



**Skate  
NL**

# LOCAL VOLUNTEER TEAM EVENT HANDBOOK

## A Competition Help-Book for Local Volunteer Teams (LVT)

Each Club will use different organizational styles; however, most of this organizational handbook are adaptable to all competitions.

The degree of success of any competition is determined the effectiveness of communication and the ability of committee members to work together as a team. It is hoped that this document will assist you in your efforts.

Please keep in mind this document serves as a *guideline*, it is not the final word on all things related to competitions.

(December 2022)

# TABLE OF CONTENTS

- 1) Introduction
  - a. Event Agreement
  - b. Local Volunteer Team Handbook
- 2) Event Agreement Highlights
- 3) Task Lists
  - a. Bidding & Sanctions
  - b. Event agreements
  - c. Officials
  - d. Announcements
  - e. Registration Forms
  - f. Financials
  - g. Volunteers
  - h. Branding & Production
    - i. Logos
    - ii. Broadcasting
    - iii. Sponsorship
    - iv. Vendor Agreements
  - i. Signage
  - j. Weather Interruption Committee
  - k. Opening Ceremonies
  - l. Medals & Awards
  - m. Hotels
- 4) Volunteer Responsibilities
  - Skate Canada NL Representatives
  - Local Volunteer Team
  - Assigned Officials
- 5) Facility Requirements
- 6) Hospitality Requirements
- 7) Music Playing Guide

## RESOURCES

Announcing Guides  
Land Acknowledgement  
Oaths/Pledges

# **INTRODUCTION**

Skate NL would like to thank you for considering becoming a Local Volunteer Team for a Skate NL property event this coming skating season.

Each season Skate NL seeks to partner with dynamic clubs interested in helping to provide a competitive experience for skaters and promote the growth of figure skating across our Province. By hosting an event your club will be at the center of our sport. You will bring a positive economic impact to your community, help create an opportunity for increased awareness of the benefits of skating for fun, fitness, and achievement. You will also help develop a spirit of volunteerism and your efforts and success will leave a legacy of event hosting expertise in your community. You do not need to be a skating expert to lead your community, all you need is inspiration, leadership, and the ability to form a winning volunteer team.

Perhaps the most important thing you can do that will result in a successfully completed skating competition is to be prepared.

**Read through all materials given to you by the EVENTS DIRECTOR.**

Local Volunteer Teams (LVT) will receive documents to assist them with their volunteer needs.

## **Event Agreement**

The **event agreement** is a contract which outlines in detail the various responsibilities of both section and the Local Volunteer Team.

## **Local Volunteer Team Event Handbook**

This **Event handbook** is a more generic all-encompassing booklet designed to give the Local Volunteer Team an understanding of their responsibilities when hosting a Skate NL Property Event.

## Event Agreement Highlights

<b>LOCAL Volunteer Teams (LVT) support Skate NL Property Events</b>	Summer Skate Agnes Thistle Invitational Divisional Events (Eastern, Western & Labrador) Elizabeth Swan Memorial Synchro Skate Skate NL Sectional Championships Skate NL Provincial Championships Skate NL Provincial Synchro Championships Skate NL STAR Challenge
---	---

<b>Event Agreement Highlights</b>		
<b>Responsibility</b>	<b>Skate NL</b>	<b>Local Volunteer Committee</b>
1 <sup>st</sup> Announcement	<b>X</b>	
Set Registration Fees	<b>X</b>	
Collect & Process Registration Fees	<b>X</b>	
Provide list of Entries	<b>X</b>	
Present Medals & Awards	<b>X (Provincial Level)</b>	<b>X Qualifying &amp; Invitational</b>
Operational Costs: ice,	<b>X</b>	
Order Medals & Keeper Plaques	<b>X</b>	
Assign Officials	<b>X</b>	
Official expenses	<b>X</b>	
Section Assigned Board Members	<b>X</b>	
Thank you to Officials	<b>X</b>	
Prepare Competition Schedule	<b>X</b>	
Media & Broadcast Information	<b>X</b>	
Sponsorship	<b>X</b>	
Vendor Agreements	<b>X</b>	
Receipt Vendor Fees	<b>X</b>	
2 & 3 Announcement		<b>X</b>
Fundraising		<b>X</b>
Financial Statement	<b>X</b>	<b>X</b>
Receive Hosting Grant		<b>X</b>
Volunteers (organizing committee and event day)		<b>X</b>
Collect Door Admission for Skate NL (if applicable)		<b>X</b>

