



**SKATE/PATINAGE**CANADA  
NEW BRUNSWICK/NOUVEAU BRUNSWICK

## Hosting a Competition or a FunSkate

The objective of Skate Canada New Brunswick (SCNB) Competition Committee is to provide support and to ensure the viable and coordinated staging of skating competitions in New Brunswick.

The following document has been crafted to provide the Local Organizing Committee (LOC) an overview of what is required to “run” a smooth event. Please be aware that “special circumstances or needs” may arise as the planning and execution processes get under way. Don’t be alarmed! Please remember that should you have any questions or concerns, Skate NB Competition Committee Chairperson CAN and WILL assist you.

During the planning and preparation of the competitions, the SCNB Competition Committee Chairperson will be the primary source of advice, support and coordination at the provincial level, assisting as appropriate with technical input to the Local Organizing Committee (LOC) by the assigned Technical Representative. In addition, the Chairperson of Skate NB Competition Committee should be on the correspondence/ distribution list of the LOC.

### **1- WHO’S WHO**

Although every individual involved in the planning and execution phases of the competition are vital ingredients to a successful recipe, there are however certain **key individuals that are required** to ensure the smooth operation of the competition:

#### **SCNB**

- 1) Competition Committee
- 2) Judge, Evaluator and Technical (JET) Committee
  - a) Assign Technical Representative (“Tech Rep”)
  - b) Recruit officials for events
- 3) Data Specialist Committee
  - a) Assign Chief Data Specialist
  - b) Recruit Data Specialists for event
- 4) Boutique

### Local Organization Committee (LOC)\*

- 1) Competition/Event Chair
- 2) Treasurer/Finance
- 3) Registration Chair
- 4) Awards
- 5) Runners
- 6) Timers (not for FunSkates)
- 7) Music
- 8) Announcer
- 9) Video Replay (not for FunSkates)
- 10) Communications
- 11) Hospitality (Volunteers)
- 12) Ice Captains
- 13) First Aid

\* Note that one person may be responsible for more than one (1) role. This remains at the discretion of the host club/region.

### 2- DUTIES CHECKLIST

The following are duties and are overseen by Skate Canada New Brunswick Committees and/or Volunteers.

#### 1) **SCNB Competition Committee**

- a) If possible, visit the site of the proposed championship or competition before the scheduled dates and check:
  - i) music and public address equipment and location of announcers in relation to the judging panel
  - ii) registration location and process for skaters
  - iii) seating of judging, technical and data specialist panels
  - iv) skater entering and exiting of ice
  - v) flooding equipment
  - vi) facilities such as dressing rooms, judges' room, data specialists' room, meal arrangements, concession area, etc.
- b) Liaise with the Local Organizing Committee prior and during the event.
- c) Creates Competition Technical Package and Registration process

2) **Technical Representative “Tech Rep”** (appointed by Skate NB JET Committee)

- a) The vast majority of events now have an Off-site and On-site Technical Representative which have distinct roles:

Off-site Technical Representative	On-site Technical Representative
<ul style="list-style-type: none"> <li>• Does pre-competition work</li> <li>• Answers questions from Competition Registration Chair</li> <li>• Contacts LOC on what to do with single entries (refer to Competition Technical Package)</li> <li>• Contacts LOC if categories need to be cancelled and provides LOC communication strategy (eg cancelled because no officials, not enough ice time, number of competitors need to be restricted)</li> <li>• Determines how many Judges and Technical panel officials are needed (coordinates with SCNB JET Committee)</li> <li>• Creates competition schedule (indicates that awards are given during floods), ice practice schedule (Sectionals only) and officials’ (“X &amp; Rs”) assignments. A reminder that competitions cannot start before 8:00 nor end after 10:00pm. Events must end by 4:00pm on Sunday</li> </ul>	<ul style="list-style-type: none"> <li>• During the competition, he/she will act as the only liaison between the referees and LOC</li> <li>• Ensures that schedule is followed and on-time</li> <li>• Addresses issues with withdrawals, conflicts, questions from coaches, parents, skaters and volunteers</li> <li>• Is in charge of officials during the event</li> <li>• Ensure that rink attendants are aware of schedule/floods and any changes (<i>i.e.</i> running ahead or behind schedule)</li> <li>• Ensure resources are available to fill holes with slush prior to flooding, as required</li> <li>• Provide LOC officials’ expense forms before noon on the last day of the competition to allow LOC to make cheques</li> </ul>

