



COMPETITION HOSTING MANUAL

Revised: July 5, 2008

COMPETITION HOSTING MANUAL

TABLE OF CONTENTS

Part A: Competition Bid Process	Page 3
Part B: Hosting the Event	Page 6
1. Sanction	
2. Event Host Committee	
3. Event Schedule	
4. The Announcement	
5. Officials	
6. Data Control Centre	
7. Ice Flooding	
8. Post Event Requirements	
Part C: Host Event Committee Structure	Page 9
1. Host Committee Composition	
2. Duties of Host Committee Members	
Competition Report Form	Page 14
Sample Financial Statement	Page 16
Announcer Guidelines	Page 17
Construction of the Judges Stand	Page 18
Results Posting Area in Lobby	Page 18

PART A: COMPETITION BID PROCESS

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. DECISION TO HOST A COMPETITION

All Skate Canada – Saskatchewan clubs in good standing are eligible to bid for a sanctioned Section competition. Information on types of competitions, responsibilities of the host club, etc. are available from several sources such as the Section Office, Regional Coordinators, and Section Competition Chair.

Competitions awarded by the Section include Sectionals, STARSkate, Jean Norman, and Saskatchewan Winter Games Runoffs. Competitions awarded by the Region include Region Invitational's and CanSkate FunFests.

2. CLUBS TO SUBMIT BID APPLICATIONS BY FEBRUARY 28

Region Invitational Competitions

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.

Regional Coordinators are to award Region Invitational competitions within their specific regions. Dates and locations of all Region Invitational competitions are subject to final approval from the Section Competition Chair and Skate Canada – Saskatchewan Board of Directors.

Section Competitions

Bids for Section competitions (Sectionals, STARSkate, Jean Norman) must be submitted to the Section Competition Chair no later than February 28. Sanction applications are not required to be submitted with the bid, but will be requested by the Section Office once the competition bid is approved.

From the submitted bid applications, the Section Competition Chair will make recommendations to the Skate Canada – Saskatchewan Board of Directors who will then approve and award the Section competitions.

3. SECTION APPROVAL

Between February 28 and the March Board of Directors meeting, the Section Competition Chair will contact the Regional Coordinators for proposed competition dates and locations. The Section Competition Chair will develop a proposed competition schedule based upon the information received. The competition schedule will be presented at the March Board meeting for approval and Section competitions (Sectionals, STARSkate, Jean Norman) will be announced during the Section AGM.

4. AWARDING OF COMPETITIONS and APPROVAL OF SANCTIONS

Once the competition schedule has been finalized and Section competitions approved, the Section office will mail out confirmation letters to those clubs hosting Section competitions, notifying them of the event they have been awarded. Confirmation letters are typically mailed out to successful clubs in the spring. Through the confirmation letter, host clubs will be directed to submit the completed competition sanction form and sanction fee to the Section Office in order for their competition sanction to be processed and approved. It is the responsibility of host clubs for Region Invitational Competitions to ensure that their sanction is submitted at least 2 months prior to their competition.

The competition schedule will be produced and maintained by the Section Competition Chair and will be distributed to the Board of Directors as soon as possible. The schedule will again be reviewed at the June Board of Directors meeting so that a complete overall schedule for the year can be published and posted on the Section Website. The purpose of producing an overall schedule is to allow for better planning among the officials and advance notice of region events to coaches and clubs.

Once set, the competition schedule will only be revised in extenuating circumstances. Requests to host competitions submitted after the deadline will only be considered by the Section Competition Chair if the schedule can accommodate the requested weekend.

5. CLUB TO CONFIRM ALL COMPETITION DETAILS

Once the Section has approved the awarding of a competition, the host club must secure their ice time. The Technical Representative will be appointed by the Section Competition Chair in consultation with the Evaluators/Judges Chair.

6. ANNOUNCEMENT TEMPLATES and COMPETITION EQUIPMENT RENTAL

For region awarded events, the host club must use the Invitational Announcement Template to select events they wish to offer. Events that are offered must follow the standard format prescribed in the Announcement template. The Technical Representative must approve the Announcement prior to submission to the Section Competition Chair for final approval.

