**TIMELINE FOR BIS PERMITTED SYNCHRO 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 SKATING  APPROACH 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 ALTERNATIVES  ON 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)** | **CLUB & EVENT REFEREE**  SUBMIT APPLICATION FOR FINAL PERMIT ALONG WITH ANY OUTSTANDING / ALTERNATIVE OFFICIALS AGREEMENT PERMITS  **CLUB**  SUBMIT FINAL PERMIT - SKATERS / TEAMS / COACHES DATABASE  SUBMIT COPY OF CLUBS INSURANCE CERTIFICATE  PAY APPROPRIATE PERMIT COSTS | VERIFY OFFICIALS AGREEMENTS PERMITS (NOTIFY CLUB & EVENT REFEREE OF ANY ISSUES)  VERIFY SKATERS MEMBERSHIP (NOTIFY CLUB OF ANY ISSUES)  VERIFY TEAMS AFFILIATION (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 |