3) **SCNB JET Committee (Judges and Technical Panel)**

- a) Provides the LOC a list of officials along with their needs for travel and accommodations (list can be provisional as officials might not have all confirmed their availability)
- i) Also provide list of food intolerances as applicable
  - ii) Once informed, the LOC is to coordinate travel arrangements with officials as needed (*i.e.* purchase plane ticket)
  - iii) arrange a meeting for referees, judges and technical specialists to be held prior to the competition (Sectionals only)

#### 4) SCNB Data Specialists' Committee

- a) Responsible for CPC (computer equipment set-up, tear down and table skirts) therefore they will be in touch with the LOC to coordinate delivery (week of event) and storage at the facility.
- b) Chief Data Specialist:
  - i) Receives the registration information and sends list to LOC and off-site technical representative within one (1) week of receiving the list of registrants.
  - ii) Contacts the off-site technical representative
  - iii) Provides the LOC a list of Data Specialists along with their needs for travel and accommodations (list can be provisional as officials might not have all confirmed their availability)
    - (1) Once informed, the LOC is to coordinate travel arrangements with officials as needed (*i.e.* purchase plane ticket)
  - iv) Provides list of food intolerances as applicable.
  - v) Provide LOC DSs expense forms before noon on the last day of the competition to allow LOC to make cheques
- c) The Data Specialists require the following:
  - i) Photocopier with spare ink or toner cartridge
  - ii) Back up photocopier
  - iii) 1 case of paper (1/2 case for FunSkates)
  - iv) Well lite and heated room for duration of competition (starting night before) with the following specifications:
    - (1) Minimum of 2 electrical outlets
    - (2) 4 – 6 tables
    - (3) 12 chairs
    - (4) Judges stand set up at rink side at a minimum of 4 hours before competition begins (heaters are not allowed at the Judges' stand)
    - (5) Dedicated electrical supply at Judges stand
    - (6) Reliable internet (wired or Wi-Fi) needed in DS room
      - (a) If a reliable connection is not available, LOC will need to provide a "hot spot".

#### 5) SCNB Boutique

- a) LOC must provide an easily accessible spot with 2 tables and chairs.

The following are part of the Club's Local Organizing Committee (LOC). Note that one person may be responsible for more than one role. The organizing within the LOC remains at the discretion of the host club/region.

## 1) Competition/Event Chair

- a) Ensures smooth and successful operation of planning and execution
- b) Coordinates all activities required to hosting the event
- c) Provides leadership to all subcommittee chairs
- d) Liaises with Competition Committee Chair, Technical Representatives and Chief Data Specialist
- e) Co-ordinates off-ice activities (*i.e.* flower vendors, registration area, medal presentation area, etc.)
- f) Coordinate the purchase of small thank you gifts for Officials, Data Specialists, Announcer and Music player.
  - i) SCNB suggests a value of \$25/day; \$50/weekend (Best practice)
  - ii) Gift cards make excellent gifts
  - iii) Other suggestion: adding thank you token to the expense forms
- g) Ensures that SCNB requirements are met:
  - i) Rooms are available for:
    - (1) Judges and Technical Panel
    - (2) Data Specialists
    - (3) Hospitality
    - (4) Coaches (optional)
  - ii) Minimum of 4 dressing rooms with SCNB room signs properly affixed on the doors.
  - iii) SCNB banners are up and visible.
  - iv) Use SCNB sponsors as applicable
  - v) Use SCNB ribbons for STAR 1-3, Beginner and Elementary Synchro
  - vi) Pay a levy (22%) on total registration fees
  - vii) Include message of Section Chair and SCNB logo in event program (if applicable)
  - viii) SCNB Board Members, Committee Chairs and Staff do not pay admission fees.
  - ix) Not to use the SCNB logo other than in program and on medals.
  - x) Medals must be bilingual.

