

# **GUIDELINES FOR HOSTING U.S. FIGURE SKATING COMPETITIONS**



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## Time Line

The following is a time line that gives general guidelines for tasks that need to be done and the length of time prior to your competition that each should be accomplished. The parenthesis after each task indicates the committee responsible for its completion.

### Nine – Twelve Months

1. Select a willing, hard working, organized volunteer to chair your competition. This individual should be aware that they will be devoting considerable time to this job. Designate the chair to be the only contact with both U.S. Figure Skating and with the facility where your competition will be held. Having one, and only one, contact person avoids confusion and misunderstandings.
2. Decide on the date and check ice availability. (Chair)
3. Check with the U.S. Figure Skating Competition Committee regional vice chair (RVC) as to availability of your chosen date (a phone call is acceptable, the name and contact information is in the front of the officials directory under "Competitions Committee"). If yours is to be an annual competition, make sure to let the RVC know. Your club will be given priority for those dates in succeeding years. (Chair)
4. If the date is available, contract for your ice. (Chair)

### Nine Months

1. Find dependable hard working volunteers to chair the various committees you will need to have in place in order to host a successful competition. (Chair # 1)
2. Contact *SKATING* magazine (the official U.S. Figure Skating magazine) to have your competition listed. You can do this on-line by going to the U.S. Figure Skating home page ([www.usfigureskating.org](http://www.usfigureskating.org)). Your information will be published both on-line and in the magazine which is mailed to all U.S. Figure Skating members. Valuable FREE advertising. (Chair # 4)
3. Contact a video company if you plan to have one at your competition. These companies plan their schedules far in advance due to the large number of non-qualifying competitions being held. (Vendors # 2)
4. Contact U.S. Figure Skating Officials to be the chief referee and the chief accountant. (Judges # 1)

## **Six Months**

1. You will need many short-term volunteers to work at the competition itself. Have your committee chairs begin to recruit these volunteers now.
2. Begin to have monthly meetings with your committee chairs, for progress reports, and problem solving. (Chair # 2)
3. Send out a mailing of invitations for judges to officiate at your competition. (Judges # 2)
4. Contact a hotel and make housing arrangements for all officials. (Judges # 3)
5. Contact a caterer if that is your plan for meals for the officials. Many caterers need considerable advance notice if they are to be catering 2 or 3 meals per day for 3 or 4 days at a time. (Hospitality # 1)
6. Begin work on producing your announcement. (Registration # 1)

## **Four to Five Months**

1. Send the announcement and application to your referee for review. (Chair # 4)
2. When it has been given the OK by the referee, send it to your U.S. Figure Skating regional vice chair for approval. (Chair # 4)
3. Contact vendors to invite them to participate. (Vendors # 1)

## **Three to Four Months**

1. You should plan to have the application finished, approved, and ready for mass mailing at least 3 months out from your competition dates. (Registration # 2 and # 3)
2. You can also put the application on your web site so people can pull it off and print it. (Registration # 4)
3. Begin soliciting advertising for the program. (Program # 3)

## **Two Months**

1. Submit an application for a competition sanction to the regional vice chair of the Competitions Committee. Include a copy of your final announcement and a list of your judges and officials. (Chair # 5)
2. Set up your database for return of entries. (Registration # 5)

## **Six Weeks**

1. Approximately 10 days after close of entries send the reports to the referee. (Registration # 6a)
2. Send the letters to the officials. (Judges # 4)

## **Four Weeks**

1. When the referee returns the schedule, send the reports to the accountant.  
(Registration # 6-b,c,d)
2. Make the practice ice schedule IMMEDIATELY upon receiving the schedule from the referee.  
(Practice Ice # 3)
3. Send the schedule and the practice ice information to all competitors. (Registration # 7)
4. Give the schedule to the rink personnel so they know your needs for ice resurfacing.  
(Chair # 3)
5. Having a finished schedule moves things into high gear. Your club skaters/parents now know when they/their child will be skating and when they will be available for volunteer work. The various chairs make the day-by-day schedule of volunteer shifts for each committee.

