



# SKATE CANADA-EASTERN ONTARIO

## SECTION PARTNERED EVENT MANAGEMENT MANUAL

This document provides information and guidance for the Club(s) and Local Organizing Committees (LOC) for each of the Section Partnered competitions held in Skate Canada-Eastern Ontario.

### MAIN OBJECTIVE

Skate Canada-Eastern Ontario and the Host Club/LOC will stage an Event that provides the facilities, organization and working conditions that will enable all Competitors and Officials to perform to the best of their abilities.

### COMPETITION EVENT COMMITTEE

The Eastern Ontario Section has established a Competition Event Committee (CEC) for the 2016-2017 skating season. Instead of a single Competition Chair, a committee of experienced Board members will coordinate Section events.

Each Local Organizing Committee (LOC) of a Section Partnered Event has been assigned a CEC Liaison. The CEC Liaison will attend at minimum the first LOC meeting and the site visit, communicate regularly with your LOC Chair, and act as a resource and clearinghouse for your questions and concerns, and an interface with the Section Office and CEC. The CEC Liaison will also attend the event from setup to takedown to facilitate support and troubleshooting for the LOC.

The Liaisons are:

Event	Name	Email	Telephone
2016 Autumn Skate	Tracey Hayden	<a href="mailto:tracey.hayden@steo.ca">tracey.hayden@steo.ca</a>	613-924-9844
2016 Sectionals	Glenda Cartwright	<a href="mailto:gk.cartwright@cogeco.ca">gk.cartwright@cogeco.ca</a>	613-547-4495
2016 OUA Varsity	Glenda Cartwright	<a href="mailto:gk.cartwright@cogeco.ca">gk.cartwright@cogeco.ca</a>	613-547-4495
2017 Winter Skate	Ann Monaghan	<a href="mailto:ann.monaghan@hotmail.ca">ann.monaghan@hotmail.ca</a>	905-718-3537
	Muriel Blaker	<a href="mailto:muriel.region1rep@gmail.com">muriel.region1rep@gmail.com</a>	905-987-7292
2017 EOSIC	Tracey Hayden	<a href="mailto:tracey.hayden@steo.ca">tracey.hayden@steo.ca</a>	613-924-9844
2017 SynchroSkate	Susan Rivington-Chapman	<a href="mailto:susan@rivington-chapman.ca">susan@rivington-chapman.ca</a>	613-614-3012
2017 Special Olympics	Glenda Cartwright	<a href="mailto:gk.cartwright@cogeco.ca">gk.cartwright@cogeco.ca</a>	613-547-4495

When a Sanction has been granted it is important that all relevant materials are carefully reviewed. These are available on the Skate Canada-Eastern Ontario website ([www.skate-eos.on.ca](http://www.skate-eos.on.ca)), if applicable the Skate Ontario website ([www.skateontario.org](http://www.skateontario.org)), the Skate Canada Info Centre or from the Section Competition Event Committee (CEC).

### Of particular relevance will be the following:

- The Application for a Competition Sanction that was submitted to the Section
- Competition Announcement – on EO website
- CEC letter approving the Competition Sanction which may contain specific expectations and requirements
- The Hosting Agreement – to be presented at first meeting
- Competition Budget Format – to be presented at the first meeting
- Skate Canada Technical Packages – on EO website and Skate Canada Info Centre
- Competition Information and Technical Bulletins – on EO website
- If applicable, Skate Canada CanSkate Helmet Policy – on EO website
- EO Policy Book – on EO website

### EVENT ANNOUNCEMENT

The Announcement is developed by the CEC and will be forwarded to the Local Organizing Committee Chair for event specific information approximately **three months** prior to the competition. The Announcement once approved by the CEC will be posted on the Section website.



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#### COMPETITION HOURS

Skate Canada-Eastern Ontario sanctioned competitions **must not** be scheduled to start earlier than 8:00 a.m. nor scheduled to end later than 10:00 p.m.

