



## NSWISA Competition Scheduling and Panelling

<b>Date Approved:</b>	15/03/2017	<b>Effective Start Date:</b>	15/03/2017
<b>Policy Number:</b>	NSWISA017	<b>Version Number:</b>	1.0
<b>Review Date:</b>	June 2019		
<b>Related Policies/Procedures/Forms:</b>			

Designated event officials are responsible to undertake the following actions:

### OFFICIALS AVAILABILITY

1. Designated event official/s request NSWISA Administrative Officer to email officials to register availability online for specified event.
2. Availability Request:
  - Approximately 5-6 weeks prior to scheduled event (refer event schedule)
3. Availability required for all roles:
  - Judges
  - Technical
  - IJS Support
  - Accountants
  - Data Entry Operator
  - Video Replay Operator
  - Camera Operator
  - Trainee Judges
  - Trainee Technical
4. Provide NSWISA website link to Officials Online Availability Form:  
  
<http://nswisa.com/ice/index.php/online-forms/availability>  
or  
[www.nswisa.com](http://www.nswisa.com)
  - Forms
  - Officials Availability
5. Advise closing date for availability (10 days adequate).
6. Liaise with NSWISA Administrative Officer at close of availability for full event officials list (including comments field)

### SCHEDULING & PANELLING



## *New South Wales Ice Skating Assoc Inc*

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### **Event Liaison - Club and/or NSWISA**

1. Liaise with Club/NSWISA re: close of entries date
2. Request list of entries upon close from NSWISA Administrative Officer. This can be viewed online during the entry period.
3. Event Schedule to be loaded to NSWISA website be provided to Club and NSWISA within 7 days of close of entries for uploading to websites.
4. Event Panels to be provided to NSWISA Administrative Officer for uploading to NSWISA website, no later than 2 weeks prior to event
  - Additional event panels/schedules to be forwarded to NSWISA Administrative Officer and uploaded to NSWISA website by Official
  - Event Name, Version No.s and Date to be specified for both Schedules and Panels.

### **BENCHMARK EVENTS**

1. Officials scheduling Benchmark events should be familiar with the [ISA Benchmark Event Policy](#) for panel criteria.

[http://media.wix.com/ugd/793a42\\_31732e5c9d664d3591120a94cd644364.pdf](http://media.wix.com/ugd/793a42_31732e5c9d664d3591120a94cd644364.pdf)

2. Should interstate officials be required to fill either Judge or Technical panel positions to meet the Benchmark requirements, it is the responsibility of the designated event officials to:
  - Notify NSWISA Executive of shortfalls
  - Liaise with required/approved interstate officials
  - Assist with booking of required accommodation and transfers
    - ~~NSWISA to provide credit card no. to secure bookings for accommodation and airport transfers (Penrith) or where required.~~
  - Interstate Officials for Benchmark Events are funded by NSWISA.
    - Interstate Officials to provide invoice/s for airfare reimbursement.



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### **EVENT DRAW**

1. Minimum one scheduled event official/s to participate in initial event draw.
  - Liaise with Club Officials re: date and location
2. Draw to take place 7 days prior to scheduled event
3. Club/NSWISA Official to upload draw to websites within 24 hours of initial draw
4. Accepted late entries are to assume the position of 1st skater

### **LINKS**

NSWISA Officials Online Availability

<http://nswisa.com/ice/index.php/online-forms/availability>

### **ISA BENCHMARK EVENT POLICY**

[http://media.wix.com/ugd/793a42\\_31732e5c9d664d3591120a94cd644364.pdf](http://media.wix.com/ugd/793a42_31732e5c9d664d3591120a94cd644364.pdf)