



## NSWISA Competition Checklist Club Competition Convenor

### 1. Introduction

This document is designed to assist NSWISA Club Competition Convenors in preparing and hosting Aussie Skate, IJS, Artistic and Synchro competitions by providing a checklist of tasks to consider prior and during the event.

### 2. Planning and scheduling

Timing	Task	Complete
As advised by NSWISA (discussions commence September/October for the upcoming season)	Liaise with NSWISA to book competition. Consider if the club wants to host benchmark/international events and draft budgets* as appropriate.	<input type="checkbox"/>
When proposing competitions to NSWISA	Request quote for ice time from relevant rink for club hosted events	<input type="checkbox"/>
When proposing competitions to NSWISA	Tentatively book ice time	<input type="checkbox"/>
Once NSWISA calendar is released	Book ice time	<input type="checkbox"/>
Once NSWISA calendar is released	Book event photographer	<input type="checkbox"/>
Per your club policies	Complete budget for your committee	<input type="checkbox"/>
As advised by NSWISA	Review announcement as sent by NSWISA for approval	<input type="checkbox"/>
6 weeks prior	Goodie Bag for skaters	<input type="checkbox"/>
As registrations open	Advertise competition	<input type="checkbox"/>
When entry list is published	Order trophies/ medals	<input type="checkbox"/>
At least one month prior to event	Advertise for volunteers – <a href="#">volunteer role descriptions</a>	
2 weeks prior	Organise catering	<input type="checkbox"/>
As schedule is released	Organise volunteer schedule	<input type="checkbox"/>
1 week prior	Draft announcer's script – contact NSWISA for assistance	<input type="checkbox"/>
As volunteers notify	WWCC for all volunteers – check on <a href="#">Office of the Children's Guardian website</a>	<input type="checkbox"/>
As volunteers notify	Distribute job descriptions to volunteers – <a href="#">volunteer role descriptions</a>	<input type="checkbox"/>
As advised by NSWISA	Send a representative to attend the draw	<input type="checkbox"/>
Week of the event	Ensure all officials tables/chair are in good condition	<input type="checkbox"/>



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### 3. Day prior to competition / On the day

Set up judging area (Min 2 hours prior to comp starts)	<input type="checkbox"/>
Set up room for officials and judges (if required)	<input type="checkbox"/>
Set up podium and trophies	<input type="checkbox"/>
Set up registration table – entry lists and schedule provided by NSWISA	<input type="checkbox"/>
Announcers script provided to volunteer	<input type="checkbox"/>
Change rooms set up	<input type="checkbox"/>
Distribute job descriptions to volunteers	<input type="checkbox"/>
Conduct presentation	<input type="checkbox"/>

\*Budget items to consider (this list is just for guidance and you should review budgets from previous events):

- Income:
  - Registrations (Minus \$10 PPC / Music upload fee)
  - Audience entry fee (Club events only)
- Expenses:
  - Venue/ice hire
  - Catering
  - Trophies/medals
  - Officials' gifts
  - Skaters' gift bags
  - First aid