



Vancouver Island Region

Competition Manual for Interclub and Regional Competitions

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This manual is intended as a guide for those clubs that wish to host a Vancouver Island Regional Competition.

How to Host a Competition

1. Taking into consideration the events already scheduled by Skate Canada and the BC/YK Section, the timing of all regional competitions is approved and scheduled by the BC/YK Board of Directors. Therefore, once a club decides they are going to submit a competition bid, they must first confirm that they can secure the ice time with their local arena for the dates of the competition. Also ensure all the arena rooms that will be needed for the duration of the competition are available.
2. Once confirmation of dates, ice time and rooms is received from the arena, a Bid Process Form must be completed. This Bid form can be found in this manual (Appendix 1) or obtained from the VI Region Competition Committee Chair. The completed form must then be submitted to the Region Executive prior to the AGM . Note: all competitions are governed by the rules of Skate Canada.
3. Once a bid has been approved, the club must establish a Competition Committee. The Competition Committee will plan, co-ordinate and be responsible for the financial and administrative aspects.
4. The Competition Chair should be chosen/appointed far in advance of your event in order to begin recruiting volunteers who have the skills and interest in the various positions.
5. Closer to the event, a Technical Representative (Tech Rep) will be appointed by the BC/YK Section Judge/Evaluator Committee. The Tech Rep is a resource for the pre-event planning and once the competition starts is responsible for the overall running of the competition. The Tech Rep should be kept informed throughout the planning process and may wish to participate in conference calls and/or in person meetings.
6. Assessments are sometimes held in conjunction with the competition, see Appendix 6.

Organization

There are a number of key stakeholders in planning a competition. They are:

1. Region Competition Chair
2. Region Technical Advisor
3. Tech Rep
4. Chief Data Specialist
5. Local Organizing Committee Chair
6. Pre-Event Competition Registrar

Each stakeholder performs specific pre-event and/or competition duties. The high-level duties for each key stakeholder are outlined below:

1. **Region Competition Chair** – Competition Advisor to host clubs.

Responsibilities:

- Provide guidance and advice on a regular basis to the LOC Chair and their team as needed.
- If requested, attend LOC competition meetings.
- In consultation with the Region Board of Directors, set the competition fee structure.
- Explain the Section and Region 'per entry fees' to the LOC Chair.
 - VI Region Policy: \$5.00 per entry will be retained from registration by VI Region
 - BC/YK Section Policy: \$4.00 per single entry and \$25.00 per synchro team and \$3.00 per Dance/Pairs Team is sent to the BC/YK Section.
- Ensure that the LOC knows that all costs of running the competition are at the LOC expense.
- Ensure that the host club has their facility and ice time booked.

2. **Technical Representative:** The BC/YK Section Judge/Evaluator Committee will assign a Tech Rep for Regional Competitions.

Responsibilities:

- Resource for pre-event planning.
- Secure judges for the competition and liaise with the Section Technical Chair to ensure the required technical officials are also secured.
- Consult on the competition schedule and judge/tech panel assignments. Ethan Swinburnson is responsible for setting the competition schedule and judge/tech panel assignments in consultation with the Tech Rep.

Note: Refer to the BC/YK Section Region Competitions Tech Rep Manual for a more detailed description of Tech Rep responsibilities. This manual can be found on the Skating in BC website under Technical>Officials>Referee Info/Manuals/Test Standards.

3. **Chief Data Specialist:** The Region Data Specialists Chair appoints the Chief DS for all region-run competitions.

Responsibilities:

- Work closely with the Region Competition Registrar to ensure all registration information is correct. Enter this information into an excel spreadsheet for the Chief Computer Specialist to input into the computer.
- Liaise with the Tech Rep regarding the groupings of large events and combining of age categories if entries are low in a particular age group.
- Oversee all operations in the Data Specialist Room and at ice surface, ensuring that the tabulation of results is correct and that the results are posted.

- Work closely with the LOC Competition Facilities Coordinator to ensure a proper judges stand is constructed. This includes providing specifications for the judges' stand and ensuring there is ample power.
- Arrange for the delivery of all supplies, computers and table top printers.

The Chief Computer Specialist is appointed by the Data Specialist Chair.

Responsibilities:

- Enter all information into the computer database before and during the competition so that skating groups and starting orders can be created/printed, and results can be tabulated.
- Set up and take down all computer equipment. Troubleshooting is also required if any issues arise.
- Within 48 hours after the conclusion of the competition, send the competition results files for posting on the Skating in BC website.
- Within 48 hours after the conclusion of the competition, send the summary files to the BC/YK Section office with a copy to the Skaters Development Chair

4. Local Organizing Committee Chair (LOC Chair)

This person will oversee the planning and running of the competition and will assign and coordinate the tasks for each of the sub-committees. Key skill sets for this individual:

- Suggested strong leadership skills
- be able to communicate clearly
- be skilled in public relations and time management
- be able to coordinate the activities of the volunteer team
- have the ability to deal with unexpected situations in a calm and productive manner.

A more detailed job description can be found further into the manual.

5. Pre-Event Competition Registrar

The VI Region Competition Registrar will be responsible for all pre-event registration for the competition.

