**TIMELINE FOR BIS PERMITTED IJS EVENTS**

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| **TIMESCALE** | **CLUB / ORGANISER / REFEREE** | **BIS OFFICE** |
| **4 – 12 MONTHS PRIOR TO EVENT** | **CLUB**AGREE PROPOSED DATE WITH ICE RINK MANAGEMENT / BRITISH ICE SKATINGAPPROACH REFEREE, TECHNICAL CONTROLLER, 2 X RESULTS TEAM , 2 X DATA REPLAY OPERATORS**CLUB / EVENT REFEREE**SUBMIT PROVISIONAL PERMIT (INCLUDING OFFICIALS AGREEMENT PERMITS) | NOTIFY CLUB IF DATES ARE **NOT** AVAILABLE AND AGREE POTENTIAL ALTERNATIVESON RECEIPT OF PROVISIONAL PERMIT VERIFY OFFICIALS AGREEMENT PERMITS (NOTIFY CLUB OF ANY ISSUES) AND ADD PROVISIONAL DATE TO WEBSITE |
| **MINIMUM 4 MONTHS PRIOR TO EVENT** | **CLUB & EVENT REFEREE**APPLY FOR ‘APPLICATION TO HOLD A SANCTIONED EVENT SUBMIT **ALL** OFFICALS AGREEMENT PERMITS AND COMPETITION PAPERWORK | VERIFY OFFICIALS AGREEMENT PERMITS (NOTIFY CLUB OF ANY ISSUES)AGREE DATE TO GO LIVE AND PUBLISH COMPETITION PAPERWORK ON WEBSITE |
| **MINIMUM 4 WEEKS PRIOR TO EVENT (AT CLOSING DATE FOR ENTRIES OR AS SOON AS POSSIBLE AFTER CLOSING DATE)** | **CLUB & EVENT REFEREE**SUBMIT APPLICATION FOR FINAL PERMIT ALONG WITH ANY OUTSTANDING / ALTERNATIVE OFFICIALS AGREEMENT PERMITS**CLUB**SUBMIT FINAL PERMIT - SKATERS / COACHES DATABASESUBMIT COPY OF CLUBS INSURANCE CERTIFICATEPAY APPROPRIATE PERMIT COSTS | VERIFY OFFICIALS AGREEMENTS PERMITS (NOTIFY CLUB & EVENT REFEREE OF ANY ISSUES)VERIFY SKATERS MEMBERSHIP (NOTIFY CLUB OF ANY ISSUES)VERIFY COACHES MEMBERSHIP AND SEMINAR DATES (NOTIFY CLUB OF ANY ISSUES)SEND AUTHORISED PERMIT TO HOLD SANCTIONED EVENT CERTIFICATE |
| **MAXIMUM 4 WEEKS AFTER EVENT** | **REFEREE**SUBMIT EVENT REPORT TO EVENTS DIRECTORATE. ANY SERIOUS ISSUES PLEASE CONTACT JUDGES / OFFICIALS DIRECTOR DIRECTLY**TECHNICAL CONTROLLER**SUBMIT YOUR ASSESSMENT FORM TO EVENTS DIRECTORATE**LEAD RESULTS**SUBMIT THE ELECTRONIC RESULTS HTML FILES TO BIS OFFICE. NO DBF FILES ARE REQUIRED | READ REPORTS CONTENT – IF NO AREAS OF CONCERN FORWARD A COPY TO THE CLUBS COMPETITION SECRETARY TO ASSIST WITH FOLLOWING YEARS ORGANISATION |