

Organization of the Competition

The Organizing Committee

The Organizing Committee is the group of people who will be responsible for organizing and running the competition. This committee should include a Chair – possibly a Co-Chair, and a Treasurer. If the competition will be large, it is advisable to have a Co Chair to share the primary responsibilities. The Co-Chair should be the next person in charge in the event that the chair cannot fulfill his / her duties.

Competition Chairman:

This person is responsible for delegating responsibilities to ensure that the competition runs smoothly, efficiently and successfully, from the planning stages to completing the post competition reports. The Chair selects committee members who are reliable, qualified and committed to the sport. The Chair is also responsible for setting up the competition dates through the rink, preparing the facilities, and obtaining the judges and officials. It is imperative that the Chair and/or Co Chair be available at the competition at all times.

Competition Co-Chair:

This person should be knowledgeable about all aspects of the competition, and available to assume any or all responsibilities of the competition should the need arise. The competition Co-Chair must also be able to assist the various committees whenever necessary.

The Chair and Co-Chair should undertake responsibility for the following:

- **Selecting Events**

You may choose which events to offer for your competition taking into consideration the needs and levels of the skaters.

- **Setting Dates** (should be done PRIOR to bidding)

Take into consideration competitions and other community activities going on in tandem with or around the dates you have chosen. Be sure to check the Tri States Website (www.tri-states.org) and Don Korte's Website (www.sk8stuff.com) for the list of competitions so that you are able to select an appropriate date. You will want to attract as many competitors as possible. Try to pick several dates that will work and then contact the arena personnel to tentatively book the ice. You may have to negotiate here, both for time and a better price. Keep in mind that many competitions and other activities are arranged as much as a year in advance.

- **Obtaining Ice**

In estimating the cost of ice take into consideration:

Number of events offered / tentative schedule

Warm Up Time Needed

Time required for ice resurfacing and the number of resurfaces

Practice Ice - if desired. Practice ice can add to your bottom line. If

You can offer practical hours at a modest price, entrants will utilize the

ice offered. You will need a committee person to coordinate and supervise practice ice.

Awards - can be done on ice or, by doing off-ice awards, time and

Expense can be easily saved. **Awards are normally done - OFF ICE.**

- **Announcement**

(Try to include EVERYTHING in your announcement)

Create your announcement carefully as many questions may arise that can be easily answered by checking the published announcement. **(Something to consider: The Chief Referee and/or the officials should have copies of the announcement on the judges stand to refer to). VERY IMPORTANT: The announcement should always refer to the applicable rules listed in the rulebook(rulebook year should be stated: 2006-2007 Rulebook).**

Announcements should contain the following;

1. Date / Time
2. Host Club or Sponsoring Program
3. Location
4. Rink Size - shape and size
5. Eligibility requirements
6. Event Categories
7. Music Requirements: Music must be on cassettes/CD's provided by the skater / coach to be turned in at registration. Emphasize that the skater or the coach must bring more than one copy of music. State that the tape must be clearly labeled with the competitor's name, and event for which the music is intended. **Please indicate to competitors NOT to put labels on the CD's.**

8. Entry Information and DeadlineDate
 - a. Choose a closing date approximately 40 days before the competition date.
 - b. Provide the address to which entry will be sent. **List an email for questions.**
 - c. State the above information on the opening page of announcement and reiterate this on the entry form.
9. Entry Fees: Set fees low enough for skater to participate but high enough to cover costs incurred in running the competition.
- 9A. Awards: Specify what awards will be given. Every participant should receive an award. Suggested: Medals for places 1,2,3, and 4th places. Specify when the awards will be given. If you have a trophy for Facility/ Program with the most team points this should be included in the announcement. This will often encourage groups to bring more skaters.

Freestyle Competition: Individual Memorial Plaque will be given to the club with the most points.

Synchronized Competition: First Place Teams will receive a plaque in each division.

