

Calculators

Heats

During the Heats the Calculator's shall receive Voting Slips from the Judges, which will specify by a tick or cross, (which we shall call votes) the number's of the skaters to go through to the next round as indicated in the rules of the competition.

The Calculator's shall transfer the Judges' selections on to a Summary Sheet with every participant's number listed.

Total up the ticks or crosses to arrive at a simple sum of votes for each competitor, for each dance. When all the Dances are complete then the grand totals (i.e. the total from each dance) shall be added together

The Competitor with the most votes is first in the Heat and so on. Ties at this stage are not critical as you are simply looking for the top three or four (This will have been pre-determined by the organiser, based on the number of heats) to carry on to the next round. This same rule applies through each set of Heats. Since the overall aim is to have 6 skaters in the final with an absolute maximum allowed of 8 it may be necessary, if there be a multiple tie in the Semi Final/s, to try and separate the skaters. Should this be necessary, go back to the last Dance skated to see if the tie can be broken by taking the majorities for that Dance only.

If there are three Dances in the competition then you can look at the second Dance accordingly. If you still have a tie then so be it – that happens.

It is the Calculators task to take the Heat Qualifiers and put them on the next round or final summary sheet, as appropriate.

As soon as possible after a Heat has been skated give the Referee or Assistant Referee the displayed numbers on the Skaters who will go into the next round so that these can be displayed on the Blackboard/Flipboard

Finals

In the Finals the Judges will have placed each skater, which generally will be no more than 6, in their final order. This means receiving 1,2 3,4,5 and 6 from each judge and not just a tick.

Transfer the places onto the Final Summary Sheet and add across as before.

The person with the lowest total on the Summary Sheet will be the winner, then the second lowest and so on.

Should there be ties, go back to the last Dance skated in the Final, then the second to last (if there are three).

Accept there may be a tie. This is a simple system and it can happen.

Sometimes the Final may be run on an open marking system.

In these circumstances the Calculators must adopt the FARS Open Marking system for calculating.

Results

Only show skaters placing in the finals (nothing is published for the heats)

At no time are individual Judges placings to be published or shown

FEDERATION OF ARTISTIC ROLLER SKATING



RULES AND GUIDELINES FOR OPEN CLUB COMPETITIONS

2009 Edition

Introduction

The Board of Management of the Federation of Artistic Roller Skating (FARS) publish these Rules for Clubs or Individual Organisations that are holding Open Club Competitions. Also included are a number of **Guidelines** which may help those organising these events for the first time.

The document is divided into two sections.

Firstly we have stated the **Rules**.

The Rules must be followed to ensure proper compliance.

The second section then suggests some **Guidelines**.

These are drawn from experience and we would like to invite you to consider each one before making your competition plans.

Clubs should be aware that failure to comply with the **Rules**, without good cause, may lead to the refusal of a permit in the future.

Pages 16 to 20 deals with KnockOut should any Club wish to use this system.

Please remember to refer to both the Rules sections and the Guidelines section when organising an Open Club Event

Definitions

FARS

Federation of Artistic Roller Skating - the governing body of Artistic Roller Skating in Great Britain.

T.O. Technical Officer

EVENT

An event will be a collection of competitions

COMPETITION

One Competition during an Event.

**See current Calendar of Events for the latest
Regulations with regard
to
'Competitive Structure'**

REFEREES:-

Read and familiarise yourself with the Calculating procedures

Warm up Times – Maximum 1½ minutes – If skaters are not using the time, (not on the floor), Referee to signal announcer to ask if all skaters are finished and then start competitive section. Skaters stay on the floor ready to start the competitive section of 2 minutes. In the Competitive section: Judges to lower their pads when they have seen enough and made their decision, so that music can be stopped before the 2 minutes (No point in leaving the skaters on the floor longer than necessary)

When there is more than one competition operating under KnockOut, and providing there is enough time, the first dance of each Competition can be skated before the 2nd Dance is called.

