



Ice in the Pines Competition Manual

Revised February 2026



Introduction

Having successfully held non-qualifying/Basic Skills/IJS competitions every year since 2009 (except 2010 when the rink collapsed, and 2020-21 due to COVID-19), 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, 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 US Figure Skating 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 normally held the third weekend of August, a date that is cleared in the Southwest Pacific Region. Recently we have changed the date to the second weekend in September. Advance time is given in parentheses. The Local Organizing Committee (LOC) or FFSC Board member responsible for the task is in **bold**.

October (10 months)

- Decide on competition schedule and days required- **Board**
- Determine ice availability and set date- **Board**
- Check date with US Figure Skating competition committee regional vice chair (see US Figure Skating directory on the members section of US Figure Skating.org) to clear the date. Ice in the Pines is currently listed as an annual nonqualifying competition on the last full weekend of August- **Board**
- Reserve ice. Buy ice from the start of competition on Friday through end of club ice on Sunday, and ending at 9 pm Friday and Saturday, **so that the competition controls the rink from start to finish- Board**

February (6 months)

- Appoint LOC Chair- **Board**
- Sign up the chairs 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**
- **Hold a meeting with the LOC chairs to explain their duties.** The chairs must understand that their job is to find and schedule volunteers to cover their area during the entire event. For example, the Ice Monitor Chair must make certain that there are volunteers to ice monitor at rinkside during the entire competition and during all practices.
- Contact the action photographer, awards photographer, and videographer- **Vendors**
- Contact the chief referee (the referee usually selects the accountant and judges, since they have the contacts within US Figure Skating- **Chair and Registrar/Registration**

March (5 months)

- LOC members should begin recruiting volunteers to accomplish pre-event tasks and to fill positions during the event- **Chair**
- The LOC should meet monthly from this point on- **Chair**
- Contact official hotels, reserve rooms for officials as soon as the Chief Referee has the final list of officials, and blocks of rooms for competition- **Registrar/Registration**
- Contact donors to provide food for both officials and coach/volunteer hospitality rooms- **Hospitality**
- Set competition deadline (normally five weeks before competition date), and late entry deadline (suggest 1 week after final deadline) for competition. Deadlines should be on a weekday to avoid conflicts with other competitions and late phone calls. Competition and late deadlines should be no later than 8 pm, to avoid the Registrar getting late phone calls- **LOC**
- Begin work on the announcement- **Registrar/Registration**
 - Download latest USFSA announcement template and customize:
 - https://usfigureskating.org/documents/2025/8/19/Standard_Nonqualifying_Competition_Announcement_Template_-_All_Disciplines.docx

- Plan to use EntryEeze for online registration. Do not accept paper entries. Do not use US Figure Skating's Event Management System (EMS) for the competition. The feedback we have is not positive, compared to EntryEeze. Also, EntryEeze tech support is very responsive
- There is no need or advantage to setting an early bird discount. No one will use it
- Contact donors and sponsors to provide items for skater's and official's gift bags- **Hospitality**
- Contact vendors (food, skating gear and services, hair and makeup, massage, flowers, engraving, T shirts). Make sure food vendors, if any, are aware of requirements for food handling, sales tax license, etc.- **Vendors**
- Order custom club/competition items to be sold by FFSC at event (tee shirts, jackets, skate towels, etc)- **Vendors**
- Email clubs and skating directors in California, Arizona, Las Vegas, and northern New Mexico to "Save the Date"- **Registrar/Registration**

April (4 months)

- Ask the chief referee to review the announcement- **Registrar/Registration**

When announcement is complete, apply for sanction online via EMS on US Figure Skating Members Only Page- President and Vice President have access to this page.

Registrar/Registration <https://www.usfsaonline.org/Clubs/Sanctions>

- When the sanction is received, print and post at the rink, also post on competition website- **Registrar/Registration**

Activate EntryEeze for this year and have them build the competition from the announcement-

There is a \$50 fee for this. **Registrar/Registration** <https://www.entryeeze.com/>

- 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**

May (3 months)

- Activate online entries, and email regional clubs and rinks- **Registrar/Registration**
- Start soliciting ads and donations **Board Fundraiser position**
- Confirm all vendors- **Vendors**
- Make certain there are volunteers to set up the judging platform. It must be in place at least 30 minutes before the start of competition, and taken down immediately at the close of events on Sunday- Willy Bronson built it. Contact him if he is free to help set it up. **Registrar/Registration**
- Determine number of tables needed and obtain from rink and members, and reserve rentals- ask the rink to provide 10-15 tables and 30 chairs **Registrar/Registration**
- Set deadlines- **Registrar/Registration**
 - **Music Upload Deadline and late fee:** At least one week after close of entries, or later at the discretion of the Music Chair. Create a \$30 late fee.
 - **Planned Program Content (PPC) Deadline and late fee:** At least one week before start of competition. Create a \$30 late fee