Tri States has an official Chairperson that will coordinate the purchase of Medals and other awards.
10. Refund Policy: **This policy must be stated in the announcement.** Present day competitions usually offer no refunds unless the request is for medical reasons or cancellation of the event by the organizing committee for lack of participants.
11. Total Entrant Numbers: The actual number of entrants may be restricted due to time constraints and late entrant policy.
12. Contact Person: List this contact person and phone number and EMAIL address (include hours of contact if restricted).
13. Entry Form: Design this form to be as clear and concise as possible. Remember this may be a "first" experience in filling out such a form. Forms should include the following information:
 1. Skater's name (printed for easy reading)
 2. Address including ZIP code
 3. Daytime / evening phone number
 4. E Mail Address
 5. USFSA Membership Number
 6. Birth Date (VERY IMPORTANT!)
 7. Gender
 8. Last skating level passed
 9. Name of partner (if applicable)
 10. Name of home club / rink - **spelled out**
 11. Name / phone number of instructor - **printed - not just their signature!**
 12. Event Categories listed (space for checking off which events competitor is entering)
 13. Event fees and space for computation of fees.
 14. Liability Waiver - most competitions now include a waiver to be signed by skater / parents, on the entry form - this is necessary for your records (refer to CR 10.12 USFSA Rulebook).
 15. **A self addressed stamped envelope can be requested - to help the LOC send skate time confirmations back to the competitor.**
 15. Signatures
 - a. Skating director or authorized club/group person (to verify test level & membership status)
 - b. Coach
 - c. Parent / competitor
 - d. Liability signature: parent or guardian

By asking for the instructors and an authorized group / club person's signature on the entry form, you can help ensure that the skater has entered the appropriate event. It is strongly recommended that the instructor and authorized club / group member only sign AFTER the parents have filled out the form to assure correctness.

14. Map / Lodging: Provide a map and available lodging. Also include directions to the skating facility being used.
15. General information

A copy of the announcement when completed, must be forwarded with a completed Sanction Request - to the Secretary of Tri States - who will then forward it on to the Vice Chair of Competitions for the Section. After approval by the Vice Chair - appropriate copies will be sent to the USFSA at which time the event will be posted in Skating Magazine.

It is very important to the success of the competition that skaters are placed in the correct divisions. If, for whatever reason, the Competition Organizing Committee discovers that a skater has been placed in a category that is below their class level, the Chairman and Referee will have the option to move the skater into the proper division, even if this has to be done the day of the competition. This will ensure that every event is as fair as possible to the competitors.

If it comes to your attention that a skater has signed up for the wrong level, and the schedule has already been finalized, you will have to make some arrangement to place that skater in the proper level even if the realization is made on the day of the competition.

JUDGES / OFFICIALS

You will need to select a Chief Referee for your competition. You might want to get a copy of the program for the previous year's Tri State's Competitions to get an idea of the Referee / and Officials that were invited. Your Chief Referee might also want to have some input regarding the selection of officials.

You will need to select a Chief Accountant for your competition. Your Chief Referee may want to have some input regarding this selection as well. *A Tri States Award Chairman is included in the list of officials as well as Music Personnel.* Always refer to your Rulebook Directory for the selection of Judges and Officials. *It is appropriate to invite judges and officials from the Tri States Council - officials being from Michigan, Indiana, Ohio and Western Pennsylvania.*

You will need to send out letters to officials asking them if they would like to participate in your competition - well in advance of the competition (6 - 9 months). *Include an email address for questions. Include a pre-stamped envelope or postcard for their convenience in returning their reply.*

As soon as your list of officials is set - you will need to let your Chief Referee know.

BUDGET:

Set up a tentative budget of income and expenses

Revenue	Entries
	Late Entries
	Sale of practice ice
	Sale of souvenirs
	Sale of Flowers
	Sale of results
	Sale of additional programs
	Vendor Fees / commissions
Expenses:	Ice Time
	Room Rentals
	Printing: Announcement, Program, Signs, <i>labels for music, skaters confirmation</i>
	Postage
	Hospitality - Food / Other
	Competitor Packet Contents
	Awards (Medals, Ribbons)
	Officials' Gifts
	Possible Refunds
	Purchase Costs of flowers / materials to sell

TREASURER:

This person is responsible for maintaining the competition budget, accounts receivable and accounts payable. He/she should complete a financial statement at the conclusion of the competition that will be submitted to the competition chairman. It may be necessary to open a special bank account for this competition for which there should be two signatures on file. Sometimes it is possible to run this competition through a club or group account thus saving the expense of opening a special account. Bonding insurance, available from an insurance agent, helps protect the financial interests of your club or group.

