



# Competition Manual

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LOC Chair, 2009-2014

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## Introduction

Having successfully held non-qualifying/Basic Skills/IJS competitions every year since 2009 (except 2010 when the rink collapsed), Flagstaff Figure Skating Club has developed a body of experience with the assistance of coaches and competition officials from the Phoenix clubs and rinks. We would especially like to thank the Skating Club of Phoenix for letting our volunteers shadow theirs at Fiesta Skate, and our Chief Referees, Dennis Raught and Trish Wilkins, for their invaluable advice.

The purpose of this manual is to concisely record what we've learned and pass it on to future FFSC competition officials so they can carry on the tradition that we've started and keep Ice in the Pines alive and well.

This manual is loosely based on US Figure Skating's *Competition Guideline Manual*. It presents a timeline of events that lead up to the competition, followed by expanded descriptions of the events and volunteer positions listed in the timeline. Events in the timeline are called out by date based on Ice in the Pines (IP) being held the last full weekend in August- a date reserved within the Southwest Pacific Region for our competition, and are also called out by lead time in case FFSC decides to move IP to another date, or hold another competition. This will also make this manual more useful to other clubs.

Because this manual is published on the club website, [FlagstaffFigureSkatingClub.com](http://FlagstaffFigureSkatingClub.com), everyone involved in the competition can download it and refer to it as they do their part. We also make this work freely available to other USFSA clubs.

As you use this manual, remember that the purpose of the Local Organizing Committee (LOC) is to provide a smoothly operating event where competing skaters and their coaches can participate in our graceful and beautiful sport with a minimum of distractions and hassles. They are only supposed to see the duck moving easily on the smooth surface of the water, and not the furious paddling happening beneath the surface.

## Timeline

Ice in the Pines is held the third weekend of August, a date that is cleared in the Southwest Pacific Region. Advance time is given in parentheses. The Local Organizing Committee (LOC) member responsible for the task is in **bold**.

### September-November (12 to 9 months)

- Appoint LOC Chair- **Board**
- Decide on competition schedule and days required- **Chair and LOC**
- Determine ice availability and set date- **Chair and Board**
- Check date with USFSA competition committee regional vice chair (see USFSA directory on the members section of usfsa.org) to clear the date. Ice in the Pines is currently listed as an annual nonqualifying competition on the last full weekend of August- **Chair**
- Reserve ice. Buy ice from end of club ice on Friday through end of club ice on Sunday, **so that setup can be done Friday afternoon and evening- Chair**

### November (9 months)

- Sign up members of LOC. It is best to approach senior members and parents directly in person or by phone. General appeals by mass email are not effective. (Deadline for filling LOC positions is end of April at FFSC Annual Meeting- 4 months out. If any key positions are not filled by this time, consider canceling the competition.)- **Chair**
- List the competition with USFSA online. This puts the event in the on-line event database and in *Skating* magazine- **Chair**
- Contact the action photographer, awards photographer, and videographer- **Vendors**
- Contact the chief referee (the referee usually selects the accountant and assists in asking judges- **Chair** with assistance from **Officials**

### February (6 months)

- Start looking for judges to work the competition and test session- **Officials, Testing**
- LOC members should begin recruiting volunteers to accomplish pre-event tasks and to fill positions during the event- **LOC**
- The LOC should meet monthly from this point on- **Chair**
- Contact official hotels, reserve rooms for officials and blocks of rooms for competition- **Officials**