Collect Judges results after each dance and give them to calculator. (Assistant can do this) Arrange for the results of each heat/round to be displayed on the Blackboard/Flipboard. (Assistant can do this)

Have whistle on hand - see directly below

Before the start of the competition:

Call ALL skaters in the competition on the floor and tell them the procedure.

Explain: That should there be the possibility of a collision between skaters, the whistle will be blown and skaters should take notice and look around.

Also: Emphasise that skaters will not be penalised should this happen or should they find it necessary to break the dance routine so as to avoid bumping into another skater.

Explain that: Judges are looking for the best skaters to move up into the next round.

Before competition starts Make sure that the Judges know how many skaters they must look for to go forward to next round - 3 or 4.

Putting the skaters in any sort of order is not a requirement

In the unlikely event that the Judges have not been able to complete their selection the Referee will, after a 1½ minute rest period, ask the skaters to come back and skate again. Should any Judge not be able to clearly see a skater's number the Referee may ask the skaters to pass in front of the Judges at the end of any round should this be necessary. (This has been found to happen in the 14 Step as the skaters are backwards most of the time and the numbers have blown up)

Blackboard/Flip Board or Pad must be available and is to be used to indicate the skaters numbers who will move up to the next round. This information should be displayed as soon as possible after each round has been skated. It is an advantage to have an assistant to do this as generally the calculators will be too busy.

Make sure that the music used is suitable and has a duration longer than 2½ minutes.

Calculators

Principal

As in all competitions the object is to find the best overall performer.

Judges: This is necessitated by only involving a simple selection during the Heats (i.e. no marks, no places – just simple selection of the 3/4 best skaters to go forward) and then in the Final only, by placing each of the skaters in order of merit.

Preparation

The Judges will be issued with voting slips/pads by the Organiser and will be instructed as to how many skaters to “vote” for during the Heats by the Referee.

The Calculator's shall be issued with Summary Sheets for each event; The Skaters numbers listed down the side the Judges across the top and, as appropriate the two or three dances will similarly be listed. Templates of Judges marking card and Summaries will be available within the Computer Program ‘KnockOut’, or through the FARS Office

JUDGES:-

JUDGES: A MINIMUM OF 5 JUDGES TO BE USED

Judges to indicate on their pad the numbers of the 3 or 4 best skaters (not in any specific order) to go forward to the next round. Referee will inform Judges of how many. Should a Judge find that on deciding the 3rd place, 3rd and 4th are much the same then put both forward. This option should not be used indiscriminately. Judges will not penalise competitors for an accidental trip or having to avoid another skater as it cannot be guaranteed that all Judges are looking at the same skater at that particular moment.

Judges selection to be collected after each dance and given to Calculators. Judges will indicate to the Referee by lowering their pads, when they have made their selection, after which the Referee will signal that the music will be stopped before the 2 minute deadline.

In the unlikely event that the Judges have not been able to complete their selection within the 2 minutes, the Referee will, after a 1½ minute rest period, ask the skaters to come back and skate again.

If any Judge cannot clearly see or is unsure of a skaters number, the Referee may ask the skaters to pass in front of the Judges at the end of any round should this be necessary. (This has been found to happen in the 14 Step as the skaters are backwards most of the time and the numbers have been known to blow up).

Judges – Final:- If option 1 is to be used then KnockOut will continue and skaters must be placed in order on the card. NO TIES.

JUDGING CARDS AND JUDGING SHEETS FOR THE CALCULATORS

can all be produced by the available Computer program

Rounds required:

Up to 8 skaters Final Only

Between

9 & 16 Skaters: 2 x Semi Finals (16) (take 3 if possible - Final (Can have 8 but try for 6)

17 & 24 skaters 3 Heats (take 4 x 3 = 12-Semi take 3 = Final 6

25 & 32 skaters 4 Heats (take 4 x 4 = 16-Semi take 3 = Final 6

33 & 40 skaters 5 Heats (take 4 x 5) 2nd Round 3 Heats (20 – take 3 x 4 = 12-Semi take 3 = Final 6

41 & 48 skaters 6 Heats (take 4 x 6) 2nd Round 3 Heats (24 – take 3 x 4 = 12-Semi take 3 = Final 6