Local Organizing Committee Structure (LOC)

Under the direction of a Chair, the LOC should be structured into an LOC with sub-committees (if necessary), each responsible for a major function. The LOC should meet on a regular basis. There are a number of ways to structure a successful LOC; the following is a recommendation:

- Competition Chair – Local Organizing Chair (LOC)
- Secretary
- Treasurer
- Registration Coordinator – At Event
- Facilities/Ice Operations Coordinator
- Music and Announcer Coordinator
- Hospitality/Services Coordinator
- Promotions Coordinator
- Awards Coordinator
- Volunteer Coordinator

Each LOC member is encouraged to form sub-committees under their area to execute specific functions during the competition and to coordinate the activities relative to that function. If a person is capable, reliable, willing, and able, there is no reason that one person cannot "wear more than one hat". This of course will depend on the size and demands of the competition.

Job Descriptions of the LOC

Competition Chair – LOC Chair

This person will oversee the planning and running of the competition and will assign and coordinate the tasks for each of the committees. Responsibilities are as follows:

- Provide direction to the committee and sub-committees during the planning, organization and conduct of the competition.
- Preside over all meetings of the LOC and general meetings of the committee.
- Ensure that committee heads that are unable to attend a meeting are instructed to submit to the secretary a detailed report of their progress and activities.
- Share the information contained in this manual with all committee members.
- Negotiate the following contracts well in advance:
 - Facility rental contract (ice and rooms) for the competition and other facilities as required. Note that the ice time should be booked from Friday 8:00am to Sunday 8:00pm
 - Ensure a room for the data specialist team is booked for the day before competition starts; confirm with the Chief Data Specialist the time they will be arriving to set up. Note that the data specialist team may require a meal to be arranged for them during setup; please consult with the Chief Data specialist.
 - Confirm that the facility is available and ready to go at least 1.5 hours prior to the start of each day's first events.

- Hotel contract for officials for the competition. Note this must be done in consultation with the Region Competition Chair and/or Competition Tech Rep.
- Work closely with the Treasurer to develop a budget. (Appendix 2 - To help you prepare your budget, it would be a good idea to ask the previous year's host club some questions: number of entries, number of skaters, etc. You can base your calculations on these numbers). Budgets should be submitted one week prior to the V.I. Region Annual General Meeting.
- Once the budget is set, send a copy to the Region Chair for approval.
- Consider and recommend any changes to the budget as required. These must be submitted, discussed and approved by your LOC throughout the planning stages.
- Ask the competition treasurer to be available throughout the competition with the cheque book to reimburse the officials for their travel expenses (mileage, ferry expenses, travel meals etc.) All expenses except mileage must include original receipts. The Tech Rep and LOC Chair will review officials' expenses.
- Ensure that the necessary SOCAN and ReSound forms are completed and submitted at the conclusion of the competition.
- During the planning process, keep in close touch with the Tech Rep, Chief Data Specialist and the Region Competition Chair to report progress and seek advice and assistance. Note: The Tech Rep is to oversee everything that happens on the ice. They will consult with the LOC but they make all decisions regarding competition related issues.

Secretary

Ideally, this person will have intermediate "Word" computer skills, be very organized and detail oriented. Additional responsibilities are as follows:

- Attend all meetings; record and distribute minutes to all members of the committee
- Prepare and distribute a copy of the competition manual and any information pertaining to the competition to each committee member.
- Prepare any letters and reports as required by the LOC.
- Coordinate with the sponsorship committee to prepare the donation letter.
- Gather a list of sponsors who should be acknowledged in the program.
- Prepare letters of thanks to these and others.
- Decide on officials appreciation gift or gift certificate; this includes all officials (judges, tech panel, DIO and data specialists). Ensure thank you cards are signed by the LOC Chair and given to the officials before they leave the competition. It is recommended that the LOC follow the BC/YK Section gift card policy: \$25.00 per day for each official (judges, tech panel, DIO, data specialists)

Treasurer

This position should be filled by someone with accounting/finance training and experience. Once the budget has been approved by both your club executive and the Vancouver Island Region Executive, each committee must follow it precisely and carefully within their expenditure limit.

- Exercise financial control over the competition.
- Prepare and maintain the budget in conjunction with the Chairperson (see Appendix 2).
- Maintain control over expenditures by all committees.
- Review and make recommendations to the Chairperson regarding extraordinary expenditures not included in the budget.
- Produce statements of income and expenditures to date in relation to the budget. Submit a Treasurer's report at each regularly scheduled committee meeting.
- As soon as all late entries are cut off (and there usually are some) then the final number of entries is known. The Region Treasurer will calculate the Region levy, then a cheque from the Region will be issued to you minus the \$5.00 per skater Region levy, the Data Specialist computer rental of \$400 and the total amount for the actual number of medals and ribbons to be used.
- Host clubs have to issue the cheque to the Section for their \$4.00 per entry and \$25.00 per synchro team levy immediately after the closing date of entries.
- Receive and deposit funds for any funds received during the competition. The Region Treasurer can give you details as to how to report the registration income, etc. on the final report you will be sending to the Region.
- Pay all bills and collect all outstanding income.
- Collect and pay Officials expenses -Appendix 3. Allowable expenses outlined in Appendix 4.
- Financial Responsibilities - Any club hosting a region sponsored event that has a profit will split the profit with the Region – 50%/50%. If the competition has any losses and if their budget has been approved by the Vancouver Island Region Board, the region will absorb the loss.
- Host clubs have 10 weeks to remit the Region portion of the profits along with the financial statement. After 10 weeks there will be a \$50 fine for each week or portion thereof for the following 10 weeks. After a further 10 weeks (20 weeks in total) the penalty rises to \$100 per week or part thereof.

