

Requirements for Officials

All Officials for each Competition are appointed by an appropriate member of the Skate Canada Manitoba Board of Directors.

Each group of Officials (Technical Representative, Chief Referee, Judges, Chief Data Specialists, Data Specialists and Audio Electronics Personnel) have a vast knowledge of all aspects of a competition and will ensure the competition is run according the Skate Canada Rules and Skate Canada Manitoba Policies and Procedures.

The Data Specialists and Judges must have separate rooms reasonably close together and be removed from general traffic areas. The rooms must be well lit, warm, have access to electrical outlets and be able to be locked.

Security for Sound Equipment

In reasonably warm arenas sound equipment will be left in place overnight if the arena is secure. If the arena is not secure or not available overnight a heated locked room with electrical plug-ins must be available for overnight storage (the judges' room may be used if it is large enough).

Accounting

The Property Chairperson should discuss the needs of the Data Specialists with the Chief Accountant prior to the competition to determine their needs in regards to the guidelines set forward.

Chief Data Specialist

Provided by Skate Canada Manitoba

- List of Judges & their Section
- Judges assignment sheet
- List of competitors and home club
- Copy of the competition schedule

Provided by Host Committee

- 2 volunteers to assist the Data Specialist (it is preferred the accounting volunteers remain with the accountants for the duration of the competition as in-depth training is required for these individuals)
- 1 or 2 runners for each event

Equipment

Provided by Skate Canada Manitoba

- Computer Equipment
- Accounting (does not include Regional Competitions)

24 clip boards	4 dozen pencils with erasers
6 red lead pencils	stop watch
1000 sheets of computer paper	2 fine tip black felt pens
pencil sharpener	1 large 3 ring binder
20 dividers for binder	1 pair of scissors
flags (for open marking)	whistle (for open marking)
1 bottle of correction fluid	3 hole punch
20 Brown Kraft envelopes	1 box of thumb tacks
2 staplers (1 heavy duty)	box of staples
staple remover	2 rolls masking tape
2 boxes of paper clips	2 rulers
"Officials Only" sign	

*Replacement of items in the Accounting Supplies Chest will be charged to the Competition.

*Accounting requirements for Regional competitions will be as determined by the Chief Data Specialist.

Provided by Host Committee

- ❑ Accessible electrical outlets (should have 2 power outlets on separate circuits if possible)
- ❑ Extension cords
- ❑ Photo copier (**must be able to produce 30 – 40 copies per minute**)
- ❑ 2500 sheets of paper (for Regional Competitions 1500)
- ❑ 3 long tables
- ❑ 4 – 8 chairs
- ❑ If open marking is being used Data Specialists must have ice level seating and be visible to the event referee.

Judges

Discuss the needs of the Judges with the Technical Representative or Chief Referee.

From Chief Referee

- ❑ Copy of Judges Assignment sheet

From Skate Canada Manitoba

- ❑ Copy of Competition Schedule

From Host Committee

- ❑ Judges Stand

Judges Seating

- ❑ Judges must be seated at center ice, high enough to afford the best possible view of the entire ice surface.
- ❑ Judges stand must be at least 12'.
- ❑ Judges stand/seating must be sectioned off with rope/tape and signs indicating officials only in this area. This will keep traffic low in the area and the noise level down.
- ❑ The Event Referee must be able to see the announcer and music person.
- ❑ If open marking is being used the Event Referee must be able to see the Accountants.

Music Location

- ❑ Music and announcing require a table a minimum of 8 feet long. The location must have a clear view of the entire ice surface, good audio monitoring (not behind glass), and access to a “dedicated” AC circuit and a microphone jack to the house sound system.