49 & 56 skaters 7 Heats (take 4 x 7) 2nd Round 4 Heats (28 – take 3 x 4 = 12-Semi take 3 = Final 6

57 & 64 skaters 8 Heats (take 4 x 8) 2nd Round 4 Heats (32 – take 3 x 4 = 12-Semi take 3 = Final 6

THE RULES

1. Permit

A Federation Permit is required for Events where more than 2 clubs compete. Applications need to be made as early as possible, as the available dates fill very quickly. **A Club Calendar for the Season is agreed directly after FARS AGM. These dates, after having been approved by the Board, cannot be changed.**

Initial Permit Application Form should be used to apply for a date to hold the Event. Brief details are required at this stage.

Permit Application Form with full details must be received by the Federation's office at least 28 days before the Event.

BOTH THE ABOVE FORMS ARE AVAILABLE AT FARS OFFICE

The details of the competitions making up the event must be enclosed with the **Permit Application Form** in order that the FARS office can verify compliance with the requirements of these **Rules** and **Guidelines**.

- a. Permits are issued free to Affiliated Clubs but a levy is payable at the appropriate rate per line as shown in the results for the Competition. A 'line' will be a single skater or a dance couple or a pairs couple or a team of any number of skaters entered into one event. **Details in current Calendar of Events.**
- b. Permits will be issued to Non-Affiliated clubs or other organisations on receipt of the appropriate fixed payment. The levy payable in accordance with (a) above will **also** be due after the Event.
- c. The full permit request (Appendix B) must be with the FARS office at least 28 days before the Event.
- d. The granting of a permit requires that the Event be carried out in accordance with the rules and regulations of the FARS.
- e. All skaters must agree to drug tests whenever required by the respective Sport UK Governing body (Sport England, Sport Scotland or Sport Wales) and this must be stated in the Programme for the Competition.
- f. All advertisements, entry forms, programmes and other printed matter must state that the Competition will be held under the rules and regulations of the FARS.
- g. The Club must ensure that all competitors taking part in their competitions are current paid up members of FARS. **If, after the event has taken place, any Competitors are found not to be current members of FARS then the applicant Club WILL be held responsible for the FULL subscription/s (£20.00 for Juniors or £29.50 for Seniors) of those non members.**

- h. The permit shall be exhibited in a prominent position at the Event.
- j. Clubs should ensure that their Competition entry forms include a column for the entry of membership numbers. Further, they should remind skaters that they should carry their membership cards with them as they may be asked to show them to prove age or membership.

2. Insurance

You must ensure your event is covered by Public Liability Insurance to a value of £2,000,000.

3. Judges and Referees

- a) An uneven number of Judges must be used with a minimum of 3 plus 1 Referee per competition .
A Judge must not Referee and Judge at the same time and neither must Referee be watching two competitions running concurrently.
This is a Safety issue and most important - avoid liability.
- b) You must not schedule a Husband and Wife, two Judges from the same family or same home to judge in the same competition.
 They may Referee & Judge the same Competition.
- c) Expenses for Officials no longer have to go through the FARS office first but may be paid on the day provided a copy of all claims is subsequently submitted to the FARS Office.
- d) It is the responsibility of the Club to ensure that they have an adequate number of suitably qualified Judges for their Event.
 The list of Judges available from the FARS office will show the disciplines in which Judges are qualified.
 Newly qualified Judges may be used at an event, but
Never more than one per competition.
- e) Newly qualified Judges **MUST NOT** be used as Referees.

4. Calculator(s)

The Club must appoint an Official Calculator who must be on the FARS list of approved calculators. The names, addresses and telephone numbers of Calculators may be obtained from the FARS office and will be published from time to time in the Roller Gazette. At the end of the Competition the Official Calculator will remove all the marking papers together with a copy of the results and forward them to the FARS office for checking line results, within 7 days.

Organisers need to provide Numbers and the Safety Pins to secure the Numbers. Organisers also need to provide Judging Cards and Summaries which are incorporated within the computer program "KnockOut".
 Number cards can be obtained from www.idta.co.uk and are as used in Ballroom Dancing. They should be a black number on a white background These can also be made up using a Computer and printing off. (Set up to print around Font Size 225 and BOLD) The actual Numbers should be no smaller than 7.5cm in height.

