

**IJS Figure Skating Event**

**Organisers Overview**

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**Introduction**

**IJS Organisation Task Over-View**

1. Contact Ice rink management. Discuss feasibility of running an event. Check for possible dates the rink may be available for usage.

Contact BIS to see which of the feasible dates available will work within the BIS calendar.

1. Ask BIS for the Judges and Officials database **(Competition Secretary or Club chair ONLY)**

Start to work on attaining a provisional permit based on feasible dates. This requires a Result team (usually 2 trained members), a Referee, a Technical Controller (TC) and two Data/ Replay Operators (DRO)

1. Identify and approach a Referee stating proposed dates asking them to fill in a Permit - Agreement to Officiate or provide a confirmatory e-mail trail if they are willing and available

Identify and approach a Technical Controller stating proposed dates asking them to fill in Permit - Agreement to Officiate or confirmatory e-mail trail if they are willing and available

Identify and approach a Lead Results stating proposed dates asking them to fill in Permit - Agreement to Officiate or confirmatory e-mail trail if they are willing and available

**The 3 positions above all need to be worked on in conjunction with one another. The availability of a result team is currently the most difficult and will often determine the date.**

1. In conjunction with TC / Referee approach two Data Replay Operators stating proposed dates asking them to fill in Permit - Agreement to Officiate or confirmatory e-mail trail if they are willing and available

In conjunction with the Lead Results approach a second Trained Results official stating proposed dates asking them to fill in Permit - Agreement to Officiate or confirmatory e-mail trail if they are willing and available

1. Discuss the requirements of the Results Software computer system with the Lead Results official as this might need to be hired from BIS dependant on who the Lead Results official is.
2. Confirm date with the rink and check that the date is in the rink diary.

If this is a new competition, arrange a meeting with Ice Rink Management and the Event Referee to make sure all the requirements for the competition will be in place. These include, judging platform, electricity supply, tables, rest rooms etc and where they will be set up around the rink.

Agree the length / availability of the daily ice times (start and finish times of each day) as this will help the referee when compiling the timetable and enable the results team to work out their own schedules

**The Results team are the first in and the last out. 8 am to 6.30 pm is deemed a reasonable length of time that you can ask a result team to work for. Any longer and you should have two teams. Check when set up can take place. If you want to start early in the morning you need to book time for set up the night before. If you are setting up in the morning the competition shouldn’t start before about 10.30. Again, discuss with results.**

1. Download and complete BIS permit – Application for provisional competition date and return this to BIS to secure a provisional date on the BIS competition diary.
2. In conjunction with Referee identify and approach the appropriate number of ‘Judges’ required for your event asking them to fill in and return a Permit - Agreement to Officiate or send a confirmatory e-mail trail if they are willing and available

In conjunction with the Technical Controller, identify and approach the appropriate number of Technical Controllers, Technical Specialists, Assistant Technical Specialists and Data replay operators required for your event and ask them to fill in and return a Permit - Agreement to Officiate if they are willing and available.

**Please note – the ‘conflict of interests’ rule applies to all officials. This need to be checked for all officials as it may affect the number of officials needed for the event. The rules for conflicts of interests can be found HERE**

1. Discuss which categories will be skated, rules and regulations along with the closing date with the Referee. Ask the Competition Secretary to work on Event Announcement / Rules and Regs, Entry Forms, Payment details (this may need to be discussed with BIS regarding Sport80 database link) and Generic Criteria (Closing date for entries to be agreed with Event Referee and Lead Results – usually 4 / 6 weeks before the start of event.)

The Generic Criteria is set by BIS. A club may use part of it, all of it, or split it by number of competitors however the rules and regulations for each section of the Generic Criteria itself may not be altered.

1. Once the required number of officials have been confirmed, the Event Announcement, Rules and Regulations completed, the ‘Application to register a date to hold competition’ can be completed and sent to the Referee along with all Officials permits or appropriate confirmation emails. These can then be sent to BIS to go ‘live’ there and then or be sent with a request that the competition go live on a set date. Entry and payment will be made through the BIS Sport80 database.
2. Clubs Website to be updated with Announcement, Link to BIS Database for entries and payments, BIS Generic Criteria highlighting the categories / sections being skated, General location of event and places of interest (Local Hotels etc)
3. The Completed Permit – Application for Final Permit along with any permit costs needs forwarding to BIS as soon as possible after the closing date.

