

# Competition Check List Prov.

PG 1

## One Month Before Meet

- Confirm Travel & Accommodations (Driving , bus, Hotel & location )
- Hotel Name:
- Hotel Conformation #
- Read any documents pertaining to the meet ( understand it or ask)
- Contact meet coordinator to make sure all announcements are copied to you
- Get E Mail Address
- Check all Bulletins (High performance, ISU, S.S.C. )
- Read any documents pertaining to the meet ( understand it or ask)

## Two weeks Before Meet

- Touch base with meet Coordinator
- Confirm Track Certification
- Confirm meeting times ( coaches, chief officials , Draws , Start times)
- Confirm Watches Certified
- List of major Officials
- Contact Chief Starter ( get E- Mail address and forward relevant documents , include meetings)

## One Week Before Meet

- Confirm meeting times ( coaches, chief officials , Draws , Start times)
- List of Skaters
- Race Schedule
- Confirm Hotel (also ask if it is paid for or if you need to pay)
- Arrange to inspect Facility
- Check if there is any banquet or dinner
- Check medical staff find out if they have done meets before
- Make sure that they have medical available for warm ups , practice times and the meet
- Check Practice times
- Check on officials to see experience ( include office, ice person)
- Arrange meeting times for Meet Coordinator, Chief Officials
- Check on weather History and long range

# Competition Check List Prov.

PG 2

## Arrival Day

### Meetings

#### **Meet Coordinator / Competitor Steward**

- Meet with Meet Coordinator
- Get all Documents ( Track Certificate , ISU / SSC sanction ,List of all Officials , final Race sheet)
- List of all meeting times ( Draws, Chief Officials, Social events)
- Confirm Transportation to and from Venue (for officials and Athletes)
- Check on Paper flow
- Review all seeding and advancements, Draws procedures
- Confirm Groupings
- Check on Draw equipment ( Draw chips, Numbers , Black board Etc.)
- Awards Presentations ( Referee , Starter, asst.?)
- Officials Room ( meals ,water , Snacks )
- Injury Reports Who fills them out and submits them
- List of all Competitors
- List of all Officials
- Communication System ( Public address can it be heard in all areas, Walkie Talkies who is on what channels , make sure referees are on separate system but can also have one For medical
- Check on Media and who is looking after? ( make sure they see you first)

#### **Chief Officials**

#### **Starters**

- Possible Delays
- Start Time ( gun goes at that time)
- Who is starting what Race
- Reconfirm that we are a team

#### **Referees**

- Communication Procedures
- Awards who is doing what
- Who is looking after warm ups
- Who is in charge of track stewards
- Confirm who will supervise Ice repair and floods ( also make sure all equipment is available)
- Explain medical Procedures and Location
- Who will be where ( on ice , Off )
- Arrange shifts if possible
- Walk about facility make sure they are aware of coaches box , first aid , officials room , lunch room , office , heat box , skaters entrance and officials entrance
- Inform them that all officials are a team and need to be keep in the loop

# Competition Check List Prov.

PG 3

## Arrival Day

### Timers & Place Judges

- Hand held times on protocol ( 10th of a sec. if hole meet)
- Confirm lap times ( how they are being done) Long track
- Who is time Rerecording
- Check on lap counter how experienced

### Office Manager

- Check on system being used
- Confirm that all record forms are available
- Confirm that there is limited access
- Confirm that all paper is available for Timers , Place Judges and protocols
- Inform them when and how fast you need results for draws

### Announcer

- Confirm start times and inform Him / Her that start time is when the gun goes off
- Officials Count down ( 5min , 3min , 1min )
- Skaters count down (10 min , 5 min, 3min , 1min )
- Silent during commands

### First Aid

- Should be informed about warm ups and need to be their
- Confirm were they will be
- Confirm that they have Radios / Walkie Talkies
- Confirm injury report forms to be filled out
- Let them know your role in a accident

### Ice Manager

- Confirm race times ( make sure he is aware that the gun must go at that time)
- Get a history of any problems that they have had recently
- Check Brine Temp. (ask for a hourly report on the temp both input / out)
- Confirm Repair equipment ( Slush , Co2 , Squeegees)

## Draw Meeting

### Prior to main meeting

- Make sure you have all documents prior to the meeting
- Rule books
- List of competitors
- Delegate Assistant referees to keep Records of the draws ( Long Track)
- Discuss draw procedures and their roles

### Meeting

- Start on time (sets the mood for the meet)
- Review any special rules for the competition
- Review all times ( starting , breaks , draws , warm ups , Awards )
- Location of first aid
- Coaches box
- Weather forecast
- Check with meet coordinator if he / she has any thing to say
- Go over order of draw (or groupings)
- Confirm skater numbers / chips are all present ( Long Track)
- Do draw make sure that it is being recorded
- Confirm that coaches agree with each draw / and groupings

# Competition Check List Prov.

PG 4

## Day of competition

- Arrive early ( with asst. referees , Starter , Meet Coordinator)
- Check your equipment ( Tape , whistle , red / Yellow Cards , Rule books , List of records , water bottle , Watch , puck)
- Confirm Medical is in Place before warm ups
- Check facility ( Ice , Brine , Mats , Timing )
- Check to see if all changes were done
- Let them know you are there for them as well if any problems or concerns to bring them up to you at a break or if they will effect a race or the out come A.S.A.P
- Have chief officials meeting ( go over your expectations again , Start on Time)
- Let them know again about the end of each day meeting where and when
- Thank them

## During Competition

- Safety first (Appoint an Asst. to watch for skaters in warm up lane keep it in control not to many , Never during resurface )
- Appoint some one to watch for people in crash zones
- First out , last off
- Check ice after each fall
- At start for first race ( be in the best position if there is a problem usually cross over)
- Record start times and finish times of each group
- Watch for pace setting from warm up track
- Listen for announcer make sure not talking at start
- Check weather regularly if out doors ( wind , cold , ice fog , rain , sun)
- Photographers ( see if you can assign some one for them )

## End of each Day

- Meet with Chief officials
- Go over the day good / bad / and ask about issues and concerns
- Thank them again

## Meet with Your team of starters and Asst referees

- To be done after chief officials meeting
- Review the day
- Go over any problems / concerns and ask for suggestions
- Review next day

## End of Meet

- Thank all officials
- Check records
- Confirm injury reports are filled out
- Debrief assistants
- Deal with Expense claims
- Check with office make sure all paper is completed
- Write report to all bodies ( ISU , SSC )
- Fill out reports on any official being upgraded