

Permit Policy

Singles, Dance, Pairs and Synchro

Provisional Permit – Application to register for a Provisional date for a (Sanctioned) Competition

The application for a Provisional Permit allows you to 'reserve' a date on the BIS Skating calendar and is the first step required if you wish to hold a figure skating event

In order to apply for a Provisional Permit, you must confirm the following requirements:

- Planned dates for the event
- Name of the event
- Contact details of the person organising the event
- Ice time has been booked at the arena / venue of choice
- Event Referee* (this needs to be confirmed with a signed and returned 'Officials agreement form')
- Technical Controller* (this needs to be confirmed with a signed and returned 'Officials agreement form')
- 2 x Results Team members* (these needs to be confirmed with a signed and returned 'Officials agreement form')
- 2 x Data Replay Operators* (this needs to be confirmed with a signed and returned 'Officials agreement form')

** All officials must be registered members of BIS and must be appropriately qualified in the area you are asking them to officiate in*

The event organiser should contact British Ice Skating for the latest BIS Officials and Judges Database to help in their search for the required Officials.

On receipt of the Provisional Permit Application and the required Officials Agreement forms, BIS will add the date to the Calendar and add the word 'Provisional' in front of the event name

Officials Agreement Form.

The agreement between an Official and a Club to confirm the Officials availability and their position within the Judging / Technical / Results structure
Includes the Officials BIS Membership number and the disciplines which they are qualified for.

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Associated with the National Skating Association of GB. founded 1879**

Patron HM The Queen

PRESIDENT; Robin Cousins; CEO: Michelle Draper
Registered Number 2677064 England and Wales

Application to Hold a Sanctioned Competition

The application to Hold a sanctioned competition is confirmation of your intent to hold a competition and is where you will state the type of event you wish to hold and the disciplines / categories involved.

In order to apply for an Application to hold a sanctioned event you must confirm the following requirements:

- Competition dates for the event
- Event Name
- Name and Contact details of the person organising the event
- The type of competition with reference to the Permit Chart (International, National, General, Other)
- Skating Categories and Levels with each category (A separate permit is required for each category i.e. Singles, Dance, Pairs, Synchro)
- The correct amount of Officials* required to run the event
 - Judging Panel, Technical Panel, Results Team (these need to be confirmed with a signed and returned 'Officials agreement form')
- Competition Announcement (see below)
- Competition Entry form (On-line link if using booking software) (see below)
- Generic Criteria (See Below)

** All officials must be registered members of BIS and must be appropriately qualified in the area you are asking them to officiate in*

The Minimum requirements of officials to run an event are:

- Judging Panel – 1 x Referee*, 3 x Judges* (usually 5 depending on size of event and levels of competitors)
- Technical Panel – 1 x Technical Controller*, 1 x Technical Specialist*, 1 x Assistant Technical Specialist* (or 2 x Technical Specialists*)
- 2 x Data Replay Operators*
- 2 x Results Team – 1 x Lead Results*, 1 x Assistant Results*

The Event Referee and the Technical Controller will define the amount of Officials required for the event and will usually ask for additional Officials (over the minimum) to allow for rotation of roles and to allow sufficient breaks throughout the day / event.

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The **Competition Announcement** should include the following:

- The Event Rules and Regulations
- The location and address of the Ice Rink
- The Closing date for entries
- The categories / levels to be skated
- The type of Music format acceptable
- The cost of entry and how to pay
- Information regarding 'Coaches licensing'

The **Entry Form** should include the following:

- Competitors Name and Contact details (Parents or Legal Guardians contact details if competitor is under the age of 18)
- Competitors BIS Membership Number
- Event / Level entering
- Club / Rink Representing
- Date of Birth of Skater
- Levels of Skater (Field Moves, Elements, Free / Dance Program, Competitive test passes)
- Coaches details (BIS Membership number, date of Field Moves and IJS Seminars)
- Planned Contents Form

The Generic Criteria

Downloaded from the BIS website ensuring it is the latest and current version.