In conjunction with Ice Rink Management / Clubs Safeguarding Officer and Event Secretary a Completed BIS Permit 3 Risk Assessment should be completed and forwarded to BIS along with the Permit – Application for Final Permit

1. (Skaters) Entries database needs sending to the Event referee (as soon possible after closing date) in order for them to work out the competition timetable, categories, age groups and number of skaters in each level. Can this be done direct from the Database or does it need downloading and sorting into appropriate groups / categories?
2. Once categories, provisional timetable and provisional competitors list has been agreed these can be published on Clubs website / social media (You may decide to have a reserves list in place for any withdrawals after the closing date but before the final draw)
3. The finalised (Skaters) Entries database (in alphabetical order using Surnames) including a Planned Contents Sheets for each successful skater needs forwarding to the Lead Results person for inputting into Results Software who in turn will publish Competitors lists on the Results website, not later than 4/5 weeks before start of event. Can this be done direct from Database or does it need downloading and sorting into appropriate groups / categories?
4. Judges and Technical panel rota’s and the timetable of events needs forwarding to the Lead Results official as soon as it is available to allow the correct panel of officials to be uploaded into results software against the correct categories / events
5. Final draw / skating order usually takes place 1 - 2 weeks before event. The Referee along with the Lead Results Official will determine the draw date, after this no reserves can be added to the event.
6. Arrangements need to be confirmed with Ice Rink Management regarding the setup of any staging / tables / seats for the Officials at the event – speak to the ice rink management as this needs to be in place in order to allow set up of computer system. **T**his will also depend on the start times of the first day’s events and then each subsequent day’s start and finish times. Initial Event set up might be carried out the night before the 1st day dependant on availability and start times.

**Competition Announcement**

The Announcement should include:

* The Event Rules and Regulations
* The location and address of the Ice rink
* The Opening date for entries
* The Closing Date for entries
* The Categories to be skated (not the groups as these will not be known yet)
* The Type of Music Format accepted (e.g. Compact Disc, Cloud based uploads, Memory sticks etc.)
* The cost of entering the event and any charges (if applicable) for Withdrawals.
* The link to BIS Database for Entries and Payments
* Information regarding Coaches licensing requirements.

**Entry Form**

The Entry Form should include (paper or on-line versions)

* Competitors Name
* Competitors BIS Membership Number and Expiry Date
* Event / Level Entering
* Club / Rink Representing
* Date of Birth of Skater
* Date of Birth as of July 1st and / or Closing date (level dependant.)
* Level of Skater (Field Moves, Elements, Free / Dance Program, Competitive test scores)
* Coaches Details including (BIS Membership Number, Date of Field Moves Seminar, IJS Seminar)
* Planned Contents Form
* Video Consent form (for sale of DVD’s)
* Photography Consent Form (for use by Official Photographer – can be separate from entry form if required)

**Generic Criteria**

Downloaded from the BIS website ensuring it is the latest version, it will still need to be Updated with events / categories being skated so you may need to contact BIS for a Word formatted version.

**Officials and Volunteers Required**

**All Competition Panel Officials MUST be BIS registered members, qualified for the position they are being asked to Officiate in and verified by BIS.**

**Judging Panel**

* 1 x Referee
* 5 x Judges (Depending on event can be 3, 5, 7 or 9, The Event Referee will decide the required amount based on the type of competition and the level of skaters involved)

**Technical Panel**

* 1 x Technical Controller (TC)
* 2 x Technical Specialists (1 x Technical Specialist (TS), 1 x Assistant Technical Specialist (ATS))
* 2 x Data Replay Operators (DRO), (1 x Data Replay, 1 x Replay / Cutter)

**Results**

* 1 x Lead Results Person
* 1 x Assistant Results Person

This is (usually) the minimum requirements (based on type of event and level of skaters entering) although there will be additional officials required to allow for breaks, rotation of panel and to cover any potential conflict of interest within the panel.