- Contact caterers to provide food for both officials and coach/volunteer hospitality rooms- **Food**
- Begin work on the announcement and EntryEeze. Make sure events in announcement and EntryEeze match. Do not accept paper entries- **Registrar and/or Chair**
- Consider accepting MP3 with EntryEeze
- Set competition deadline (normally five weeks before competition date, and Late Entry deadline (suggest 24 hours after final deadline) for competition. Deadlines should be on a weekday to avoid conflicts with other competitions. Competition and late deadlines should be no later than 8 pm, to avoid the Registrar getting late phone calls. If competition not full (about 170 skaters/275 starts, extend late deadline 1 day at a time, but no later than 4 weeks out- **Registrar/LOC**
- Set other deadlines:
  - **Early bird** with discount the first week
  - **Practice Ice Selection Start:** At least 1 full day after close of entries
  - **Practice Ice Selection End:** At least one week after Selection Start
  - **Practice Ice Purchase Start:** Right after Selection End
  - **Practice Ice Purchase End:** One hour before first practice session, to allow ice monitor sheets to be printed (skaters can then buy practice ice at the registration desk)
  - **Planned Program Content (PPC) Deadline:** At least one week before start of competition
- Contact donors to provide items for skater's and official's gift bags- **Vendors/Officials**
- Contact vendors (food, skating gear and services, hair and makeup, massage, flowers). Make sure vendors are aware of requirements for food handling, sales tax license, etc.- **Vendors**
- Order custom club/competition items to be sold at event (tee shirts, jackets, skate towels, etc)- **Vendors**
- Email announcement to Arizona, Nevada, and New Mexico clubs and rinks
- Print and mail Save the Date cards if desired- **Publicity**

## **March (5 months)**

- Ask the chief referee to review the announcement- **Registrar**
- When announcement and online entry system are complete, apply for sanction online (USFSA Members Only Page, under Clubs tab)- **Registrar**

## **April (4 months)**

- Print and post the sanction at the rink

- Post the announcement on the club website, activate online entries, and email regional clubs and rinks- **Registrar**
- Start soliciting ads for program- **Vendors**
- Complete LOC at the FFSC Annual Meeting at the end of April. If any vital posts are left unfilled, advise the club that the board may cancel the competition- **Chair, Board**
- Confirm all vendors- **Vendors**
- Determine number of tables needed and obtain from rink and members, and reserve rentals- **Vendors**

### **May to Close of Entries (3 months to 5 weeks)**

- Send public service announcement (PSA) to radio stations and newspapers for community calendar- **Publicity**
- Confirm officials with chief referee- **Officials, Testing**
- Process entries, answer email and phone questions from coaches and competitors- **Registrar**
- Check for club and coach approvals and send reminder emails as needed- **Registrar**
- Track income/expenses and determine when entries reach break-even point- **Treasurer**
- Extend late entry deadline one day as needed, until event reaches about 170 skaters/270 starts- **Registrar**
- Strongly suggest not accepting any further late entries after close of Late Entries. If an exception is made, then everyone wants to be an exception
- The Chief Referee will provide the Registrar a list of No-Events- that is, events with only one skater entered. Email each skater and their coach, offering their choice of skating a different level as suggested by the Chief Referee, withdrawal with refund, or skating an exhibition (no awards are given for exhibitions, except for Special Skaters)- **Registrar**

### **Schedule Published**

- LOC Chairs schedule volunteers for each division- **Registration, Hospitality, Vendors, Music, Announcing, Ice Monitors, Runners**
- Order awards- **Awards**
- Schedule practice ice sessions- **Registrar, Practice Ice**
- Set Practice Ice Selection date one day after schedule is published, in early evening. EntryEeze will email all skaters and coaches that skaters who reserved practice ice at registration may now make their selections- **Registrar**

- Set Practice Ice Purchase date to one week after Practice Ice Selection date, to give skaters who reserved practices at registration first choice– **Registrar**
- Send schedule, vendor info, ads, name badges (Avery 5390, 2-1/4 x 3-1/2) print list, sign print list to printer. Order matching name badge holders and lanyards- **Program**
- If MP3 music was accepted via EntryEeze, build competition playlist (in file folder format for compatibility with all devices) and save on at least two different laptop computers or players. Test the playlists

## August

### Three Weeks

- Check all coaches for USFSA compliance using EntryEeze coach list and USFSA coach compliance list
- Schedule EntryEeze training for key check in volunteers and test computer and printer to be used- **Registration, Registrar**
- Order copy/printing toner and paper for Registration and officials- **Registration, Officials**
- Order letter-size manila envelopes for music- 1 envelope per event
- Order paper CD sleeves, need number of starts plus spares
- Order Avery 5160 labels for music envelopes, quantity is 2x number of starts
- Test music/announcing system- **Music, Announcing**