## 2) Treasurer/Finance

- a) Collect and deposit all monies from registration entries from Registration Coordinator
- b) Write and record cheques for expenses
- c) Ensure all expenses are paid
  - i) All competition/event related expenses reside with the host club with the exception of Sectionals.
  - ii) it is customary and expected that all Officials receive expense cheque prior to their departure from arena
  - iii) [Re:Sound and Socan \(Entandem\) fees](#)
  - iv) SCNB Levy (22%) and Ribbons fees (see sample on page 12)

### 3) Registration Chair

#### Off-site:

- a) Following receipt of entries list, must contact single entries as per the Competition Technical Package.
  - i) Off-site Technical Representative will have communicated instructions.
- b) Receives the schedule from off-site technical representative
- c) Receives and communicates category change requests, withdrawals, errors, etc. to Off-site Technical Representative and Chief Data Specialist
- d) Makes name tags/lanyards for Officials, non-NB coaches, LOC and volunteers
- e) Create a sign-in sheet for (see Example on page 10):
  - i) Skaters, music and planned program sheets
  - ii) Coaches (SCNB office will verify that coaches are in good-standing)
    - (1) Note that all SCNB coaches MUST have SCNB accreditation
      - (a) If they do not have it, they must pay \$25 and be given an event accreditation tag
    - (2) Non-NB coaches must be given an event accreditation tag
    - (3) Non-compliant coaches (non-accredited coaches) **may not** be at the boards with skaters.

#### On-site:

- a. Greet and register:
  - a. Skaters
    - i. collect music USB keys and ensure that they are labeled with name and category entered
    - ii. collect Planned Program sheets for all events – those having not submitted a Planned Program Sheet must pay \$20
    - iii. give out welcome bags (optional)
  - b. Coaches (see instructions above)
    - i. Must sign in and receive competition accreditation lanyard if not a NB coach
    - ii. Skaters can only have a maximum of 2 coaches with them at the boards.
  - c. Parents
    - i. Maximum one parent or guardian may accompany the skater in the dressing room.
    - ii. Must receive competition accreditation.
- b. Arrange music as per category and skating order obtained from Chief Data Specialist
- c. Send music to music player and announcer

- d. Arrange for skaters to pick up music and report cards after their category and ask for signature upon receipt
- e. Advise On-site Technical Representative, Chief Data Specialist, Ice Captains and Announcer of any withdraws or “no shows” as soon as possible after you are notified/aware.

#### 4) **Awards**

- a) Arrange to order bilingual medals for categories with more than 1 competitor (exhibition performances do not receive medals; refer to Competition Technical Package)
- b) Special Olympics: should there be only one competitor in those categories, SCNB will provide Special Olympics NB (SONB) medals in order to comply with SONB policies
  - i) Note that LOC needs to provide a competition label which can be affixed to the back of the SONB medal in order to identify where this medal was received.
- c) Ribbons provided by SCNB (Club will be billed):
  - i) STAR 1-3
  - ii) Elements
  - iii) Beginner and Elementary SynchroSkate
- d) Arrange for presentation area
  - i) Awards are to be given during floods
  - ii) SynchroSkate awards are presented on-ice.
- e) Arrange for presenters
  - i) If a SCNB Board Member is present, he/she should be asked to present the awards

#### 5) **Runners**

- a) Arrange for 3-4 runners to carry skater result sheet to Data Specialists room for the entire Competition/FunSkate (Hint: Skaters who are not competing make great runners)
- b) Arrange for a meeting with the runners before the start of the competition; explain to them the importance of quiet, good behaviour, no talking during judging, etc. (it is best to have runners 10 years of age and over, if possible.)
- c) Data Specialists will inform them when they are not needed.

#### 6) **Timers (not for FunSkates)**

- a) Arrange for a timer to work stopwatch per category (Referee will identify themselves).
- b) Arrange for two stop watches to be available and used at the event.