**Conflict of Interest between Officials and Skaters may alter the above- please check when inviting officials if they have any known conflicts or, in the case of TS, ATS and Data/Replay, whether they will be coaching any skaters during the event.**

The Event Referee and the Event Technical Controller will (at their discretion) inform you of the required number of Officials required for your event (Each event can be different)

Example Event panel of officials (based on 5 judges):

* 1 x Event Referee,
* 8-9 judges (1 who will also act as a 2nd referee),
* 2 x Technical Controllers (1 will be Event Technical Controller)
* 4 x Technical Specialists (also acting as Assistant Technical Specialists)
* 2-4 x Data Replay Operators
* 2 x Results

The Following group of Volunteers are also required but do not have to be BIS accredited and are usually from within the Club / Volunteers.

* Videographer / Video Camera Operator (required for the Tech Panel live feed)
* Announcer
* Time Keeper (sits next to the Referee)
* Music Technician

**Additional Volunteers essential for the daily running of the Event**

* Reception / Registration
* Gate / Barrier steward(s)
* Judges Steward
* Results Steward
* Music Runner
* Sweepers / Flower Collectors
* Trophy / Medal Steward
* DVD copier (if selling DVD’s)
* Official Photographer (not a requirement but a nice to have – usually a stall holder)

**Overview of Volunteer Roles**

Volunteers are a requirement of the event and without them the event will struggle to take place

* **Videographer / Video Camera Operator**

Set up is in technical panel area where videographer will stand while filming ensuring to:

* + Keep skater in view at all times (ideally in the middle of the screen),
	+ Concentrate mainly on position of feet for jumps (for under / over rotation of jumps and 2 footed landings,) and the position of the body for spins (for different variations / positions during spins) as these will be required for technical team and is required for playback for judging.
	+ Operate DVD recorder for playback / appeals at a later date
* **Announcer**

Announcers are responsible for announcing each skater/team before they perform at a competition. Announcers will also announce scores, names of officials and other general competition information.

The competition Announcer works under the direction of the referee. No previous skating experience is required, however, being adept at public speaking would be an advantage for this role. As this role requires you to be sat near the officials’ panel during the competition, the utmost discretion is required.

Duties include:

* Welcome everyone to the competition at the beginning of each practice day and each daily start of a competition day;
* The announcer announces the Judges and Technical Panel prior to the start of the competition;
* Announces the warmup groups and the skaters in them. Will give an announcement when one minutes is left of a warmup. Asks the skaters to leave the ice at the end of the warmup. Calls each competitor by name onto the ice;
* Announces any relevant items throughout the event;
* At Championships and Qualifying Events where there is official practice, an Announcer would be required.
* The Announcer is usually involved in the presentation ceremony.
* Thank everyone involved in the competition at the end of the event (e.g. the skaters, parents, coaches, officials, host organising club, any sponsors, rink staff, etc.)
* The Music Technician, Announcer and Referee will all work together to keep the competition on schedule.

A set competition script is available for all announcers to work from (See Appendices below for link to script)

* **Time Keeper**

The Timekeeper sits next to the Event Referee. Timekeepers will liaise with the referee prior to each competition to be certain of the warmup times and the programme lengths. Must be able to operate two stop watches, sometimes simultaneously. No previous skating experience required. As this role requires you to be sat near the officials’ panel during the competition, the utmost discretion is required.

* The timekeeper will, using a stop watch, record how long the skaters take to get to their starting place from being announced.
* Will inform the referee if this is over the allotted time.
* Time skaters from the moment they start moving and record the time when the skater stops moving ensuring it is within the regulatory time for each category. Will inform the referee if this is over or under the time allowed
* Times any interruptions as requested by the referee

At a Championship Event where there are official practices, a timekeeper would be also required to attend.

* **Music Technicians**

Music Technicians are responsible for checking all the music prior to the competition and placing it in skating order. No previous skating experience required. The music operator just needs to make sure they understand the sound system they are using and are aware of the rules around interruptions to skating programmes (i.e. when to allow the music to play on and when to stop it).