Registrar – at Event

This is a position for a person who is detail oriented, able to coordinate the activities of the Registration Volunteer team, as well as having the ability to deal with unexpected situations in a calm and productive manner. Responsibilities are as follows:

- Look after the registration table (skater's names to be checked off a master list when they check in this can be found and printed off the BC/YK Section website).
- Once the competition starts ensure that the volunteer team only uses the start orders provided by the data specialists.

- Registration workers must immediately notify Tech Rep, Data Specialist Room, Gate on Position, Event Referee and the Music Player of any skaters who do not register or who are late pulls from their event.
- Ensure Skaters have a backup USB that the coach will keep by the boards during the skaters performance.
 - If the backup USB is required during an event the backup USB will be returned to the registration table for the Skater to pick up.
- Provide an area at the Registration desk for the coaches to check in. All coaches should sign in and register at the competition; a detailed list can be provided by the pre event registrar. All coaches are required to wear their BC YK Section accreditation while at the competition.
- Arrange for the following supplies:
 - Supply of pens, pencils and highlighters
 - Post it notes
- Arrange for tables & decorations for registration in conjunction with promotions and volunteer coordinator.
- Train volunteers on the duties of the registration table.
- If applicable, give out competitor's name tags and goody bags.
- Be the point of contact for competitors at the competition.

Facilities/Operations Coordinator

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

Facility Set-up responsibilities:

- Assign all rooms and space required in the facility
 - Data Specialist Room – Available and set up late afternoon/early evening the day prior to the first day of the competition. Should be in close proximity to ice level and large enough for 3 to 4 tables, printers and photocopiers. The room must have the electrical capacity to run 2 computers, 1 printer and 2 photocopiers. Need 6 chairs and 3-4 8' tables. LOC to provide paper for the competition - 1 Case of 5000 sheets.
 - Operations Room – need 2 – 8' foot tables and 2 chairs.
 - The Officials Food and Hospitality Room – should be large enough to accommodate up to 8 tables and 30 chairs and should have access to a refrigerator.
 - Dressing Rooms:
 - 1-Female (the door is left open at all times)
 - 1-Male (the door is left open at all times)
 - 1-Family - outside of restricted area (the door is left open at all times)
 - 1-Gender Neutral or All Gender (the door is left open at all times)
 - Recommendation: incorporate the use a Referee's room as Gender Neutral dressing room
 - 1-Skater and Coaches (the door is left open at all times) this area is where they can be together while waiting to go to ice level .
 - **No PARENTS in restricted areas**

■ **No COACHES in the dressing rooms with the exception of the Skater/Coach Room.**

- Coaches Room – Refreshment area.
- Volunteer Room – Refreshment area for club volunteers.
- Skater Registration – need space large enough for 2-3 tables.
- Boutique – need space large enough for any vendors and LOC fundraising tables.

Judges Stand responsibilities:

- In consultation with the Region Competition Chair, Tech Rep and the Chief Data Specialist, design and arrange for the building of the judges stand. The Judges stand can be built by the LOC or contact a local Event Rental company that can provide and build the appropriate staging for the judges stand.
 - Where possible, position at centre ice. Keep in mind that the entire ice surface must be clearly visible for all positions on the stand – recommend that the stand be built in the players benches when possible.
 - Recommended length of the judge's stand is 36-40 feet to accommodate up to 12 officials and 1 timer on the stand.
 - Chairs (preferably padded) are needed to accommodate all officials on the judges stand. This includes a chair for a timer. Preference is steno chairs without arms.
 - 1 - 8'x24" wide table for the DS rink side.
 - 4 – 8' x18" convention tables for the judges and tech panels.
 - Suggest that you have additional blankets on hand for the officials on the stand and if possible, portable heaters or "hot shots".
 - Power source of 2- 15 amp circuits must be available and accessible for the judging and DS equipment. If you have heaters on the judges stand they must be plugged into a separate power source.

Operations Room responsibilities:

- Create Arena and room signage.
- Set up bulletin boards, results boards, arena and room signage.
- Post the skating orders that you have received from the data specialist on the bulletin board. At the start of each day, also distribute copies to the music player, the announcer, dressing rooms, ice captains, etc.
- Arrange for and schedule First Aid attendants for the competition.
- Ensure that first aid supplies are readily available.
- Ensure that required patching and ice cleans are done as scheduled or as the Tech Rep directs.
- Provide a copy of the event schedule, including ice cleans, to arena staff.
- Ensure there are reliable communication links between Registration, the Event Referee, the Tech Rep and the Ice Captain at all times. It is suggested that 4-6 radios be fully charged at the start of each day.
- Arrange for security of all equipment and property involved with the competition and for the safety of skaters in the dressing rooms.

- Ensure the timer of any event has access to a stop watch.

Music and Announcer Coordinator

- Arrange for the music/sound system to be cleaned and serviced prior to the competition. A back up plan for music equipment must be in place. If there is a problem with the initial equipment, changes or repairs to the equipment should take effect in a timely manner, i.e. 1 hour, and you must have contact information for a technician to come if necessary.
- The Region provides a music laptop for the LOC to use. It is USB Stick and CD capable. The Region does not support the use of IPOD or IPHONE plug-ins.
- Have available all required music for competition (appropriate warm-up music, dance music, STAR 1 creative music.) If you do not have access contact the Section office for a copy 1-month prior to competition.
- Ensure arena staff is available for troubleshooting.
- To avoid any delays, check all sound equipment daily at least 1 hour prior to the start of competition to ensure that all equipment is in good working order.
- Recruit and train volunteers who will play music and announce during the competition.
- Ensure that you have a radio on hand so that you are able to communicate with the Tech Rep and Registration.
- Select Announcer lead
- Provide a script for the announcers at the beginning of the competition. The Region Competition Chair can provide you with a copy.
- Consult with the Tech Rep of the competition with any questions you may have.
- Ensure you have skater start orders prior to the start of competition each day. The host club can either assign someone to distribute the start orders as they become available, or the individual in charge of music can pick the start orders up from the Data Specialists room.
- Advise your volunteers of the warm up times for all events and which events require warm up music. If you have any questions please consult with the Tech Rep.