7) **Music**

- a) Receives and organize MP3 music files (Tablet, Computer)
- b) Arrange to have person play music
- c) Ensures to have a system that can play MP3 music files and backup USB keys

8) **Announcer**

- a) Bilingual (best practice)
- b) Arrange announcer to announce name of skaters - a Script is provided by SCNB
- c) Must receive copy of start orders from Chief Data Specialist

9) **Video Replay (not for FunSkates)**

- a) Ensure have responsible video camera operators for categories with video replay.
- b) Off-site Technical Representative should provide list of categories where needed.

10) **Communications**

- a) Arrange for 4-6 two-way radios for communication on site. They are needed for:
  - i) Referee
  - ii) Ice captains
  - iii) Music room/Announcer
  - iv) On-site Technical Representative
- b) Collect radios at end of day
- c) Recharge batteries throughout day or end of day (remember batteries lose their charge quicker in arenas)

11) **Hospitality (Volunteers)**

- a) Coordinate meals for all Officials throughout the competition (most clubs also offer meals to LOC and volunteers)
  - i) Meals are to be coordinated with floods and/or breaks as listed in the event schedule
- b) Special requests should be in early (check with Off-site Technical Representative and Chief Data Specialist regarding special dietary needs or allergies)
- c) Meals should be hot, nutritious and varied (soup and sandwiches are okay for lunch, but a substantial, healthy meal should be served for dinner.)

12) **Ice Captains**

- a) Roll call for categories should be done at least 15 minutes prior to the warm-up
- b) Assemble group of skaters at least 5 minutes prior to stepping on the ice for warm-up
- c) Ensure skater on ice is the one announced

- d) Prevent skaters from early entry on ice, please wait for the announcement from the announcer
- e) Ensure doors (of boards) are closed at all times
- f) Take direction from Referee of the event and/or On-site Technical Representative

**13) First Aid (Best practice)**

- a) First responders must be on-site
- b) Know where stocked First Aid kit and AED are located
- c) Ensure a First Aid room is available

**3 - OPTIONAL TO ENHANCE THE COMPETITION**

Program

- Create a program with skaters' names and clubs, Officials, LOC, competition schedule, etc.
- Message from the Skate NB President must be requested and included
- Seek advertising/sponsors
- Sell programs at event
- SCNB logo **must** be included

Door

- Coordinate tickets for admissions. Hint: We suggest using stamps – different ones for each day of competition.
- Coordinate staffing for door

Welcome/Goodie Bags

- Collect donated goodies for skaters
- Package the items in bag
- Have ready at registration table to give to skaters

Decorations

- decorate arena to create atmosphere

## Cheat Sheet for on-site event registration (best practice)

We recommend having three people working at the Registration Table at all times.

- Two people to register skaters and music.
- One person to oversee admission.
  - Skater and music registration begins one hour before the event starts on that day. The day ends once music and report cards have been picked up by skaters in the last category of the day.

### Information to be provided to the Registration table:

- The Data Specialist will provide you the Start Orders for the entire event.
- When a skater registers on-site, they hand in a USB Key and if not provided prior to the competition, a planned program sheet (\$20 late fee; PPS).

### Skater Registration

- Registration volunteer can sign-in the music, (Initials)
- When event is over, Skater/Coach/Parent/Guardian has to sign the music out as that is your proof that the skater has received their music.

Example:

						PPS	Music In	Music Out	
1	Juvenile	Women	Tyra	Dixon	Mariposa	Moncton	√		
2	Juvenile	Women	Zoe	Gilligan	Mariposa	Moncton	√		

- Once you have received the music, put the USB keys in the correct box/envelope/basket with the category name on it. *i.e.* Juvenile Women’s music in Juvenile Women’s receptacle.
- Once a skater has registered their music, you can highlight the name on the Start Order sheet, as you will then know who was signed-in.
- When all the skaters have signed-in for a category, the music in the start order as stated on the Event Start Order Sheet. Once this is done, you must take the music with the start order to the Music technician.
- When EACH category is over, you have to go to the music room, pick up the music and bring it back to the table and be prepared to have the skaters/coach/parent sign out the music. This can be a very busy time!
  - The Data Specialists come to the Music/Registration desk after EACH category is over with the Detailed Report cards. These get handed out to the skater/coach or parent along with their music.