## **Two – Three Weeks**

1. Report to the Program Committee. Timing of this is dependent upon printer's requirements.  
(Registration # 8)
2. Report to the Awards Committee for medals needed. (Registration # 9)
3. Practice ice confirmations being returned to the skaters daily. (Practice Ice # 5)

## **One Week**

1. Master report generated for the registration desk to use for check in. (Registration # 13)
2. Music system checked and ready to go. (Music/Announcing # 2)
3. Accounting supplies purchased. (Accounting # 1 and 2)
4. Site inspection of rink for problems and/or things that require attention. (Security # 1 with the Chair)
5. Information and direction signs made. (Security # 1)

# COMPETITION CHAIR

1. Select all committee chairs and oversee each of the committees to ensure that jobs are being completed correctly and on a timely basis. Find dependable hard working volunteers to chair the various committees you will need to have in place in order to host a successful competition. These will include the following:
  - a. Accounting
  - b. Awards
  - c. First Aid
  - d. Hospitality
  - e. Judges
  - f. Monitors
  - g. Music/Announcing
  - h. Practice Ice
  - i. Program
  - j. Registration
  - k. Security
  - l. Vendors
2. Schedule monthly meetings for the purpose of overseeing timely and correct completion of tasks.
3. The chair should be the only contact with the rink or facility where the event will be held (it is wise to get your rink accustomed from the very start to receiving information and direction ONLY from the chair). This will avoid endless confusion and misunderstandings. Make sure your committee chairs understand that if they need something from the rink, they MUST go through you.
4. The chair should be the only contact with U.S. Figure Skating.
5. The committee chair is responsible for obtaining the sanction, and accepts the responsibility for the competition complying with all U.S. Figure Skating rules and regulations.

# **THE COMMITTEES AND THEIR FUNCTIONS**

## **ACCOUNTING**

### **PRIOR TO THE COMPETITION**

1. You will have an accountant and possibly one or two assistants coming in for your competition, but it is your responsibility to have the accounting room ready and supplied. Check with your accountant ahead of time for a list of what supplies you will need to purchase. A computer and printer are required. Most accountants will bring their own and your club will be charged a pre-set user fee. Some accountants may not, in which case you will have to supply these items. A back up computer is also required. If you supply the main computer, you are also responsible for the back-up equipment. If the accountant brings the main computer, they will bring the back up as well. Make sure you check ahead of time. Other supplies such as paper, clipboards, pencils, etc. are generally things that can be purchased at any office supply store.
2. You will definitely need to have available a high-speed collating copier in the accounting room. If your club does not have this equipment, you can rent one. Make sure your rental agreement includes any time service (including evenings and weekends).

### **AT THE COMPETITION**

1. The chief accountant may request that your club supply volunteers to assist in the accounting room. Generally this will only happen if there are no assistants already scheduled. The chief accountant will usually get his own assistants. If your club is requested to supply volunteers, remember that parents may NOT be in the accounting room during an event in which their child is skating and may NOT return to the accounting room until final results for that event have been posted.
2. You will need runners assigned to the accounting room for the following duties: This is a job that young skaters (ages 9 – 15) generally enjoy doing.
  - a. Running judge's score sheets from the panel to accounting
  - b. Running results from accounting to where they are being posted
  - c. Running copies of the results to the registration desk (if they are being sold there)

## **AWARDS**

### **PRIOR TO THE COMPETITION**

1. You may want to use a stock medal the first year of your competition because you will have no idea of how many medals you need. In subsequent years, if your club wishes, you can invest in a die for a medal with your name or logo engraved. Medals can be as basic or as impressive as finances dictate.
2. Sort and package awards by competition schedule to make it easier for volunteers, and to insure that there are enough medals.

### **AT THE COMPETITION**

1. It is best to have your awards ceremonies pre-scheduled at certain times of the day, usually during an ice cut. You can keep things simple, with just the podiums for the place finishers, or you can go all out with pipe and drape, flowers, background banners etc.
2. Post the awards schedule in several visible places, including the official bulletin board, the entrance to doors to the ice surface, near the place where results are being posted, and in the dressing rooms.
3. Accounting will provide you with an awards list after each event.
4. Have an adult assigned to your awards ceremonies. Young skaters like to help, but an adult should be in charge.
5. If skaters, who have placed request their medal prior to the awards ceremony, have them sign for it, so there are no misunderstandings.