For Section awarded events, the host club will be provided the Announcement from the Section Competition Chair as these events follow a National standardized template.

7. APPOINTMENT OF DATA SPECIALIST STAFF

The Data Specialist Chair will appoint the Chief Data Specialist and will notify the Host Committee or the Technical Representative who he/she has appointed as the Chief Data Specialist for the competition.

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 Region Coordinator, Section Office, Evaluators/Judges Chair and Section Competition Chair.

9. COMPETITION ANNOUNCEMENT

Host clubs are responsible for producing, printing and distributing announcements for all Region Invitational competitions and CanSkate FunFests. The Technical Representative and Host Committee will draft their announcement according to the Invitational Announcement template and submit to the Section Competition Chair for approval by November 30.

The Section Competition Chair will prepare the announcements for Sectionals, STARSkate, Jean Norman and Saskatchewan Winter Games. These will be distributed via the Section office in the club mail out and posted on the section website.

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

10. COMPETITION ENTRIES

The Host Committee will continue with preparations as entries are submitted, meetings are held, the supplies are gathered, etc. Entries for Sectionals will be sent to the Section Office and processed by Executive Director. Entries for all other competitions will be sent to the Host Committee for processing. After the closing date of entries, host clubs are responsible for distributing the schedule for all events. **Entries must be forwarded to the Chief Data Specialist at least two weeks prior to the event.**

11. COMPETITION EVENT

The competition is held. The Technical Representative is in charge of all aspects related to the conduct of the competition.

12. POST COMPETITION EVENTS:

Within 30 days following the competition, the Host Committee is required to submit all post-competition details, as outlined in the Competition Hosting Manual. The Competition Report Form can be found at the back of the manual. Competition Report Form and financial report must be sent to the Regional Coordinator for all Region Invitational competitions.

PART B: HOSTING THE EVENT

GENERAL GUIDELINES FOR EVENTS

1. SANCTION

When you have been awarded an event by your Region and it has been approved by the Section Competition Chair, 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 with the applicable fees to the Section Office for approval. Forms can be obtained from the Section office or downloaded from the Section website at www.skatecanadasaskatchewan.com.

Section Office address: Skate Canada – Saskatchewan
2205 Victoria Avenue Phone: 306-780-9245
Regina, SK S4P 0S4 Fax: 306-780-9242

Once the Sanction has been approved, Announcement Templates will be sent to hosting clubs. These are also available from the Skate Canada - Saskatchewan website. Each Event must use the Announcement template.

2. EVENT HOST COMMITTEE

Form a Committee and complete the pertinent information for the Announcement.

A) TECHNICAL REPRESENTATIVE

The Section Competition Chair in consultation with the Evaluators/Judges Chair will appoint the Technical Representative for all Events. 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 all Event Committee meetings if possible. It is the responsibility of the Host Committee to cover any expenses incurred by the Technical Representative.

B) CHIEF DATA SPECIALIST

The Section Data Specialists Chair will appoint a Chief Data Specialist for each Event. The requests of the Chief Data Specialist must be followed with regard to accounting aspects of the Event. The Chief Data specialist should be included in Host Event Committee meetings whenever possible.

The Host Committee is responsible for providing a list of the competitors (in alphabetical last name order) with their Home clubs, Event and Category entered, to the Chief Data Specialist **AT LEAST 3 WEEKS** prior to the start of the Event. No draws for the starting order or dances to be drawn shall take place without the presence of the Chief Data Specialist. Flights shall be determined by the Technical Representative. The Host Committee should note that the accounting staff may be required to arrive one day prior to the start of the Event in order to prepare files. A photocopy of the registration forms **MUST** be accessible at all times in the Data Control Centre.

3. EVENT SCHEDULE

Host Committees 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) Host Club and Technical Representative should prepare a draft schedule in advance which will determine how many entries they can accept for each event.
- c) It is recommended to limit the number of events entered rather than cancel events so the maximum numbers of skaters are able to compete.