Music Player responsibilities:

- Play music for the competition.

Announcer responsibilities:

The announcers are among the most important of your volunteers. How they do their job will dictate how smoothly your competition will run. They should be mature, have a good speaking voice, good diction and the ability to speak slowly and clearly. Adults are preferable, no one under the age of 16. They must be willing to take direction from the Event Referee and must not make decisions impacting the event on their own volition.

- Announce each event, skater and spectator information. Script Samples - Appendix 7

- Work with the Music Event Technician (MET) to monitor the warm up time to ensure the announcement of the 1-minute mark.
- Check with the event referee to determine what type of signal you will receive to know when they would like the next skater announced.
- Confirm with the Tech Rep what to do if the skater is called onto the ice but is a no-show (meaning you didn't know they were a pull and announced their name).
- Request sample scripts from the Region Competition Chair.

Note: Do not use a skater to fill an announcer or music technician shift. Make sure there are no other "young people" in the booth, as the announcer's attention must be focused on the competition and the event referee.

Hospitality and Services Coordinator

Accommodation

- Select a Host hotel for officials (often will give a break on price if designated "host hotel") and book a block of rooms. The selection of host hotels should ideally be done at the time of bid submission. Officials will share a double room unless otherwise requested in which case they pay half. The Tech Rep will prepare the rooming list and will provide you with a copy for the hotel.
- Consult with the Tech Rep to ask if they need a room to themselves to hold official meetings.
- Meet with and make firm arrangements with the hotel for all payment of hotel expenses. If meals will be permitted to be charged to rooms, make prior arrangements for that with the hotel.
- Check on meal availability at hotels – may have to make special arrangements to ensure early morning meal requirements are available for officials if a full breakfast won't be provided at the rink.
- Compile a list of suitable hotels (phone numbers, rates, amenities) for distribution with announcement.

Officials Food and Hospitality

The officials (Judges, Tech Panels and Data Specialists) are volunteers who are taking time away from their families and their jobs to ensure the success of your event. They put in very long days, so make sure they are able to maintain their stamina and focus by providing them with fresh, healthy meals.

- Consult with the Tech Rep regarding meal times. Events usually run through meal times and the judges' breaks are staggered. Unless there is a formally scheduled 'common' meal break,

the food services director must check the schedule and ensure there are hot, fresh meals available for all the officials regardless of when they are scheduled to get their break. This often requires that meal times run for a two-hour time period.

- Meal Suggestions:
 - Breakfast – if a hot breakfast is not available, then provide a selection of breads/muffins/donuts/bagels (toaster to be provided where possible), cold cereal, yogurt, fruit and instant oatmeal packs.
 - Lunch – hot soups, salad and sandwiches
 - Supper – a hot meal (two options) with a salad.
 - Have on hand, lots of cold bottled water, coffee, decaffeinated coffee, tea, hot chocolate, milk, juice, soft drinks.
- Consult with Tech Rep to see if there are any meal requirements or food issues: i.e. diabetic, celiac, or allergies. Your meal menus will have to take these issues into account. You may be asked to provide a menu to the Tech Rep and perhaps a list of ingredients. Please do not take this requirement as a criticism or poor reflection on your food services people. Please note: the data specialists and, if holding a test day, the test judges and dance partners, will need meals on the day prior to the first day of the competition.
- Assign someone to be in attendance in the food room full time. Food Safe rules must be followed and the serving area and food room be kept clean.
- Ensure that there is a concession open and available for spectators and competitors, during the competition. Parents appreciate their coffee in the early mornings.

Coaches and Volunteer Hospitality

- If space allows, designate two separate areas in the rink as a Coaches lounge and a Volunteers lounge. It is to be supplied with drinks and snacks.
- Club members are to be asked to donate food items; such as coffee/tea, hot soups in crockpots, cookies, etc. A notice should be sent out prior to the start of the competition notifying clubs if there is a room available for Coaches. The home club Coach should be the person to set up and man this room.

Promotions Coordinator

Public Relations

- Arrange for local publication of promotional articles & pictures prior to event.
- Contact Newspaper /TV/ radio coverage of the event.
- Prepare and distribute posters around town (and seniors' facilities) inviting the public to events.
- Prepare "welcome signs" at the arena.
- Coordinate arena decorations in competition theme if you have one.
- Arrange for photos of event and award winners to put in local publications, etc.

- Photographer (if you want) - professional for skaters' pictures. Most will set up, collect monies, etc. themselves. You can request they pay a commission (usually 10%) for the privilege of setting up, such as the Skating Boutiques do.

Sponsorship

- Work with the secretary on a donation letter.
- Work on possible 'in-kind' sponsorships for the competition necessities (accommodation, food, beverages, skater gifts, communications system (walkie-talkies), and photocopy paper).
- Contact local businesses for sponsorship. Both monetary and in-kind donations are beneficial.
- Ensure your sponsors receive public recognition for their support. Give sponsors the option of doing a medals presentation.
- Obtain advertising for programs.
- Supply a list of all donors/sponsors to the secretary to send out thank you cards and to the announcer for recognition during the competition.