Duties include:

* + Get familiar with the sound system you will be using, in order to be able to quickly press play, pause and stop when required or instructed by the referee. DO NOT stop music unless instructed by the referee;
	+ Place CDs in Skating order or check the computerised download list order for practice and after the practice place the CDs in the starting order for the competition using an up to date running order. Not all competitions play program music during practice;
	+ Plays suitable music during the warmup;
	+ Plays the skaters’ music once they are in position to start; check you have the correct music for the skater on the ice.
	+ If playing Pattern Dance music, watch the skater/team and the referee for the cue to music. It sounds better to gradually phase out the music by turning the volume down slowly and then turning it off. You will need to start at the beginning of the music for the next skater/team;
	+ The music person, announcer and referee will all work together to keep the competition on schedule.
* **Music Playing Checklist** (please verify the process below):
* Look at each CD to be sure it is free of scratches and is dirt and dust free;
* Check each CD to be sure it is the better copy. If music is used at the practice makes notes of the volume level etc;
* Put CDs in order of skating;
* Have backup CD ready at all times, In the UK the skaters / coaches should hold their back up music. All competitions state in the rules that they should have a back up CD (if using CD’s) at rink side.
* Play music as soon as skater is in place;
* DO NOT stop music unless instructed by referee;
* If Referee says to stop music, push “pause” not “stop” for a CD
* If playing ‘Dance’ music. Know which music needs to be played for which dance. Watch the skaters and the referee for the cue to start the music. It sounds better to gradually phase out the music by turning the volume down slowly and then turning it off. You will need to start at the beginning of the music for the next skater / team - repeated from list above
* Keep the music organised. Place an elastic around the master and copy of music for each entry, and place back in the box for that category.
* **Reception / Registration**

This is a two-person job, Volunteers will manage welcome table at entrance to rink and be the meet and greet to all competitors / coaches / parents.

Responsibilities include (but not limited to):

* + Meet and greet
	+ Set up (beginning of each day);
	+ Checking skaters’ in
	+ Collecting competitors’ music & putting them in order in skating category boxes;
	+ Circulates any relevant competition information, timetables, running orders.
	+ Handing out affiliated / verified coaches’ badges / lanyards
	+ Know the rink layout so that you can direct officials, competitors, parents and coaches to the right place.
	+ Selling programmes and pens (if applicable)
	+ Taking DVD orders (if selling DVD’s)
	+ Handing out results PDF’s
	+ When music runner / cover not available taking and bringing back CDs to and from the music box;
	+ Fielding skaters queries.
	+ Clear up at end of each day and set up ready for next day.
	+ Be prepared with a ‘lost property box’.
* **Gate / Barrier steward (s)**

Ideally there will be 2 gates (On and Off) but this will be dependent on the rink layout, Duties include:

* + Opening and closing the gates for skaters and warm up groups.
	+ Has an up to date skating order. Makes sure skaters are ready to go in skating order.
	+ **Ensure only** **skaters and coaches** are within the barrier/ restricted area around the gate.
	+ Gate Off - Open gate for skaters after they have skated and direct them to the Kiss and Cry area. Be prepared to be encouraging and appreciative. Skaters could be elated or disappointed.
	+ Open the gate for sweepers (flower girls) and make sure nothing is left on ice. Keep flowers collectors in check / well behaved while skaters are on ice.
* **Judges Steward**

Welcomes and directs judges to the designated off duty room.

Ensures the rest room / officials room has refreshments available

During the competition the Judges Steward should stand behind the panel should they be needed.

* + To ensure that the needs and comfort of the panel are met at all times.
	+ That refreshment table (if rink side) is well stocked and readily available,
	+ Escort panel of officials around the building,
	+ To meet any communication needs between Panel of officials, Event secretary and / or Ice rink management.
* **Results Steward**

The results steward stands behind the Results team and is responsible for:

* Ensuring results paperwork is signed by Tech panel and Referee
* Running results/ pdf’s to Reception table for competitor’s collection
* Pinning results up rink side
* **Music Runner**
	+ Collects music from reception and take to music box and vice versa
* **Sweepers (Flower Collectors) – Not a requirement but a nice to have**

Sweepers sit at the side of the rink at ice level. At the end of a skaters’ programme and at the direction of the Chaperone / Gate Steward, Sweepers should be allowed onto the ice to collect flowers and toys thrown onto the ice for the skater. These are then given to the correct skater.

Sweepers also remove any obstructions or debris from the ice at the request of the referee.