June to Close of Entries (2 months to 5 weeks)

- Send public service announcement (PSA) to radio stations and newspapers for community calendar- **Registrar/Registration**
- Confirm officials with chief referee- **Registrar/Registration, Testing**
- Process entries, answer email and phone questions from coaches and competitors- **Registrar/Registration**
- Check for club and coach approvals and send reminder emails as needed- **Registrar/Registration**
- Track income/expenses and determine when entries reach break-even point- **Treasurer**
- The LOC will need to decide whether or not to accept late entries based on ice time available. From experience, two day competitions can handle 150 skaters, and three days about 225. If the competition is not full, extend late deadline 1 day at a time, but no later than 4 weeks out. Always charge a late fee-- **Registrar/Registration**
- Do not accept any further entries after close of Late Entries. If an exception is made, then everyone wants to be an exception- **Registrar/Registration**
- After close of entries, ask the Chief Referee to schedule the competition to fill Saturday from 8:00 AM to 6:00 PM, then Sunday 8:00 AM to 3:30 PM, then Friday ending at 8:00 PM and backfilling earlier on Friday. Use Friday 8:00-10:00 PM for a test session or practice ice. Backfill Friday before competition with practice ice. Also schedule practice ice 6:00-7:30 AM Saturday and Sunday, morning, and Saturday 6:30-10:00 PM. In other words, fill all time not used for competition or testing with practice ice- **Registrar/Registration , Chair**
- 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 IJS exhibitions)- **Registrar/Registration**

Once Schedule is Published

- LOC Chair schedule volunteers for each division-
- Order awards for delivery at least 3 days for competition to allow time for assembly- **Registrar/Registration**
- Schedule practice ice sessions- **Registrar/Registration**
 - **Practice Ice Selection Start:** At least 1 full day after close of entries, at 6 PM
 - **Practice Ice Selection End:** At least one week after Selection Start, at 6 PM
 - **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)
- 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- **Registrar/Registration**
- Build MP3 competition playlist and save on at least two laptops or USB flash drives In iTunes, use manual playlists. **Test the playlists and test the computers at the rink through the rink sound system- Music**
- Test club FRS two-way radios and replace batteries as needed. Use only disposable lithium batteries to avoid corrosion during storage. Have at least half as many replacement batteries as radios (currently 11 radios)- **Arena Coordinator**

August Three Weeks

- Check all coaches for US Figure Skating compliance using EntryEeze coach list and US Figure Skating coach compliance list
- Schedule EntryEeze training for key check in volunteers and test computers to be used- **Registration**
- Order copy/printing toner and paper for the accounts- **Hospitality**
- Test music/announcing system at the rink- **Music, Announcing**

Two Weeks

- Inspect rink for problems, make sure locker rooms will be cleaned just before start of competition- **LOC Chair, Arena Coordinator**
- Pick up printing- programs, rink signs, ID badges- **Registrar/Registration**
- Rip and alphabetize skater and coach badges. Skaters and volunteers can assemble their badges when they pick them up. Create and print 10 posters with QR code for live schedule and results link- **Registrar/Registration**

First Day of Competition

- Post schedule at rink and give to rink staff- Registrar/Registration
- Set up registration desk and computers- must be operational 2 hours before first event- IT
- Post rink signs- Arena Coordinator/Co-Chair
- Hang banners- Arena Coordinator/Co-Chair
- Distribute or assign radios to Chair, Arena Coordinator, Ice Monitor, Judges table, Music box, Runners, and others as needed
- Set up judges platform and podium, at least 30 minutes before competition- Vendors
- Set up official's rooms, including club copier and paper, at least 1 hour before competition-
- Hospitality and Arena Coordinator/Co-Chair
- Set up coach/volunteer hospitality room during first practices- Hospitality and Arena Coordinator/Co-Chair

Competition Days

- Print practice Ice Monitor sheets just before each set of practice times- Registrar/Registration
- Need two registration desk volunteers during morning rush- one to check in coaches, one to check in skaters and hand out gift bags and ID's- Registrar/Registration
- Before each day's events, the accountant will distribute clipboards with event starting orders to registration, awards photographer, videographer, ice monitor, music, and announcer

End of Competition

- Tear it all down, and be out of rink by 4:45 pm, Bring supplies and equipment back to storage and pat yourselves on the back- Everyone!