Committees:

Depending on the size of the competition, many of the committees and or responsibilities can be combined. The following should be covered by committees:

- Accounting: This committee is responsible for setting up the accounting area and providing the necessary supplies as requested by the Chief Accountant. The accountant will generate a skating order for each event that should be posted and distributed as indicated before the competition begins. (Posting, Registration, Music, Announcer, Video, Monitor, Photo)
- Announcing: It is important that the announcer(s) selected keep the events moving as scheduled and even make up a little time when necessary. He/she should be organized, articulate and should have a reasonable knowledge of the sport. Announcers should not be required to work in shifts of more than two hours at a time and their schedules should coincide with the Judge's 104 Schedule as to events on and time off. It is suggested that a "script" be prepared ahead of time. The announcer(s) should be provided with a "skater order" for each event (see above) which is generated in accounting and an up to date time schedule of the events on a clipboard with pencils. **It is very helpful to consider HEADSETS!!**
- Music: This committee organizes and plays the music used during the competition. The music coordinator should see that a complete set of proper labels for your competition is given to the registration people along with a portable tape player to check tapes when they are turned in. This committee is also responsible for ensuring that the music equipment including proper hookup to arena speaker system is available along with microphones for announcing. The should be back up equipment in case of emergency.
- Ice Monitors: These people will be located at the entrance to the ice surface and will inform the skaters and coaches of the skating order during the competition. They help keep the competition running on schedule by announcing and finding the competitors - with the help of a runner - for warm up groups. The ice monitors will need some kind of communication with the announcer, referee, and music personnel so that any changes can be communicated quickly. For the Compulsory Events - when there are multiple groups competing on the ice at the same rim - work out the traffic pattern prior to the start of the event and keep it consistent during these events.
- Runners: The runner's main function is to help the ice monitors locate missing skaters and to deliver the judges' papers to the accounting room as quickly as possible. They may also be expected to post results and run errands as needed for the officials. **They may also deliver tapes, CD's.**
- Ushers/Security: It is expected that your event will draw a large audience, you may wish to have several people perform usher / security duties. These volunteers have two duties: (1) assist skaters and spectators in finding dressing rooms, spectator seating, etc., and minimize traffic in the stands and in skater, official and accounting areas. (2) assist with making informational signage to be posted throughout various competition areas in the arena. This information includes: award time schedules, location of the area where the awards will be given, location of the rest rooms, reminder signs (pick up music at registration after competition), and any other information that will facilitate getting around your rink more comfortably.
- Arena: A designated person will be responsible for coordinating with the arena personnel, schedule times, special use of space, locker rooms, rest room maintenance, music equipment, judging areas, benches, floor mats, allocation of rooms, etc. If possible make a written checklist for the personnel and also, if possible, allow a little time for your group to clean up and clear out of the facilities following the competition.
- Awards: This committee is responsible for obtaining competition awards, making sure an award presentation area is available, and scheduling the presentation of awards. This is a good area to make use of your photograph for photo opportunities. Suggested Awards: Medals for 1st, 2nd and 3rd place - Tri States has a designed medal for this purpose. The purchase of these medals **and the scheduling of awards presentations** should be coordinated with the Tri States Medal Chairman (Bill Estey). Scheduling of awards should be posted around the rink. There is less confusion if the awards are done for each group as soon as the results are posted. Some competitions do them for several groups during the ice resurfaces. However, do whatever meets your needs the best.
- Promotion and Publicity: This committee is responsible for publicizing the competition via local media i.e., television, radio, local newspapers. A detailed media release may be prepared and sent out several weeks prior to the competition and follow up contact should be made about a week before the competition. After the competition, results may be reported to those who have received the media releases. The committee members and the instructors are instrumental in promoting the competition at your skating facility to in-house skaters and within the local skating community. Arena management may be contacted for assistance.