## BIDDING & SANCTIONS

### **Skate NL property events - the following information is for the below events only**

- To be the Local Volunteer Team of a Skate NL event, a club/school must submit a bid to Section for the event you are interested in supporting with all information requested supplied. Bidding forms are distributed in the spring of each year.
- All event dates are predetermined by Skate NL
- Skate NL property events are as follows:
  - Skate NL seek interested clubs to be the Local Volunteer Team for the following events
    - **Summer Skate**
    - **Agnes Thistle Invitational**
    - **Divisional Events (Eastern, Western & Labrador)**
    - **Skate NL Sectionals**
    - **Skate NL Provincial Skating Championships**
    - **Skate NL Provincial Synchronized Skating Championships**
    - **Skate NL STAR Challenge**
    - **Elizabeth Swan Memorial Synchro Skate**
- When ready to bid – the club/school must confirm/book the ice in writing
- Block sufficient hotel space for your competition before dates are announced to the public. (See event specific information in this document)
- The announcement of local volunteer teams for all Skate NL events as soon as possible after the bidding process

### **General Events (outside of Skate NL Property Events)**

- Clubs wishing to host their own general competition (outside of the Skate NL property events) are completely responsible for all aspects of their event.
  - Should your club want to host their own general competition (ie Interclub), you must submit a sanction request to Skate NL and be aware of blackout dates (two weeks on either side of Christmas). Sanction forms are submitted online <https://skatecanada.wufoo.com/forms/x1fla3ze0g9p1qc/>

## EVENT AGREEMENTS

- Should your club be successful in becoming the Local Volunteer Team for a Skate NL property events (10 EVENTS outlined above), you will be required to sign an event agreement. The Skate NL Events Director will send you the event agreement before the beginning of the next skating season. This form must be signed and returned to Skate NL office.

## OFFICIALS

- If your competition sanction is approved by the Section office, the officials are automatically assigned by section. The Officials Director and/or Judge/Evaluator Committee Chair shall provide the names of the officials assigned to your approved competition. Dates of main Skate NL events are pre-determined, please refer to website [www.skatenl.com](http://www.skatenl.com)
- Skate NL will assume responsibility for officials per diems, & gifts and any supplies they may need. (only for Skate NL property events)
- **The Data Specialists will provide the organizers with the official start list upon arrival at the event for postings, ice captains, announcer, music room, registration, etc. Local Volunteer Teams should refrain from printing these lists from the website as things are subject to change.**

## **EVENT ANNOUNCEMENTS**

- Skate NL will assume responsibility to issue all event announcement for all Skate NL property events.
- 2<sup>nd</sup> and 3<sup>rd</sup> Announcements can also be issued by LVT as necessary in consultation with Skate NL. This may include info for merchandising, fun nights etc..

## **REGISTRATION**

- All registration and entry fees are processed by Skate NL. Skate NL will provide and post list of entries
- The Local Volunteer Team is responsible to check the accreditation of all coaches at competition registration the day of your event.

## **FINANCIAL STATEMENTS**

- Please consult your Event agreement to determine responsibilities and deadlines.

## **VOLUNTEERS**

- recruit a Local Volunteer Team as per the suggested organizing committee structure
- assign tasks
- recruit additional volunteers as needed to help out on event day(s)

## **HOSPITALITY**

- Provide hospitality for your event volunteers. This will include your invited guests, all assigned officials, Skate NL representatives and your local volunteers.
- Skate NL will provide a grant for hospitality. Please consult your event agreement for details

## **BRANDING & PRODUCTION**

Any questions related to event sponsorship, media, logos, vendors, broadcasting should be directed to the Skate NL Branding and Productions Director.

### **Logos**

- All logos for Skate NL property events have been determined and cannot be altered in any way.
- All merchandise printing that contains Skate NL logos or Skate NL event logos must be pre-approved by the Branding & Productions Director.

### **Broadcasting**

- Various Skate NL property events may be broadcasted either on television or online streaming. Coordination for any broadcast must be done in consultation with the Skate NL Branding & Productions Director

### **Sponsorship**

- Only designated Skate NL board members and/or section staff can negotiate with potential event title sponsors. If you have contact information for a potential sponsor, please advise the Events Director and Branding & Production Director.
- Should the competition you are providing a Local Volunteer Team for have a confirmed sponsor the Branding & Production Director shall ensure that the agreed upon requirements in the sponsor agreement are carried out and that they are involved with your event

## Vendor Agreements

- From time to time, Skate NL, Local Volunteer Team (LVT) and skating clubs/schools are approached by vendors of various types to set up business during events. For the 10 Skate NL property events, all requests from vendors must be forwarded to the Skate NL Branding & Productions Director for approval. There is a formal agreement along with a vendor's fee that is payable. Any club hosting their own event outside of the Skate NL property events and would like more information regarding vendors please contact the Skate NL Branding & Productions Director.