### Two Weeks

- Inspect rink for problems, make sure locker rooms will be cleaned just before start of competition
- Pick up printing- programs, rink signs, ID badges
- Label music envelopes (letter-size manila- **one per event**) and paper CD sleeves (**one per skater start**). Print two sets of Avery 5160 labels **in event order** from the Reports menu in EntryEeze. Put music envelopes vertically in box in event order so registration desk can quickly find each event. Keep CD sleeves in event order. **This MUST be done in advance- registration is too busy the first day**
- Assemble coach badges and rip and alphabetize skater and volunteer badges. Skaters and volunteers can assemble their badges when they pick them up

## Evening Before Competition

- Post schedule at rink and give to rink staff- **Registrar**
- Set up computers at registration desk
- Set up registration desk at least 15 minutes before first practice ice
- During practice ice, set up club audio system as backup
- Post rink signs
- Hang banners
- Set up judges platform and podium, at least 30 minutes before competition
- Set up official's rooms, including club copier and paper, at least 1 hour before competition
- Set up coach/volunteer hospitality room during first practices

## Competition Day

- Print practice Ice Monitor sheets just before each set of practice
- Need four registration desk volunteers during morning rushes- one to check in coaches, one to check in skaters, one to collect music, and one to hand out gift bags and ID's
- Post event schedule from Chief Referee

## **Local Organizing Committee**

The LOC is responsible for organizing all aspects of the competition both in advance and during the event, under the direction of the Competition Chair. The LOC members each have a specific area of responsibility. Some positions are primarily concerned with advance organizing, some are primarily active during the competition, and others do both.

These jobs can be combined and performed by one person, but avoid combining two positions that are both advance jobs, or both event jobs.

All volunteers should wear the ID cards provided so that they can be readily identified. Turn in your ID when you leave the rink so the next volunteer can use it. The schedule is printed on the back for reference.

### **Chair**

- Oversee the competition in general
- Select LOC chairs and make certain they know their jobs
- Schedule meetings as needed
- Sole point of contact with ice rink on competition matters
- Sole contact with US Figure Skating in regards to the competition

### **Chief Referee**

- Selects the selecting the accountant, referees, and judges with assistance from Officials Chair and Test Chair
- Oversees accounting and judging during the competition

### **Accountant**

- Works with the Chief Referee and Competition Chair to make sure all supplies and equipment will be available in the accounting room

### **Arena Coordinator**

- Usually acts as Assistant Competition Chair before the event
- Primary contact with rink staff during event
- Keeps rink staff up to date on progress of event and notifies staff 30 minutes in advance of each ice cut

- Install batteries and test club FRS two-way radios for arena coordinator, LOC Chair (if separate), registration table, judges table, ice monitor, music box, and Runner Chair. Have at least one set of replacement batteries for all radios
- Responsible for arena security during event (works with Program Chair on rink signs)

## **SafeSport Monitor**

- Assigns volunteers to make certain that only authorized persons enter the protected areas (normally the locker rooms)
- Authorized persons are all competitors, junior members, compliant coaches with punched ID cards, volunteers with punched ID cards, and parent/guardians with parent ID card. These are issued by registration desk

## **Officials**

- Work with Test Chair and Chief Referee to schedule accountant and judges
- Current USFSA officials are listed in the Officials Directory, available online at [usfsa.org](http://usfsa.org)
- Work with Hospitality to reserve rooms for all officials
- Make certain all officials have directions to their hotel and the rink
- At the end of the event, collect expense forms from all officials and turn in to the Treasurer for prompt payment (before the officials leave)
- Coordinate Judges/Officials gifts with the Vendor Chair and possibly the Test Chair
- Oversee setup and tear down of the judges platform

## **Treasurer**

- Accounts for all competition income and expenses
- Pays officials expenses at the end of the event

## **Registrar**

- Updates announcement using the current USFSA Non-Qualifying Competition boilerplate and the Compete USA Competition Manual and USFSA Rulebook, working with the Chief Referee, then submits it for the combined Compete USA and Open Non-Qualifying Sanction. The approval/sanction process may require additional changes to the announcement
- Set up EntryEeze in parallel with the announcement (suggest paying entryEeze to do this.) Make sure at least one other LOC chair has full admin access, and grant access to other LOC chairs as required. The Chief Referee must have full admin access. Have another person proof the announcement and EntryEeze to make sure all events match