- Sponsors: Corporate / business sponsorship is difficult to obtain. **If you plan to solicit sponsors take the time to prepare a professional, well planned kit.** Sponsorship is a lot more than just having a business donate, money a product or service to your group. You must sell your event to the sponsor in a way indicating how the sponsor will benefit. If you know someone to contact inside a company who allocates the sponsorship funds, services or products, use those sources to make initial contact with the company.
- Program: If a program will be published, this committee arranges all aspects of program creation, including design, layout and printing of the program, and soliciting advertising if desired. The program will include the skating schedule and the individual events with the names of the entrants in each group. If compulsories are being offered, designate the exact end of the rink for each event. There should be an acknowledgment of the competition officials and judges. A letter from the competition chairman is also appropriate. Program costs can be covered by selling advertisements. A simple program can be created by someone on the committee, put on a computer word processing program and printed at a local printing company at a modest expense to the competition. It can be assembled and stapled by your committee people very efficiently. Determine whether the program will be complimentary or whether they will be sold at the competition. If they are to be sold - decide on a modest price as well as deciding if any complimentary copies will be available to skaters and officials.
- Souvenir Sales: If souvenirs or skater services are to be available, this committee can determine the items or services plus the prices. These may include the sale of the following items with your competition logo: Sweatshirts, T. Shirts, Mugs, Cups, Water Bottles, Hats, etc. Fresh flowers may be sold properly wrapped for presentation. An engraver may be provided to engrave medals before people leave the competition. A photographer / videographer should be made available. You may wish to contact clothing, jewelry, miscellaneous vendors to come to your competition if you have space available. A one time space charge could be made. Remember, you are making friends for the future, perhaps larger competitions, so it might be wise to keep charges modest. Again - refer to previous Competition Programs for Vendors, ideas and suggestions. **CAUTION:** Be sure to check with you Arena Management regarding any contractual agreements they may have with their pro shop before inviting vendors.
- Medical: While it is hoped that no medical problems arise, plans must be formulated for medical emergencies. If you have a club / group member who is a physician or nurse, perhaps that person will be willing to be responsible for this area. He/she can determine what type of medical assistance is necessary for the event. It may be advisable to send advance notice of the competition to your local police and medical services team in case of a serious emergency situation.
- Registration: This committee has a broad range of responsibilities. The Registration committee can be your greatest asset when it comes to accommodating the new competitor and the parents. This is the first contact of the day and can make or break attitudes towards your competition. The committee's responsibilities include receiving entries, receiving income, reviewing skater eligibility, setting up each event and determining the entrants in each event. They are also responsible for disseminating information on the skating events and the approximate time of each individual's event through some form of communication i.e., the posting of skating times on the official bulletin board, or by mail to each entrant if this is an open competition. Remember to inform all skaters to be at the rink at least 45 minutes prior to their event as they will be scratched from that event if they are not on time. All of the above information should be given to the accountant along with a copy of the official announcement and the Judge's schedule (104). **Headsets are extremely helpful in this area as well.**
- Event Time Scheduling: Once you have passed the Entry Deadline plus extra days to make sure you have received in all the entries that have been postmarked correctly - you will turn over this information to the Chief Referee for Scheduling. The Chief Referee will want to know the maximum number of skaters that the LOC wants in each group. It is NOT necessary to provide names to the Chief Referee - only numbers. i.e.,
 - Preliminary - 36 (six in a group would mean 6,6,6,6,6,6)
 - Pre Juvenile - 42 (six in a group would mean 6,6,6,6,6,6,6)
 - Juvenile - 56 (7 in a group would mean 7,7,7,7,7,7,7)
 - Intermediate - 26 (8 in a group would mean 7,7,6,6,

You will get complete instructions from the Chief Accountant.

- Music: Music for the events should be turned in at the time of registration. Music tapes or **CD's** must be checked to see if they are rewound to proper starting position, and labeled with the skater's name and event. A full set of proper labels furnished by the music coordination group should be made up ahead of time. Music will be categorized by event and delivered to the person playing music several events before

needed. All music must be returned from the music committee to the registration desk for pick up by the skater after the event is finished. **There must be NO LABELS on the CD's - and if there is no case for the CD - a Ziplock Bag works.**

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When the competitors arrive at the rink, they should be instructed to check in at the registration table immediately. The registration person will provide the competitor with the skating schedules, usually in the program, and other pertinent competition information. If skater packets are to be prepared, this committee can be responsible for assembling them prior to registration and then distributing the packets to the skaters. It is wise to have someone sign for the packets as you can afford to give the packets to competitors ONLY. **Locker Room Assignments are very helpful and work the best.**

Hospitality: These volunteers will be responsible for providing hospitality for skaters, judges, volunteers, and coaches. For the officials, volunteers and coaches, refreshments should be readily available throughout the competition. Depending on the size of the competition - you will want to provide breakfast, lunch and dinner for the officials. This committee is also responsible for planning any judges' and officials' receptions, competitor parties, etc. As the officials are on and off the ice, and at the hotel and at the rink during odd times during the day - it is advisable to have different kinds of snacks and meals available during the day.

If it is possible - it is recommended to have a Hospitality Suite at the Hotel where the officials can relax after the long competition day. All that is necessary is Beer, wine, pop and water - as well as snack type foods. Often it is possible to obtain a "comp" room from the hotel - and have the Hospitality Committee bring in their own refreshments rather than buy them through the hotel services.

Volunteers are the backbone of every organization. Express your appreciation for their efforts by providing a comfortable hospitality area with a variety of refreshments. Don't forget the coaches, they too will welcome a cup of coffee and a place to sit for a few minutes. **Afterall - it's the Coaches that make the decisions about what competitions they are attending!**

A little extra effort in this area will go a long way in making your competition a success and your volunteers willing to do it again.