#### OFFICIALS/TECHNICAL

The Judges Committee will assign the Technical Representative and the Data Specialist Committee will assign the Chief Data Specialist.

The Tech Rep will attend LOC meeting(s) and is responsible for determining the composition of flights, setting the schedule, and inviting the Judges. The Tech Rep is in charge of the event from a technical standpoint and will ensure the competition is being run according to Skate Canada and Skate Canada-Eastern Ontario rules and guidelines.

The Chief Data Specialist will determine when initial set-up will take place. A room for the Data Team **must** be provided at the arena both for set-up and for the duration of the competition. This room should be separate from the Officials Hospitality area, but if this is not possible it must be partitioned off to ensure confidentiality of the results until they are posted. The Chief Data Specialist will advise on paper and other supplies that must be made available by the Club/LOC.

**NOTE:** When the CPC Judging System is being used, at ice level for an event, the LOC must consider the following:

- Officials, including Data Specialists, should not be expected to be present at the arena earlier than 7:00 a.m. or remain at the arena later than 11:00 p.m.
- It will take the Data Specialists at least two hours to set up and test the equipment. This applies to each set of judging equipment (one per ice surface) that is used. Therefore, once the officials' stands have been constructed, there **must be** four hours available in the schedule (for a competition using two ice surfaces) for the Data Specialists to complete these tasks. For example:
  - For an event that begins with an 8:00 am start time, 4 hours prior to 11:00 p.m. the evening before, or
  - For an event that will start the same day (mid to late day), set up can take place 4 hour after 7:00 a.m. prior to the event start time.

For additional information including Officials'/Technicians' Travel Expenses, meal allowances, babysitting and elder care, please refer to the EO Policy Book.

## RESPONSIBILITIES/TERMS OF REFERENCE

**NOTE: FOR CLARITY LOC RESPONSIBILITIES ARE IN BLACK AND SECTION RESPONSIBILITIES ARE IN BLUE**

#### LOC: CHAIRPERSON

- Chair all meetings, including a wrap-up meeting;
- Set and provide an Agenda for the meetings and email a copy to the CEC liaison for review prior to the meeting.
- Assign tasks, as appropriate, to Committee members including:
  - Booking first aid coverage for the Event – this can be St. John's, Paramedics, Nurses or Firefighters;
  - Recruiting volunteers;
  - Arranging for all supplies as requested by the Chief Data Specialist;
- Prepare and distribute a contact list (names, emails, phone numbers) of all committee members as well as the assigned Tech Rep and Chief Data Specialist and CEC Liaison and Section Office;
- Liaise with all members of the LOC, ensure deadlines are met, and assist where required.
- Provide minutes of all meetings to the CEC Liaison;



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- Sign the Hosting Agreement on behalf of the Club/LOC;
- Hold an initial organization meeting at least three months prior to the competition and invite the CEC Liaison, the Technical Representative, and the Chief Data Specialist;
- In consultation with the CEC Liaison, book ice time as well as other meeting rooms as required and forward a copy of the contract to the CEC Liaison for approval prior to signing; if the event is a qualifier for other Events, provide a room where qualified skaters will register for the next level of competition;
- Select a “Host Hotel” in consultation with the CEC Liaison (see Note #1);
- Provide, for inclusion in the Announcement, a map with directions to the competition venue and the hotel, as well as a contact list for the host hotel and other hotels in the area;
- Assist the Technical (Music) Team, when required, to arrange a site visit;
- Provide a list of non-Skate Canada Volunteers (first & last names only) to the CEC Liaison at least two weeks prior to the event to ensure insurance can be arranged for them;
- Provide copies of reports from each LOC member, completed within one month after the competition, to the CEC Liaison.

