

# BC/YK Regional Competitions

## Tech Rep Manual

Updated for 2019-2020 Season



Thank you for volunteering your time and expertise to the BC/YK Section. This manual is for you to refer to as you plan the next competition that you will be the Tech Rep at. If you 'get stuck' be sure to connect with one of the below contacts for assistance and advice.

### *A Tech Rep – what is their role?*

- The Tech Rep is an event organizer and manager, and a liaison between the Local Organizing Committee (LOC), Data Specialists (DS's), officials, coaches and other stakeholders.
- It is the job of the Tech Rep to ensure the event runs smoothly and that all stakeholders have a good competitive experience.

A Tech Rep is assigned by the Section Judge/Evaluator (J/E) Committee for each Regional Competition in the BC/YK Section. For larger competitions, an Assistant Tech Rep may also be assigned. Tech Reps are responsible for:

- Creating the Event and Judges' Assignment Schedules
- Working with the Data Specialist Team on break large events into groups
- Working with the Data Specialist Team on the sizes of warm up groups
- Securing officials required for the competition and if required, ensure their travel and accommodations are booked
- Overseeing the onsite running of the competition
- Completing a post event Tech Rep Report
- Other ad hoc duties.

## Contacts

<b>Role</b>	<b>Contacts</b> <i>(enter name of contacts for your competition)</i>	<b>Email/Phone</b> <i>(enter email/phone for your competition contacts)</i>
Regional Competition Resource <i>(Approval of Schedules &amp; ....)</i>	Pat Mayne	patmayne1@hotmail.com
Regional Competition Scheduling Resource <i>(Scheduling and Google Drive Assistance)</i>	Ethan Swinburnson	<a href="mailto:ethanswin@gmail.com">ethanswin@gmail.com</a> 778-899-6631
Section Technical Officials Chair <i>(Posting Schedules to the Website)</i>	Janice Hunter	<a href="mailto:janicedhunter@gmail.com">janicedhunter@gmail.com</a>
Obtaining Technical Officials	Braden Davie	<a href="mailto:Bbd681@mail.usask.ca">Bbd681@mail.usask.ca</a>
Section Data Specialist Chair	Sharon Dahl	<a href="mailto:sharondahlis@gmail.com">sharondahlis@gmail.com</a>
Section Contact for Booking Travel	Bev Viger	<a href="mailto:bev@skatinginbc.com">bev@skatinginbc.com</a>
Access to Judge Information	Angela Tremblay	<a href="mailto:angela.m.tremblay@gmail.com">angela.m.tremblay@gmail.com</a>
Director of Operations – BC/YK Section	Danielle Williams	<a href="mailto:danielle@skatinginbc.com">danielle@skatinginbc.com</a>
Section Judge/Evaluator Chair	Dawn Williams	<a href="mailto:dawnwilliams@telus.net">dawnwilliams@telus.net</a>

## Regional Judge Reps

BC Coast	Shannon Downing	<a href="mailto:smerrf@shaw.ca">smerrf@shaw.ca</a>
CNCR	Angela Tremblay	<a href="mailto:yomisskang@hotmail.com">yomisskang@hotmail.com</a>
Okanagan	Cheyenne Irvine	<a href="mailto:glenne@telus.net">glenne@telus.net</a>
Kootenays	Lesley Runzer	<a href="mailto:lesley.runzer@gmail.com">lesley.runzer@gmail.com</a>
Vancouver Island	Judy Burwash	<a href="mailto:jaburwash@gmail.com">jaburwash@gmail.com</a>