## **FIRST AID**

### **PRIOR TO THE COMPETITION**

1. Make a list of phone numbers of nearby hospital and clinics. Also, directions to those facilities. These should be kept at the registration desk.
2. Make a list of physicians (especially sports medicine specialists) and dentists who have agreed to see your skaters if needed at their offices. This information should be kept at the registration desk.
3. Assemble a first aid kit to keep at the registration desk.

### **AT THE COMPETITION**

1. If possible, have a nurse or paramedic in the arena during events (especially free skating).

## **HOSPITALITY**

### **PRIOR TO THE COMPETITION**

1. Arrange for meals to be served at the rink (you may use reliable volunteers to make food and bring in, or you may have meals catered). Either way, there are several things to remember:
  - a. Judges schedules will prevent them from all eating at one time. Make sure you have facilities to keep hot food hot and cold food cold for at least two hours at each mealtime.
  - b. Offer a variety and be flexible in meeting requests for special dietary considerations.
  - c. Have drinks, hot and cold, available at all times (including water).
  - d. Make sure coffee is ready at least one hour prior to the morning start time.
2. You may also choose to offer, in a separate room, meals and snacks for coaches and/or volunteers.
3. If you have a hospitality suite at the hotel for the officials, you may be permitted to bring in your own food and drink, depending on the hotel's policy. Bringing in your own is definitely less costly.

### **AT THE COMPETITION**

1. There should be an adult in hospitality room at all times. The room should never be left unattended, as officials will leave purses and belongings there. Skaters are NOT permitted, coaches are NOT permitted.
2. If you have chosen to offer a coaches/volunteers hospitality suite, have an adult volunteer stationed there to monitor and restrict use to coaches and volunteers.

## **JUDGES**

### **PRIOR TO THE COMPETITION**

1. Contact U.S. Figure Skating officials to be the chief referee and the chief accountant. You must have a U.S. Figure Skating referee from the referees listed in the Officials Directory, OR a U.S. Figure Skating accountant from the list in the Officials Directory. If you have an official referee, you may use an accountant who is still in training. If you have an official accountant, you may use a referee who is still in training. A phone call is acceptable for this. These are the first two people you will have in place. You may also invite a music coordinator from the U.S. Figure Skating Officials Directory. This is not required, but is strongly suggested and will make a huge difference in the efficiency of your operation.
2. Send out a mailing of invitations for judges to officiate at your competition. You can find lists of judges in the U.S. Figure Skating Officials Directory, along with addresses. Don't rely on phone calls for this. Judges have many commitments, and you need to send a letter with a stamped return postcard indicating whether they accept or decline. Anticipate needing approximately 15 – 20 judges, depending on the size of your competition. You should do an initial mailing to twice the number of judges that you need. Judges are often extremely busy and you WILL receive some negative responses.
3. Contact a hotel and make housing arrangements for all officials. You can generally get a reduced rate, or even some complimentary rooms for your officials if you agree to designate the hotel as the "official hotel" and so advertise it in your announcement, soliciting business for them from skaters, and coaches. You may or may not wish to host a hospitality suite at the hotel with snacks and drinks in the evenings (officials appreciate the opportunity to socialize and relax away from the rink).
4. Approximately 6 weeks prior to your competition, send a detailed letter to all officials with information about housing, meals, facilities, travel arrangements, directions, etc. Make sure you have confirmed travel arrangements from each judge. Include a stamped self-addressed postcard for them to return with their exact times of arrival and departure. You will use this information to make the hotel arrangements for them and also to produce a database for the referee of exactly which judges are available for exact days and hours. Be precise because the referee will use this information to produce the 104 (the schedule assigning judges to specific events).

### **AT THE COMPETITION**

1. Depending on the distance from the hotel to the rink and the number of judges who may be arriving by air, you may have to make arrangements for transporting your officials between facilities throughout the competition. Don't forget the return trips to the airport when the competition is over.
2. Collect expense forms from your officials and have someone at your competition to write the reimbursement checks before the competition is over. Keep in mind that judges may be leaving at different times and try to make sure they get their checks before they go.
3. The officials always appreciate it if you have some or all of the following in the officials' room during the competition: newspapers, magazines, decks of cards, jigsaw puzzles, hard candy, mints, cough drops, tissues, Tylenol or Advil, a sewing kit, hand lotion etc.