4. THE ANNOUNCEMENT

1. Host clubs are responsible for preparing, printing and distributing competition announcements for Invitational events. **Once the Technical Representative has been appointed**, he/she must ensure the Announcement is prepared using the Section template. By November 30, the announcement must be sent to the Section Competition Chair for review. The Section Competition Chair will return the announcement to the Host Committee. If changes are suggested by the Competition Chair or made by the Host Committee, the announcement must be resubmitted for approval before distribution. It should be distributed at least 8 weeks prior to the Event.
2. The announcement may be printed and distributed by either the Host Committee or by the Section Office. If the Section Office is requested to print and distribute the announcement, the Host Committee will be billed for all printing and mailing charges.
3. The Chief Data Specialist must be sent a copy of the Event Announcement as soon as it has been approved by the Competition Chair.
4. The Section Competition Chair will be responsible for preparing the announcements for Sectionals, STARSkate and Saskatchewan Winter Games.

5. OFFICIALS

1. All Officials MUST be on the Skate Canada Officials list as a registered official and meet the qualifications of a competitive judge.
2. Technical Representative is in charge of obtaining Judges for the Event.
3. The Data Specialists must be appointed by the Section Data Specialists Chair.
4. The Host Committee is responsible for all Officials' expenses related to the Event. This includes Data Specialists and Judges.
5. Judges in training (trial judges) may be in attendance at your event. While they do not meet the criteria of an official, they should be offered access to the hospitality room. Data Specialists in training are taking the place of a qualified Data Specialist and these individuals are considered Officials.

6. DATA CONTROL CENTRE

It is the responsibility of the Host Committee to ensure all supplies requested by the Chief Data Specialist are obtained. In some Regions, the Regional Coordinator maintains a box of administrative supplies, referred to as the Data Specialists Box, which can be accessed by the Host Committee. Check with your Regional Coordinator directly.

Equipment/Supplies Checklist:

- room with a lock, good lighting, easy access to Judges' stand
- large garbage can
- tables and chairs
- computer
- photocopier
- extra extension cord
- power bar
- standard stapler; staples
- staple remover
- file folders
- pencil sharpener
- clipboards
- HB pencils with good erasers (# to be determined by the Chief Data Specialist)
- 3-4 red pencils
- scissors
- paper clips, thumb tacks, masking tape, elastic bands
- white correction fluid (white out)
- good, fine point, blue felt pen for signing results
- photocopy paper (amount to be determined by the Chief Data Specialist)

Please consult your Chief Data Specialist as this list may change depending on the individual requirements for the competition.

7. ICE FLOODING

The Operations Chair, or Ice Chair, will ensure all flooding equipment is in excellent working order. The Technical Representative will advise the Operations Chair and the arena staff of the flooding requirements.

8. POST EVENT REQUIREMENTS

1. Copies of the Event Protocol must be sent to the Section Competition Chair, Section Evaluator/Judges Chair, Section Data Specialists Chair, Skate Canada - Saskatchewan Section Office, and Skate Canada.
2. The Data Specialists will also provide a list of people who must receive a copy of the event protocol and will prepare those to be mailed out by the Host Committee.
3. Financial statements and competition reports must be submitted to your Regional Coordinator following the competition. Those clubs hosting provincial competitions must submit a financial statement and report to the Section Competition Chair.

PART C: HOST EVENT COMMITTEE STRUCTURE

HOST COMMITTEE COMPOSITION

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

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, should be prepared at the conclusion of the Event and submitted to the Section Competition Chair.

Secretary / Treasurer

- Records the minutes of committee meetings.
- Prepares event budget to be submitted to the Section Competition Chair.
- Collects all revenue, entry fees, sponsorship, etc.
- Pays all event expenses.
- Prepares financial statement to be submitted to the Section Competition Chair.