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 LOC Chair. Members of LOC such as Announcing, Music, etc. each are responsible for making sure they have enough volunteers to cover positions. 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.

LOC Chair

- Oversee the competition in general
- Select LOC chairs and make certain are trained and know their responsibilities and how to accomplish them
- Schedule meetings as needed
- Primary point of contact with ice rink on competition matters
- Primary contact with US Figure Skating in regards to the competition but usually delegates to Registrar

Chief Referee

- This is an official USFSA person, not from FFSC. Selects and schedules the accountant, referees, and judges with assistance from Registrar/Registration chair.
- Constructs the competition schedule after the close of entries
- Oversees judging during the competition
- We always use Patricia (Trish) Wilkins pawilkins5@gmail.com

Accountant

- Determines and posts the competition results
- Chief Referee assigns this and other officials and judges
 - Usually Jocelyn Raught and George Rossano. If George comes, we rent his Replay system.

Arena Coordinator/ Co-Chair

- Primary contact with rink staff during event
- Distribute radios before each day of competition
- Keeps rink staff up to date on progress of event and notifies staff 30 minutes in advance of each ice cut
- Watches for facility problems (restrooms out of paper towels, full trash cans, etc.), and advises rink staff
- Responsible for arena security during event (works with Program Chair on rink signs)
- Work with Test Chair and Chief Referee to schedule accountant and judges
- Current US Figure Skating officials are listed in the Officials Directory, available online at US Figure Skating.org
- Work with Hospitality to reserve rooms for all officials
- Work with Hospitality on officials gifts
- 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 if possible

- Oversee setup and tear down of the judges platform
- Recruits outside volunteer organizations to assist during event
- Assists other chairs in assigning outside volunteer duties and training during event

Safe Sport 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, compliant volunteers, and parent/guardians with parent ID card. These are issued by registration desk

Treasurer

- Tracks competition income and expense during registration and advises Chair when break-even point has been reached
- Accounts for all competition income and expenses
- Pays officials expenses at the end of the event

Registrar/Registration

- Email "Save the Date" notices and send printed cards (if desired) to regional clubs and rinks six months in advance of the competition
- Arrange local publicity- radio, TV, newspapers
- Updates announcement using the current US Figure Skating Non-Qualifying Competition boilerplate and the Compete USA Competition Manual and US Figure Skating 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- pay EntryEeze to do this- but check their work. 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
- Order rink signs
- Have the program or website designed with sponsors
- Schedule Practice Ice
- When the Chief Referee posts the competition schedule, use EntryEeze to notify all competitors and also advise the practice ice sales are available
- Open the competition to entries and practice ice reservations on EntryEeze
- Late entries are only accepted on approval of the Chief Referee
- 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 US Figure Skating rule 3047. Administration fees are not refundable
- Monitor club and coach approvals and send reminders as needed
- Train volunteers
- Sets up and tests Registration computers- use Ethernet connection and change jumper in staff office, wi-fi is not reliable
- Schedules volunteers to work Registration desk and concessions during practice ice, test session, and competition

- Issues and tracks club radios
- During event, check in each skater and coach online using EntryEeze, give each competitor a gift bag, issue ID badges to officials, volunteers, competitors, and coaches
- Process withdrawals through EntryEeze (this is critical so that Chief Referee knows about withdrawal.) Entry fees are NOT refundable for any reason unless the LOC cancels an event
- Notify Chief Referee and accountant of changes and withdrawals
- Competitors, parents, and coaches keep their badges for the entire event. Everyone else turns in their badges to registration desk when leaving the rink
- 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 20-25, for example
- After the chief referee publishes the schedule, work with the Registrar to schedule practice ice sessions per the announcement, work with the webmaster to make sure that practice ice availability is announced on the competition website. EntryEeze automatically notifies skaters that practice ice selection has started. 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
- Set practice ice selection deadline same as practice ice purchase deadline- 1 hour before first practice session (to allow time to print ice monitor sheets.) Open practice ice purchase 1 week after schedule was published, to give those who bought practice ice at registration first choice
- Work with Ice Monitor to train and schedule volunteers to check in skaters at rink entrance during practice sessions
- Work with Music Monitor to schedule music monitors for all practice sessions (announcer not needed)
- print Ice Monitor sheets of practice ice skaters before the start of each practice ice session
- The registration desk can sell practice ice through EntryEeze during the competition, right up to the time a session starts
- Takes down Registration table