Categories and levels may need to be added to Generic Criteria.

Application for Final Permit at Closing date - (Skaters) Entry Spreadsheet

The Excel Spreadsheet is a list of all the skaters who have entered (and their coach / coaches) and is a requirement of the Final permit to allow BIS to conduct verification checks on skaters and Coaches and is downloadable from the BIS website

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Application for Final Permit at Closing date

The Application for Final Permit at Closing date is the confirmation permit that you have all the required officials in place (Officials can still be changed up to this point) and the event is confirmed.

In order to apply for the Final permit, the following must be included and confirmed:

- An Application for Final Permit confirming all appropriately qualified Officials (Any changes from the Application to Hold a Sanctioned event must include the required Officials Agreement form)
- Application for Final permit – (Skaters) Entry Spreadsheets
- Appropriate Permit Fees (See Permit Chart - Categories and Criteria)
- Copy of Club Liability Insurance Certificate

Once all the Verification checks have been completed and providing all aspects have been met then British Ice Skating will issue a letter to confirm the event has been duly registered and approved.

Timeline of Events

4 – 12 months prior to event

- Agree proposed dates with Ice rink management
- Approach Referee, Tech 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 Tech Controller approach Tech Specialists & Data Replay operators
- Produce Announcement Rules & Regs, Entry form, set up payment details

Minimum 4 months prior to event.

- Agree date to go live / close for entries
- Apply for Application to Hold a sanctioned competition

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
- Publish Provisional Timetable
- Publish Provisional Competitors list

2 Weeks prior to Event

- Publish Official Draw / Skaters starting order

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Speed Skating

Provisional Permit – Speed Skating

The application for a Provisional Permit - Speed Skating allows you to 'reserve' a date on the BIS Skating calendar and is the first step required if you wish to hold a Speed Skating event

In order to apply for a Provisional Permit, you must confirm the following requirements:

- Planned dates for the event
- Name of the event
- Contact details of the person organising the event
- Ice time has been booked at the arena / venue of choice
- Event Referee* (this needs to be confirmed with a signed and returned 'Officials agreement form')
- Assistant Event Referee* (this needs to be confirmed with a signed and returned 'Officials agreement form')
- Starter* (this needs to be confirmed with a signed and returned 'Officials agreement form')
- Competition Steward* (this needs to be confirmed with a signed and returned 'Officials agreement form')

** All officials must be registered members of BIS and must be appropriately qualified in the area you are asking them to officiate in*

Application for Final Permit – Speed Skating

The Application for Final Permit at Closing date is the confirmation permit that you have all the required officials in place (Officials can still be changed up to this point) and the event is confirmed.

In order to apply for the Final permit, the following must be included and confirmed:

- An Application for Final Permit confirming all appropriately qualified Officials (Any changes from the Provisional Permit – Speed Skating must include the required Officials Agreement form)
- Application for Final permit – (Skaters) Entry Spreadsheets
- Appropriate Permit Fees (See Permit Chart - Categories and Criteria)
- Copy of Club Liability Insurance Certificate

Once all the Verification checks have been completed and providing all aspects have been met then British Ice Skating will issue a letter to confirm the event has been duly registered and approved.

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Timeline of Events

Minimum 1 month prior to event.

- Agree proposed dates with Ice rink management/British Ice Skating
- Approach Referee, Assistant Referee, Starter, Competition Steward
- Apply for Provisional Permit – Speed Skating
- Submit Risk Assessment
- In conjunction with Referee approach required Officials
- Produce Announcement Rules & Regs, Entry form, set up payment details

Minimum 2 weeks prior to event

- Apply for Final Permit, along with any outstanding/alternative officials
- Pay appropriate permit cost
- Publish Provisional Timetable
- Publish Provisional Competitors list

Minimum 5 working prior to event

- Submit Speed Skating Spreadsheet – Skaters List
- Submit copy of club's insurance certificate (If not affiliated with BIS)

Maximum 1 week after event

- Submit event report to Events Team at BIS
- Submit a copy of the Programme with the results and recorded times

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