### SECTION:

#### Skate Canada-Eastern Ontario will:

- Attend the first meeting of the LOC and the close-out meeting after the event is over (CEC Liaison);
- Prepare and distribute the competition Announcement with costs to be included in the competition expenses;
- Provide information regarding Hotel Rooms, volunteers required etc.;
- When the CPC judging system and/or Video Replay system is being used, provide the necessary equipment with the cost of renting, shipping & insurance to be included in the competition expenses;
- Arrange for the rental and delivery of photocopiers (EO PR/Marketing Chair) as directed by the Chief Data Specialist with the costs to be included in the competition expenses
- Act as liaison between the EO Music Technicians and the LOC (CEC Liaison);
- Provide, if required, equipment for the sound system with costs to be included in the competition expenses;
- Appoint an official Videographer and Photographer (EO PR/Marketing Chair);
- Approve all arrangements of saleable items – such as event clothing, pins etc., and obtain copy of any contracts signed by the LOC (CEC Liaison);
- Provide signage for Registration tables etc. (EO PR/Marketing Chair);
- Provide medals as well as the backdrop for medal presentations with the cost of medals to be included in the competition expenses (EO PR/Marketing Chair);
- Provide accreditations for Officials, Music Team and attending Section Board.
- Purchase gifts for Officials with the costs to be included in the competition expenses (EO PR/Marketing Chair).

### SECTION: TREASURER/FINANCE

- The Section Office Administrator acts as the Event Treasurer for all Section partnered events.

#### LOC: TREASURER LIAISON

- LOC will provide a ‘Treasurer Liaison’ to work with the Event Treasurer and CEC Liaison regarding all financial matters;
- Within **one (1) month** after the competition, provide all invoices to the Event Treasurer;
- Undertake fundraising activities that realise a profit (i.e., bake sales, club draws, vendors, etc.). The vendor percentage of sales to be given to the LOC should be negotiated (15% is average).  
**NOTE:** Funds realized from fund-raising activities will directly benefit the Club and will not be included in the Event Budget, but activities must be pre-approved by the CEC Liaison;
- All sponsorship obtained by the LOC whether it is program advertising, ice sponsorship or title sponsorship shall be part of the Event general revenue;



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- Where an LOC is made up of more than one club – the distribution process for the LOC share of any profits from the event will be formalized with the CEC Liaison and voted on at the first LOC meeting;

### SECTION: EVENT TREASURER

#### Skate Canada-Eastern Ontario will:

- Assign the Section's Office Administrator to be the Event Treasurer;
- Set up appropriate banking arrangements;
- Deposit all revenues received;
- Arrange to pay and track all expenses;
- Arrange for required advances and floats;
- Prepare all invoices (Event Treasurer);
- Provide up-to-date information as requested by the LOC/ CEC;
- The Section Chair, Section Treasurer, Vice Chair, and Section Office Administrator are the signing authority for the competition account;
- Establish registrations fees, late fees, penalty fees, advertising and sponsorship rates, admission charges as well as the price of the Official program and the number to be printed;
- One (1) month after the event, provide to the Section Board and LOC a Preliminary Final Financial Statement;
- No later than three (3) months after the event the Event Treasurer and CEC will provide the Section Board and LOC a Final Financial Report. This will include detailed expense summaries for Sponsorship, Advertising and Donations;
- When the statement and division of funds has been approved by the Section Board, the Event Treasurer will disburse the funds and the CEC and LOC will sign off on the statement;
- If, in spite of fundraising & sponsorship activities and general revenues the competition does not realize a profit, the Section will bear the loss.

### SECTION: COMPETITION REGISTRAR

The Section Office will be the Competition Registrar and will provide the following registration information leading up to the competition:

- At close of registration, the preliminary number of entries per Category (Tech Rep and Chief Data Specialist);
- Final number of entries per Category (Tech Rep and Chief Data Specialist)
- Initial list of skaters (Tech Rep and Chief Data Specialist);
- List of skaters in multiple events (Tech Rep and Chief Data Specialist);
- For CPC Events, an Excel spreadsheet that contains the information identified by the Chief/Computer Data Specialist;
- A list of withdrawals or changes (Tech Rep, Data Specialist Team, Event Treasurer)
- A list of skaters showing the revenue received from entries, along with the funds for deposit (Treasurer, who will provide a list of missing information to the On-Site Registration Chair);
- Music labels to Music Registration Supervisor