## A—Planning the Competition (7 to 8 Weeks Prior)

1. To help with planning the competition, please first reference the previous year's Competition Schedule, Officials' Assignments and the Post Event Tech Rep Report. These can all be found by clicking on the following Google Drive link. Ethan Swinburnson will grant you access to the Google Drive so that you have access to the shared documents you will need and so you can complete the Event Schedule and Judge Assignments once the registration deadline has passed. Familiarize yourself with this site and ask for help or clarification if needed. Ethan will also be available to assist you with the scheduling of the events and the officials, and to assist with the use of Google Drive.
2. So that you can familiarize yourself with the events that will be held at the competition, read this year's Competition Announcement which is posted on the [Upcoming Events](#) page of the Skating in BC website. Take note of any special rules or traditions for the LOC events. The contact information for the LOC Chair and Competition Registrar can also be found in the Announcement. Contact the LOC Chair, Competition Registrar, and Chief Data Specialist to introduce yourself and exchange contact information. Confirm with the Registrar the date that you will receive the competition entry spreadsheet. **This information should be emailed to you no later than two days after the close of registration.**
3. This [Google Doc](#) contains the names of all Tech Reps and Chief Data Specialists for this season's competitions. Contact Sharon Dahl for the contact information for the Chief Data Specialist for your competition.
4. Complete the [Request for Access Form](#) to get access to the spreadsheet which lists all Section judges' contact info and their qualifications. Angela Tremblay will grant you access to the spreadsheet once she receives the completed form. **Please note...the information on this spreadsheet is private and confidential and is not to be shared with others.**
5. Officials' competition availability will be surveyed by the Section Office. The list of available judges will be emailed to you by Danielle Williams once the deadline to complete the survey has passed. Braden Davie will provide you the names and the availability for the Technical Panel Officials.

## B—When Registration Closes (4 to 6 Weeks Prior)

### B1—Entries

1. When registration closes, the Registrar will review the entries for correct qualifications, ages, events entered, skaters entered in multiple events, etc. This information is then sent in a spreadsheet to you, the Chief DS and the 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. Ensure the registrar is aware of this and that the entry spreadsheet must be sent to Janice Hunter so that she can post it to the Section website.
2. Once the list of entries has been posted, coaches and skaters will have 48 hours to make corrections (for example if a skater has registered in the wrong event or with the wrong name). After 48 hours has passed, the final entry list will be again posted to the websites and will be considered final.
3. At this point, single entry skaters can be contacted by the registrar. The single-entry competitor may choose from 3 options – be evaluated, skate up one level 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 will be produced. Evaluations 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.

For STAR 4-5, Pre-Juvenile and Juvenile events, if there are 5 skaters or less in an age category, those skaters will be absorbed into the other age category. For example, consider the following scenario:

STAR 5 U10	2
STAR 5 U13	6
STAR 5 13&O	10

The 2 entries for STAR 5 U10 would be absorbed into STAR 5 U13, with the resulting group still being called “STAR 5 U13”.

4. Late entries are accepted at the discretion of the Tech Rep and should not be accepted unless there are extenuating circumstances. Please consult with Ethan prior to accepting any late entries.

## B2—Breaking Large Events into Groups/Numbers in Warm-Up Groups

1. The Tech Rep is responsible to ensure large events are broken down into groups based on the following guidelines:
2. The Chief Data Specialist does any draws required by computer.
3. Please let the DS know how many skaters per warmup will be required for each event.
4. STAR 2-3 groupings are divided according to birth date for all events. The youngest skaters will be in group 1, and so on.
5. STAR 1 and element event groups are limited to 6 skaters and are combined male and female.
6. STAR 2-3 groups should be limited to 8. The boys can be separated out if there are enough (4 or more), otherwise these categories can be combined boys/girls.
7. Star 4 groups should be 8 to max 12 (depending on entries)
8. double panelling timing - revisit this
9. STAR 5-Gold can have maximum 8 skaters in a warm-up and all competitive categories have max 6 skaters in a warm-up. Events will be divided into groups depending on the number of entries.
10. Artistic and supplementary events such as Creative Improv, Showcase and LOC events have 8 skaters warming up together (Couples Artistic - max 6 couples)
11. Headsets should be on panel for dance events so the event referee can call the sequences and levels when there is no technical panel - this should be confirmed with the DS team.