## Media

- For all Skate NL property events, Skate NL will issue a Media Advisory 2-3 days prior to the scheduled competition alerting the media of the event. Following the completion of the event Skate NL may issue a News Release that may include photos and location of results and announcement of any special awards.

## VENUE COMMUNICATION AND SIGNAGE

Skate NL will provide all signage which may include:

- medal presentation location and times; Skate NL will advise
- location of the hospitality room;
- Directions to specific dressing rooms, the location of bathrooms, music room, & registration desk, Each dressing room should also have signage for the skaters (categories)

## WEATHER PROTOCOL COMMITTEE

In the event of a dangerous weather forecast, where Environment Canada along with local authorities (RNC/RCMP) issue travel advisories with potential impact to one of the 10 scheduled Skate NL property skating events within Skate NL, the Section Chair and/or Executive Director will activate the Weather Protocol Procedures. When possible, this meeting shall be held not later than 9 pm the evening prior to the first day of competition to assess the situation and review possible changes to the event schedule.

## MEDALS/AWARDS

- Medal/award presentations can only be completed once the official result from the Data Specialists have been published.
- The Skate NL Events Director – or other designate, will confirm and organize medal presentations for Summer Skate, Sectionals, Provincials and Synchro Provincial events and will ensure trophies are onsite at these events only. **Please contact Regional Directors for Divisional Trophies.**
- AWARDS: Calculation of award winners will be the responsibility of the Data Specialists
- See information in Appendix A for your specific event and additional information

## HOTELS

1. Block the required accommodations for skaters
2. Block hotel rooms for officials (15 rooms), and SCNL representatives (5 rooms). All rooms should be blocked under Skate Canada NL, and the LVT should provide SCNL with the hotel contact and booking information.

***These are recommendations and are subject to change and vary depending on location***

Summer Skate (50 rooms)  
Divisional Events (Eastern, Western & Labrador) (75 rooms)  
Skate NL Sectional Championships (100 rooms)  
Elizabeth Swan Memorial Synchro Skate (300 rooms)

Agnes Thistle Invitational (150 rooms)  
Skate NL STAR Challenge (250 rooms)  
Skate NL Provincial Championships (250 rooms)  
Skate NL Provincial Synchro Championships (300 rooms)

# SKATE NL SUPPORT

- Skate NL Representatives and/or their designate, will also be onsite for Provincial Level events for additional support (**Summer Skate, Sectionals, Provincials, Provincial Synchro, STAR Challenge**)

Events Director	Ensures the smooth running of event Manages the Presentation of Medals Manages the Presentation of Awards Contacts LVT in the event that Weather Protocol actions being considered Chair of Weather Protocol
Branding & Production Director	Use of Skate NL Logos Broadcasting – TV, Online, Social Media Sponsorship Vendor Agreements Media
Officials Director	Assign all Officials and Data Specialists
Chief Data Specialist	Chief Data Specialist of Event Assemble Data Specialist Team Provide Event Results
Data Specialist Team	Process Event Results
Officials	Officiate the event
Skate NL Section Chairperson	Represent the Section and Skate Canada Ensure the smooth running of event Provide official comment on behalf of Skate Canada
Skate NL Section Office Staff	Issue Event Announcement Oversee Online Registration Provide Entry List Process Refunds Data Specialist Supply needs and equipment Oversee all costs related to the event (ice, expense claims, official travel etc)



## LOCAL VOLUNTEER TEAM (LVT)

As the successful Local Volunteer Team your main task is to confirm a contingent of volunteers to run the competition. A suggested list of LVT members is as follows:

- Event Leader
  - Submit bid for event
  - Confirm Ice
  - Confirm Hotels
  - Work with Skate NL Events Director
  - Organize Local Volunteer Team for event day in consultation with Events Director
    - Registration Volunteers
    - Facility
    - Ice Operations – Ice Captains and runners
    - Award and Medal Assistance
    - Hospitality
    - Fund Raising
    - Announcer
    - Music Playing
    - Door Admission