- Once the approval and sanction are obtained, publish the announcement to competition website with assistance of club Webmaster
- Email announcement to Arizona and regional clubs and rinks at least one month before competition deadline
- The competition may NOT be advertised until approved and sanctioned
- Opens the competition to entries and practice ice reservations on EntryEeze
- Late entries are only accepted on approval of the Chief Referee
- When the Chief Referee posts the competition schedule, use EntryEeze to notify all competitors and also advise the practice ice sales are available
- After the close of entries, issues refunds to competitors only if an event (or the entire competition) is canceled, or for a medical withdrawal with written doctor note (FFSC extends this option). Refunds cannot be made for any other reason, per USFSA rule 3047. Administration fees are not refundable
- Assists Registration Chair in training Registration volunteers

## Techology

- Sets up and tests Registration computers- **use Ethernet connection** and change jumper in staff office, wi-fi is not reliable
- Issues and tracks club radios

## Registration

- Schedules volunteers to work Registration desk during practice ice, test session, and competition
- Obtains and labels letter-size manila music envelopes- see timeline
- During event, **check in each skater and coach online using EntryEeze**, collect music (if not using online music through EntryEeze) and place in event music envelopes and check off each skater on the envelope label as music is received, give each competitor a gift bag, issue ID badges to officials, volunteers, competitors, and coaches
- Process withdrawals through EntryEeze and **cross off skater label on music envelope**. Entry fees are NOT refundable **for any reason** unless the LOC cancels an event
- Notify Chief Referee of changes and withdrawals
- Competitors, coaches, officials, and LOC chairs keep their badges. Volunteers with unpunched cards should turn in their badges to registration desk when leaving the rink

- When music envelopes are returned, place music CD's in **numeric by event** file holder for skater pick-up. Any CD's or USB sticks not picked up after the event by the end of tear down may be discarded

## Publicity

- Email "Save the Date" notices and send printed cards to regional clubs and rinks six months in advance of the competition
- Arrange local publicity- radio, TV, newspapers

## Program

- Work with club members to sell advertising (per the advertising form in the announcement) in the program
- Order ID cards
- Order rink signs (all letter size except two on rink entry door\*)
  - Welcome (tabloid size on left entry door)\*
  - Registration Desk with right arrow (tabloid size on right entry door)\*
  - Registration Desk
  - Restrooms (lobby sign)
  - Spectators Entrance with left arrow(lobby sign)
  - Competitors Entrance with right arrow(lobby sign)
  - Spectators Entrance (on center glass doors)
  - Competitors Entrance (on right glass doors)
  - Officials Only (party room north door)
  - Runners Only (party room south door)
  - No flash photography and no items thrown on ice (5 each copies on boards and entrance doors)
  - Competitors and officials only beyond this point (end of wheelchair ramp)
  - Competitors entrance (at south rink door)
  - To Outside Podium (with up arrow) (on door at south end of lobby)
  - To Bad Weather Podium (locker hallway entrance if needed)
  - Locker Rooms and Coaches/Volunteers Hospitality (at locker hall door)

- Ladies Locker Room (2 copies)
  - Mens Locker Room
  - Bad Weather Podium (Blue locker room)
  - Official's Entrance Officials and Event Photographer Only (on visitors hockey box door)
  - Music/Announcer Only – Please Knock Before Entering (on music box door)
  - Official Photographer Only (home hockey box door)
  - Official Videographer Only (north exit from locker hall)
  - Coaches and Volunteers Hospitality (locker room door)
  - Absolutely No Skate Bags in Lobby- Use Locker Rooms Behind Rink. Unattended bags will be moved to a locker room."
  - 2 Practice ice check-in at rinkside
  - Practice rules
  - 4 interpretive event no access
- Have the program designed and printed
  - The program should include a welcome letter from the club president, a welcome letter from the mayor, a list of officials, a list of participating professionals (coaches), a list of participating clubs and Basic Skills programs, the LOC chairs, the club board, the events schedule with skaters and their home clubs listed, the competition schedule, and paid advertising
  - All competitors and officials should receive a free copy in their gift bags
  - The remaining programs should be sold at Registration for a small fee (\$1-3.00) to prevent people from just grabbing handfuls- they are expensive to print
  - After the competition send a free copy to all paid advertisers