Program

In conjunction with the secretary, responsible for production (printing) of a program, if you are doing one.

- Include a welcome message from your club president, a list of competitors, schedule of events, list of officials and attending clubs & coaches, sponsorship donors, etc.
- Coordinate sale of programs.

Fundraising and Vendor Sales

- If possible, arrange for third party vendor sales of skating items (tights, guards, mini gloves, etc.) as well as novelties, stuffies, flowers (wrapped), programs and souvenirs for profit.
- The host club may also wish to organize raffle baskets, fun draws (jelly bean count, etc.) 50/50 draws etc. Must have lottery license; consult with the Treasure to ensure a license is applied for.
- Arrange for night storage and security of items at the rink.
- Arrange a Vendor sales area. VI Region proudly supports two skating equipment/accessories suppliers within our region and both are to be invited and given equal space in a high traffic area of the event facility.

Awards Coordinator

All medals and ribbons for all competitions are provided by the Region.

- Set times and location for medal presentations. Ensure the area will not be too congested or interfere with others. If officials, coaches and competitors have to cross that area to get to the dressing rooms or bleacher area you'll have even more congestion to deal with.
- Provide a podium or appropriate area for medals presentation and a "tray" to lay medals on for presentations.
- Arrange for presenters. You may use the officials at the competition, current or former club executive members, community leaders or your major sponsors. Script Sample - Appendix 7
- Hand out awards:
 - Star 1, 2, and 3 will be receiving ribbons with their evaluation forms.
 - Star 4 and all other events will be receiving medals for 1st, 2nd and 3rd place; Star 4 skaters evaluation form will be available for pick up at the medal presentation.
 - Element Events will not receive report cards. Star 2-3 are assessed and receive ribbons, Star 4-Gold are ranked and will receive medals.
 - Track who has not received their medal or who has picked it up for them. That way you will know what is left to distribute.

Goody Bags

Goody Bags are at the discretion of the Local Organizing Committee. The recommended value or value in kind is \$5.00.

- Confirm with the Registrar the number of skaters attending the competition that should receive a goody bag.
- Obtain promo items, city pins, fast food coupons, percent off (discount) coupons, etc.
- Keep your eyes/ears open for businesses that offer coupons.
- Send out letters to businesses for collection of items, and work with the sponsorship committee.
- Ask for help/suggestions from every club member.
- Keep in mind you will have MALE skaters registering
- Arrange for a safe storage room for incoming supplies & the filled bags when completed.
- Deliver the bags to the arena for registration.
- Liaise with the registration table for distribution as competitors check in.
- Send a list of donations to the secretary for the program and Thank You cards.

Accreditation and Name Tags

LOC name tags are provided by the LOC and should include the person's name and area of responsibility. It is at the discretion of the LOC to make name tags for all skaters; the recommendation is for the LOC to provide each skater with a ribbon. If providing names tags these can be done theme based. Note: Officials accreditation are provided by the Region

- Create and arrange name tags for STAR 1 by groups. These name tags have the skaters' first name and can be stuck onto their skating jacket so that they can be easily identified on the ice.

- Make up Skater's "namesakes" (for autographs and remembrances) as arena decor.
- Deliver all LOC accreditation and name tags to rink and co-ordinate with the Registration Table for distribution.

Volunteer Coordinator

- Create a volunteer sign up process. (Sign up Genius is a web based tool that could be used). The recommended positions are as follows:
 - Boutique – at least 2 people per shift- recommend 2-4 hour shifts
 - Food and Hospitality – at least 3 people per shift – recommend 2-4 hour shifts
 - Registration – at least 2 people per shift recommend 2-4 hour shifts
 - Set up and take down – at least 6 people per shift – needed the day prior to the start of the comp and at the end of the comp
 - Dressing Room Monitor – at least 1 per rink – recommend 2-4 hour shifts
 - Ice Captains – 1 per rink – recommend 2-4 hours shifts
 - Security – if needed – 1 person per position – recommend 2-4 hours shifts
 - Timer – 1 person per rink please consult with the Tech Rep on events and times needed. Timers are not needed for STAR 1-3 or for pattern dances.
 - Music player – 1 person per rink – recommend 2-4 hour shifts
 - Announcer – 1 person per rink – recommend 2-4 hour shifts
 - First Aid - No official requirement to have First Aid on site, it is strongly recommended. Volunteers can be nurses, physiotherapists, EMT or anyone with a First Aid certificate. There is no First Aid Level required. Onsite First Aid Volunteers are there to do the initial assessment/treatment and call an ambulance if required.
- Schedule the first volunteer shift at least ½ hour prior to the first event scheduled each day.
- Keep the master list of all volunteers for the competition – present them with their volunteer badges when they check in.
- Ensure each area has a sufficient number of volunteers who are 16 years of age or older. Timers and runners may be younger if they are mature enough.
- Set up a volunteer check in position at the registration table for all volunteers to sign in and receive any instructions needed for their volunteer position.
- Inform all volunteers of the availability of the volunteer lounge and its location, if space allows.

Volunteer Job Descriptions

Please read the Volunteer Job Descriptions below before signing up for volunteer positions.