## **FACILITY REQUIREMENTS**

<b>Registration</b>	Adequate location for registration of athletes and coaches
<b>Officials Stand</b>	Officials stand should be 8ft X 36ft with electrical access with adequate seating and tables for 12 people 3-4 8 foot tables electrical outlets power bars and extension cords
<b>Data Specialists Room</b>	The data specialists will require a heated room in the arena with adequate lighting large enough to 5 people. There will be assigned to your event a Chief Data Specialist who will organize needs with Skate NL
<b>Announcing</b>	Microphone needed. Adequate location for announcements ideally at officials stand
<b>Awards Location</b>	Space for podiums Table for awards
<b>Hospitality</b>	Breakroom for volunteers and officials
<b>Dressing Rooms</b>	Adequate Change rooms for athletes
<b>Music</b>	Adequate location for playing music and a laptop to play music
<b>Internet</b>	Adequate internet feed as needed
<b>First Aid</b>	Adequate location to provide first aid and adequate first aid supplies
<b>Broadcast</b>	Location for broadcast as needed

# Hospitality

## OFFICIALS/ON SITE VOLUNTEERS

Meals must be provided to your officials, whether financially with a per diem (in compliance with Skate NL) or with meals on site based on event schedule and minimum standards as per below. Please check with the Chief Data Specialist and Technical Representative for dietary restrictions.

Here's the minimum standard to be provided:

Required Food items for hospitality room:

- hot drinks (coffee, tea, hot chocolate)
- cold drinks (milk, pop, juice, water)
- breads (sliced bread, bagels, muffins, buns, crackers)
- condiments (jam, margarine, peanut butter, etc)
- individual yogurt containers perhaps
- Other snacks (cookies, muffins, granola bars, donuts, etc)
- fresh fruit variety
- veggie tray (could include dip and/or cheese)

Meals (depending on schedule):

- Provide Continental Breakfast – including hot oatmeal
- Provide a hot lunch and/or dinner (minimum of 2 choices + vegetarian).
  - Soup
  - Chili
  - Casserole (lasagna, mac n cheese, chicken casserole)
  - Pizza
  - Trays of sandwiches or wraps
  - Vegetarian option

Supplies:

- appropriate supplies like napkins, plastic cutlery, paper plates etc
- garbage can, kettle, toaster

The general hospitality room will be for officials and volunteers only. A sign on the door stating "For officials and volunteers only" is recommended.

Donations:

- solicit parents of all registered skaters in the event for food donations – be specific
- solicit host committee and club volunteers
- Once that is complete – you can determine the items needed to be purchased
- Consider helping volunteers that agree to prepare large food dishes with some cost reimbursement

Skate NL will provide LVT with a hospitality grant to help offset the costs of hospitality. See event agreement for details.

## COACHES

Where possible, having a separate room for coaches is not required, but is appreciated.

## Music Playing Guide

1. Music will be provided digitally for use on a lap top.
2. Skaters are responsible to have a digital back up ready at all times.
3. Play music as soon as skater is in place.
4. DO NOT stop music unless told by referee.
5. If referee says to stop music, push “**pause**” not “stop”

## Instructions For Announcements during Medal Presentations

Local Volunteer Teams will organize and decorate a medal presentation location and provide volunteers for medal presentations. A suitable medal podium (Skate NL has one available for provincial level events) and décor should be used. Skaters are strongly encouraged to wear competition attire and skates for medal presentations.

**For provincial level events, the Events Director or his/her designate will be onsite to manage the medal presentations and take photos.**

### **Posting Medal presentation times works best during the event**

Welcome to the medal or award presentations for EVENT

Our first category is CATEGORY

- In first place, (example: ***and your provincial champion*** – this wording will vary depending on event) representing CLUB – SKATE NAME
- In Second Place, representing CLUB – SKATER NAME
- In third place representing CLUB – SKATER NAME

PHOTOS

Congratulations

Our next category is CATEGORY

## Instructions For Announcers during Practices

1. **Announce:** “Practice for \_\_\_\_\_ (example: “**Pre-Novice Women, Men, Pairs, Ice Dance Short Program**) will now begin.”
2. **Announce:** “Will the following skaters please take to the ice for the \_\_\_\_\_ minute practice (or the time determined for practices at your competition)”, and then announce the names of the skaters. A list of the names and order of entry will be provided by the data specialists and/or the TR for the competition.
3. Record the time the practice started. Announce when there is one minute remaining in the practice.
4. 10 seconds before practice is over announce that “Practice has ended please clear the ice.”
5. When most skaters are close to the gate or off the ice, immediately announce the next practice.

