

2018-2019 BC/YK Section Tech Rep Manual

Interclub and Regional Competitions

Updated October 14 2018



This manual is intended as a working guide as you plan the competition. If you 'get stuck' be sure to connect with the Judge/Evaluator Committee for assistance and advice. **IF A SITUATION ARISES WHERE YOU FIND YOU ARE UNABLE TO COMPLETE YOUR TECH REP DUTIES, IT IS IMPERATIVE THAT YOU IMMEDIATELY CONTACT DAWN WILLIAMS AND SHE WILL ASSIGN A REPLACEMENT.**

Good luck and thank you for volunteering your time and expertise to the BC/YK Section.

New this season - All competition and officials' assignments will be done online in Google Drive.

Duties of Tech Rep for Regional and Interclub Competitions

- Tech Rep has Novice or higher qualifications; assigned by the Section Judge/Evaluator (J/E) Committee.
- Responsible for:
 - organizing officials required for the competition
 - overseeing the running of the competition
- **New this 2018-2019 season: Ethan Swinburnson will be available to assist Tech Reps with scheduling of competitions and officials and to assist with the use of Google Drive.**
- If the competition utilizes 2 ice surfaces the Tech Rep does not officiate any events unless there is also an Assistant Tech Rep.

Contacts:

Region Judges Committee Reps

BC Coast	Shannon Downing	smerrf@shaw.ca
CNCR	Angela Tremblay	yomisskang@hotmail.com
Okanagan	Cheyenne Irvine	glenne@telus.net
Kootenays	Debbie Mandryk	debbiemandryk@msn.com
Vancouver Island	Judy Burwash	jaburwash@gmail.com

Other Contacts

Section Judge/Evaluator Chair	Dawn Williams	dawnwilliams@telus.net
Section Technical Officials Chair Posting Schedules to Web	Janice Hunter	janicedhunter@gmail.com
Obtaining Technical Officials	Janice Hunter	janicedhunter@gmail.com
Section Data Specialist Chair	Sharon Dahl	sharondahlis@gmail.com
Out of Region Judges Contact	Cheyenne Irvine	glenne@telus.net
Scheduling and Google Drive Assistance	Ethan Swinburnson	ethanswin@gmail.com 778-899-6631
Approval of Schedule and Assignments	Pat Mayne	patmayne1@hotmail.com
Section Contact for Booking Travel	Bev Viger	bev@skatinginbc.com
Access to Judge Qualification and Contact Information	Joanne Nickel	jr_nickel@hotmail.com

Planning the Competition

8 weeks before the competition

- For reference and to help with planning, please refer to the previous year's Competition schedule, Report, and X&O. These can be found by clicking on the following [Google Drive link](#). These documents are for reference only.
- Contact Ethan Swinburnson to request access to the Google Drive for the competitions for the current year.
- Familiarize yourself with the current year Google Drive site for creating and editing competitions or ask Ethan for assistance.
- Read the competition announcement which is posted on the [Upcoming Competitions](#) page of Skating in BC website. Determine any special rules or traditions for any of the LOC events.
- Complete the [Request for Access Form](#) and email to Joanne Nickel, who will then grant you access to the judges qualifications and contact info.
- Then check the [Judge Availability Google Docs](#) and contact the Region Rep to coordinate Region Judge availability.
- Connect with the judges who signed up to confirm that they are still available. Indicate that you will send out invitations once the registration closes and the number of judges needed is known. Once confirmed, enter the officials into the tab labelled "Officials" in the template and sort alphabetically. Please let Ethan know if you need assistance with this.
- The following [Google Doc](#) contains the names of all Tech Reps and Chief Data Specialists for the current season. Contact Sharon Dahl for the contact information for the Chief Data Specialist.
- Contact the LOC Chair and Registrar (this info will be in the announcement) to introduce yourself and exchange contact information.
- Confirm with the Registrar that the entry spreadsheet (see below) will be provided to you within two days of close of registration.

6 weeks before the competition

- Registration closes (could also be 5 weeks before)
- At close of registration, the Registrar reviews the entries for correct qualifications, ages, events entered, skaters entered in multiple events etc. This information is then sent in a spreadsheet to you, to the Chief DS and Computer DS within 2 days of the close of registration. **This must also be posted to the Section and Region websites within 48 hours of the close of registration (send to Janice Hunter).**
- Obtain Judge availability from the Google Doc mentioned above and Technical Panel availability from Janice Hunter.
- Ask the Registrar to handle any “single entries” as per the announcement instructions.
 - The competitor may choose from 3 options - evaluated, skate up one level (not for qualifying competition) or withdraw and the entry fee will be refunded. For STAR Supplementary categories (see [STAR Competition Program Requirements Guide](#)), the competitor can skate up or withdraw. Evaluations are only for Competitive categories and STAR Short or Free program events where a detailed report card is produced.
 - The evaluation will be in the form of a report card. If there is no technical panel available, the evaluation will consist only of the judges’ marks.
 - A decision by the competitor should be made within 3 days after close of Registration.
- The Tech Rep is responsible for:
 - deciding if large events need to be broken down into groups
 - combining age categories if there is less than a full warm-up group. For example, if there are only 5 entries in PJW U11, you can run one event of PJW U13
- Tell the Chief Data Specialist the event sizes you wish to work with:
 - The Chief Data Specialist does any draws required (by computer)
 - Please let the DS know how many skaters per warmup will be required for each event
 - STAR groupings are divided according to birth date for all events.
 - STAR 1 and element event groups are limited to 6 skaters
 - STAR 2-4 groups should be limited to 8.
 - STAR 5-Gold and all competitive categories have 8 skaters in a warm-up and will be divided into groups depending on the number of entries. Keep group sizes to a maximum of two full warm-up groups. (16 skaters)
 - Interpretive and other supplementary events such as Creative Improv, Showcase and LOC events have 8 skaters warming up together
 - Confirm with the Chief DS that, if available, extra headsets will be on panel for trial judges and Primary STAR 1-4 candidates.
- Within 10 days, complete the competition schedule in Google Sheets and let Pat Mayne know that it is ready to be checked (with a CC to Ethan Swinburnson, Dawn Williams and Janice Hunter).