Ice Captain:

Gate On: Must be 18 years or older

- The Gate on Volunteer opens and closes the gate for skaters as they are announced for warm up and to compete.
- Obtain a starting order from the Chief Data Specialist at the start of each day
- Skaters will check in for their event rink side and coaches will frequently check in to see which skater is on the ice and if the event is running on time.
- Gate on Volunteer should be familiar with the schedule and refer to the printed copy often.
- Communicates with the Dressing Room Attendant when applicable to ensure all skaters have arrived and are ready for their event.
- The Tech Rep will advise if there is any change to the schedule
- Advise Tech Rep and announcer of any missing competitors (at least 15 minutes ahead).
- Stay in control and **never** leave your position
- Ensure that the skater is allowed on the ice at the appropriate time (after the previous skater has bowed and is leaving the ice, or stays on at the conclusion of warmup)
- Ensures gate is firmly closed after the skater enters or exits the ice.

Gate off Competition Rink: Must be 18 years or older

- The Gate off Volunteer (if needed) opens the gate for skaters when they have completed their program and bows and closes the gate once the skater has exited the ice.

Timers: Must be 12 years or older

- Tech Rep will advise if any are needed and for which events they are required.
- The Timer sits with the judging panel and times the skater's movements with a stopwatch.
- The event referee will advise the length of the program and when to begin and end timing, or what specific portions of the program require timing to be done. The event referee will also discuss the process should a skater be either under or over the allotted time.

Registration Desk Volunteer: Must be 14 years or older

- The Registration Desk Volunteer assists in the sign of skaters, coaches and volunteers.

Security: Must be 17 years or older

- The Security Volunteer ensures that only registered skaters, accredited volunteers and accredited coaches enter the dressing rooms and tunnel area.
- Dressing Room Volunteers can also be the security volunteer.

Dressing Room Attendant: Must be 18 years or older

- The Dressing Room Attendant Volunteer provides security and assistance in the dressing rooms.
- The volunteer will notify skaters and coaches and “Gate on Volunteers” of skater pulls, no shows or late arrivals.
- They will be familiar with the schedule and will communicate to skaters and coaches whether the event is running on time, ahead or behind.
- Ensure no photography takes place in dressing rooms.

Food Room Services Volunteers: Must be 18 years or older and not competing

- Assist the Officials Food and Hospitality Coordinator in food preparation, setting up, replenishing food and clean-up.

Awards: Must be 18 years or older

- The Awards Volunteers will organize all medals, and ribbons for each event and deliver them to the award ceremony location along with a copy of the results.

Facility Set Up and Take Down: Must be 18 years or older

- A facility set up volunteer works directly under the Facilities Coordinator from the LOC setting up and taking down the tables, rink board coverage, judges stand, signage and general clean up.

Ice Patcher: Must be 12 years or older

- An ice patcher is required to wear skates on the ice during patching. Therefore, they must be able to adequately skate. They also must be detail oriented and take direction well.

APPLICATION TO HOST

Vancouver Island InterClub Competition (November 14-16, 2025)

Vancouver Island Region Championships (January 22-25, 2026)

CLUB NAME: _____

ADDRESS: _____

CITY: _____ **PROVINCE:** _____ **POSTAL CODE:** _____

Ice Requirements for 1 rink Facility:

Thursday 5:00pm – 10:00pm

Friday 8:00am – 10:00pm

Saturday 8:00am – 10:00pm

Sunday 8:00am – 8:00pm

Ice Requirements for 2 rink Facility:

Friday 8:00am – 10:00pm

Saturday 8:00am – 10:00pm for both 2 ice surfaces

Sunday 8:00am – 8:00pm

Note: Three weeks prior to the competition the Tech Rep will know whether all this ice time is required or if some can be cancelled.

Please give an outline of your ability to provide food services for the officials:

Contact person: _____

Phone #: _____

E-mail: _____

Please submit completed applications by February 28, 2025

To: Sue Smith
VI Region Competition Committee Chair
E-mail: viregioninfo@gmail.com

SAMPLE BUDGET
VANCOUVER ISLAND INTERCLUB
NOVEMBER
FULLER LAKE SKATING CLUB

PROPOSED BUDGET**INCOME:**

Registration	\$
Advertising Programs	
Fundraising	
Flowers	
Sponsorships	
Program Sales	
(Add other income that your committee might expect)	_____
Total Income	\$

EXPENSES:

Computer Rental & Data Specialists Box Rental	\$400.00
Administration (Fax, Telephone, Mail, Photocopiers)	
Flowers	
Gifts	
Hospitality (including goody bags and decorations)	
Ice Costs	
Medals, Ribbons, Awards	\$1000.00
Officials (Judges and Data Specialists approx 16-18people)	
Programs	
(Other expenses your committee might anticipate)	
Region Surcharge (\$5.00 per entry)	
Section Surcharge (\$4.00 per entry \$25.00 per synchro team)	_____
Total Expenses	\$

ESTIMATED PROFIT **\$**

VI Region Officials Expense Form

Name of Official: _____

Name/Date of Competition: _____

Mileage (return) _____ km x \$0.64 = _____

Meal allowance maximums: Breakfast \$15.00 Lunch \$20.00 Dinner \$30.00

Expenses: (attach receipts)

Total Amount: _____

Print name of Official/Signature of Official

For Host Club use ONLY Date Paid _____ Cheque Number _____

OFFICIALS ALLOWABLE EXPENSES AT COMPETITIONS

1. Hotel

Tech Rep generally has rooms to themselves.

All other officials will share rooms (2 to a room)

* **Note:** if an official wants to have a room of their own – they will be responsible for 50% of the room costs.