### LOC: ON-SITE REGISTRATION SUPERVISOR

- The following will be required at the Registration Desk:
  - Start Orders, provided by the Data Specialist Teams;
  - Dressing Room assignments;
  - Event Schedule;
  - A map of nearby restaurants, sponsors, hospitals, etc.;
- The Registration table must be ready to receive skaters at least one hour before the start of the first event/practice of each day;
- On the arrival of competitors collect any missing information;
- Record on the Start Order when a skater or dance/pair team registers;



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- **For Sectionals the time of registration must be noted and both skaters in a team must be registered;**
- Provide skaters and coaches with appropriate identifying tags/ribbons. Choice to be approved by CEC liaison;
- If a skater has not registered within 15 minutes of the start of her/his event, notify the Tech Rep and Data Specialist Team as well as Ice Captains & Dressing Room attendants. A skater who arrives too late to skate with her/his warm up group must immediately check with the Tech Rep;
- Maintain a "lost and found".

### LOC: MUSIC REGISTRATION SUPERVISOR

- The following will be required at the Music Registration Desk:
  - Two copies of the Start Orders, provided by the Data Specialist Teams;
  - Music labels;
  - Music caddies must be labelled as to flight. When two ice pads are operating, it is important to keep the music caddies for each rink separate;
- The Registration table must be ready to receive skaters at least one hour before the start of the first event/practice of each day;
- When a skater/dance or pairs team hand in their music, apply the labels to both copies. Color code with a 'dot' to identify the master copy;
- Record on both copies of the Start Order when a skater or dance/pair team registers the music
- **For Sectionals, the time of music registration must be noted and both skaters in a team must be registered;**
- Place a rubber band around both copies of the music and put them in the appropriate music caddy box – the second copy of the skating order with the competitors clearly marked should be included in the caddy box with the music making sure each flight is arranged in the box in the skating order;
- As soon as a music box is full the runner should then take it to the music player;
- If there are scheduled practice sessions where music is to be played, ensure that the music is accessible to Music/Announcers;
- Keep Music Registration open after events are finished each night so that skaters can pick up and sign out their music. Have skater/parent/coach sign the master Start Order sheet when picking up music;
- Arrange to return music that is not picked up at the end of the competition.

### SECTION: MUSIC, ANNOUNCING, AND COMMUNICATION

- The Section will provide the Music/Announcer and the required equipment excluding the Special Olympics and High School events.
- The Section will provide 2-way radios for communication excluding the Special Olympics and High School events.

### LOC: SPONSORSHIP/ADVERTISING/PROGRAM SUPERVISOR

#### NOTE:

- *The LOC of the following Section Partnered events are responsible for the layout and printing of the event program: OUA Varsity and High School.*
- *The Section Office will be responsible for the layout and printing of the event programs for: Autumn Skate, Sectionals, Winter Skate, SynchroSkate, EOSIC and Special Olympics.*
- As soon as possible after a sanction has been granted set a deadline for receiving ads and other information for the program.
- Record all sponsorship and advertising and forward information to the Event Treasurer (Section Office) for invoicing;
- Maintain a list of all businesses who have donated goods or services in kind to be acknowledged in the program;
- For High School and OUA Varsity events: obtain multiple quotes for program printing and select the best option.
- Set a deadline for receiving ads and other information that is to go into the program. *Note:* All submissions to be included in the official program are to be forwarded to the Section Office **NLT 3 weeks prior** to event; ;
- Obtain letters of welcome for the program from local dignitaries;
- Save enough copies of programs for sponsors.



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- The Host Club(s) will decide whether to provide a complementary full page camera-ready ad for the program;
- Provide, for approval by the CEC Liaison and EO PR/Marketing Chair prior to printing, templates of any tickets, advertising flyers, and accreditation for Competitors;
- Ensure the booths of Section Sponsors are located in an area that is appropriate and visible
- When Opening Ceremonies occur, (Special Olympics) the LOC may, in consultation with the EO PR/Marketing Chair:
  - a. Invite local dignitaries as well as local sponsors to attend and participate;
  - b. Provide Flag Bearers.