Registration

- Ensure entry form is complete in full when received. If entry form is incomplete, the Host Committee may choose to return it to the skater for completion or contact directly. The form must be completed properly prior to the start of the Event.
- As registrations are received, have registration information entered into an Excel format. (See following example.) The completed Excel format shall be sent to the Technical Representative **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. This information will then be forwarded to the Chief Data Specialist. Once the original excel format has been sent to the Technical Representative, additions/changes/deletions to registrations must be done in a separate email or by phone, 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	Club	Event	Team Name	Interpretive Title	Birth date	Age
Axel	Jessie	ABC SC	Ladies Preliminary Free skate			Jan. 4, 1995	10
Jump	Jackie	DEF SC	Ladies Bronze Interpretive		Clowning Around	Sept. 11, 1998	7
Blade	Jim	XYZ SC	Men's Pre-Preliminary Freeskate			Nov. 24, 1996	9
Spiral	Susie	ABC SC	Introductory Team Event	Ice Angels		Nov. 1, 1999	6
Spiral	Susie	ABC SC	Ladies Introductory Freeskate			Nov. 1, 1999	6
Flip	Jody	HIJ SC	Ladies CanSkate Stage 5			July 22, 2001	5
Flip	Jennifer	HIJ SC	Adult Bronze Solo Dance			June 20, 1980	26

- 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 tapes or CD's. Have a sign in/sign out sheet for the competitors to initial when handing in and picking up music tapes/CD.
- Once all music tapes/CD 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 tape 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 Ice Captains (1-2 per event), Ice Patchers (3-4 per event).
- Allocate arena rooms for skaters, Judges, Data Specialists, Coaches, volunteers and food services.
- 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. The Host Committee may also elect to sell full protocols to the clubs participating. It is suggested that the Host Committee set a reasonable fee for reproduction and distribution, collect interested clubs fees and information and reproduce/mail the full protocols within a week after the Event. The Data Specialists will not be available to produce these copies.
- 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 Music Operators and Announcers and the scheduling of the same or coordinating the Event Technicians if used.
- Responsible for ensuring complete control of music tapes/CD and that they are in order and ready for each event.

Event Technicians (trained announcers and music players) may be used rather than local volunteers. This is a group of volunteers willing to assist clubs hosting competitions. The host competition committee is to determine which expenses will be reimbursed with respect to travel, accommodation and meals. Contact the Section office for contact information.

Music Operators

- One Operator is necessary for each event.
- Ensure competitors' tapes are in order and ready in plenty of time for each event.

Announcers

- An Announcer is required for each event.
- The Announcer works under the direction of the Event Referee. The Referee will inform the Announcer of the length of the warm up and when the one minute notice prior to the conclusion of the warm up will be given.
- The Announcer must have current information for each Event: Order of Skate, scheduled floods/intermissions, corporate/local sponsor information.
- Ensure P.A. system is in proper working order.
- Announcers Guidelines are provided at the back of this manual. A photocopy of these guidelines should be given to each Announcer.

Awards

- Prepare for and coordinate all aspects of the medal presentations.
- Order medals.
- If applicable, retrieve annual presentation trophies.
- Order name tags and ribbons for Officials and volunteers.
- Obtain podium and carpet.
- Medals should be presented as the event progresses to allow skaters who are finished, to go home. If you are using two venues you should have medal presentation in each venue. To save time removing podium, carpet, etc. the lobby or off ice designated area is sufficient for presentations.
 - a) Skaters should be clothed in skating attire.
 - b) Winners should be called to the podium with gold medallist going first.
 - c) Suggested presenters could be asked as follows:
 - Gold - Local V.I.P.
 - Silver - Local V.I.P./Host Event Chair/Committee Member
 - Bronze - Referee of the Event/Committee Member/Regional Representative

Transportation

- Organize the transportation of officials (Judges, Data Specialists, etc) to and from the rink and if necessary to and from the airport/bus depot.