## B3—Event Schedule

1. Within 10 days of the close of registration, complete the competition schedule in Google Sheets; remember to review last year's Competition Schedule as a reference. Making a good schedule takes a lot of practice and experience, so please contact Ethan if you need any assistance or advice.

Typically, events requiring a Technical Panel should be scheduled for Friday night, Saturday and Sunday only - depending on availability. There may be situations where the technical panel is available on Friday and this can be taken into consideration. **Please check with Braden Davie regarding the Tech panels availability prior to completing the schedule.**

If possible, short program events (including STAR 7 and STAR 9) should not be scheduled near the corresponding free program events. A good strategy would be to hold STAR 7 and STAR 9 on Friday night and the free program events during Saturday.

2. Once you feel the schedule is complete, let Pat Mayne & Ethan Swinburnson know that it is ready to be checked. Once Pat or Ethan advise you that the Event Schedule is approved, save the schedule as a pdf and send it to the Local Organizing Committee (LOC), Chief Data Specialist (CDS) Computer DS, Janice Hunter (for posting on the BC/YK Section website) and cc to Dawn Williams and Braden Davie.
3. Once the schedule has been approved and posted, complete a Flood Schedule and send to the LOC chair. He/she will send to the arena staff.

## B4—Officials

1. Determine how many officials you will need to service the competition. Refer to last year's Official's Assignments document to give you an idea for how many you will need. In general, the competition will require 8-10 judges each day for 1 rink and 16-18 each day for 2 rinks. Please note: All invited officials must be registered with Skate Canada. They must also have completed their Code of Ethics and Respect in Sport modules in order to officiate.
2. Email the eligible judges who indicated they were available and those that you plan on using to ensure their availability has not changed. Also, ask the officials for their accommodation/rooming requests, food allergies and if they require any judge or trial judge reports. Inform any 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 first be approved by Bev. Officials should also contact Bev should an emergency arise, and they can't make the flight or to make any flight changes. If additional judges are required, contact Danielle Williams at the Section Office.
3. Once you have secured the number of judges you require, forward any travel and accommodation information to the LOC Chair. Also, email any officials you are not going to be using. Thank them for volunteering and let them know that unfortunately they are not required.

## B5—Officials' Assignments

1. Once you have secured all the officials you require, you can start on assigning the officials to events. Five judges plus a referee is ideal for each event. However, 3 judges can be used on smaller STARSkate events if competition staffing is tight. All regions now have enough computers to have a referee and 5 judges.
2. When assigning referees that are responsible for element ID, consider the comfort level of the judge. Some may be comfortable and some may not. Try to schedule judges who have their referee status but have never refereed an event before. Consult Ethan on this.
3. If the competition utilizes 2 ice surfaces the Tech Rep should not officiate any events unless an Assistant Tech Rep has also been assigned to the competition.
4. At least 4 weeks prior to the competition, notify Pat and Ethan that the first draft of the Officials' Assignments has been completed and is ready for review in Google Sheets.
5. Once approved, send the excel version of the Officials Assignments to Dawn Williams, Janice Hunter and the Chief DS. Once a copy of the Assignments has been sent to the DS team, any further versions should be saved "as of <the new date>" and all changes should be highlighted. This way the DS team does not need to go into EVERY SINGLE EVENT in their computer system to check what has changed and they can just adjust the changes in their system.