RULES for KnockOut

PROCEDURE FOR DRAW:-

It is essential that Clubs and Skaters are separated across the Heats. When KnockOut was first inaugurated the draw was done by hand and took some 1½ hours to carry out for 64 skaters. Since that time all the information required has been incorporated into a Computer Program. This is available on request to FARS Office.

Every skater in KnockOut Competitions where the Elimination system is used will require a Number which must be pinned on their back by two pins either top and bottom or both sides.

The same number will be kept by the skater until they are eliminated or the Competition is completed.

This means that if there are 4 different competitions, all using KnockOut system, with a total of 46 skaters then the numbers should be from 1 to 46.

NOT from 1 to whatever for each competition

For the first Competition enter names of competitors and their clubs into computer program "KnockOut" and if necessary their start number. Indicate how many heats are required. Computer program will draw clubs into different heats and separate competitors so that skaters from within clubs are equally divided and are not all grouped together.

Subsequent "print out" will give complete listing of skaters, in order, for individual heats. Allocate competitors numbers from the "draw".

For the second and subsequent Competitions go back to beginning of paragraph. Enter start number of the first competitor (might be No. 18 with total of 23 in this competition.

SHOULD ANY SKATER WITHDRAW FROM THE COMPETITION AFTER THE DRAW HAS BEEN MADE THEN THE HEATS WILL PROCEED WITH A REDUCED NUMBER OF SKATERS

Skaters numbers who progress through the heats, will be shown either on a blackboard or Flip board as soon as possible after each heat is skated.

Competitors will have 1½ minutes Warm Up immediately followed by 2 minutes competition.

When there is more than one competition operating under KnockOut, providing there is enough time the First Dance of each Competition can be skated before the Second Dance is called.

If necessary the second dance can immediately follow the first

KnockOut

Benefits

Skaters will have longer on the floor!!!!

With the traditional Competition Dances are usually for 2 sequences and this most often means only once around the floor. **KnockOut** will at the very least mean twice that amount and more often much longer. Whereas having skated the 2 Sequences a Skater has finished that Competition **KnockOut** will give the opportunity to repeat this time on the floor should the skater move on to another round, and again in the Final.

There is also the opportunity for Skaters to be compared easily with each other, being on the floor at the same time.

Judges will not penalise competitors for an accidental trip or having to avoid another Skater as it cannot be guaranteed that all Judges are looking at the same Skater at that particular moment.

Judges will choose the best Skaters to move into the Next Round.

General

Blackboard/Flip Board Pad required. This is used to indicate the skaters numbers who would move up to the next Round/Semi Final/Final.

Make sure that the music used is suitable and has a duration longer than 2½ minutes.

(This allows for competitions to start and run for the maximum of 2 minutes).

Skaters entered for a Competition will be divided into Heats.

Absolute maximum number in a heat is 8.

Allow for the Final to have 6 Competitors, and Semi Finals 12 Competitors.

Set up Heats to channel skaters accordingly.

See 'set up' details on page 18

2 Options for Finals;

Should it be contemplated to use **Option b** it must be clearly stated when details of the Competitions are circulated to Clubs

- a. To continue with KnockOut by having all skaters on the floor at same time and the Judges placing them in order.

Only result published will show skaters final order only. 1st, 2nd, 3rd etc.

NO individual Judges places will be shown.

a. above is by far the most popular choice

- b. Have each skater on the floor individually and open marks to be used. Closed marking not advised as this is no better than all on floor together. Individual Judges places published

Use computer program (KnockOut) to set up the draw

The Computer program "KnockOut" is available from FARS Office

ONLY for Clubs who are prepared to promote this type of competition

5. Age of Competitors

The competitors age shall be determined as their age on the First of January in the year in which the event is held.