## **MONITORS**

1. You will need volunteer monitors for every event to collect the skaters, get them on the correct warm-ups and make sure they are ready to skate when called. It is imperative that you have some sort of radio system for your monitors to talk to the referee and to music/announcing. This is one of those areas that will operate much more efficiently if you have an U.S. Figure Skating music coordinator at your competition. You may have to supply the radios, as they do not necessarily bring their own equipment, but they definitely know the people who need to be able to communicate with each other. Radio communication is absolutely essential for a smooth operation.
2. If the referee requests it, make a time just prior to the start of the competition for him to meet with your monitors with specific instructions as to how he would prefer to handle communications.
3. Schedule at least two monitors per event for full ice surfaces events, and 2 monitors per event (for a total of 4) for half ice surface events.
4. Use badges to identify your monitors, something easily visible and eye-catching.
5. General Monitor Instructions:
  - a. Skaters and coaches generally will seek out the monitor and check in as soon as they arrive. However, as warm-up time approaches and you have no official notification of scratches, call out for missing skaters.
  - b. At rinkside, count the number of skaters lined up to go out for warm-up. If the numbers do not match, do a roll call.
  - c. Keep your eye on the judges and the announcer. Keep the skaters in order and ready to go.
  - d. Keep track of the skaters as they compete so you know which skater is on the ice at any given time. Coaches, skaters, and judges often want to know exactly which groups are currently on the ice, and how many skaters are left.
  - e. Be sure your relief monitor has arrived before you leave.

## **MUSIC & ANNOUNCING**

1. If you have an U.S. Figure Skating music coordinator (strongly recommended), most of your music concerns will be taken care of for you. You will, however, be responsible for the equipment to be used for your competition.
2. Have available a good quality music system with adequate speakers. **Have a back-up system**, have it right next to the primary system, and have it hooked up and ready to go.
3. Have at least two volunteers at all times to assist the music coordinator, and arrange for them to have a short instructional meeting with the coordinator prior to the start of the competition.
4. Overlap your volunteers slightly, so that each announcer can train the next one reporting for duty.
5. Prepare a script for your announcers, and include frequent reminders of:
  - a. No flash photography permitted
  - b. Skaters - remember to pick up your tapes
  - c. Times of the awards ceremonies
6. Check with individual skaters whose names are difficult to pronounce.

## **PRACTICE ICE**

### **PRIOR TO THE COMPETITION**

#### **NO MATTER NOW MUCH PRACTICE ICE YOU HAVE, IT WILL NOT BE ENOUGH!!!**

1. Indicate in the announcement that practice ice will be available and that the application for practice ice will be mailed with the competition schedule.
2. Once you have the competition schedule from the referee, you have very little turn-around time to do the following:
  - a. Determine how much practice ice time is available in the morning before the competition and/or in the evening after the day's events are over. Generally, skaters prefer AM practice.
  - b. Decide the length of the sessions (anything from 20 minutes to 30 or 45 minutes) and how much you will charge per session
  - c. Decide whether you want to have general sessions (where all levels will be permitted) or skating level restricted, i.e. high, intermediate, low. If you decide to offer specific levels of practice ice, look at how the competition is broken down for that day. For example, if 50% of the events for the day are low level, make sure you allocate approximately 50% of your day's practice sessions for low level skaters.
  - d. Determine the number of skaters permitted on each session. A good number is about 20 for a low session, 16 for a high, and 16 – 18 for a general.
  - e. If practice ice is at a premium, you may wish to limit it to one session per skater per day, in order to accommodate as many skaters as possible.
  - f. If your competition has a "Final Round" or "Skate Off", remember to block out times for practice ice for those skaters who qualify. Do not offer this ice on your practice ice session; just hold blocks of time in reserve.
3. Print a practice ice schedule/application with a day-by-day breakdown of the sessions being offered. (This will be mailed to every entrant in the same mailing as the competition schedule being sent out by the registration committee). The application should include the following:
  - a. The complete practice ice schedule
  - b. Skater's name
  - c. Skater's telephone number
  - d. Skater's address
  - e. Skater's e-mail address
  - f. Skater's event/level
  - g. A place for the skater to indicate which day or days they would like practice ice, and also to prioritize their choices (possibly 1<sup>st</sup> through 4<sup>th</sup>) so that if their first choice is full, the committee has the flexibility to assign them to their 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> choices.
  - h. Payment information such as price, directions for making checks payable, etc. (Require payment in full for all sessions requested. If you do not do this, skaters WILL sign up for anything they are even remotely considering and then only show up to pay for their final choice, leaving you with practice ice sessions that appear full on paper, but actually have spaces that you could be selling to other interested skaters.
  - i. A BOLD statement that returned applications will be processed on a postmark basis and should be returned quickly.