## C—2 to 3 Weeks Before the Competition

1. Remind 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 Event Schedules must be sent to Janice Hunter for posting on the Section Website.
2. 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).
3. Discuss with the LOC Chair:
  - Scheduling volunteers for event times, not by specific hourly time periods.
  - Needs for Ice Captain, Runners, Timers, and Announcers.
  - Arrange for Radios for all key stakeholders.
  - If required, shuttle arrangements for officials to/from hotel and airport.
4. Send a Welcome Package to all officials. This package should include:
  - Event Schedule
  - Officials' Assignments (excel document and pdf). Ask that they 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.
  - Transportation and travel information
  - Accommodation information and rooming arrangements
  - Meals, per diems and expense reimbursement details
  - A reminder to bring the appropriate and up-to-date technical documents
  - A reminder for Event Referees to review the [Event Referee Manual](#)
  - Facility information including accessibility and temperature
  - Your contact information; in particular, a phone number you can be reached at prior to and during the competition
  - A reminder to report to you any concerns/deportment issues, or if any judges appear to be struggling.



## D—Competition Day

1. Ensure you have the following so that you have a successful competition
  - Announcement
  - Protest Policy
  - Notebook or sticky notes, writing implement
  - Copy of the officials' assignments on clipboard
  - All starting orders at the beginning of each day
  - Radio
2. Ensure there are enough chairs on the judges stand for everyone that is scheduled to be there.
3. Check the ice conditions. Introduce yourself to the Zamboni operator(s). You may choose to use a radio or text message to be in contact with them.
4. Post an enlarged copy of the officials' assignments in the officials' room.
5. Affix a copy of program times/warm-up times beside Referee's computer on the judge's stand. Also provide the warm-up times to the announcers and music players.
6. Meet key personnel and know how to contact them. Familiarize yourself with the arena, check the officials' stand and the ice conditions.
7. Talk to the Ice Captain, Timers, the Music and Announcers and answer any questions they may have concerning procedures. Check that they 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.
8. Ensure that the timer has 2 stopwatches and a clipboard/pencil available to them at their seat.
9. If 2-way radios are to be used, check that they are charged (each night), on the correct channel and are in the hands of the people who need to be in contact (ice captain, announcer/music player/ Data Specialists, judges' stand).
10. Try to greet officials as they arrive. Be aware of who may be missing in case you need to revise a panel last minute.
11. 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).

## E—After the Competition

1. Send a thank you to everyone by email.
2. Complete the Tech Rep Competition Report within 30 days and email it to Pat Mayne with a cc to Dawn Williams J/E Chair and Ethan Swinburnson.

Concerns with, or feedback for, officials regarding their department or technical knowledge should not be included in this report as it will be shared with stakeholders outside of the officiating community. Please send any information of this nature directly to Dawn Williams, with a CC to Ethan Swinburnson and Pat Mayne.

The post competition Tech Rep Report should consider:

- Suitability of the facility to holding a competition of that size
- Organization, commitment and responsiveness of the LOC both during Pre-Planning and during the event
- Whether or not there were suitable volunteers
- Suitability of the hotel
- Suitability of the DS and officials' rooms.

**Remember, all stakeholders are volunteers, and any feedback for the LOC with regards to organization, facilities, etc. should be worded in a constructive manner - we want to keep the quality of our events at a high standard but we also want clubs to continue to host them!**

## F—Region Specific Useful Information

### CNCR

Many skaters enter multiple events, so care needs to be taken that overlaps are minimized as much as possible. Tech Reps are not expected to go through the groupings in detail to ensure there are no overlap. If a coach notifies of an event conflict in advance of the competition, the Tech Rep can ask the Chief Data Specialist to manipulate the starting order of the two events in question so the skater will not be scheduled to skate in 2 places at the same time.

### Kootenays

The West Kootenay Region has a reputation for cancelled flights or delays - consider this when coordinating flight plans - consider flying officials to the east Kootenays or to the Okanagan and driving to the West Kootenays.

## G—Resources

[Pattern Dance Competition Technical Requirements](#)

[BC/YK STAR 1 Event Operations Guide](#)

[Artistic Competition Officials' Guide](#)

[Judge Qualifications STAR/Adult/Special O](#)

Reference the [Officials Resources](#) under the Technical tab on [Skating in BC](#) for many useful documents – scroll down to view each section. Other technical information for program requirements etc. is also found under the Technical tab.