## **Vendors**

- Arrange for an action photographer, an awards photographer, and videographer for competition
- Work with Awards Chair to train awards photographer if needed
- Contact food, flowers, skating vendors and assist with city permits
- Designate space for vendors with assistance of Arena Coordinator
- Obtain flowers, T shorts, and gifts for sale at registration desk

## **Food**

- Solicits food donations and buys food and supplies for both hospitality rooms, working with the Hospitality Chairs

## **Hospitality- Officials**

- In charge of Officials hospitality room
- Obtain officials and competitors gift baskets
- Work with local hotels to have one or two official hotels offering special rates to competitors and coaches
- Schedule volunteers to monitor the officials hospitality room and work with with Food Chair during event. There must be an adult club member volunteer monitoring the Officials hospitality room at all times

## **Hospitality- Coaches/Volunteers**

- In charge of Coaches/Volunteers hospitality room
- Schedule volunteers to monitor the officials hospitality room and work with with Food Chair during event. There must be an adult club member volunteer monitoring the Coaches/Volunteers hospitality room at all times
- Suggested coaches hospitality room items:
  - 2 tables
  - 3 hot pots
  - cold water dispenser
  - coffee maker or percolator
  - 2 full 5 gal water jugs
  - electric hot water kettle
  - cooler large
  - power strip
  - extension cord
  - 2 tablecloths
  - ground coffee, cups, lids, stirrers,
  - filters, tea, sugar, creamer, hot cocoa,

- soda, ice, 4 trays, plastic silverware

## Outside Volunteers

- Recruits outside volunteer organizations to assist during event
- Assists other chairs in assigning outside volunteer duties and training during event

## Awards

- Contact engraver and arrange for custom engraving of medals during competition
- After close of entries, order medals and ribbons- 1st place, blue ribbon/gold medal; 2nd place red /silver; 3rd place white/bronze, 4th yellow/pewter (bronze if pewter not available) 5<sup>th</sup> and lower green/white bronze or pewter. **All Compete USA and Special competitors get a medal-** exhibitions get green/white. Teams in exhibition get gold medals. IJS competitors get first through fourth medals
- Assemble medals and ribbons
- Work with Vendors Chair and Awards Photographer to set up podium and awards photography. An awards volunteer (senior member) should present the medals- accounting provides results to
- Prominently post information on custom engraving
- Arrange for podium (pine stumps outside to SW of rink)

## Test Chair

- Process test applications
- Work with Chief Referee to obtain judges for test session
- Produce test session schedule
- Oversee test session
- Process test results online within 3 weeks of test date

## Practice Ice

- Skaters may reserve practice ice as soon as the registrar starts accepting online competition entries via EntryEeze. Testing skaters who are not competing can't reserve practice ice through EntryEeze, so the registrar should reserve some practice ice spaces for them by lowering the maximum allowed- to 10 or 15, for example
- After the chief referee publishes the schedule, schedule practice ice sessions per the announcement, work with the webmaster to make sure that practice ice availability is

announced on the competition website. Also have the registrar email all competitors via EntryEeze to notify them of practice ice availability. Practice ice is a major source of income for the event so we need to sell it. We have been using open 30-minute sessions, limited to 20 skaters each, and skaters have been limited to 2 sessions

- Skaters may buy and schedule practice ice up until 15 minutes before a sessions starts
- Work with Ice Monitor to train and schedule volunteers to check in skaters at rink entrance during practice sessions
- Work with Registration to print Ice Monitor sheets of practice ice skaters 15 minutes before start of each practice ice session
- Registration can sell ice up to 15 minutes before a session, and testing skaters not in the competition will not be on the online system. Registration will issue FFSC session stickers to these skaters