Sweepers can be any age however they are often some of the youngest, newest skaters as it gives them an introduction to how skating competitions are run.

* **Trophy / Medal Steward**
	+ Ensure daily set up of trophies / medals in category order
	+ Ensure correct trophy / Medal is presented
* **General Cover / Runner**
	+ To allow for comfort breaks of any volunteer positions
	+ Fill in any volunteer position as and when required
* **DVD copier (if selling DVD’s)**
	+ Copy DVD’s as and when required
	+ Package DVD’s ready for collection / posting

**Additional Requirements that need to be considered / actioned**

* Arrange Hotel accommodation for Panel of officials including Breakfast / Evening meals.
* Agree / arrange any flights / travel arrangements / transfers for Officials
* Arrange appropriate number of trophies / medals for presentations (this will depend on categories and levels skating)
* Arrange / Agree the catering arrangements during the event
* Refreshments (Tea / Coffee / soft drinks including water) in Judges room / Rink side
* Snack Food and Fruit available throughout the day (may be provided as part of catering arrangements but check with event caterers)
* Tables / staging for Panel of officials at rink side (See Typical Rink set up above for more details)
* Volunteers rota
* Stalls at Event (Optional)
* Website updates
* Officials Expenses / payments
* Gifts for Panel of Officials
* Ensure Changing Rooms (if available) are identified for both Male and Female Competitors (Under & Over 18’s require separate changing rooms – Safeguarding)
* BIS Verified Permit on show during event
* BIS Risk Assessment available on request
* Club Liability Insurance Certificate on show during event
* Lanyards for Officials, Coaches and volunteers available each day
* Panel of official’s paperwork updated daily with any withdrawals. (A system needs to be in place to circulate last minute withdrawals.)
* Photography / videography / safeguarding within Ice rink environment
* Event programme / booklet
* Emergency Contact Number for Skaters to get in touch should anything happen on the way to an event.

**Additional Equipment Requirements to be considered**

* Tables and Seats for Registration desk
* Microphones and Batteries for the Announcer. Check all sound systems are compatible and work.
* 2 x Stop watches, pens and clip board for Time keeper
* Stationary to include (but not limited to) Clip boards, pens, paper, markers available for Officials and Volunteers
* Communication devices between Referee, Announcer, Music box (2-way / Back - Back Radio’s)
* Boxes for transporting Music CD’s between registration and music box
* Flash jackets for easy identification of Club / event volunteers
* Tables and Power (electricity) for Stall Holders
* Laptop & Printer (ideally with photo copier capabilities) – For use in Judges Room
* DVD copying device / tower (if selling DVD’s)

**Daily set up of Event.**

* Volunteers Rota on display (behind registration desk)
* Judges Rota on display (in Judges room)
* Tech Panel Rota on display (in Judges room)
* Timetable of events on display rink side (this will save lots of questions) & in the Judges room
* Timetable given to Ice Rink Management showing Resurface times, presentations, lunch etc
* CD Boxes available and labelled appropriately
* Skating orders printed out and available for Referee, Tech Panel, DRO’s, Results, Announcer, Registration desk, Music box, Gate steward, DVD / Camera operator, Official Photographer, Event organiser and ensure it is updated with / if any withdrawals.
* Announcers script with the required words they are meant to use, including number of skaters in warm up group, programme length and warm up times etc available to announcer at start of day / each session
* Trophies set up on table, in order and ready for Presentations
* Agreement on where Presentations will take place (on ice or off ice – time depending)
* Reception Open 45 mins prior to 1st event start times
* All other volunteers in place 30 mins prior to 1st event start times

**Typical Ice Rink Set up**

As long as there is space along the barrier it has become acceptable for all officials to be at ice level (with the exception of major ISU Championship and Grand Prix events). This allows a less costly build and a less time consuming set up.