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 trucks, flowers, skating vendors and assist with city permits
- Designate space for vendors with assistance of Arena Coordinator and rink staff
- Concessions table- Obtain flowers, T-shirts and sweatshirt, and gifts for sale at registration desk
- Past vendors
 - Videographer- Coronado Productions, Julian Coronado cnadoproductions@protonmail.com
 - Photographer- Cynthia Slawter cynthiaslawter@hotmail.com or Macy Parris macyparrisphotography@gmail.com
 - Kelly Weiss- sales@discountskatewear.com 602-494-2400
 - Flowers- Beth Blake bzb186@gmail.com
- Collect Vendor Fee. 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.
- 2025 vendor fees- Large vendor: \$225 Small vendor: \$30
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Hospitality- Officials

- In charge of Officials hospitality room (last locker room down the hall)
- Obtain officials and competitors gifts
- Obtain food from donors for officials
- Book hotel for officials.
 - In the past, we have gotten a room block for around \$125/a night at The Kendrick Hotel emily@acm-jvt.com 951-500-5518
 - You need to book 3 nights, Thursday, Friday and Saturday.
- Schedule volunteers to monitor and refresh food for the officials hospitality room. There must be an adult club member volunteer monitoring the Officials hospitality room at all times
- Suggested coaches hospitality room items:
 - 5 tables
 - coffee maker or percolator
 - 2 cases of water
 - 6 cases of soda- coke zero, diet coke, sprite, dr pepper, Pepsi
 - electric hot water kettle
 - large cooler
 - power strip
 - extension cord
 - 5 tablecloths
 - ground coffee, cups, lids, stirrers,
 - filters, tea, sugar, creamer, hot cocoa,
 - ice, fancy plastic silverware
 - Soups in crockpots
 - Packaged snacks
 - Friday- Lunch and Dinner, Saturday-Breakfast, Lunch, and Dinner, Sunday-Breakfast and Lunch

Hospitality- Coaches/Volunteers

- In charge of Coaches/Volunteers hospitality room (rink party room)
- Obtain food from donors for coaches and volunteers- this is usually in snack form
- Schedule volunteers to monitor the officials hospitality room and work 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:
 - 4-5 tables
 - cold water dispenser
 - coffee maker or percolator
 - 3 cases of water
 - 8 cases of soda
 - 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, plastic silverware
 - packaged snacks
 - Soups in crockpots
 - Friday-Dinner, Saturday-Breakfast, Lunch, and Dinner, Sunday-Breakfast and Lunch

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) 5th 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
- Prominently post information on custom engraving
- Arrange for outside podium (pine stumps outside to SW of rink), and inside portable podium in locker room (if photographer doesn't have one, the club should buy or rent one)

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, work with the Registrar to schedule practice ice sessions per the announcement, work with the webmaster to make sure that practice ice availability is announced on the competition website. EntryEeze automatically notifies skaters that practice ice selection has started. 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
- Set practice ice selection deadline same as practice ice purchase deadline- 1 hour before first practice session (to allow time to print ice monitor sheets.) Open practice ice purchase 1 week after schedule was published, to give those who bought practice ice at registration first choice
- Work with Ice Monitor to train and schedule volunteers to check in skaters at rink entrance during practice sessions
- Work with Music Monitor to schedule music monitors for all practice sessions (announcer not needed)
- Work with Registration to print Ice Monitor sheets of practice ice skaters before the start of each practice ice session
- **The registration desk can sell practice ice through EntryEeze during the competition, right up to the time a session starts**

Ice Monitors

- Schedule ice monitor volunteers to cover the 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 registration desk approval are allowed on the ice. Practice sessions need registration desk, ice monitor, and music monitor positions staffed
- At the start of each day of 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

- Set music upload deadline two weeks from the start of competition. Monitor uploaded music to make sure all competitors have turned in their music by the music deadline
- Cut music for interpretive events
- After the music deadline, build playlists (use manual, not automatic)
- Per EntryEeze instructions, event number shows up as composer tag
- Can show composer (event) as a column in folder view
- **Make sure the rink/club audio systems are tested with the music computer and working before the event**
- Schedule music volunteers to cover practice ice, test session and competition
- Email Gordon Zaft if he can help, he is an official USFSA music person gordonsk8erboi@yahoo.com
- 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, music is played via computer playlist. There must be a backup computer with duplicate playlists. The playlists should also be on a flash drive

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 competition
- 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;
- 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. An extra runner will be needed during interpretive events
- Young skaters, 9 to 15, are suggested as runners

Competition Procedures

Interpretive Events (Compete USA)

The Music Chair 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 (Pre-Juvenile and above)

The Music Chair 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 bag, and are provided with good food, snacks and drinks.

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