Hospitality Chair

- Providing food for the Officials during events (hot food should always be available, as well as nutritious snacks). **Check with all Officials for any allergies or diet restrictions before planning your menu.**
- 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 judging 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 Judges 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 Judges 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 judges 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:

<u>Breakfast:</u>	<u>Lunch:</u>	<u>Supper:</u>	<u>Snacks:</u> throughout the day
Coffee/Tea/Juice/Water	Soup	Fresh HOT Meal	Veggies/Dip
Muffins/Bagels/Toast	Sandwiches	Not Soup/Sandwiches	Fruit
Cheese/Jam	Salad		Cheese/Crackers
Dry Cereal	Pickles/Cheese		Baking
			Coffee/Tea/Juice/Water

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 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, generally people will buy more tickets if there is something that really catches their eye.
- Business cards ads for the program EG: \$25.00 for business card size. \$50.00 for half page
- Sponsor an event. In exchange for sponsoring an event have the sponsor give out medals for that specific event. Sponsorship could be anywhere from 25.00 to 100.00 depending on the competition.
- One large item donated (EG: 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 practices and events usually 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.

Medical Personnel

- Qualified medical personnel are required for any competitive pair's events. 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.

COMPETITION REPORT FORM

Name of Competition: _____

Name of Hosting Club or Region: _____

Competition Chair Person: _____

Telephone No. (____) _____ Email: _____

Address: _____

Location of Competition: _____ **No. of Ice Surfaces Used:** _____

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: _____

FINANCES

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

Did this event make a profit? Yes ____ No ____

Who received the profit from this event? _____

Were their unexpected losses incurred during this competition? Yes ____ No ____

If yes, please explain the reason and the amount lost:

MEDALS

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)

What types of food were available for volunteers and officials?

Was a caterer used? Yes ____ No ____

If yes, please name caterer: _____ Cost per person/meal: _____

PROGRAMS

Total number printed: _____ Total number sold: _____ Cos per program: _____

Name of Company hired to make Programs: _____

Were their advertisements in the Program? Yes ____ No ____

Please indicate your advertising rates:

Back Cover _____

Inside Cover _____

Full Page _____

Half Page _____

Business Card _____

Total Income: _____

SKATING BOUTIQUES/LOCAL MERCHANTS

Were individual merchants/groups allowed to sell products at the Event? Yes ____ No ____

How many in total were present? _____

Were they charged a fee or percentage to sell their merchandise? Yes ____ No ____

If yes, what amount were they charged? Day Rate _____ Entire Competition _____

Was any profit returned or donated to the Competition? Yes ____ No ____

SPONSORS

Did you solicit any major sponsors? Yes ____ No ____

How many did you get? _____

Did any sponsor have a product or an information table at the event? Yes ____ No ____

What types of contribution were made by sponsors: Please check those 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? Yes ____ No ____

Did the facility have enough Dressing Rooms to accommodate all the skaters' needs? Yes ____ No ____

VOLUNTEERS

Approximately how many volunteers did you have? _____

How did you find enough volunteers for your event?

SKATERS' GIFTS (or Goody Bags)

Did you give a skater gift? Yes ____ No ____

Type of Gift: _____ Cost per gift: _____

Where did you purchase the skater gift? _____

Contact telephone number: _____

TECHNICAL REPRESENTATIVE

Did the Tech Rep attend committee meetings? Yes ____ No ____

Did the Tech Rep provide background information for all Committee Chairs? Yes ____ No ____

Was the Tech Rep the first line of information for all areas of the competition? Yes ____ 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: _____

INCOME

Draws _____
Program Sales _____
Donations/Sponsorships _____
Grants _____
Registration Fees _____

TOTAL INCOME _____

EXPENSES

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

TOTAL EXPENSES _____

PROFIT (LOSS) _____

ANNOUNCER GUIDELINES

(Guidelines should be photocopied and provided to each Announcer)

All officials must be on the Judges 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 ___ 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.

CONSTRUCTION OF THE JUDGES STAND

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

The stand should be sufficiently long enough to enable each Judge 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. It is therefore mandatory that the Operations Chairman agree with the Technical Representative as to the number of Officials on each panel.

As the Judges 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, draws, and results are posted in ascending order of an event category, from left to right, starting with the lowest category, i.e. Pre-Preliminary, Preliminary, etc., allowing enough room for all events and some space between categories. A heading sign 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.

This is a sample diagram of how to display results:

Introductory	Pre-Preliminary	Preliminary	Jr. Bronze	Skating Skills	Solo Dance
Placements	Placements	Placements	Placements	Placements	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 draw or the results.