2. Traveling Expenses (the lowest cost)

- a) Ferry
- b) Mileage (\$0.52 per K)
- c) Parking

3. Food (no alcohol)

To competition and from competition when traveling or meals not being provided.

Probably use Region guideline of:

- \$15.00 breakfast
- \$20.00 lunch
- \$25.00 dinner

***Receipts for meals must be submitted with expense claim form.**

4. Telephone calls/postage/fax – on receipt, usually by Tech Rep and Chief Data Specialist.

Extras that are needed

On Judges Stand:

- 1) Kleenex**
- 2) Peppermints**
- 3) Blankets**
- 4) Space heater – if possible**

Host Club's responsibilities when assessments are taken during the competition:

1. Inform the Tech Rep of the assessments – number and type – as soon as test deadline closes, which is 14 days prior to the competition
2. Ensure the proper paperwork and the test fees have been received from the test skaters' home clubs. Until the fees are received, the assessments will not be considered.
3. Consult the Tech Rep just prior to the Start of the competition to check the dates and times of the assessments and who has been assigned. The assessment and summary sheets should be filled in at this point.
4. Ensure that the evaluators assigned to the assessments have someone (usually the Assessment Coordinator) to receive the papers and have the summary sheets signed immediately after the event or the assessments. The Assessment Coordinator could delegate this to the registration table if necessary but it is important for all involved (evaluator, coach and skater) to know where the assessment sheets will be when completed.



BC/YT STAR Benchmark Scores for Single Entries Events

Category	Points Required to Award Medal	
STAR 5	Gold	19.00 +
	Silver	16.00 – 18.99
	Bronze	< 16.00
STAR 6	Gold	21.00 +
	Silver	18.00 – 20.99
	Bronze	< 18.00
STAR7	Gold	19.00 +
	Silver	16.00 – 18.99
	Bronze	< 16.00
STAR 8	Gold	29.00 +
	Silver	25.00 – 28.99
	Bronze	< 25.00
STAR 9	Gold	24.00 +
	Silver	21.00 – 23.99
	Bronze	< 21.00
STAR 10	Gold	36.00 +
	Silver	32.00-35.99
	Bronze	< 32.00
Gold	Gold	43.00 +
	Silver	40.00 – 42.99
	Bronze	< 40.00

Script Samples:

VI Region Competition - ANNOUNCER SCRIPT

When signaled by the Referee,

Announce: "The next (or first) event is _____, Group ____ "(refer to schedule).

"Would the following skaters please take the ice for their _____ minute warm up." Read the names on the starting sheet (just until the break in the larger events). Only read the names, not the clubs at this time. * see Appendix 9 for event warm up time.

The music player will start the timer for the warm up when the last skater hits the ice.

"At this time I would like to announce the officials for this event". See sheet.

At the appropriate time, announce "There is one minute left in the warm up".

At the end of the warm up announce "The warm up is now over, skaters please leave the ice".
"Thank you".

When signaled by the Referee (before each skater),

Announce: "Representing the _____ Club, _____ " (Skater's name).

Continue until last skater, announce them as "the final competitor, representing _____"

At the end of the event, announce "This completes the _____ event. We will now continue with the _____ event". Wait for the signal from the referee to start.

After the last event before a flood, announce "There will now be a short break to resurface the ice. The next event is _____ and will start at _____(time)".

Please repeat this announcement often throughout the competition.

"We would like to remind all spectators that Skate Canada forbids the use of Flash Photography during all events".

BEGINNING OF THE DAY: First Nations acknowledgement (suggested wording)

Welcome to the Vancouver Island (insert) Competition.

Before we start the day's skating, we would like to first acknowledge with respect the (Lekwungen) peoples on whose traditional territory we live, work, train and skate, and the (Songhees, Esquimalt and WSANEC) peoples whose historical relationships with the land continue to this day.

We would like to acknowledge local sponsors: Esquimalt Country Grocer, Hillside Pharmasave and Monk Office. Thank you for supporting local youth sports.

AWARDS GUIDE

RIBBONS:

STAR 1

STAR 2 - 3

(Freestyle and Elements)

MEDALS:

Podium Pathway Events

ARTISTIC, STAR 4 - Gold

SPECIAL O

Adult

Awards are given approximately 15 minutes after the results are posted.

The data specialists (or someone) will bring you the results.

Skaters will generally start congregating around the podium area. Confirm you have all the skaters in the group for each presentation, make an announcement to collect any missing skaters if needed.

Try to confirm name pronunciations ahead of the presentation, if needed.

Once finish one presentation, start getting as much organized as you can for the next presentation.

RIBBON PRESENTATIONS SCRIPT:

1. Announce the name of the group receiving presentations: (For example, " We are now awarding the ribbons for Star 2, Group 1)
2. Explain that each skater will be called and presented with their ribbon and report card and parents may take a picture of their skater.
3. Call up each skater to the podium according to their starting order in their group and present them with their report and ribbon. Do NOT announce the overall rating.

MEDAL PRESENTATIONS SCRIPT:

1. Announce the medal awards: (For example, “We are now presenting the medals for Ladies, Star 5, Group 1”)
2. The Gold Medalist is: from the (insert name of club) , (name of skater). Allow medalist time to get to the podium and receive their medal.
3. Repeat #2 for Silver and Bronze medals.

Set up cones along blue lines to cordon off element performance area (the use of disc cones is not recommended).

When signaled by the Referee, announce: “ The next event is Star 1 Elements”.