4. The skater will return to you the practice ice request form, payment for the ice, and a self addressed stamped envelope so that you can return a confirmation letter to them, indicating the sessions to which they have been assigned. This confirmation should include the following:
  - a. A practice ice schedule with their assigned sessions highlighted.
  - b. A check off box to tell the skater that all ice is full and their check is being returned.
  - c. A check off box to tell the skater that they have received some of their requested sessions, but not all, and they will receive a partial refund.
  - d. A contact name and phone number AND the hours during which calls will be taken.
  - e. The statement that calls are for information purposes only and you will NOT accept reservations by phone.
  - f. Note to make sure they bring their confirmation letter with them to practice ice. It is their proof of registration and payment.
5. As the applications come in, skaters will be assigned to practice ice sessions of their choice, starting with the earliest postmark date. Confirmations should be returned daily. For registrations received very close to the competition, you may have to rely on e-mail or phone to communicate confirmation with the skater. If e-mail is used, ask the skater to print out the e-mail for their confirmation and bring it with them. If phone is used, they should be given a verbal confirmation number, which they should bring with them.

#### **AT THE COMPETITION**

1. Have practice ice monitors assigned to each session. They will be provided with a roster of all skaters, who have been assigned to that session, plus indication of payment made. They should be prepared to be challenged to make exceptions, accept unregistered skaters, accommodate skaters who are late, who missed their assigned session, whose coach missed their skater's assigned session, etc. They should stick to the script. There should be NO questions about payment. ALL practice ice should be prepaid and the monitor should be able to feel secure in trusting that what is written on the roster is accurate and up-to-date. They will be responsible for getting the skaters out on the ice.
2. If there are any openings, the monitors should have the ability to take walk-ons and accept payments. They may also maintain a waiting list of skaters who would like to get on that particular session. It is wise to wait AT LEAST 10 minutes on a 30-minute session before you assume that a registered skater will not show up, and take a skater from the waiting list. However, if the registered skater who has paid for the session does show up at any point during the session, they should be permitted on the ice as well.
3. Music - you may or may not wish to play music during practice sessions. This decision may depend on your music committee and the availability of equipment and/or volunteers to play tapes. The monitor cannot be expected to play music as well as coordinate the paperwork and monitor the session. If you do elect to play music, do it equally. If time constraints do not permit the entire tape of every skater to be played, play just the first minute or so of every skater's tape, but make sure every skater has their tape played for an equal length of time. Major exception is Dance. If you offer dance in your competition, you must have a separate practice session and music must be played. Use the music that will be used during the competition for each dance. Your music coordinator will know the rules for dance music.
4. If your competition has a "Final Round" or "Skate Off", a signup sheet for this practice ice should be kept at the registration desk. After each event, the registration desk should receive a copy of the final placements from accounting so they will know who has qualified for the final round. The practice ice committee should provide the registration desk with signup forms for the final round practice ice. It is a good idea to announce this at the awards ceremonies so that final round skaters are aware that it is their responsibility to report to the registration desk.

## **PROGRAM**

### **PRIOR TO THE COMPETITION**

1. Check with printers and get the best possible price. Make these arrangements in advance and let the printer know that you will need his services at a certain future time, but that the turn-around time from the time you give him your camera-ready pages and the time you need the finished product will be short.
2. Make the decisions concerning sale price of advertising space, and sale price of the program itself.
3. Your club members can solicit paid advertising for the program from local merchants. Your sales pitch should point out to them that there are hundreds of skaters, parents, and skating professionals in town for at least several days. The skating itself takes up a very small percentage of their time. They will be shopping, eating in restaurants, etc. and the only places they will know about in the area are those they either drive past between the hotel and the rink, or the ones they read about in the competition program. All paid advertisers receive a complimentary copy of the program.
4. You can also solicit paid ads from other Figure Skating Clubs. It is common for clubs to buy "Good Luck" ads when they have skaters participating in a competition. They will also buy space to advertise their own up-coming competitions, because you have their exact target audience reading your program. You can send out solicitation for these types of ads along with your competition announcement, when you send it to other clubs.
5. The program will generally include the following:
  - a. The events with all skaters and their home clubs listed (from Registration)
  - b. A list of participating U.S. Figure Skating officials (from Judges)
  - c. The competition schedule (from Registration)
  - d. A welcome letter from your club president or competition chair, or both
  - e. A list of participating figure skating clubs (from Registration)
  - f. A list of participating professionals (from Registration)
  - g. A list of your committee chairs (from the Competition Chair)
  - h. Paid advertising