Hint: It is very helpful to have the schedule in front of you as then you know what event is next, and what music you need to get ready.

### Categories needing Planned Program Sheets

STAR		Competitive	Adult
Singles	Artistic	Singles Pairs Dance	Free
<ul style="list-style-type: none"> <li>• STAR 5</li> <li>• STAR 6</li> <li>• STAR 7</li> <li>• STAR 8</li> <li>• STAR 9</li> <li>• STAR 10</li> <li>• Gold</li> <li>• Pre Juvenile</li> <li>• Juvenile</li> </ul>	<ul style="list-style-type: none"> <li>• STAR 5</li> <li>• STAR 7</li> <li>• STAR 9</li> <li>• Gold</li> </ul>	<ul style="list-style-type: none"> <li>• Pre Novice</li> <li>• Novice</li> <li>• Junior</li> <li>• Senior</li> </ul>	<ul style="list-style-type: none"> <li>• Intro open</li> <li>• Bronze</li> <li>• Silver</li> <li>• Gold</li> <li>• Masters</li> <li>• Masters Elite</li> </ul>

### Withdrawals/No shows

If any skater withdraws at any time or there is a no show shortly before the event is to start, you must inform right away:

1. Tech Rep
2. Chief Data Specialist in the DS room
3. Announcer
4. Ice captain

**Withdrawals/No shows must be dealt with as soon as you are aware of the situation. This information regarding a withdrawal must come from the coach or the parent. The Tech Rep is the first person who needs to know!**

### Admission (best practice)

The third person at the Registration desk handles the passes for skaters/ parents.

Once the skaters have registered their music, which is the first thing to be done, they are directed to the third person who provides each skater with a pass for the weekend and a pass for ONE parent. The third person at the registration desk provides meal relief for the Music registration people, helps hand out the Detailed Report Sheets, and helps when it gets really busy as noted above.

This person handles the questions which can be plenty.

## Example of Levey and Ribbon Control Sheet



SKATE/PATINAGE CANADA  
NEW BRUNSWICK/NOUVEAU BRUNSWICK

### SCNB Levy and Ribbon Control Sheet NAME OF CLUB

Element Event (simple flat ribbon)				
Award	Given to Club	Used by Club	Price of ribbon	Cost to Club
Gold	20		\$1.35	\$0.00
Silver	20		\$1.35	\$0.00
Bronze	20		\$1.35	\$0.00
<b>TOTAL</b>				<b>\$0.00</b>

STAR 1 (simple flat ribbon)				
Award	Given to Club	Used by Club	Price of ribbon	Cost to Club
Gold	30		\$1.35	\$0.00
Silver	30		\$1.35	\$0.00
Bronze	30		\$1.35	\$0.00
<b>TOTAL</b>				<b>\$0.00</b>

STAR 2 double flat ribbon)				
Award	Given to Club	Used by Club	Price of ribbon	Cost to Club
Gold	35		\$2.00	\$0.00
Silver	35		\$2.00	\$0.00
Bronze	35		\$2.00	\$0.00
<b>TOTAL</b>				<b>\$0.00</b>

STAR 3 (triple flat ribbon)				
Award	Given to Club	Used by Club	Price of ribbon	Cost to Club
Gold	20		\$2.00	\$0.00
Silver	20		\$2.00	\$0.00
Bronze	20		\$2.00	\$0.00
<b>TOTAL</b>				<b>\$0.00</b>

<b>TOTAL RIBBONS</b>	<b>\$0.00</b>
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<b>SCNB Levy = Total Registration Revenue x 22%</b>	<b>\$</b>
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<b>Total to remit to SCNB = Total Ribbons + SCNB Levy</b>	<b>\$ -</b>
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**Please remit within two (2) weeks by cheque or e-transfer**

**Cheque - made to SCNB and sent to  
SCNB 299 Champlain, Suite 4, Dieppe,  
NB E1A 1P2**

**E-transfer - send to:  
lise.auffreyarsenault@skatenb.org  
Question: What is this money for? Answer =  
Levy**