The important factor in either set up is the need for clear sightline for all Judges, TP Officials and results camera with adequate space to work efficiently. Ideally a 20 metre length centrally placed along the side of the ice pad allows for the following officials and equipment set at one metre each position unless stated otherwise:

* 5 x Judges (J)
* 1 x Timekeeper (TK)
* 1 x Referee (REF)
* 3 x Technical Panel officials (TC, TS, ATS)
* 1 x Data Operator (DRO)
* 1 x Replay operator (Cutter) (DRO)
* 2 x Results Officials (R)
* 1 x Announcer (at Referee’s discretion as to where Announcer is to be situated)
* 1 large space for the Event Videographer (Live feed camera) – this can be floor level and doesn’t need to be on the staging
* Access to the staging from both ends.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| J1 | J2 | J3 | J4 | J5 | TK | Ref | TC | TS | ATS | DRO 1 | DRO 2 | R1 | R2 | Announcer | Videographer/ Camera |

Additional seats / headsets may be required for Probationary Officials to ‘Shadow’ main panel for training purposes (including Judges, Tech panel and Results)

Probationary Officials are at the discretion of the Appropriate Lead Official (Event Referee, Event TC, Lead Results)

If the layout of the venue does not allow a one length set up then the Technical Panel officials, Data Operators and Replay Operators may be situated at a slightly higher level together with any other non-judging officials as necessary. The same clear view would still be required.

The tables for judges and officials both at ice level and on any upper staging should preferably be 18” (45cm wide) but maximum 24” (60cm) to allow clear sightline as the official sits close in to the barrier.

The top of the table should be at the same level or minimally below the top level of the barrier.

It may be necessary to measure the height of the table in order to determine the height of the staging from floor level. Additionally, it is important to measure the height of chairs to the table to check that they are suitable for comfort. Chairs that are too high or low or without adequate back support are very uncomfortable for judges and officials who sit working for many hours. Chairs with castors should be avoided if possible.

Staging at both lower and upper levels should be deep enough to allow officials to push their chairs back and for officials to be able to pass behind the chairs of their colleagues.

There should be a rear safety rail on all staging and steps to upper level staging.

There should be front safety board’s / railing on upper staging. Boarding or rail with safety covering is best practice to lessen cold / draughts.

**Judges Room Set Up**

Enough tables and chairs for all panel of officials to be able to sit and eat comfortably (away from the public)

Tea, Coffee and soft drinks / water station available at all times

Snack food and fruit available throughout the day

Event Timetables, Judges / Technical Panel rotas on display / readily available

**Timeline of Events**

**4 – 12 months prior to event**

* Agree proposed dates with Ice rink management
* Approach Referee, Technical Controller, Lead Results person, 2 x DRO, 1 x Assistant results
* Apply for Application to register for a Provisional date for a (Sanctioned) Competition
* In conjunction with Referee approach judges
* In conjunction with Technical Controller approach Technical Specialists & Data Replay operators
* Produce Announcement Rules & Regs, Entry form, set up payment details, update Websites (if applicable)

**Minimum 4 months prior to event.**

* Agree date to go live / close for entries
* Apply for Permit - Application to register a date to hold competition
* Arrange hotels
* Arrange catering with Hospitality at rink

**Minimum 4-6 weeks prior to event (at closing)**

* Apply for Final Permit at Closing Date including Final Permit – (Skaters) Entry Spreadsheets and appropriate fees
* Forward finalised skater’s database to Event Referee to allow time for timetable to be produced
* Forward Finalised skater’s database to Lead Results team along with PCS’s for all successful skaters
* Forward Finalised Event timetable, judges’ and technical team rota’s to Lead Results as soon as available
* Publish Provisional Timetable
* Publish Provisional Competitors list
* Confirm Trophies / Medals
* Confirm hotel bookings
* Confirm travel arrangements (Flights, transfers etc.)
* Confirm Catering arrangements / Menu

**2 Weeks prior to event**

* Publish Official draw (Result team)
* Publish Official Time timetable including timings of events

**Post Event**

* Ensure all outstanding refunds are cleared
* Officials Expenses paid in a timely manner
* Officials thanks and feedback
* Event team de-brief / plan for next event

**Appendices:**

* Officials Agreement Form
* Application for Provisional Competition date
* Application to register a date to hold competition
* Application for Final Permit at Closing Date
* Application for Final Permit at Closing Date – (Skaters) Entry Spreadsheet – Database?
* Announcers Script

All above permits can be downloaded from the following link:

<https://www.iceskating.org.uk/resource-centre>

**Useful email addresses:**

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