### **AT THE COMPETITION**

1. Have the program available for sale at the registration desk throughout the competition.
2. Officials receive a complimentary copy - put an adequate number of programs in the officials' room.

### **AFTER THE COMPETITION**

1. Send a complimentary copy of the program to all paid advertisers.

## **REGISTRATION**

### **PRIOR TO THE COMPETITION**

1. You are responsible for producing the announcement and the application for your competition. It is perfectly acceptable to use a format from another club's competition that you feel would work for your event. The three things required by U.S. Figure Skating on your application are:
  - a. Competitor's name and USFSA number
  - b. Signature of home club official as to eligibility to compete in the event entered
  - c. Medical Release (using the official U.S. Figure Skating format)

Other information should include place, dates, date of closing of entries, entry fees, form and size of rink(s), events offered and requirements to enter, name and address for return of applications, contact person (with phone number and hours during which calls will be accepted), your web address where further information will be posted, etc. Put the anticipated date of the schedule's availability in the announcement (it will save you from answering a hundred phone calls... "Do you have the schedule YET"). The format you use for all of this information is at your club's discretion.

2. You should plan to have the application finished, approved, and ready for mass mailing at least three months out from your competition dates.
3. Your deadline for returning entries should be at least 6 –7 weeks prior to your competition dates. This will allow the application to be in the hands of the skaters for at least 4 – 6 weeks before it needs to be returned. Skaters and coaches make plans very early as to which competitions they will be entering. You want your announcement to be out there for consideration, especially if it is a new competition that people may not know about yet. Don't skimp on the mailing. Send to clubs and coaches in nearby states. You can find clubs and addresses in the U.S. Figure Skating Directory. You can find coaches and addresses in the PSA Directory. After your first year, you can send to previous year's participants from your own database.
4. You can also put the application on your web site so people can pull it off and print it.
5. Set up a database:
  - a. Microsoft Access is the better software to use if a competition program is not available, but if neither is available Microsoft Excel can be used. The following definitions will be used throughout these instructions.

Discipline	the type of skating (i.e. free skating, dance, showcase etc.)
Level	the competition level within a discipline (i.e. preliminary, juvenile etc.)
Group	the skaters within a discipline and level, which make up an event
Event	the final division (i.e., Pre-Preliminary Free Skating Group C)
  - b. Fields needed are:

Name	(enter skater's name)
Club	(enter skater's home club)
Address	(enter skater's address)
Age	(enter skater's age in months and years, example "10 years 4 months")
Each Competition Discipline	(i.e. Free Skating, Short Program/Compulsory Moves, Dance, Showcase) (enter skaters level and gender, example "Intermediate Men Free Skating")
Group Number for each discipline	(enter group number assigned by referee)
USFSA Number *	
Test Level *	

\* **optional** except these two items are frequently missing on entry forms, so if they are in your database it is easy to check which ones are missing. You will need this information by the time the competition starts. The test level is needed as people sometimes make errors when indicating the level of competition they are entering. USFSA numbers for no-test level skaters or those reinstating are sometimes still pending at the deadline and they will give you the number at the registration desk. This is acceptable.