Ask the skaters from Group 1 to take the ice for their 3 minute warm up. As the Skaters take to the ice announce the Skaters full names and club and announce the officials for the event. The On-Ice Marshall will escort the group to the warm-up area at one end of the ice surface. Elements will be performed at centre ice between the blue lines.

When the warm up is over, ask the skaters to go and meet the judges.

(officials to welcome skaters, put them in start order and remind coaches of procedure-see script template on last page), once complete, the Referee will signal when to start the event.

The skaters will be doing the series of events listed below. They will go one after the other for each element. Call the skater’s full name and club for the first element, for all other elements just call first names. As soon as the previous skater is finished (here you do not need to wait for the Referee signal) call the next skater. The next skater should be ready to go, standing at the blue line, centre ice when the previous skater is performing their element.

ELEMENTS

Circle Stroking

Waltz Jump

Salchow Jump

Toe Loop Jump

Forward Upright Spin

Backward Upright Spin

Forward Spiral Circles

When the group on the ice starts to perform the Forward Upright Spin the On-Ice Marshall will escort the next Group onto the ice and to their warm up area staying close to the boards. **NOTE:** On-Ice Marshalls should avoid skating the Group in front of the Officials or disrupting the Skater performing their skill when possible. Options could include; go down the blue line or go around the perimeter and cross the back of the performance area

When the elements are finished, all the skaters will do a Creative Exercise at the same time. This is to be done in the performance area between the blue lines. Announce “Skaters, please take your starting positions for the Creative Exercise Warm Up”. After the music is finished, announce “Skaters, please take your starting positions for the Creative Exercise Assessment”.

When the music has finished for the second time, ask the skaters to please leave the ice.

The next group of skaters will have been on the ice for their warm up already. Announce their group number, names and clubs and ask them to go and meet the judges.

STAR 1 PROCEDURE (Double Panel)

Set up cones along blue lines to cordon off element performance area (the use of disc cones is not recommended).

When signaled by the Referee, announce: “ The next event is Star 1 Elements”.

Ask the skaters from Group 1 & 2 to take the ice for their 3 minute warm up. As the Skaters take to the ice announce the Skaters full names and club and announce the officials for both of the Groups. The On-Ice Marshall will escort the group to the warm-up area at each end of the ice surface. Elements will be performed at centre ice between the blue lines.

The groups will be warming up on either ends of the arena and will be doing their elements, one at a time, in the center of the ice.

When the warm up is over, ask the skaters to go and meet the judges.

(officials to welcome skaters, put them in start order and remind coaches of procedure- see script template on last page), once complete, the Referee will signal when to start the event.

The skaters will be doing the series of events listed below. They will go one after the other for each element and will alternate from Group 1 and Group 2 for each element. Call the skater's full name for the first element, after that, just call first names (no club names). The next skater should be at the blue line, centre ice when the previous skater is performing their element.

The skaters will be doing the series of elements listed below. They will alternate from Group 1 and then Group 2 for each element. Announce the element first and then call the skaters one at a time as soon as the previous skater is done. Call the skater's full name for the first element, after that, just call first names (no club names).

ELEMENTS

Circle Stroking

Waltz Jump
Salchow Jump
Toe Loop Jump
Forward Upright Spin
Backward Upright Spin
Forward Spiral Circles

The warm up for the next Groups will start when the Groups on the ice start to perform the Forward Upright Spin. The On-Ice Marshal will escort the next Group onto the ice and to their warm up area staying close to the boards – do not need to announce it.

NOTE: On-Ice Marshalls should avoid skating the Group in front of the Officials or disrupting the Skater performing their skill when possible. Options could include; go down the blue line or go around the perimeter and cross the back of the performance area

When the elements are finished, all the skaters will do a Creative Exercise at the same time. This is to be done in the performance area between the blue lines. Announce “Skaters, please take your starting positions for the Creative Exercise Warm Up”. After the music is finished, announce “Skaters, please take your starting positions for the Creative Exercise Assessment”.

When the music has finished for the second time, ask the skaters to please leave the ice.

The next group of skaters will have been on the ice for their warm up already. Announce their group number, names and clubs and ask them to go and meet the judges.

Repeat the above procedure.

Officials Welcome Script Template:

- Start by welcoming everyone.
- Use and ice breaker questions to get the skaters engaged:
 - Has everyone had a chance to get warmed up?
 - Is this your first competition?
 - Have you been working hard on all of your elements?
 - Are you ready to show us what you can do?
- Introduce the judges (first names only are fine) and say that we are really looking forward to seeing what they can do.
- Put the skaters in order and tell them that they are going to be doing their elements one after the other.
 - Ask them to watch for the skater in front of them - when they see them doing their element, they need to go to the blue line to be ready when their name is called.
- Remind the coaches that they are to watch as well and that they should have their skater at the blue line before their name is called.
- Tell the skaters to just try their best and don't forget to have fun.

WARM UP TIMES:

STAR 2	3 minutes
STAR 3 & 4	4 minutes
STAR 5	5 minutes
STAR 6 to Gold Free Skate	6 minutes
Pre Juvenile to Senior Singles/Pairs	6 minutes
Artistic & Showcase	3 minutes
Pattern Dance	3 minutes
Rhythm Dance/Free Dance	5 minutes
Elements	4 minutes
Special Olympics	6 minutes

- ★ At the discretion of the Referee, the warm up periods may be reduced to a minimum of 3 minutes. All warm up periods for one event must be equal.