### SECTION: MARKETING/AWARDS

#### Skate Canada-Eastern Ontario will:

- Layout and publish the programs for the following events: Autumn Skate, Sectionals, Winter Skate, SynchroSkate, EOSIC and Special Olympics.
- Prepare a letter to be sent to local businesses regarding sponsorship and advertising.
- Provide Skaters flights, Officials List and Schedule of Events for the Program (CEC Liaison);
- The Section office as Event Treasurer will provide the invoicing for all programs ads for all events.
- At Special Olympics, organize and conduct Opening Ceremonies (on-ice)(EO PR/Marketing Chair);
- Conduct medal presentation ceremonies.

### LOC: FACILITY LIAISON SUPERVISOR

*The Facility Liaison is the link between the LOC and the facility staff.*

- Liaise with the Tech Rep, Chief Data Specialist, Vendors, and Music Team as to their needs at the facility;
- Prepare a list of requirements for the facility staff to provide for the event;
- Draw a plan indicating placement of the Officials' stands, tables, chairs, equipment, tube and drape (if required) and provide it to the facility;
- Arrange for the Officials' stands to be built based on the specifications provided and in consultation with the Tech Rep, Computer Data Specialist, and Music Team (see Notes #2 and #3);
- Plan adequate time for constructing and tearing down the stands;
- Be aware of and communicate to the CEC any restrictions imposed by the building/municipality regarding construction of the Officials' stands;
- Where there are restrictions regarding floods, secure these from the facility before the deadline for entries and advise the Tech Rep.;
- Liaise with the Facility to establish whether the LOC will be expected to provide ice patchers. Note: The Tech Rep is responsible for determining the schedule and requirement for ice patching;
- Liaise with the Canteen on site to determine when it should be open and what choices of food it will have available;
- Work with all parties concerned regarding the ice conditions;
- Determine if the facility has any emergency procedures in place;
- Ensure that there is an adequate power supply available in the arena and for the Officials' stands;
- Secure 2-way radios (specific to Special Olympics and High School):
  - Ask and Check with Tech Rep to see how many radios are required and who has to have a radio
  - Test the radios beforehand to make sure they work
  - When using radios ensure they are collected and charged at the end of the day
- Provide clipboards for:
  - The Chief Data Specialist;
  - Judges;
  - Tech Rep;
  - Dressing Room Supervisor;
  - Ice Captains;
  - Skater/Music Registration;
  - Music Player;



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- Announcer;
- Photographer and Videographer.
- Provide signage for or distribute Section provided signage:
  - All dressing rooms;
  - Result postings;
  - Registration;
  - Medal Presentation;
  - Music pickup.
- Provide Officials with blankets, if needed.
- Secure and erect awards podium (placement directed by EO PR/Marketing Chair).

### **LOC: OPERATIONS SUPERVISOR**

Where this is required:

- Have the room open at all times for information;
- Equip the room to meet the routine and emergency needs of skaters, officials and coaches;
- Ensure there is a sewing kit, tools for emergency blade repairs, etc.;
- Distribute radios at the beginning of each day. Ensure they are returned at the end of each day and set to charge for the following morning;
- Maintain lost and found;
- Other duties may be identified depending on the requirements of the competition.

### **LOC: SECURITY SUPERVISOR**

- Oversee security requirements between the LOC and facility staff;
- Ensure designated security levels are enforced;
- Devise a security plan, including where to place security stations in the venue in consultation with the Tech Rep and LOC;
- Monitor access points and accreditation zones.

### **LOC: TRANSPORTATION**

*Where this is required, notably in some Section-Partnered Events:*

- Prior to the Event arrange, if possible, for donations of vehicle/vehicles to be used during the competition for transportation of Officials;
- Arrange for pick up and drop off of rental or sponsored cars before and after the Event;
- Coordinate volunteers as drivers once the transportation schedule has been provided by the Tech Rep.;
- Coordinate special requests by Officials.