- c. Check entry forms for errors as they come in. It is easier to enter the entries into your database as they are received because you are not working on a deadline and fewer errors will be made. The majority (75%) of entry forms will be mailed the last week before the deadline, when you will have only 10 days to get the report to the referee.
6. When all entries have been processed and your database is complete, the registrar must provide the reports, which will be used to build the competition. From this point on, each discipline will always be dealt with separately when making reports:
- a. To the chief referee: a report for each discipline with the following information for determining the groupings and preparing the schedule.
    - Name
    - Club
    - Level (1<sup>st</sup> sort)
    - Age (2<sup>nd</sup> sort)
  - b. To the chief accountant: After the chief referee returns the groupings and schedule, the group numbers or letters are entered and a report for each discipline with the following information is sent to the chief accountant. This should be sent on a disk in text form.
    - Events by level (1<sup>st</sup> sort)
    - Group (2<sup>nd</sup> sort)
    - Names alphabetically (3<sup>rd</sup> sort, if possible)
  - c. To the chief accountant: An alphabetical listing of all skaters and their clubs is nice to have for reference. This can be sent either on a disk or hard copy.
  - d. To the chief accountant: A copy of the schedule is also sent to the chief accountant.
  - e. To the Practice Ice Committee: A copy of the schedule (IMMEDIATELY). They have a lot to do in the next few days and must finish their work before you can mail the schedule to the skaters, as they have paperwork to include in your mailing.
7. Send a schedule to competitors who have requested one and to all clubs who have skaters entered in the competition.
- a. One of the easiest ways of informing the skater of his/her event is by placing a computer-generated label on the schedule. The label should include the skater's name, club and all events entered (i.e. Sally Smith, Hometown FSC, Pre-Preliminary Girls Free Skating Group C, Preliminary Solo Dance Group A).
- Many errors are corrected at this time because the skaters may realize they are in the wrong level or an event entered has been missed.
8. A report that includes each event with the skater's name and club must be given to the person developing the program. Check with that person as to the format they want (disk or hard copy). Hold off generating this report as long as possible so you can include as many corrections as possible.
  9. A listing of events with the number of skaters entered in each event must be given to the awards committee for a final count of medals and trophies needed.

10. When changes need to be made, it is important that the groups by level are kept as even as possible. Since most groupings are done by age, when making additions keep skaters within the proper age group if possible. If the group was seeded, check with the person (usually the chief referee) who did the seeding as to where an addition should be made.
11. From now on, the chief accountant must be kept informed of all changes to the events.
12. If a change results in the elimination of an event, the chief referee and chief accountant must be notified.
13. A master report for the registration desk to use for check-in should be generated. The report should include:
  - Skater's name
  - Skater's club
  - All events entered
  - Any missing information (USFSA number, test level if not supplied earlier)
  - Any additional entry fees needed or refunds \* to be made due to errors (i.e. over or under payments, bad checks etc.)

\* Refunds MUST be made when an event is cancelled, or when there is a death in the immediate family. The policy for refunds due to illness or injury is at your discretion.

### **AT THE COMPETITION**

The registration desk is the place most skaters, parents, and coaches will go when they have questions or problems. It is wise to have a person at that desk who has knowledge of the rules for competitions or is willing to ask questions. The registration desk usually does the skater check-in, collects tapes, sells programs and results, answers questions and handles problems, all with a cool head. It is extremely helpful if you can arrange for your registration desk to have a phone available so that skaters, coaches, and parents are able to contact your competition from their hotel. Remember, all the contact numbers they have from the announcement are of no further use because all those people are now physically at the rink, probably for the duration of the competition.

1. The registration desk should be open during both the practice ice and the competition. Some items you might want to make available at the desk include:
  - a. Small gift bags for the skaters (optional)
  - b. Maps showing routes to the hotels, the rink, and other area rinks
  - c. A list of convenient places to eat nearby, with directions
  - d. Tourist attractions and nearby places of interest
  - e. First aid kit and emergency medical information
2. When a skater is checking in, refer to the master report supplied by the registrar for any information needed. It can be helpful for registration to have the name of the hotel where the skater is staying, or a local contact phone number. This information can be obtained when the skater is checking in. The registration desk will receive two copies of the skating order each day for that day's events. One will be used to check in skaters, the other will be used to check in tapes. Checking the skating order sheet is a double check that everyone has the same information. It helps to highlight the skater's name on the skating order sheet when that skater has checked in, so that you can know at a glance who is missing if the monitor needs that information from you or when they are looking for a skater who might have withdrawn from the event, or is late.