TIME LINE FOR COMPETITION ORGANIZATION

6 months prior to event;

Select Chair / Co Chair / Treasurer

Determine dates

Contact Rink Manager

Create Announcement

Apply for Sanction Approval

Formulate initial budget - particularly the source of funding for printing and mailing (needed up front)

Possibly - once you have a sanction in place, an ad placed in local competitions about your competition might be helpful.

5 months prior to event

invite judges and officials if sanctions have been received

Host a meeting with the Committee People

Make all Banking Arrangements

"Sell" the competition through members and instructors at your rink

Solicit any competition sponsors / free gifts

3-4 Months prior to event:

Send announcement and entry forms out to competitors

Estimate number of medals / ribbons needed

Contact Vendors regarding availability and lead time necessary for ordering

Make contacts with vendors and inform them of competition dates and schedules, and inquire if they wish to commit for your event

4 - 5 Weeks prior to event:

Entry Deadline

Make sure Chief Accountant has announcement and all pertinent information

4 Weeks prior to event:

At closing date of entries, send information to Chief Referee for scheduling

Gather together program materials

Notify the Tri States Medal Chairman Bill Estey as to the number of events so that he can order medals.

Order competitor packet materials

2 Weeks prior to event:

Order sale flowers

Coordinate food / beverage needs

Contact Vendors - collect information regarding their needs

Mail individual skating times with practice schedule to competitors

Add information regarding general competition protocol

Send judges commitment confirmation along with Judges Schedule (104)

Send Judge's Schedule (104) plus computer listing of groups to Chief Accountant.

1 Week prior to event:

Update rink manager on needs for competition - do a "walk thru" if possible

Send media release out

Be sure all competitor packet materials have arrived - begin filling packets

Finish program contents and sent to printer - if doing "in house" this can wait until the day before competition. VERY IMPORTANT: be sure that the Chief Accountant has the same update to date information - that the printer for the Program has including additions, deletions, scratches, changes etc.

If this is NOT donewhen the competitors arrive and pick up a program, it will be different than the "posted" sheets from the accountants. Competitors will think that the additions, deletions, scratches, and changes etc., have NOT been made.

1 Day prior to event:

Set up all areas at the arena

Finish filling competitor packets

Finish assembling programs if done "in house" or see that they have been delivered from the printer.

Sort out awards and decide how they will be handled.

Day of Event

Close your eyes, make a wish, see that you have good ice, music announcers, skaters, and start on time!!

Good luck - make it a fun day for All! Keep Smiling!!

Should you have questions, or need additional information, guidance or advice of any kind - please contact any of the Tri States Officers, or get in touch with the club that hosted your specific event in a previous year?

Sample Announcement

USFSA Logo / NAME Of Event

Sponsor

Address

Date

The Tri States Memorial Freeskating / Synchronized Championships sponsored by (Name of club and street, city, state and zip code) will be held at (location where competition is to be held) on (day, date, year).

Eligibility Information.....

Skaters in event may skate at current level or one level higher but not at both levels. Skaters will be broken into groups of approximately (6) skaters, by birth date. Males and females may, or may not be placed in the same group.

Entries and Fees

All entries must be postmarked no later than (deadline date). Late entries will be accepted only at the discretion of the organizers. Entry fees are per person. U. S. dollars. The first event is _____ and each additional event is _____. Entry forms must be filled out completely and returned with fee check made payable to (appropriate club or group). There will be a \$25.00 fee for returned checks.

Awards

Everyone will receive an award. All events will be final rounds. Medals will be awarded to first, second, and third places. All other places will receive ribbons*. All awards will be made at appropriate times through the competition.
*if you are using ribbons?

Schedule of Events

Will be posted on the Official Bulletin Board no later than (this can be approximately four to five days prior to competition). Information regarding groups and skating times will be mailed out prior to the beginning of competition (unless you choose to do this some other way).

Practice Ice

Availability of practice ice needs to be decided by the organizing group. Practice will be available on (dates, days, specific increments of time, exact practice times). Sign in a pay \$_____ at the door. A maximum of (number of skaters) will be allowed on the ice during any one session.

Music

The music for all freeskating programs and showcase must be provided on cassette tapes or CD's by the skater. Tapes should be clearly marked with the name of the skater, event entered and length of music (not skating time). Competition music is to be turned in a time of registration. Time duration is always = 10 seconds.

Video Taping and Photographs

This will be available through (name of company) and can be arranged for at the rink. You may furnish your own tape or purchase same. Photographs will be taken of all individual children and award pictures will also be taken (This section is at the discretion of your organizing committee).

