



# **NSWISA AUSSIE SKATE COMPETITION GUIDELINES**

8<sup>th</sup> March 2017

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## **1. OVERVIEW OF THE RESPONSIBILITIES ASSOCIATED WITH AUSSIE SKATE COMPETITIONS**

### **1.1 NSWISA Admin Duties**

- Accept and collate entries as per rules. All entries are online via the web
- Announcements
- Communicate with allocated Judges as per the names listed in the NSWISA Calendar - update accordingly.
- Communicate with Clubs as per the names listed in the NSWISA Calendar - update accordingly
- All paperwork including judging sheets, results sheets and draw.
- Results on line
- Winners (3 or more) calculations. Update winners list and points scores and put on line
- Deliver all paperwork and charged walkie talkies/stop watch to the appropriate Club
- Deliver medals/certificates etc to Club
- Refer also part 3 of this document for detailed responsibilities

### **1.2 Host Club Duties**

- Registration Desk
- Arrange judges area - tables/seating/food/drinks
- Music/announcer
- Marshalling/monitoring half ice/full ice
- Presentations (ONLY 1st, 2nd, 3rd announced then others to come forward names only)
- Refer also part 2 of this document for detailed responsibilities

### **1.3 Referee**

- As per published NSWISA Calendar
- Collect all paperwork once at the rink from the Club rep
- Organises judges
- Calculates results (from the judging sheets) and gives to Club for presentations
- Email NSWISA the results to put up on website

### **1.3 Judges**

- Gives referee the placings
- 1/2 ice requires 3 judges for each end = 6 judges required
- Full Ice requires 5 judges
- Refer JOT Guidelines for details



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## 2. HOST CLUB GUIDELINES

### 2.1 Judges' Area

- Correct height tables and safe seating for 6 judges, plus probationary judges if needed. Blankets, cushions.
- Hot food, drinks for judges (1 person)

### 2.2 Registration (2 people)

- Door entry to the competition is by donation – ensure the donation containers are readily available and the signage in clear site. At the end of the competition all funds to be handed to the event co-ordinator.
- Tick off competitors on master list supplied by NSWISA.
- Check if membership is to be paid.
- If music not sent online previously, collect discs for Freeskate 1, 2, 3 & 4 and Synchro teams (not dance), check discs are named. If sent online, collect discs as back up.
- Let Referree know if any competitors in half ice have not arrived or have officially withdrawn. Update the Referee before the start of the full ice divisions.
- Hand out running order sheets – one per skater.

### 2.3 Marshall/s (at least one with walkie-talkie)

- If any skaters do not arrive for warm up, let announcer know to call for them. If still not arrived, inform Referee.
- Gate open during all warm ups and half ice programs.
- Gate closed during full ice programs.

### 2.4 Announcer & Music (2 people) (Walkie-talkie & Stopwatch)

- Ensure standard music is available for the half ice divisions
- Announcing:

*“Welcome to the Aussie Skate competition.*

*Would the following skaters please take the ice for the first warm up – start 3 minutes timing.*

*At the office end in (division) – names.*

*At the Zamboni end in (division) – names.*

*The judges are ..... and the referee is ..... “*



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Announce no flash photography and the only photography allowed is of your own child.

After 2 minutes, announce there is one minute left in the warm up. At 3 minutes – ask everyone to leave the ice and announce the first competitors.

*“At the office end in (division) – name.*

*At the Zamboni end (division) – name. “*

When both skaters are ready, start the music. Make sure both skaters have finished before you pause the music. If a skater falls, or stops because they have forgotten their program, or for any other reason, do not stop the music until the referee signals you.

*“Thank you skaters.”*

- Announce next skaters at each end and when they are on the ice and ready, start the music.
- Dance warm up – 1 minute without music, 2 minutes with music.
- At the end of half ice divisions have a skater ready to remove witches hats for the full ice divisions.
- Ensure music is collected

## **2.5 Presentations (2 people)**

- Announce where in the rink presentations will take place.
- Result sheet will list skaters in skating order so placings will be highlighted in right hand column.
- Announce 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> only, then ask the others in the division to come forward with names only.
- Do not announce the rest of the actual placings.



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## **3. DETAILED ACTION ITEMS LEADING UP TO AN AUSSIE SKATE COMPETITION**

Three weeks before competition - email request for 6 judges and any probationary judges for availability.

### 3.1 After close of entries (Who: NSWISA Admin)

- Check winners of divisions at previous competitions.
- Maximum 8 in division, otherwise divide by age.
- Ladies and Men skate together.
- Adults in separate division.
- Order of skating – Half Ice (Tiny Tots, Basic, Novice, Intermediate), Synchro 1 & 2, Dance, Full Ice (Free skate 1 to 4), Synchro 3 & 4.
- Email reminder to judges/probationary judges with briefing time/start time.
- Notify club of number of judges for seating and catering.
- Charge walkie talkies, prepare judges' subsidies and thank you's.

### 3.2 Check list for competition (Who: NSWISA Admin)

- Copy of Announcement
- Copy of competition elements
- Judging sheets
- Result sheets
- Certificates
- Trophies
- Copies of draw and master sheet
- Membership forms
- Video/photography permits
- Working with children forms

### 3.3 After competition

- Type up results and send to NSWISA for website.
  - Who: Referee
- Update Point Score and send to NSWISA for website.
  - Who: NSWISA Admin
- Update winners list.
- Check trophies for next competition and order more if necessary.
  - Who: NSWISA Admin