

## **Guidelines for Technical Representatives of competitions organized and run by the BC/YK Section**

The following document outlines the responsibilities and timeline for the Technical Representative (Tech Rep) of competitions organized and run by the BC/YK Section. Responsibilities and timelines for the Tech Rep of region competitions can be found in the BC/YK Section Tech Rep Manual for Interclub and Regional Competitions.

Competitions organized and run by the BC/YK Section include:

- All Super Series competitions
- BC/YK Sectionals
- BC/YK Open Synchro & Adult
- Mountain Regionals (biannually)
- Westcoast Challenge (Synchro and Adult)
- STAR 1-4 competition held in March each year

The Technical Representative for any Skate Canada BC/YK Section run event is assigned by the Event Management Team in consultation with the BC/YK Section Judges Committee.

### **PLANNING:**

One person from the BC/YK Section Event Management Team will be assigned as the Event Manager and will be the single point of contact for the event. The Event Manager will review the project plan each meeting and ensure all items are completed in the Project Plan. The Project Plan is a live document that the Event Manager will use to track all details.

An Event Coordinator will also be assigned by the BC/YK Section Event Management Team and will be the single point of contact between the Organizing Committee and the Event Manager. Generally, the Event Coordinator is from the region where the competition will take place.

There will be four planning meetings via conference call for each Super Series Event, BC/YK Sectionals, BC/YK Synchro, and Skate Canada Mountain Regionals when it is held in BC.

These meetings will include the Event Manager, the Event Coordinator, the Tech Rep and the Chair of the host club. Representatives from the host club such as registration, logistics and volunteer coordinators may also be included in the meeting, and the Chief DS and Event Technician as required.

The meetings will be scheduled as follows:

- 1) Four months prior to the competition
- 2) One to two weeks before the competition announcement is posted, and registration opens
- 3) One to two weeks after registration closes
- 4) One to two weeks before the event starts

There will be two planning meetings via conference call for the STAR 1-4 competition.

## **BEFORE CLOSE OF REGISTRATION**

- **Attend Planning Meeting #1** – approximately 16 weeks prior to the competition
  - Review contact list
  - Review important dates
  - Review Project Plan
  - Review registration timelines
- **Attend Planning Meeting #2** – approximately 12 weeks prior to the competition
  - Review the competition announcement (it may only be in draft form as this stage)
  - Confirm the location of the Officials and DS room.
  - If more than one ice surface, confirm how many Zambonis and how many drivers are available during the competitions. If there is only 1 Zamboni for competitions with 2 ice surfaces, there must be a backup plan in place in case the Zamboni breaks down.
- On behalf of the Judges Chair and the Technical Officials Chair, the Section office will send out a sign-up document to all officials to determine availability, accommodation requests, travel requests, promotional opportunities etc.
- Hotel rooms and travel will be booked by the BC/YK Section staff according to the Travel and Living Policy.

## **AT CLOSE OF REGISTRATION**

- **Attend Planning Meeting #3** - approximately 6 weeks prior to the competition
  - Review tear down/set up schedule
  - Confirm on-site music registration process
  - Review meal plans and schedules, including dietary requests
  - Confirm flood schedule
- A list of skaters and categories will be posted on the website 2 days after closing date of entries.
- Single entries in competitive categories and STAR Free Skate categories will be given the choice to skate for evaluation or be given a refund. All single entries will also be given the option to skate up or down a category if category requirements are met. Communication with single entries is managed by the Section office.
- Draft competition schedule will be posted on the Section website within seven days of the closing of entries. Tech Rep is not responsible for creating the schedule.
- Assignments are done by BC/YK Section staff and reviewed by the Judges Chair and Technical Officials Chair prior to distribution. Tech Rep may request to review assignments prior to distribution.

## **2-3 WEEKS BEFORE COMPETITION**

- **Attend Planning Meeting #4**
  - Review the event schedule
  - Review hotel rooming list (if complete)
  - Review officials travel requirements
- Confirm with the host club shuttle arrangements to/from hotel/airport.
  - Is there a hospitality room at the hotel?

- Event information letter and officials' assignments are sent from the Event Manager between 10 and 14 days prior to the competition. A final version with any changes highlighted is sent out the week of the competition.

## **AT THE COMPETITION**

- Once on site the Tech Rep is the official go-to person and takes over managing all questions and changes in consultation with the Event Manager
- Arrive early and familiarize yourself with the arena
- Post an enlarged copy of the X and O schedule in the officials room – one sheet per day
- Talk to the Ice Captain, Timers and the Music & Announcing team and answer any questions they might have. Remind the music person that the music keeps playing unless the Referee indicates to stop the music. The whistle is not a signal to stop the music.
- Ensure the key people have charged radios: Ice Captain, Announcer/Music, Data Specialists, Judges Stand, Registration
- Try to greet officials as they arrive. Be aware of who may be missing in case you need to revise a panel at the last minute.
- Officials must wear the BC/YK Section issued accreditation tags.
- Monitor meal times to make sure the officials have enough time to eat and there is food available for those who will be on panel during the standard meal times.
- If running ahead of schedule, always go back on time after a flood. The exception may be the final events in the evening and the final afternoon of the whole competition. If not staying true to schedule, all stakeholders must be informed.
- Handle problems that arise calmly and in an appropriate manner. All informal requests for clarification of decisions of the officials categorized as “field of play” shall be filed with the Tech Rep of the competition. The Tech Rep will coordinate the most appropriate mechanism for the Technical Controller or Referee (as appropriate) to provide feedback to the questions.
- All formal protests regarding the determination of the result for a skater/couple/team in the competition must be filed immediately after, but within no more than one hour of the posting of the full and detailed results for the segment in question. These protests must follow [Skate Canada Protest Rule](#). Also refer to [Skate Canada Procedure for Reviewing and Revising a Misidentified Call](#).
- BC/YK Section staff role on-site:
  - Assist with set up/tear down.
  - Assist as a floating volunteer when needed.
  - Assist with any issues that might arise during the event.
  - Act as Liaison with the Organizing Committee as needed.

## **AFTER THE COMPETITION**

- Make sure all paperwork/results for DS is signed.
- Send a thank you to everyone via email.