### **LOC: ICE CAPTAINS**

- Once the Schedule has been approved, set up the volunteer schedule for Ice Captains;
- Liaise with the Dressing Room Attendant as some responsibilities are inter-related;
- Discuss with the Tech Rep any concerns/instructions he/she may have with regards to the duties of the Ice Captains;
- The Start Orders will be available at the start of each day from the Data Specialist Team;
- Establish what has been decided as the length of each warm-up;
- When each flight is ready to begin, have skaters rink-side ready to step onto the ice when notified by the referee;
- Try to keep the skaters relaxed and in warm area prior to competing.
- Do not interfere with coaches;
- Close the gate securely after skaters go onto ice;
- Ensure that Kleenex and garbage cans are available at rink-side;



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- Monitor ice conditions and notify Tech Rep if a potential problem develops;
- When you are notified that a skater has withdrawn or cannot be located, inform the Tech Rep and Music/Announcer;
- Maintain communication with Music at all times during your shift;
- Be aware of the location of the Medical personnel in the event a skater is injured.

### **LOC: DRESSING ROOMS**

- Once the Schedule has been approved, assign dressing rooms and arrange for signage to be posted on the dressing room doors prior to start of each day;
- Arrange for copies of the master dressing room allocation plan to be provided to the Registration Desk and the Ice Captain;
- The Start Orders will be available at the start of each day from the Data Specialist Team;
- Ensure no one is in a Dressing room who is not authorized to be there;
- Advise the Ice Captain if a skater or dance/pair team cannot be located;
- Liaise with the Ice Captain to ensure skaters are ready to go on the ice at the appropriate time;
- Ensure supplies needed in the rooms (Kleenex and Hand Sanitizer) are available and rooms are kept as tidy as possible;
- Be sensitive to the potential presence of allergies
- Ensure a sewing kit is available for emergencies;
- Take any articles left in the dressing rooms to Lost and Found.

### **LOC: RUNNERS/ICE PATCHERS** *(if required)*

- Once the Schedule of Events has been approved and posted, prepare a schedule of volunteers;
- Liaise with the Facility Liaison to establish whether the LOC will be expected to provide ice patchers; Note: The Tech Rep is responsible for determining the schedule and requirement for ice patching. Schedule volunteers accordingly.
- Liaise with the Chief Data Specialist to determine the number of runners required and schedule accordingly;
- Liaise with Music Registration to determine the number of music runners required and schedule accordingly;
- Ensure all runners are appropriately trained and aware of the location of the Data Specialists Room and Music Registration Desk. New runners should be trained by teaming them up with an experienced volunteer.

### **LOC: ADMISSION AND PROGRAMS**

- The Section establishes the price of admission and the cost of Programs; Arrange for signs that state the price of admission and the cost of Programs once this has been determined;
- The Section CEC Liaison will approve complimentary passes.
- Set up the Admissions Table at least one hour before the start of each day (including practice ice if it is provided). Place the table so that all persons entering the venue will have to pass by it – as cash is involved, adult volunteers are recommended;
- Liaise with the Event Treasurer for provision of a float for the cash box;
- Develop a suitable system to identify those who have paid for admission (example: use a different color stamp for each day);
- If charging for programs, keep in a safe place and track the number sold;
- At the end of each day, hand in the cash box to the Event Treasurer or designate.

### **LOC: DECOR**

- Areas that may be decorated include the foyer, hospitality area, Officials' Room and the Medal Presentation area;
- All Registration and Admission Tables should be skirted
- Keep the decor simple;
- Make sure there are no obstructions on the Officials' stands and the decorations do not interfere with the equipment.





