual should be separated and printed for each director and added to their information kit.
- 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 as appropriate.
- Ensure "Thank You" cards are signed by committee and sent to all working officials and volunteers.

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This position should be filled by someone with accounting and finance training and expertise. Once the budget has been approved, each committee must follow it precisely and carefully within their expenditure limit. No changes will be allowed to the CNC Regional Championship competition budget once it is approved without the express authorization of the Region Board.

Competition Treasurer will:

- Exercise financial control over the competition.
- Prepare and maintain the budget. No changes are permitted to the budget without Region approval.
- Explore all possible sources of revenue. Could send letters to local industry asking for cash donations. In return some host committees have offered ad space in their program, or assign sponsorship to events. Don't give credit for 'in-kind' donations that are not actually needed by the competition. If in doubt contact the Region Treasurer or Chair.
- Maintain control over expenditures by all committees.
- Review and make recommendations to the CHAIRMAN regarding extraordinary expenditures not included in the budget.
- Produce monthly statements of income and expenditures to date in relation to the budget. Submit a Treasures report at each regularly scheduled committee meeting. Send copy to Region Treasurer/Chair.
- 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.
- In the case of Regional Championships, 1/2 of the profit will be forwarded to the CNC Region.
- Ensure the \$5.00/skater surcharge has been forwarded to Treasurer of CNC Region. The total amount should be submitted as soon as possible after close of registration.  
Note: As per policy: The competition surcharge MUST be submitted within one month following competition. A penalty of \$25 for each delinquent month after the deadline will be charged to the LOC.
- Ensure the additional \$1.00 per skater (including Synchro) is sent to the BC Section Office- Attention: Judges Committee. This MUST be remitted immediately after close of registration.
- Prepare a final statement after the event. (Sample enclosed). Submit to CNCR Chairman within 60 days.
- Close bank account.

## FACILITIES / ICE CHAIRMAN

-10-

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 Judges lounge
  - 1 room for food services
  - 1 room for operations centre
  - dressing rooms - 1 for men, several for ladies
  - Coaches lounge (rest and refreshment area)
  - Volunteers lounge (if room permits)
- Designate a suitable roped-off area or create a judging stand, in consultation with the Ch. Referee. If building a judge's stand, keep in mind that the entire ice surface MUST be clearly visible from all positions on the stand. There should be nothing impeding the judge's 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 your stand is built, have someone (short) sit at the table, in the same height of chair that will be provided for the judges, to check the site lines. Provide comfortable chairs (8/9) they must not be the plastic lawn chair type- as they are back breakers. Have clean warm blankets available in the judges area.
- Dressing room supplies (emergency supplies, safety pins, feminine products, etc)
- Act as a coordinator 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) 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 Chief Referee directs, Distribute a flood/event schedule to all arena and ice making staff.
- 1st aid room is stocked, medical personnel available. Operate a "lost and found"
- Communications - Ensure reliable communication link between announcer/music room, chief referee, ice captain, operations centre (head sets or 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.....with the exception of 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 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 to deal with.

**Dressing Room Attendant:**

- Start 30 minutes before scheduled event
- Keep flow of skaters from dressing room to ice surface
- 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 competitors will be assessed deductions for incorrect program times so the event referee must be able to fully rely on the timers ability to do their 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 should take place following an event, not by 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 to deliver to Accounting Room.
- Responsible to run Judging sheets from Judges stand to Accounting Room
- Must never look at the judging papers.
- Take folder 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 in the booth as the announcers attention must focus on the competition and the Chief Referee.
- Set up schedule for volunteers. First shift MUST arrive half an hour early. A late start will snowball having a negative impact on the entire competition schedule.
- Ensure music playing equipment is in good working order
- Provide that all required music for competition is at hand -Dance music, Skills, creative music selections and opening ceremony music if applicable. Ensure that you have appropriate music to play during the warm up periods-it must not be 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 notify Audit Room, Chief Referee and Music room of any skaters who do not register or who are late pulls from their event.
- Must 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 sign in and sign out book can be helpful to keep track of music.
- Ensure music players and announcers have the correct skating order for each event.