6. Skating Standards.

Where an event is a **Combination** of Figures and Free or Dance and Free Dance then the Competitor's must skate to the higher of the standards they hold. For example: if a skater has Silver Figures but only Inter-Silver Free they must skate in that **Combined** event to the Silver Standard. If the competitions are being held as **separate** Competitions then the qualification for each standard shall apply.

Competition organisers must stipulate whether Solo and Couples Dance standards are equivalent or whether the relevant FARS Solo and Couples standards must apply.

See Rule 9

7. Balance of marking in disciplines

If you are holding Combined Competitions at your event then the disciplines must be balanced by factoring. FARS Official Calculators will assist you with this if necessary or you may contact FARS Technical Officer for further guidance. (See Roller Gazette for Technical Officer contact)

Some examples are :

3 Figures = $3 \times 10 = 30$ Possible Marks

2 min. Free = $2 \times 10 = 20$ Possible Marks

Therefore the Free Marks will be factored by 1.5 to give

30 possible marks as in the figures.

2 Dances = $2 \times 10 = 20$ Possible Marks

1 Free Dance = $2 \times 10 = 20$ Possible Marks

No factors necessary

1 Figure = $1 \times 10 = 10$ Possible Marks

2 min Free = $2 \times 10 = 20$ Possible Marks

Therefore the Figure Marks will be factored by 2 to give 20 Possible Marks as in the Free.

8. Solo/Couple Dance Competitions

- a) There is no restriction on Skaters entering both their respective Solo and Couples Dance Events.
- b) Duos and Trios: Clearly state competition requirements. Skaters may or not hold etc. **Could skate as Man and Lady do - not just holding hands**
- c) Warm up times never less than 1½ minutes.
- d) Competition organisers should stipulate whether Partners may enter other non-Solo Dance Events i.e. Duos, Teams or Formations.

9. All Dance Competitions must have a minimum of two dances

OSP/OD, Free Dance and Free skating will be as normal but must have 2 marks.

A Club may make their own Regulations as to how they want to run their Competitions providing they do not break FARS Rules and Regulations.

Should this be the case, then anything out of the ordinary **MUST** be included on the **Permit Application Form for approval by the Board.**

10. Large Entries

Competitions must not have more than **25** entries. You should make it clear on your Invitation just how you will split a Competition should there be more than **25** entries. For example, this may be standard, age, or simply by dividing the entry into manageable groups but do **state clearly** which method or methods you will use. **In the event of insufficient entries you should not consolidate events. Events are usually split by the most even split after receiving the entry.**

It is desirable that for 'fairness', standard and age should be attempted before an arbitrary, drawn split.

You could use KnockOut where Heats are used.

Full details are shown on pages 16 to 20

11. Small Entries

If you have a small entry for a competition it may be that you will want the entrants to have skated to a minimum standard in order that they may be placed in the competition. If this is your decision then you must make this clear when the invitations to the event go out.

12. Child Protection

**You MUST comply with the law on this subject
Should you require advise contact FARS Office**

Event Guide Lines.

The following list of most likely areas needing attention is provided for guidance only.

In no way does the list form a directive or a total recommendation of safety practice. It must be appreciated that requirements at venues will vary from site to site. FARS recommends that Safety and Emergency Procedures are clearly stated and understood after consultation-with the venue providers.

There should be one person responsible for the co-ordinating of the Event and liaison with the venue provider with a clear understanding of the Evacuation Procedure and how it will be achieved if necessary.

The event co-ordinator must be aware of the following. -

Fire alarm procedure	Fire exit positions	Fire alarm procedure
Master points	Emergency Services call	Lighting failure procedure

A safety announcement should be made prior to the event starting when all visitors are in the venue advising as to where Emergency Exits are.

The Fire Alarm and Evacuation Procedure must be notified in this announcement.

Likely hazard areas

Exit areas blocked by:- Portable Skate Bags- Clothes and Wheel changing tools etc.

Gangways blocked by:- Bags and Personal belongings, Discarded Skates and components .

Goalposts and/or netting stored alongside skating area - sometimes not tied back

Skaters sitting alongside skating area with feet across/on floor

Poor supervision of young children

All areas involving the use of any portable equipment must be clearly defined.