- Events requiring a technical panel should be scheduled for Saturday and Sunday only.
- Once you have received the approval from Pat Mayne, save the schedule as a pdf and send it to the Local Organizing Committee (LOC), Chief Data Specialist (DS) and Computer DS, and to Janice Hunter for posting on the BC/YK Section website.
- Send an official invitation to the judges who indicated availability. If additional out-of-region judges are required, contact Cheyenne Irvine to put out a request for judges. In general, the competition will require 8-10 judges each day for 1 rink, 16-18 each day for 2 rinks.
- Inform Out-of-Region officials requiring air travel to contact Bev Viger at the Section office to book flights. If the Region has stated they want to book the flights, this must be approved first by Bev. Officials also contact Bev should an emergency arise, and they can't make the flight or to make any flight changes.
- Ask the officials for any accommodation/rooming requests and food allergies. Forward this information to the LOC.
- Ask if there are any requests for judge or trial judge reports.
- The Registrar will inform you and the Data Specialists of skaters taking tests. A test coordinator must be in attendance at the competition to administer the test paperwork. Assign an official on the Judges' Schedule to evaluate the test(s); this person should not be on the panel. Junior Silver to Gold Free Skate tests taken in a competitive category such as Pre-Novice will have the result generated by the computer and do not require an Evaluator.
- Complete the Officials' Assignments, working with Janice Hunter regarding technical official availability and scheduling. In most cases, CPC events cannot be scheduled on a Friday due to technical panel availability.
 - At least 4 weeks prior to the competition, notify Pat Mayne that the first draft of the Officials Assignments has been completed and is ready for review in Google Sheets (with a cc to Ethan Swinburnson and Janice Hunter).

2-3 weeks before the competition

- Once approved, forward the Officials' Schedule (excel document and pdf) to all officials to review for any errors or conflicts; request a confirmation email back, and follow up with those you have not heard from within 48 hours of your initial email. Ask officials to confirm with you that their flights have been arranged if required.
- After receiving approval and making any changes requested by officials, send the excel version of the Officials Assignments to Dawn Williams and the Chief DS. Once a version of the Assignments has been sent to the DS team, any future changes should be highlighted before re-sending to the officials and DS team.
- Ask the Chief DS and the Registrar to keep you informed of any pulls/changes prior to the start of the competition. In consultation with Ethan, you may need to adjust timing if there are significant changes in numbers. This should be avoided if at all possible. Revised schedules must be sent to Janice Hunter for posting on the website.
- Contact the LOC with requests for any comfort needs for the officials' room and the judges' stand (heaters, blankets, Kleenex, water, clock to be visible in arena & officials' room).
- Discuss with the LOC Chair:
 - Shuttle arrangements to/from hotel and airport.
 - Scheduling volunteers for event times, not by specific hourly time periods.
 - Needs for Ice Captain, Runners, Timers, and Announcers. Arrange for radios.

1-2 weeks before the competition

- Prepare a welcome letter that should include at minimum, the following information:
 - Meals and accommodations
 - Rooming arrangements
 - Transportation and travel information
 - Your contact information; in particular, a phone number you can be reached at prior to and during the competition.
 - A reminder for Event Referees to review the [Event Referee Manual](#)
 - A reminder to bring the appropriate and up-to-date Technical Documents
 - Expense information
- Provide the competition Officials and Chief DS with the most recent Officials' Schedule. (cc Pat Mayne)

Competition Day

- Post an enlarged copy of the officials' assignments in the officials' room.
- Affix a copy of the officials' assignments and [program times/warm-up times](#) at Referee's place on the judge's stand. Also provide the warm-up times to the announcers and music players.
- Meet key personnel and know how to contact them. Familiarize yourself with the arena, check the officials' stand and the ice conditions.
- Talk to the Ice Captain, Timers, and the Music people and answer any questions they may have concerning procedures. Check that these people are scheduled based on the schedule of events and not by specific times. Remind the music player that the music keeps playing unless the Referee indicates to stop the music. The whistle is not a signal to stop the music.
- If 2-way radios are to be used, check that they are charged, on the correct channel and in the hands of the people who need to be in contact (ice captain, announcer/music player/ Data Specialists, judges' stand).
- Try to greet officials as they arrive. Be aware of who may be missing in case you need to revise a panel last minute.
- If you run ahead of schedule, you may start an event up to 30 minutes ahead of the published schedule if all skaters are present. (Generally, try not to run more than 15 minutes ahead unless it is near the end of the competition day).

After the competition

- Send a thank you to everyone by email
- Complete the [BC/YK Report of the Tech Rep](#) within 1 month and email it to Pat Mayne with a cc to Dawn Williams J/E Chair and Ethan Swinburnson. Sensitive feedback about individuals should not be included in the Competition Report and should be sent via email directly to Pat Mayne and Dawn Williams.