- Ensure that music room has direct communication equipment with the Ch. 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. Don't 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.

## **HOSPITALITY / SERVICES CHAIRMAN**

### 1) **ACCOMMODATION:**

- Selection of a Host hotel...capable of providing required meeting rooms-(Regionals)
- Compile a list of suitable hotels (phone # / rates /amenity's) for distribution with announcement.
- Booking of rooms for meetings if required (AGM or Semi-Annual GM, Board of Directors, Coaches Meeting, and Regional Development Team meetings)
- Check on meal availability at hotels - may have to make special arrangements to ensure early morning meal requirements are available for officials.
- Block book rooms at host hotel for Officials, CNCR Board of Directors.
- Judges/Accountants accommodation-Two officials will share a double room unless otherwise requested. Chief Referee will designate 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 arrangements for payment of hotel by host committee. If meals will be permitted to be charged to rooms, make prior arrangements for that with hotel.

### 2) **TRANSPORTATION:**

- Provide transportation for officials (Vans work well) to & from airport or bus to hotel and daily to & from hotel and arena
- Provide officials with cell numbers to contact Transportation Director &/or Drivers.
- Provide signage for vehicles indicating "Officials Shuttle Service"
- Set schedule for transportation to suit official's timetable as much as possible

### 3) **HOSPITALITY:**

-14-

- Designate area as Volunteers lounge at the rink with drinks and snacks for competition volunteers
- Line up water cooler for competitors and have available near dressing rooms or on ice entrance
- 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 by providing them with fresh, healthy meals.  
Ensure there is 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, food issues or likes and dislikes.
- Decide on Officials volunteer appreciation gift - gift certificate has become the norm.
- Small welcome basket or bag in officials' hotel rooms containing water/juice etc. along with schedule of events, committee contact numbers, transportation/shuttle schedule and other information (city/community info) .
- Entertainment for competitors (Banquet/dance/evening events if applicable).

### 4) **FOOD SERVICES:**

- Arrange for separate, private room for officials (judges & accountants) To be designated as 'Officials Lounge'.. post visibly and clearly as "Officials Only" Advise your members this area is off limits to anyone who is not specifically required to be there.
- Arrange for separate area's to be used as a coach's lounge and a volunteers room for those who are working during the competition where they can have a quiet break, coffee and snacks.
- 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 bill to their expense form. You **MUST** assign volunteers to be in attendance in the food room full time. Provincial FoodSafe rules must be followed and the food services room kept clean and 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) Have on hand, lots of cold bottled water, coffee, tea, hot chocolate, milk, juice, soft drinks.
- Ensure that FoodSafe rules are practised at all times. A fridge must be on hand to keep foodstuffs cold, fresh and safe.
- 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... FYI- Chili-Con-Carne is an menu item that is NOT recommended- please avoid. You will be required 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 a 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.

- 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 must be available for up to 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-There are usually many 'free' avenues available to advertise your competition. Community TV channel, Community page in newspaper, School District will often distribute flyers to schools. Invite newspapers sports editors to a practice session several weeks prior to take pictures of the skaters and do an interview with Chairman. In-Kind donations of advertising not required.
- 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 However In-Kind donations must be of items that are actually required for the competition. Seek monetary donations from businesses or industry. These sponsors could receive recognition as the ice sponsor for a specific event or for sponsoring specific needs-ie medals, etc. Make sure your sponsors receive public recognition for their support, whether by being given ad space in your program, or perhaps being the sponsor of actual skating events. You could create a chart showing what recognition will be given for each monetary level of contribution (Bronze, Silver or Gold level sponsor)

**16-**

- 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.

3) **PROGRAM:**

- Obtain advertising for program. Ads must be paid up front, do not invoice. Any outstanding ad revenue would be the responsibility of your club.
- 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.)
- For Regional Championships you must liaise with the Ways & Means Director of CNCR Board, as they usually have fund-raising items in mind.(1/2 of ALL profit goes to CNC Region Board).
- 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 and turn in their music. Notify Audit Room and Music room of any skaters who do not register or who are late pulls from their event.