## **Ice Monitors**

- Schedule ice monitor volunteers to cover the practice sessions, test session, and competition
- During the event, staff the competitor's entrance and work with registration desk to make sure competitors are ready at the rink entrance
- Train ice monitors
- During practice ice, ice monitors make certain that only skaters on the ice monitor sheet or with stickers are allowed on the ice. Practice session need registration desk, ice monitor, and music monitor
- During the competition, the accountant will send skating order sheets to the ice monitor for each event. The ice monitor makes certain that all competitors are present prior to the start of each event. Call Registration to locate missing skaters, and notify the referee of all no-shows.
- Watch the referee and announcer and make sure skaters are in order and ready to go
- Be sure your relief ice monitor has arrived before you leave- the rink entrance must be attended at all times during the competition

## **Music**

- Make sure the rink/club audio systems are tested and working before the event
- Schedule music volunteers to cover practice ice, test session and competition
- Train music volunteers
- During practice, skaters turn in their music to the ice monitor, who will send it via runner to the music box. During full sessions, music is played once in the order it is received, and the skater

must wear an orange program belt. There may not be enough time to play all music

- During competition, Registration uses a runner to send music to and from music box, and the accountant sends the skating order to the music box

## **Announcing**

- Work with the Music Chair to make sure the audio system is working before the event, Have the club backup system set up, tested, and ready to go during the competition
- Schedule announcers to cover practice ice and competition (check with Test Chair to see if announcers will be needed during the test session)
- Prepare a script for your announcers, which should include frequent reminders of: No flash photography for the safety of the skaters; Nothing may be thrown on the ice; Location of awards ceremony/photography and custom medal engraver; Remind skaters to pick up music at Registration,
- During the competition, the referee will cue the announcer
- Check with the Ice Monitor for pronunciation of unfamiliar names

## **Runners**

- Train and schedule runners to cover test session and competition
- Runners are needed to run judge's score sheets from panel to accounting, run results from accounting to posting area, and run music from Registration to the music box and back
- Young skaters, 9 to 15, are suggested as runners

# **Pre-Competition Procedures and Policies**

## **Vendors**

FFSC charges \$50 or 10% of net to all vendors. In addition, all vendors are required to fill out a City of Flagstaff vendor permit (details available from the rink manager). Food vendors must have a food-handling permit.

There should be only one major vendor of each type- skating supplies and services, food, hair and makeup, massage, medal engraving, action photography, awards photography, and video.

# Competition Procedures

## Interpretive Events (Compete USA)

LOC selects and edits music appropriate for each event

- Music will be played twice during warm up
- After warm up, all skaters except first competitor will be escorted to a locker room with a fan running or another location where they can't hear the music. The escort must remain with the skaters, and no one else is allowed with the skaters
- The first skater will hear the music one more time and then perform a program to the music
- The next skater will listen to the music for the third time at the rink entrance but must not watch as the first skater performs, and no one except the ice monitor and the next skater are allowed at the entrance
- No one is allowed to talk to, coach, or make hand signals to the skaters during the event

## Interpretive Events (USFSA National Showcase)

LOC selects and edits music for each event. National Showcase guidelines must be followed, as posted in the IP Announcement.

## General

FFSC has established a reputation for having a friendly and fun competition that treats officials, coaches, skaters, parents, and volunteers well. Everyone involved with Ice in the Pines should work hard to maintain our reputation and make certain they treat everyone with courtesy and respect..

- Our officials and judges are extremely dedicated to the sport and volunteer their time. The hospitality chair will see that each official gets a gift basket, preferably in their hotel room at Registration, and are provided with good food served on china with silverware
- Coaches are vital- each coach brings multiple skaters and provides the best possible word-of-mouth advertising for the event. Remember to point out the coaches/volunteers hospitality room. Coach's questions should be answered promptly and cheerfully- get the answer from the Chief Referee if necessary and get back to the coach as soon as you can
- We can never have too many volunteers, and they must be trained and assisted in their jobs. Remember to point out the volunteers coaches/hospitality room
- Make sure all vendors are aware of the Hospitality room for Coaches and Volunteers (parents and skaters are not allowed in this room)
- Return phone calls, emails, and texts promptly

- Post plenty of signs to direct and inform
- Post as much information as possible on the competition website and keep it up to date
- Treat everyone as you would like to be treated
- After the competition, all LOC chairs should send thank you notes on FFSC stationary to vendors, official hotels, caterers, photographers/videographers, outside volunteer organizations as appropriate