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#### **LOC: HOSPITALITY**

- Prior to the first meeting of the LOC, arrange for a site visit to see what is available with regard to kitchen/catering facilities and what extra items will be needed;
- Designate an area for hospitality at the event location for the Officials and Volunteers;
- Consult with the CEC Liaison regarding the menu and meal/hospitality plans
- Once the budget is set and it has been decided how many meals will need to be provided, plan a draft menu and provide it to the Tech Rep and Chief Data Specialist for feedback;
- Determine if any of the participants have special dietary requirements;
- Obtain all supplies and food as economically as possible, looking for donations in exchange for advertising where possible;
- Be aware of food restrictions for Officials and volunteers;
- Keep a list of all donations & dollar values;
- Advise Program/Sponsorship Chair of donations and, where possible, provide ads or acknowledgements ad for the program;
- Select and schedule volunteers to work in the kitchen and serving areas;
- When Data Specialists are on-site for set-up prior to the competition, ensure appropriate meals, snacks and drinks are available;
- Provide meals and refreshments for CEC members, Officials and the Music Team throughout the day(s) of the competition;
- Determine in consultation with the LOC how/if LOC Committee members and volunteers are to be fed;
- If a Coaches Hospitality Room is available, provide light snacks;
- Each morning liaise with the Tech Rep and Chief Data Specialist with respect to which Officials need meals at what time. Some officials have only a small window of opportunity to eat between assignments – meals must be kept hot and available for them;
- Do not clear food away until you are sure everyone has eaten.

#### **LOC: DATA TEAM LIAISON**

- Contact the Chief Data Specialist to determine the requirements of the Data Specialist Team;
- If requested, arrange for an assistant to work in the Data Team Room to:
  - Post Start Orders;
  - Photocopy;
  - Post Results.



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### NOTE #1:

Hotels are generally based on favourable rates as well as the quality and quantity of rooms available for the Officials. The CEC Committee will identify the number of rooms required. The CEC will act as liaison with the 'Host Hotel' regarding allocation of rooms for Officials. Once the Hotel has been selected and the rooms are booked for the Officials the Hotel must understand that the said rooms cannot be released to anyone else.

The Host Hotel should also be willing to provide a room (free of charge) for hospitality. This Hospitality Room will be required on certain days of the competition and will be looked after by the local Section Region Representative or designate. It should be established with the hotel that the Section will be permitted to bring in finger foods and beverages. As per Skate Canada – Eastern Ontario Policy there will be no alcohol provided in the Hospitality Room (with the exception of the Section Hospitality evening).

### NOTE #2:

The Club/LOC will be responsible for providing/building the officials stands' for the competition in consultation with and consistent with the requirements specified by the Tech Rep and the Chief Data Specialist. The cost of the stands will be included in the competition expenses.

The officials' stands must be:

- Large enough to comfortably accommodate all of the Officials/Technicians who will be using them.
- Built to a standard that is both safe and secure. The Tech Rep and Computer Data Specialist must review all plans prior to construction.
  - A sturdy framework must support stands underneath and the platform must be attached to the framework.
  - The platform must have a railing attached to the back (if it does not back up to a wall) and sides.
  - There must be a one to two inch high "lip" attached along the front of the platform (ice side) so that tables and equipment cannot slide forward.
  - The tables must be firmly secured to the platform.
  - Stairs must be attached to the platform and have a handrail.
  - All cables and cords must be covered and secured.
- Skirting on the fronts of the tables must not be attached until the Officials have finished installing all of their equipment. Use of Section Table skirting is available for all Section Partnered Events.

### NOTE #3:

When the CPC Judging System is being used at ice level at an Event, additional requirements must be met:

- The officials' stands must be large enough to accommodate the Technical Panel (3 people), the Referee and Judges (3 – 7 people), Trial Judges (as determined by the Tech Rep), Data Input Operator, Video Replay Operator (if required), the Data Specialists (2 people), the Technicians (music and announcer – 2 people) plus all of their equipment.
- Three feet of space per person is reasonable plus extra space for the music equipment. A fifty-foot stand is not unreasonable. If sufficient space is not available, the Data Specialists may have to set up the equipment for fewer judges.

**For reference:** Centre Ice, blue line to blue line is recommended for Sectionals, EOSIC, Autumn Skate and Winter Skate.