- Give out competitors, name tags, ribbons and goody bags.

## AWARDS CHAIRMAN

-17-

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### 1) **OPENING CEREMONIES:**

- A host club skating number or a parade of clubs may be scheduled...If this is planned please advise the Ch. Referee in order to have the time required built into the schedule.

### 2) **MEDALS / AWARDS:**

- Order all medals for competition early - engraving takes time!
- Regionals - medals available and must be purchased through CNC Region Board
- Remember Precision events – estimate the number of medals needed for each team.
- Order trophies for "Artistic Awards" (Junior/Senior Mens & Ladies)  
Junior Artistic includes, Pre-Preliminary, Preliminary, Junior Bronze & Pre-Juvenile.  
Senior Artistic includes, Senior Bronze up to Gold and from the Juvenile and up Competitive.  
For Regional Championships ensure that you have selected & instructed Artistic Judges from your local community (arts, dance, former skaters, former club exec. members are good choices)
- Contact last years' Regional Championships 'team aggregate trophy' winner and request the trophy be sent you, cleaned and ready for presentation to this seasons winning club. .
- Provide a podium for medals presentation and a "tray" to lay medals on for presentations.
- Set times and location for medal presentations. If off-ice, ensure the area will not be too congested or interfere with others. 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 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 ALL OUR SKATERS - LET'S MAKE IT ONE!**

3) **GOODY BAGS:**

- For Regionals you could be looking at as many as 300 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.
- Liase with Registration table for distribution as competitors check in..
- Goody Bags for Coaches, Officials (optional)
- Send Thank You Cards for donations received.

4) **NAME TAGS, BADGES:**

- Order "Competitor" ribbon for all skaters- "Officials", "Committee", "Volunteer" ribbons are optional
- Name tags - usually done in "theme". Remember name tags for coaches, officials, volunteers.
- 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 arena decor.
- Officials name tags to be delivered to officials lounge.

## ACTION PLAN

**-19-**

1 year prior	<p>Awarding of the Regional Competition is normally voted upon and the host club chosen one year in advance at the Semi-Annual meeting.</p> <p>The appointment of the CHAIRMAN by the host club is confirmed at this meeting.</p> <ul style="list-style-type: none"><li>-Start to plan your committee structure.</li><li>-Contact the rink(s) for ice booking. (Regional Championships - 3 days, 2 rinks)</li><li>-With the Accommodations Chairman,. Select community's best hotel as Host hotel, negotiate room rates, book hospitality suites, meeting rooms and make block room bookings. Visit the local hotels which are family friendly seeking good, clean rooms and negotiate best sport rates for the event. Compile a list of suitable hotels, address', amenity's available, phone numbers and room rates for distribution to clubs.</li></ul>
March preceding	<ul style="list-style-type: none"><li>-Have the Treasurer prepare a draft budget (see sample) to be presented to CNC Region Board for Review and Approval at their spring meeting.</li><li>-Plan to deal with the following at an early meeting of the Executive Committee:<ul style="list-style-type: none"><li>- Sanction application</li><li>- Bank account, signing officers- Authorization of expenditures</li><li>- Decide on a format for meetings and a regular review of responsibilities.</li></ul></li></ul>
4 months prior	<p>Appoint members of Executive Committee, including Chairmen and as many committees as possible. Arrange a schedule of regular planning meetings.</p> <ul style="list-style-type: none"><li>-Sanction application must be completed and sent to Region Chairman for approval.</li><li>-Funding of expenses until revenues are received. May apply to Region for Advance.</li><li>-Choose a theme for competition.</li><li>.Order medals from Region Director.</li><li>-Contact CNCR Tech Rep. and provide names of event Chairman and Registrar.</li></ul>
3 months prior	<p>In conjunction with the CNCR Board, prepare a detailed schedule of non-skating events for the competition weekend (coaches' &amp; RDT meetings, AGM, etc.)</p> <ul style="list-style-type: none"><li>-Tech Rep will contact you for specific information when initial preparations are begun for building your events Competition Announcement.</li></ul>
2 months prior	<ul style="list-style-type: none"><li>-Tech Rep will advise you of the name of your Chief Referee when appointed.</li><li>-You will be asked to help proof the announcement prior to it being sent to the Section Tech Advisor for final approval.</li><li>-Approved Announcement to be sent out to clubs when received from CNCR Tech Rep.</li></ul>
1 month prior	<p>Deadline for registration forms. Liaise with Chief Referee and Chief Accountant regarding judges and accountants travel and accommodation arrangements.</p>
At close of Registration	<p>\$5.00/skater surcharge forwarded to CNCR Treasurer. The surcharge fees MAY 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.</p>
After Event	<ul style="list-style-type: none"><li>-Request Final reports from Committee heads – copy to CNCR Tech Rep</li><li>-Consider a 'Beefs &amp; Bouquets' meeting while events are still fresh. Your volunteers feedback will serve as invaluable information for the next time you host an event.</li><li>- Make sure all reports and feedback are filed safely with the club for future reference</li><li>-Final report to CNC Region Board-to be finalised and submitted within two months</li><li>-Statement of Expenses/Revenue to CNC Region Board (see sample)</li></ul>