3. The registration desk will usually be informed of any withdrawals or changes. The chief accountant will supply withdrawal/add/change forms for the registration desk to complete when any of these happen. This form must be completed and given to accounting as soon as possible. For any additions it is necessary for accounting to know the reason for the addition in order to determine where the skater is to be placed in the skating order. Only an adult skater, a coach, or a parent in the case of a minor skater may complete withdrawal/add/change forms. You may accept phone calls as well, but the caller must be one of those three people. Do NOT make changes or withdrawals based on information from other parents and/or skaters who may be from the same club and who may offer information about a missing skater. It is better to have the announcer announce a skater who fails to appear, than to scratch a skater in error.
4. You will need runners assigned to the registration desk for the following duties:
  - a. Running tapes handed in at registration to the music room
  - b. Returning tapes after the event back to the registration desk for pickup by skaters
  - c. Running Withdrawal/Add/Change forms from registration desk to accounting

### **TAPES**

1. Accounting will supply a skating order sheet/form to be used for checking in tapes.
2. When a tape is turned in, use the following procedure:
  - a. Check for the skater's name on the form.
  - b. Assign a color to each event for easy identification by the music person. Put a colored circular sticker (can be purchased at any store with a stationery department) on the music form supplied by accounting so the music person knows he should have only that color in that event. It is best to rotate the colors.
  - c. Attach a colored circular sticker to the front of the tape with the skating order number on the sticker. If a skater has withdrawn, the numbers do not change on the form or tapes (skater #3 has withdrawn-there will be no tape #3 and that slot in the box will be empty)
  - d. Put the numbered tape in correct order in a slotted box.
  - e. When all skaters have checked in their tapes, the box along with the form goes to the music person.
3. After the event, the tapes will be returned to registration to be picked up by the skaters.

## **SECURITY**

### **PRIOR TO THE COMPETITION**

1. Security is responsible for the physical aspects of the competition facility and the general safety of the skaters. Prepare all signs needed to identify, direct, and inform all visitors. These would include signs to:
  - a. Identify dressing rooms
  - b. Identify registration and tape collection sites
  - c. Identify the coach/volunteer hospitality suite
  - d. Mark the skating order location
  - e. Mark the results posted location
  - f. Identify restricted and general parking
  - g. Generally direct traffic flow
  - h. Identify restricted areas

### **AT THE COMPETITION**

1. You should have a few volunteers assigned throughout the competition to oversee the general security and safety of all competitors. Have the security volunteers wear HIGHLY identifiable clothing, such as a vest, and a badge with their identification. Security should be responsible for:
  - a. Checking to see that all those entering the rink or restricted areas are competitors, officials, coaches, chaperones, or paid spectators
  - b. Generally being on the look out for suspicious behavior
  - c. Being visible in the parking areas to ensure skater safety, especially during early morning practice ice, after late night events, and any other times when there are a small number of people entering or leaving the rink.
  - d. Monitoring the judges parking area to make sure only properly identified official's vehicles are being parked there.

## **VENDORS**

1. It is customary to have outside vendors at your competition, space permitting, to sell skating-related items such as clothing, souvenirs, flowers, etc. You can contact vendors that you know of, but most likely, once your announcement is out, they will contact you. Try to have a nice mix of merchandise with not too many of any one type. For instance, if you accept 6 or 7 vendors all selling skating dresses, none of them will make the profit they would like, and no one will want to come back for the next year's competition. Your club should make a profit on the total sales from each vendor. The usual percentage is 15%. Make sure you have that arrangement understood by all parties prior to the vendor's acceptance.
2. It is also usual to have a video photography company who will videotape each skater's performance and offer it for sale to parents. Your club should also receive the 15% commission on these sales. Make sure the video company receives a copy of the competition schedule as soon as they arrive.

## HELPFUL HINTS

You want your competition to be one where all skaters, coaches, officials, and parents feel welcome and comfortable. A user-friendly atmosphere means your guests will want to return year after year. Here are a few common sense reminders, which will go a long way towards that goal.

1. You can never have too many volunteers
2. Return phone calls promptly. It is a common courtesy
3. Have abundant signs to direct and inform
4. Post schedules EVERYWHERE
5. Be as flexible as possible, without actually breaking the rules
6. Treat your volunteers well. They can make or break your competition
7. Treat your coaches generously. One coach can bring a dozen skaters, not to mention word-of-mouth advertising which is priceless
8. Stay cool, calm, and courteous NO MATTER WHAT
9. Post as much information as possible on the Internet. It will make your participating skaters and coaches happy, and your telephone ring FAR less often.
10. Treat people the way you would like to be treated at a competition. After all, most of us have been on the other side of the desk at one time or another