### SYNCHRO

Only one team is on the ice per practice. Announce the category and the name of the team about to practice. **Record the time the practice started, and announce the one-minute remaining and the conclusion of the practice in a similar manner as above.**

Consult **Technical Representative** for current Skate Canada Rules regarding music play.

### DANCE

Announce the category and the name of the team(s) about to practice.  
Consult Technical Representative for current Skate Canada rules.

## Land Acknowledgement – Newfoundland and Labrador

Welcome to the **EVENT**. We are joining you today from the **LOCATION**. At this time, we would like to respectfully acknowledge the land on which we gather as ancestral homeland.

We acknowledge the island of Newfoundland as the unceded, traditional territory of the Beothuk [**bee-oth-uck**], and the Mi'kmaq [**mee-gum-maq**], and we acknowledge Labrador as the traditional and ancestral homelands of the Innu [**in-new**] of Nitassinan [**ne-tass-eh-nen**], the Inuit [**in-new-eet**] of Nunatsiavut [**nu-nat-see-ahvut**], and the Inuit of NunatuKavut [**nu-nah-tuhk-ah-vut**]. We recognize all First Peoples who were here before us, those who live with us now, and those of the generations to come, as we work towards collective healing in the spirit of truth and reconciliation.

## Instructions For Announcers during Competition

### WARM-UP:

1. Announce: "Warm-up for \_\_\_\_\_ (example: " STAR 5 Girls U10") will now begin."
2. Time the warm-up from the time the last skater steps on the ice - 5 minutes or whatever is stipulated for your competition.
3. Announce: "Will the following skaters please take to the ice for their 5 minute (or ?) warm-up" and name the skaters in the start order provided by the data specialists. Check to see if the category has been split into more than one warm-up group.
4. After all the skaters are on the ice, announce the officials for the category.
5. Announce when there is one-minute remaining in the warm-up.
6. 10 seconds before warm-up is over announce: " The warm-up is now over, skaters please clear the ice "
7. When most skaters near the gate or off the ice, immediately announce the first skater for competition. "The first skater, from the \_\_\_\_\_ club, \_\_\_\_\_ (name of skater)".

### COMPETITION :

1. Announce: "The first skater, from the \_\_\_\_\_ club, \_\_\_\_\_ (name of skater)".
2. Music person plays music immediately when skater is in position.
3. When each skater is finished, keep your eyes on the chief referee or listen through the walkie-talkie/headset. He/she will indicate when the officials are ready for the next skater.
4. Immediately announce the next skater.
5. When the last skater is finished, announce the conclusion of that category and announce the warm-up for the next category (or flood, or break, or opening ceremonies, whatever is on the schedule).

### SYNCHRO

There is no separate warm-up for synchro (they are permitted 1 minute to skate around the ice before beginning. When indicated by the chief referee, announce the category and the name of the team/club.

### DANCE

Consult Technical Representative for Skate Canada Rules



## **SKATE CANADA SKATERS' PLEDGE**

We promise to enter this Competition in the true spirit of sportsmanship, participating with courage, with humility and with respect for our fellow competitors and the rules of the sport. We appreciate that in addition to physical development, discipline and dedication are necessary at this level of competition. May our efforts here contribute to excellence in figure skating in Canada.



**Skate  
NL**

## **Serment des patineurs de Patinage Canada**

Nous nous engageons à prendre part à ces compétitions dans un véritable esprit sportif, avec courage et humilité, dans le respect des autres concurrents et des règlements du sport. Nous comprenons parfaitement qu'à ce niveau de compétition, la discipline, un travail ardu, l'oubli de soi-même, la connaissance de nos propres limites, le perfectionnement physique, sont des conditions nécessaires. C'est avec espoir et dignité que nous apportons notre contribution à l'avancement de l'excellence dans le patinage artistique au Canada.





**Skate  
NL**

## **Judges and Officials Oath**

In the name of all Judges and Officials, I promise that we will officiate in the «**EVENT NAME**» with complete impartiality, respecting and abiding by the rules which govern them, in the true spirit of sportsmanship.

**GOOD LUCK!!**



**Skate  
NL**

### **Serment des juges et des officiels**

Au nom de tous les juges et officiels, je promets que nous remplirons nos fonctions avec la plus grande impartialité «(au ou à la) NOM DE LA COMPÉTITION», respectueux des règlements et fidèles aux principes du véritable esprit sportif.

**Bonne chance aux concurrents**