The use of video and camera equipment kept to defined area with attention to tripods etc.

Electrical supply leads must be secured and not be a threat to tripping on walkways.

All food and drink- when allowed within the event area should be confined to appropriate areas.

At all times an accurate head count of attendance should be kept from the point of view of an emergency head number count.

A clear First Aid Procedure understood, usually provided by the Venue provider especially in the light of there being required a medical assistance or attendance.

It is recommended a Club should have a qualified First Aid person within their Organization.

THE GUIDELINES

First Aid

Make sure you are adequately covered in this respect - if necessary check with the Management of the Facility

Insurance

Clubs organising any event must have the appropriate insurance cover for Third Party Liability including a cover for 'Member to Member'

May 2008 Board of Management-FARS.

NOTES TO HELP CALCULATE TIMING YOUR EVENT

Competition Timing Algorithm

Each Competitor requires enough time to get on the floor, perform and exit.

The length of performance depends on the current competition.

A rough guideline is as follows:

* **Dance**

Normal Club Competitions will have two sequences of a Dance giving one circuit of the floor. For this, allow 1 minute for entry, performance and exit. The exception is for Senior Events when up to 1.½ minutes may be appropriate. If greater accuracy is required then the actual time may be determined with an additional 10 seconds for the entry and exit.

* **OSP and Free**

The length of Competition is determined in the invitation.

In addition to this 10 seconds should be added for the entry and exit.

* The overall time for a competition can then be calculated as follows:

Add the length of time for each performance - Dance or Free Programme

Multiply the overall performance length by the number of Competitors - plus one for contingencies

Add warm-up time of about 1 minute for each group (if the Competition has a large number of Competitors) per performance

Round this time up to the next 5 minutes to give an even amount of time for the competition

Make a note of times ready for the next occasion!!!

These are drawn from experience and we would like to invite you to consider each one before making your competition plans.

1. Late Entries

Late entries should not be accepted, unless it is as a result of a failure of the Organisers.

2. Entry Alterations

If you have Team Events you must decide, before you send out the invitations, whether or not you will permit alterations to entries involving Duos/Teams etc. You should then make this clear in the invitation so Clubs know where they stand. If, due to any circumstances, you have to move Competitors between events after the draw has been made then they should be put at the beginning of the skate order.

3. Officials

Remember there is etiquette to follow when inviting Judges, Referees and Calculators or any other Officials to come along to your Club or Open Competitions. There are no rules, it is just manners so please stop for a moment and think how you would like to be treated in their place. After all, Officials are Volunteers and give a lot of their valuable time, in addition to being very much in demand. Your Officials should not be expected to work long or arduous sessions. Should it be necessary for Officials to stay overnight a good quality Hotel with ensuite facilities is recommended.

Taking into account their arrival and departure times, together with their qualifications to Judge certain events, it is only fair that you should look to spread their day. Try and give a longer break to all of them around lunchtime (if you give yourself a window of 12 noon to 2.00 pm to give them all a lunch break you should be able to schedule it). Try to balance the total time each Judge is on the floor actually Judging. It will not all balance but a little thought at the planning stage will ensure that 'goodwill' is maintained and ill-feeling and embarrassment avoided.

In **2001** at a Judges Seminar, the FARS Board of Management took on board a suggestion regarding the payment of a gratuity to Officials at Open Club Events. The recommendation was that all FARS Judges/Officials at any Club Open Event are paid a gratuity of £10.00 per day on top of their normal travelling and lodging expenses. As a gratuity it is not liable to any tax liability.

This payment is not mandatory but you should indicate to Judges as to whether you are intending to pay this fee at the time of arranging their appointment to your event.

This fee can if required replace the usual gift that the organising Club normally gives their Officials, although they can give both if they so desire.

- a. When you initially write your letter of invitation, please enclose a stamped, addressed envelope as this can assist a speedy reply.
- b. Most important, if you are covering their out-of-pocket expenses, is to cover the cost of their petrol. If your Club is working to a very tight budget you can always ask for an indication of their costs.
The FARS rate paid is 25p a mile. This was updated May 1st 2008
- c. You should indicate if you intend to pay a Gratuity (see previous page)
- d. Give some idea of how long you are likely to require their services, e.g. Competition commences 9.00 a.m. with Presentations at 5.00 p.m.
- e. What catering facilities your Centre has available during the course of the day i.e. licensed bar, buffet with hot or cold meals, or maybe they are required to bring their own refreshments as no facilities are available. To provide a meal is even better, but they will still need to know what the centre provides, in case they wish to bring along other people or inform other skaters.
- f. What type of Competitions you are staging - Free Skating, Solo Dancing, Teams, Pair Skating or just Plain Skating.
- g. **Finally, after the Entry closing date, send the Judges a list of Competitions giving details and final numbers for each Competition, together with their Official Pass. Include all details as originally sent to Clubs.**
- h. The Officials also like a result sheet at the end of the day .
If not immediately available then, you should post one on within 7 days.
- i. Arrange that a member of your Club thanks the Officials before their journey home.
- j. Courtesy is an old fashioned British custom - let's keep it that way, and give our sport some prestige.

4. Free Dance and Free Skating Programmes.

It is advisable that duration of the Competitions should be similar to that of FARS Competitions. These are shown in the current Calendar of Events

(You may consider other times i.e. Under 8 years 1½ minutes)

<u>Free Skating</u>	<u>Free Dance</u>
Pre-Bronze 2 mins	2 mins
Bronze 3 mins	3 mins
Inter-Silver and above 4 mins	3 ½ mins

9. PROBLEMS!!!

Who do we turn to?

As stated in the introduction, these Rules and Guidelines have been prepared by FARS to assist Clubs in the organisation of their Competitions. If further assistance is required we recommend that you contact the FARS Technical Officer. The contact name and number does appear from time to time in the Roller Gazette or it may be obtained from the FARS office.

CHECK LIST FOR INCOME AND EXPENDITURE

IDEAS ON INCOME

Competition entry fees.	Admission charges.	Raffle
Tombola.	Programmes.	Sponsorship
Advertising.	Video Charge.	Result Sheets
Mix and Match Competitions.	Local Sports Grant	

PREPARE FOR EXPENDITURE

Hire of Hall/Judges Rooms etc.	Postage to Clubs
Programme Printing	Raffle/Tombola Prizes
Result Sheet Printing	Medals/Trophies
Public Liability Insurance	Permit (if appropriate)
Officials Expenses. Travel.	Accommodation. Food
Officials. Gratuity / Thank you gift	

SAFETY

Statement

There is always a difficulty in determining who has the legal responsibility for the protection of the Health, Safety and Welfare of any persons attending an event. The key issue is who has the control over the Premises-

As a guide: The owners of the Venue must ensure that the facility- provided for hire is safe and without risk to anyone hiring the premises. There is clear legislation laid down for facility providers generally under the heading of "Common duty- of care". Such legislation places a legal duty on people who have control of the premises.

The Organiser of an event will doubtless be regarded as having control of the premises even if "in part"- and therefore have the responsibility of ensuring that every reasonable safety precaution is taken to ensure that persons attending an event whether paying or not, are protected.

A liability falls upon the event Organiser in the form of the Club and particularly it's Officers together with any person duly involved in the organisation of the event be they paid or volunteers. All persons involved in the organisation whatsoever their duties should contribute to ensure that every possible precaution is taken to ensure the safety of visitors to any event or club session they are involved in organising.

Result Sheets

Ensure these are all ready for the Official Calculator to take with them.

Grants

It may be worth applying to your Local Council or Sports Council for a Grant towards putting on the competition.

Advertising

Once you have organised an Event it normally makes no difference whether only 20 spectators arrive, or you fill the hall, as far as arrangements go. However it does matter from a financial point of view, so advertise your event as widely as possible, not only with other Skating Clubs but also the local population.

Helpers

Apart from the officials, a large number of Club members will need to be enrolled to help cover the large number of duties to be performed on the day, e.g. Ticket Sellers, Programme Sellers, Raffle Ticket Sellers, Tombola Organisers, Refreshments, Security etc., etc.

Make sure everyone is well aware of their duties and the times you need them. It is a good idea to do this in writing! Make sure someone actually obtained the Raffle Prizes and Gifts for the Judges. It may even help to pin up a schedule so that if someone doesn't make it, it is easier to see how duties may be rearranged.

Cash Floats

You should ensure that each person selling has an adequate float to start off with.

8. At the end of the day

No matter how well it has gone you will all be very tired and the Presentation is generally carried out with people tidying up and going home around you. However - for those who have been skating hard all day to get onto the rostrum is an achievement which we should respect.

Once the results are released by the Official Calculator, you may get on with the Presentation Ceremony whether or not you have all the result sheets printed.

It is not essential that Judges have a result sheet for the Presentation so do not allow that to influence your timing.

It is not necessary that all officials should stay for the presentations. Generally Judges who have a long distance to travel home should be able to leave early if they so desire. Find out beforehand if any officials are leaving early.

5. Contained Elements.

To be fair to Competitors and Judges you **must make it clear** just what you permit in an event in respect of edges with arabesque or similar elements, whether embellishments or runs are permissible etc., etc.

6. Mix and Match.

These should be considered as Fun Competitions, and not regarded as part of the main programme and best, held after the Presentations. We would recommend that Judges display their preference by holding up numbered or coloured boards and do not stand together.

7. Preparation

Floor Cleaning

Night prior to the event - ensuring no polish is used. Warm water wash, except for maple floors where wet sawdust followed by clean sweep is best.

Seating Capacity

Ensure sufficient seating for your visitors. We all know how much stuff we carry so leave good gangways.

Skating Area

If for no other reason, it is perhaps a friendly action to advise invited Clubs of the skating area available.

Officials Room

Obtain a quiet room with tables and chairs available.

Tables and Chairs

Sufficient available for Judges (Calculators where applicable - 2 tables and 4 Chairs and an Electricity supply for computers). Music table and 2 chairs, Table for Raffle prizes if necessary, Trophy display Table, Entrance table and chairs for paying on entry to Event.

Music Equipment

Speakers if possible sited facing seating typically a 100-watt amplifier with compatible speakers is sufficient for most halls. A microphone with on/off switch. Standard speed tape deck, C.D. Player or Mini Disc and Back-up decks. **Back up amplifier.** Spare fuses. Tool kit. Spare Leads. Headphones.

For Dance events ensure you have appropriate music.

Do not forget to check timing and tempo.

You should also try and use organ music with a well defined beat for events with younger in-experienced skaters.

If there is a competition where competitors music has to be played there should be a note to clubs informing them as to what equipment will be available to play their music on. i.e. Mini Disc, C.D. Player, Tape Recorder etc.

Changing Facilities

Ensure adequate changing rooms and ideally shower/wash room facilities.

Mark Out Figures

Make sure Figures are clearly marked and are in accordance with those Rules as laid down in the FARS manual.

Skaters Entry/Exit

Decide clearly defined entry and exit areas. When two events are being run together competitors should only enter from their designated entrance.

Video Positions

Decide prior to event where you wish to position videos. Remember there may be times when filming is not permitted and you should include this in your opening announcements.

Dais for Presentations

Build dais with Non slip/Non roll surfaces. **Have a responsible person available to assist competitors on and off as necessary Safety?????**

Internal Rink Announcements

Try to ensure that Hall Centre Management cut off internal announcements during competitions.

Officials

Judges, Referees and Calculators are covered elsewhere. You will need a knowledgeable Announcer and an Assistant. You may need Competitors Stewards if you have any big entries. You will also need a person to operate the music.

Make sure you don't forget refreshments for these important people.

Permit

This is covered in part under **Rules** but do remember to apply in good time which means you must book your officials well in advance.

Programme

- Decide event order.
- Door opening times.
- Practice times and time of first Event.
- Give approximate Presentation time.
- Clubs are listed in the Roller Gazette.
- Design a Competition Entry Form.
- Make the closing date for entries clear.
- