



**SKATECANADA**  
**SASKATCHEWAN**

# **REGIONAL INVITATIONAL COMPETITION HOSTING MANUAL**

## Table of Contents

<b>Part A:</b>	<b>Getting Started</b>	.....Page 3
<b>Part B:</b>	<b>Event Committee Structure</b>	.....Page 5
	Duties of Host Committee Members	
<b>Part C:</b>	<b>Hosting the Event</b>	.....Page 9
	1. Event Schedule	
	2. Officials	
	3. Data Control Centre	
	4. Ice Flooding	
	5. Post Event Requirements	
<b>Part D:</b>	<b>Appendices</b>	
	Competition Report Form	.....Page 10
	Sample Financial Statement	.....Page 13
	Announcer Guidelines	.....Page 14
	Construction of the Judges' Stand	.....Page 15
	Results Posting Area in Lobby	.....Page 15

## PART A: GETTING STARTED

There are restrictions as to the number of events that may be held within any Skate Canada - Saskatchewan Region; therefore it is necessary for all events to be coordinated through the Regional Coordinator and Section Competition Committee as per the Competition Bid Process.

1. All Skate Canada - Saskatchewan clubs in good standing are eligible to bid for a sanctioned Regional Invitational competition. Information regarding responsibilities of the host club are available from several sources such as the Section Office, Regional Coordinators, Section Competition Chairperson and Skate Canada - Saskatchewan website. **Clubs are to submit Bid applications by February 28 for the following competition year.**
2. Regional Invitational Competitions shall alternate between two Regions as determined by Skate Canada-Saskatchewan. Bids for Regional Invitational Competitions must be submitted to the appropriate Regional Coordinator no later than February 28 (or earlier date set by the Regional Coordinator). The Regional Coordinator may choose to have clubs submit competition Bids earlier than this date, and if so, it is the responsibility of the Regional Coordinator to communicate this information to their Region clubs. Sanction applications are not required to be submitted with the Bid, but will be requested by the Section Office once the competition Bid is confirmed and the competition Technical Package is approved by the Section Competition Chairperson.

Regional Coordinators are to award Region Invitational Competitions within their specific regions. Dates and locations of all Regional Invitational Competitions are subject to final approval from the Section Competition Chairperson.

3. The dates of the Regional Competitions will be posted on the Skate Canada Saskatchewan website as they are approved by the Section Competition Chairperson. Once confirmed, the competition dates will only be revised in extenuating circumstances.

Once the Section Competition Chairperson has approved the competition Bid, the host club must secure/confirm their ice time. The Technical Representative will be appointed by the Section Officials Coordinating Chairperson.

4. **TECHNICAL PACKAGE TEMPLATE**

The host club must use the Regional Invitational Competition Template found on the Skate Canada - Saskatchewan website to select events they wish to offer. Events that are offered must follow the standard format prescribed in the Technical Package Template. The Technical Representative must approve the Announcement **prior to submission** to the Section Competition Chairperson for final approval.

5. **SANCTION**

When your event and Technical Package have been approved by the Section Competition Chairperson, you must apply for a Sanction from the Section. In order to approve a club's Sanction Form, the Event Hosting Committees must complete and submit a Sanction Form together with the applicable fees to the Section Office. Forms can be obtained from the Section office or downloaded from the Section website at [www.skatecanadasaskatchewan.com](http://www.skatecanadasaskatchewan.com).

Section Office address: Skate Canada - Saskatchewan  
1072 McDonald Street Phone: 306-780-9245  
Regina, SK S4N 2X8 Fax: 306-780-9242

Sanction Fees:	Submitted at least 31 days prior to event	No Charge
	Submitted 7-30 days prior to event	\$20.00
	Submitted 6 days or less	\$50.00

Upon approval of your Sanction, the Section Office will provide host clubs with a "Thank You Sponsor" ad to be included in your competition program and posted at the arena during your event. A copy of the competition program and a photo of the posted ad is to be forwarded as soon as possible to the Section Office at the conclusion of your event to be provided to the sponsor(s). This information is used for "sponsor fulfillment reports" as well as in presentations to potential sponsors.

Clubs can not advertise the competition as a Skate Canada-Saskatchewan competition until the Sanction has been approved and "Sanctioned by Skate Canada-Saskatchewan" is placed on the advertisement.

**6. APPONTMENT OF TECHNICAL REPRESENTATIVE**

The Section Officials Coordinating Chairperson will appoint the Technical Representative. The Technical Representative is the chief organizer of the event. The duties of the Technical Representative will be in accordance with Skate Canada Rules. The Technical Representative should be invited to attend all Event Committee meetings. It is the responsibility of the Host Committee to cover any expenses incurred by the Technical Representative.

**7. APPOINTMENT OF DATA SPECIALIST STAFF**

The Section Data Specialist Chairperson will appoint the Chief Data Specialist/staff and will notify the Host Committee and the Technical Representative who has been appointed for the competition. The requests of the Chief Data Specialist must be followed with regard to accounting aspects of the Event. The Chief Data specialist should be invited to attend all Event Committee meetings.

The Chief Data Specialist will conduct the draws for all events. The Host Committee should note that the Data Specialists may be required to arrive one day prior to the start of the event in order to prepare files. The original registration forms MUST be accessible at all times in the Data Specialist Room.

**8. COMPETITION DETAILS**

The Host Committee, the Technical Representative and the Chief Data Specialist will plan the competition with assistance and input available from sources such as the Regional Coordinator, Section Office, Evaluator's/Judge's Chairperson and Section Competition Chairperson.

**9. DISTRIBUTION OF COMPETITION ANNOUNCEMENT FOLLOWING APPROVAL**

Once the Section Competition Chairperson has approved the final Technical Package, it will be returned to the Host Committee for distribution. Host clubs are not permitted to make any changes to the Technical Package once it has been approved. If changes are made, the Technical Package must be re-submitted to the Section Competition Chairperson for approval prior to distribution. Technical Packages should be sent out at least **8 weeks** prior to the competition.

Host clubs are responsible for producing, printing and distributing Technical Packages for all Region Invitational competitions. The Chief Data Specialist must be sent a copy of the Technical Package as soon as it has been approved by the Competition Chairperson. The Technical Package will be posted on the Section website (provided the Office is given a copy) once the Sanction has been applied for and approved.

**10. COMPETITION EQUIPMENT RENTAL / STAR 1-3 & Interpretive RIBBONS**

All headphones, computers and Creative Music required for Regional Invitational Competitions are to be rented from the Section Office. Please contact the Section Office for rental details.

Ribbons for STAR 1-3 and Interpretive events should be ordered based on the number of entries. Ribbons will be \$2.00 each plus shipping, and an invoice will follow. Refunds will only be issued for unused ribbons received in the Section Office, in usable condition within three (3) days following the completion of the competition. (This would be achievable by returning unused ribbons via Xpresspost, STC a Regina Official or in person).

We have also provided a CD of Music for STAR 1 (30 seconds). These CD's should be returned to the Section Office following the completion of the competition.

**11. COMPETITION ENTRIES**

Entries will be received by the Host Committee and entered into an Excel spreadsheet as provided by the Chief Data Specialist. The Technical Representative will be responsible for determining flights. After the closing date of entries, the Technical Representative will prepare and communicate the schedule to the host club. The host club is responsible to distribute the schedule to all competitors as soon as possible. Entries will be forwarded to the Chief Data Specialist as soon as the schedule and flighting is complete (a minimum two weeks prior to the competition).

12. **COMPETITION EVENT**

The Technical Representative is in charge of all aspects related to the conduct of the competition. Any questions or concerns should be directed to the Technical Representative.

13. **POST COMPETITION EVENTS**

Within **30 days** following the competition, the Host Committee is required to submit the Competition Report Form and Financial Report, found at the back of this manual, to the Regional Coordinator.

**PART B: EVENT COMMITTEE STRUCTURE**

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

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

**DUTIES OF HOST COMMITTEE MEMBERS**

Competition Chairperson

- oversees the organization of the entire competition
- works directly with the Technical Representative (Tech Rep)
- should be free the day before and the days of the competition to cover all areas, answer all questions and provide direction to the other volunteers
- chair Committee meetings
- oversee all Committees
- ensure Sanction is in place
- ensure accommodation is adequate for Officials
- make available all required equipment and supplies requested by Chief Data Specialist (may assign to Operations Chair)
- a final report, including all financial information, is to be prepared at the conclusion of the Event and submitted to the Regional Coordinator

Secretary / Treasurer

- records the minutes of committee meetings
- prepares event budget Collects all revenue, entry fees, sponsorship, etc.
- pays all event expenses
- prepares financial statement to be submitted to the Regional Coordinator

Registration

- ensure entry form is complete in full when received. If entry form is incomplete, it is to be returned to the skater for completion. The form must be completed properly prior to the deadline for entries.
- as registrations are received, have registration information entered into a format provided by the Chief Data Specialist (see sample below). The completed document shall be sent to the Technical Representative as soon as possible after the deadline for entries (at least 3 weeks prior to the event). The Technical Representative will use this information to create the schedule and event flights for the competition. The Technical Representative will then forward the document to the Chief Data Specialist. Once the document has been provided to the Technical Representative, any changes to registrations must be done in a separate email or by telephone to the Technical Representative who will then forward the changes to the Chief Data Specialist.

Example: Consult Technical Representative and Chief Data Specialist for exact needs.

Last Name	First Name	Gender	Club	Category	Discipline	Skate Canada #	Birth date	Age
Axel	Jessie	F	ABC SC	STAR 2	Women	0012345	01/02/96	11
Jump	Jackie	F	DEF SC	Bronze	Women	0067890	02/28/98	7
Blade	Jim	M	XYZ SC	STAR 3	Men	0011223	03/31/98	9
Spiral	Susie	F	ABC SC	STAR 2	Women	0034455	04/22/96	11
Flip	Jody	F	HIJ SC	STAR 4	Women	0066778	05/06/97	10
Flip	Jennifer	F	HIJ SC	STAR 4	Women	0089900	05/06/97	10

- register skaters and Officials upon arrival for the Event. A registration table should be easily accessible upon entering arena.
- have a list of skaters, in each Event, at the arena
- collect music CD's. Have a sign in/sign out sheet for the competitors to initial when handing in and picking up music. The skater is required to submit an original and back-up CD upon registration.
- once all music CDs have been received, they should be placed in individual boxes according to events and passed on to the Music Committee for care and control
- have a designated area for music pick up at the end of each event and inform the Announcer of the location

Operations Chair

- ensure that all required supplies are available (see Technical Representative and Chief Data Specialist for requests)
- arrange for construction of Judges' Stand (see back of this manual for setup instructions)
- delegate and schedule (1-2 per event), Ice Patchers (3-4 per free skate event)
- allocate arena rooms for skaters, Judges, Data Specialists, Coaches, volunteers and food services
- in consultation with the Chief Data Specialist, arrange for an area for starting order and results to be posted in the lobby for spectators and competitors (See back of manual for setup instructions). In addition to the posted results, individual event results sheets may be sold for a fee set by the Host Committee. Arrangements must be made with the Data Specialists to produce these sheets.
- ensure that garbage cans are available rink side for skaters/coaches to dispose of any used Kleenex

Ice Chair

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

Ice Captains

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

### Music and Announcer's Chair(s)

- responsible for recruiting and the making of the schedule of music operators and announcers
- responsible for ensuring complete control of music CDs and that they are in order and ready for each event
- responsible for providing walkie-talkies (or another method of direct communication) are available and in working order to allow for communication between the Judges' stand and the announcer
- provide stopwatches for the announcers booth

### Music Operators

- one Operator is necessary for each event
- ensure competitors' CDs are in order and ready in plenty of time for each event
- an Announcer is required for each event
- the Announcer works under the direction of the Event Referee
- the Referee will inform the Announcer of the length of the warm up and when the one minute notice prior to the conclusion of the warm up will be given. The Referee may permit the announcer to have the responsibility of timing the warmup.
- the Announcer must have current information for each Event: order of Skate, scheduled floods/intermissions, corporate/local sponsor information
- ensure P.A. system is in proper working order
- announcer's Guidelines are provided at the back of this manual. A photocopy of these guidelines should be given to each Announcer.
- the Announcer must ensure that he/she is able to communicate directly with the Referee of the event at all times

### Awards

- prepare for and coordinate all aspects of the medal presentations
- order medals (purchased from the vendor of the club's choice) and ribbons for STAR Events (available from Section Office)
- if applicable, retrieve annual presentation trophies
- obtain podium and carpet. Secure a space for the podium (lobby or off-ice designated area is sufficient).
  - medals and ribbons should be presented as the event progresses to allow skaters who are finished, to go home. Skaters should be clothed in skating attire.
  - Winners should be called to the podium with gold medalist going first.

### Hospitality Chair

- responsible for arranging the provision of food for the officials during the competition. Hot food should be available for breakfast, lunch and dinner. The Technical Representative will inform you of preferred/suggested menu items as well as if there are any dietary restrictions or allergies for the officials. Nutritious snacks should always be available.
- the menu must be approved by the Technical Representative
- providing a token of your appreciation for Officials.
- goody bags for skaters are optional

A separate meal room or area is best, since not all Officials will be eating at the same time. Hot meals are preferable for Officials (i.e. soup is a good item to include on the lunch menu). It should be noted that the Officials schedule is usually ongoing, which means that while one panel is on the ice, another may be on a break. Great care should be taken so that all food is not consumed by persons during an event which would result in nothing being available for those Officials upon their return from the ice. Don't overlook the Data Specialists who rarely come out of the Data Control Centre - the best time to schedule Data Specialists' meals is when all Officials are on the ice. For early morning sessions, hot beverages (not everyone drinks coffee!) and juice, muffins or pastries should be available prior to the first morning event. "Munchies" (energy boosters) should be available to Officials throughout the day at the arena. Cheese and crackers, fruit, veggies and dip, dainties, etc., as well as hot and cold beverages are just some examples. As Officials schedules often overlap meal times it is recommended that hot food always be kept available for those who are not free during the meal time.

The following are snack and meal suggestions:

<b>Breakfast:</b>	<b>Lunch:</b>	<b>Supper:</b>	<b>Snacks: (throughout the day)</b>
coffee / tea / juice / water	soup	fresh HOT meal	veggies / dip
muffins / bagels / toast	sandwiches	NOT soup / sandwiches	fruit
cheese / jam	salad		cheese / crackers
dry cereal	pickles / cheese		baking

Photographs

- Photographs should be permitted by the parents, etc., while the winners are standing on the podium. Should the event have an official photographer, it is advisable to allow the photographer to take a picture at the podium. The photographer could then request the winners, as they move off the podium, to move to an assigned area for further individual photographs. It should be noted that the picture taking should not add additional time to the presentations as it takes away from the event.
- No flash photography at rink side is permitted during the event/warm ups.

Publicity/Fundraising Chair

- advertise with the media
- arrange for local newspaper pictures of winners, etc.
- sell advertising for program, if applicable
- arrange for printing of program. "Sanctioned by Skate Canada" must appear on the cover. A note regarding the prohibited use of flash cameras, by Skate Canada, during event warm ups and event could appear somewhere in the program.
- arrange for a boutique (selling of skating paraphernalia and flowers) in the arena lobby
- raffle table - items can be collected from club members, friends of club members who have businesses or access to items to donate. Payback on raffle is very good. Tickets would normally sell for 1 for \$1, 3 for \$2, and 10 for \$5. Try to get items that are eye catchers, as generally people will buy more tickets for these items-
- business cards ads for the program (ie: \$25.00 for business card size / \$50.00 for half page)
- one large item donated (ie: Jamie & David skating print. Sell tickets 1 for \$2.00 / 3 for \$5.00). This would be a separate item from the regular raffle table items.

Accommodations Chair

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

First Aid

- All arenas should be equipped with appropriate medical supplies, including a fracture board.
- First Aid Kit should be available and easily accessible. Ensure that it contains all pertinent supplies such as bandages, ice packs, etc.
- Having volunteer medical personnel on site can be at the discretion of the host committee and the Technical Representative.



## PART C: HOSTING THE EVENT

### 1. EVENT SCHEDULE

Host Committees and Technical Representatives are asked to carefully plan and schedule events accordingly so that the competition schedule is not too long. It is suggested that schedules not exceed 12 hours on Saturday and 8 hours on Sunday. For competitions that anticipate a large number of entries, suggestions to remain within the guidelines are as follows:

- a) Host Club may place a restriction on the number of events entered by one skater. (i.e. maximum 1, 2 or 3 events per skater)
- b) It is recommended to limit the number of events entered rather than cancel events so the maximum numbers of skaters are able to compete.

### 2. OFFICIALS

- a) All Officials MUST be on the Skate Canada Officials list as a registered official and meet the qualifications of a competitive judge.
- b) The Technical Representative is in charge of obtaining Judges for the Event.
- c) The Data Specialists must be appointed by the Section Data Specialists Chair.
- d) The Host Committee is responsible for all Officials' expenses related to the Event. This includes Data Specialists, Technical Panel and Judges.
- e) Trial Judges may be in attendance at your event. Data Specialists in training are taking the place of a qualified Data Specialist and these individuals are considered Officials.

### 3. DATA CONTROL CENTRE (Data Specialists Room)

It is the responsibility of the Host Committee to ensure all supplies requested by the Chief Data Specialist are obtained. Please consult with the appointed Chief Data Specialist for a list of required supplies.

Equipment/Supplies Checklist: (please check with the Chief Data Specialist to confirm additional supplies required)

- room with a lock, good lighting, easy access to Judges' stand
- large garbage can
- tables and chairs
- photocopier (may be table top or floor model, must be reasonably fast)
- extension cords x 3
- power bar
- clipboards
- letter sized white photocopy paper (amount to be determined by the Chief Data Specialist)

### 4. ICE FLOODING

The Operations Chair will ensure all flooding equipment is in excellent working order. The Technical Representative will advise the Operations Chair and the arena staff of the flooding requirements. The schedule of the competition will include flood times.

### 5. POST EVENT REQUIREMENTS

- a) Copies of the Event Protocol must be sent to the Section Competition Chairperson.
- b) The Data Specialists will provide a list of people who may also need to receive a copy of the Event Protocol and will prepare those to be mailed out by the Host Committee.
- c) Financial statements and Competition Reports must be submitted to your Regional Coordinator within 30 days of the competition.

## PART D: APPENDICES

### COMPETITION REPORT FORM

Name of Competition:			
Name of Hosting Club of Region:			
Competition Chair Person:			
Telephone No.:		Email:	
Address:			
Location of Competition:			

#### **COMPETITION EXECUTIVE & ORGANIZING COMMITTEE**

Please attach a list of your organizing committee. Please include the position and name of the person who volunteered in that position. For example: Chairperson, Co-Chairperson, Treasurer, Registration, Music, Hospitality, Dressing Room/Ice Captain, Volunteer Coordinator, Publicity, Awards/Medals etc.

If any member of the executive committee or committee chairs are interested in providing feedback such as suggestions on how a committee could be improved, what worked well, what did not work well, potential problems that occurred and how they were dealt with, please have them attach a comment to this report.

#### **REGISTRATIONS**

Total number of skaters and teams registered:	
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#### **FINANCES**

Please attach a complete financial statement including budget and actual expenditures.

Did this event make a profit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Who received the profit from this event?		
Were there unexpected losses incurred during this competition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please explain the losses incurred from this competition:		
Number of ribbons Ordered:		
Cost per ribbon:		
Number of medals Ordered:		
Cost per medal:		

#### **FOOD**

What types of food services were available for skaters and spectators? (check all that apply)

- concession stands
- snack tables with various items for sale
- dining room with items available for purchase
- Other (please describe): \_\_\_\_\_

**Regional Invitational Competition Hosting Manual**

**Programs**

Total number printed:		Total number sold:		Cost per program:	
Name of company hired to make programs:					
Were there advertisements in the program?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please indicate your advertising rates:	Back cover:				
	Inside cover:				
	Full page:				
	Half page:				
	Business card:				
	<b>Total Income:</b>				

**SKATING BOUTIQUES/LOCAL MERCHANTS**

Were individual merchants/groups allowed to sell products at the event?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
How many in total were present?			
Were they charged a fee or percentage to sell their merchandise?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, what amount were they charged?	day rate	entire competition	
Was any profit returned or donated to the competition?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Sponsors**

Did you solicit any major sponsors?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
How many did you get?			
Did any sponsor have a product or information table at the event?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

What types of contribution were made by the sponsors? (check all that apply)

- money
- food
- water
- prizes/gifts/merchandise
- gift in kind
- other \_\_\_\_\_

**Dressing Rooms**

Number of dressing rooms required?			
Was this a satisfactory number of dressing rooms?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Did the facility have enough dressing rooms to accommodate all of the skaters' needs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**Volunteers**

Approximately how many volunteers did you have?	
How did you find enough volunteers for the event?	

**Skaters Gifts (or Goody Bags)**

Did you give a skater gift?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Type of gift:		Where did you purchase the skater gift?
Contact telephone number:		

**Technical Representative:**

Did the Tech Rep attend committee meetings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did the Tech Rep provide background information for all Committee Chairs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Was the Tech Rep the first line of information for all areas of the competition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

*Thank you for completing this questionnaire on your event. Your thoughts and ideas will prove to be helpful for those volunteers who follow in your footsteps for upcoming skating seasons.*

## **SAMPLE FINANCIAL STATEMENT**

To be used as your Pre-Event budget for planning your event, as well as your Income Statement for required financial reporting following your event as outlined in Part A, Item 12 of this manual.

Competition Name:			
Host Club:		Dates:	

<b>INCOME</b>		
Draws	\$	
Program Sales	\$	
Donations	\$	
Sponsorships	\$	
Grants	\$	
Registration Fees	\$	
	\$	
	\$	
<b>TOTAL INCOME</b>	<b>\$</b>	<b>_____</b>

<b>EXPENSES</b>		
Mileage (Officials)	\$	
Accommodations	\$	
Awards / Medals	\$	
Hospitality	\$	
Official Gifts	\$	
Skater Gifts	\$	
Supplies	\$	
Decorations	\$	
Sanction	\$	
Ice Rental ( _____ hours x \$ _____/hour)	\$	
	\$	
	\$	
<b>TOTAL EXPENSES</b>	<b>\$</b>	<b>_____</b>

<b>PROFIT (LOSS)</b>	<b>\$</b>	<b>_____</b>
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## **ANNOUNCER GUIDELINES**

(Guidelines should be photocopied and provided to each Announcer)

All officials must be on the Officials Stand prior to the warm-up for any event. The Referee will signal you when to announce the warm-up.

### **FREE SKATE / INTERPRETIVE EVENTS** - Singles/Pairs

#### Warm - Up

1. Announce only the names of the skaters for the warm-up group: ***"Would the following skaters please take to the ice for a \_\_\_\_\_ minute warm-up..."*** The Referee will indicate the length of the warm-up.
2. The Judges panel can be introduced during the first group's warm-up.
3. Remind the audience that flash photography is not permitted on the warm-up or during the event.
4. When directed by the Referee, announce: ***"There is one minute remaining in your warm-up."***
5. When the warm-up is completed, announce: ***"This concludes the warm-up. Would the skaters please clear the ice?"***

#### The Event

1. Announce the skater when signaled by the Referee. ***"The next competitor, representing the (club name) is (skater's name)."***
2. For Interpretive Events, announce the title only of the program following the introduction of the skater. ***"The title of (skaters' name) program is (program title)."***

#### Conclusion

1. Announce: ***"This concludes the (event name). There will be \_\_\_\_\_ minute intermission while the ice is being resurfaced. The next event, (event name), is scheduled to begin at (time)."***
2. Other announcements may be made at this time such as sponsor recognition, time for medal presentations and reminders to pick up music.

### **DANCE EVENTS**

#### Warm-Up

1. Announce only the names of the couples for the warm-up group. ***"Would the following couples please take to the ice for a \_\_\_\_\_ minute warm-up..."*** The Referee will indicate the length of the warm-up.
2. The Judges panel can be introduced during the first group's warm-up.
3. Remind the audience that flash photography is not permitted on the warm-up or during the event.
4. When directed by the Referee, announce: ***"There is one minute remaining in your warm-up."***
5. When the warm-up is completed, announce: ***"This concludes the warm-up. Would the skaters please clear the ice?"***

#### Event

1. Announce the couple when signaled by the Referee. ***"The next competitors, representing the (club name) are (lady's name) and (man's name)."***

#### Conclusion

1. Announce: ***"This concludes the (event name). There will be a \_\_\_\_\_ minute intermission while the ice is being re-surfaced. The next event, (event name), is scheduled to begin at (time)."***
2. Other announcements may be made at this time such as sponsor recognition, time for medal presentations and reminders to pick up music.

## **CONSTRUCTION OF THE OFFICIALS STAND**

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

The stand should be sufficiently long enough to enable each Official to have a separate chair for his/her use with enough space to enter and exit behind the table. Space along the stand should be provided for the Referee of the panel and Technical Panel Officials, if required. It is therefore mandatory that the Operations Chair be advised by the Technical Representative as to the number of Officials required to be on the panel.

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

## **RESULTS POSTING AREA IN LOBBY**

The best method of posting event Announcements and Event results is on a large flat wall usually of concrete block construction that is preferably in the main lobby of the arena. The Starting Order and Results are posted in ascending order of an event category, from left to right, starting with the lowest category (i.e.: STAR 1, STAR 2, etc.), allowing enough room for all events and some space between categories. A header indicating each category is desirable. Post the Starting Order for the first portion of each event as instructed by the Chief Data Specialist. When the Results are released, post directly on top of the Starting Order, stagger the Starting Order of the next page of that event beneath it, and so on. (STAR 1-3, Spin, Jump and Team Events placements are not posted, but will receive a Report Card.)

This is a sample diagram of how to display results:

STAR 5 Placements	STAR 6 Placements	STAR 7 Placements	STAR 8 Placements	STAR 9 Placements	Solo Dance Placements

Approval of the arena staff for use of such a wall may be required but it should be noted that the masking tape usually will not leave marks and normally won't peel paint as it is there for a very short period of time. The larger the area the better, when one considers the size of events and the number of persons wanting to look at the Starting Order and/or the Results.