## ARTISTIC JUDGES – TERMS OF REFERENCE

-20-

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As Artistic Judges for the Regional Championships, 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 very manageable. 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>
<b>Total Income</b>	<b>\$10,700.00</b>

#### 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	\$3,000.00	
Programs	\$50.00	
Sweatshirts	<u>\$250.00</u>	
<b>Total Expenses</b>	<b>\$8,350.00</b>	

#### 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.  
Two computers are necessary...one for back up...both must be compatible with the ice calc program.

\*\*\*\*SEE NOTATION BELOW\*\*

-22-

## **SAMPLE INCOME STATEMENT**

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Competition Name  
Competition Date  
Host Club

### **INCOME/REVENUE STATEMENT**

	<u>Approved Budget</u>	<u>Actual</u>
<b>INCOME:</b>		
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>	<b>\$10,700.00</b>	<b>\$11,945.44</b>
<b>EXPENSES:</b>		
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>	<b>\$8,350.00</b>	<b>\$8,285.14</b>
<b>TOTAL INCOME/EXPENSES:</b>	<b>\$2,350.00</b>	<b>\$3,660.30</b>

*\*\*\*NOTE\*\*\* There is an forthcoming change in the required budget format for the 2009/10 Championships. LOC Treasurer is asked to please contact Region Chair and Treasurer.*

Tables	4 long	1 for computers, 1 for copier (if required) 1 for organization and 1 for protocol
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 with the ice calc program. Region computer is available for rent.
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- HB &/or 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 cases 1 (500/pkg)	White photocopy paper White legal Better to have too much, check with Chief 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)
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. (Does NOT include paper supplies )**

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

TEST APPLICATION

Subject to availability of judges and ice time, Competitive ONLY tests may be permitted at this competition.

- You must have the correct music length for the test you are trying. You will be tested while you are competing. Remember your test program may not meet the well-balanced program criteria and deductions may result.
- Applications for tests must be returned by the competition deadline. **NO EXCEPTIONS.**
- Only after the competition schedule has been finalized and the judges are in place, will your club be notified if your application for tests will be accommodated.
- After notification, **correctly completed test papers, summary sheets, Judges Bureau Fees and Skate Canada test fees** 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.
- If completion of testing has to be scheduled prior to or after the competition, costs will be billed between the testing skaters.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Skate Canada # \_\_\_\_\_

Home Club: \_\_\_\_\_

Authority for Test: \_\_\_\_\_

Coaches Name: \_\_\_\_\_ Coaches Phone #: \_\_\_\_\_

Test Chairman's Signature: \_\_\_\_\_

Name of Test To Be Taken: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event # \_\_\_\_\_

Skate Canada Test Fee(s):	\$ _____
Test Surcharge Fee(s)@ \$4.00 per test:	\$ _____
<b>Total Test Fees:</b>	<b>\$ _____</b>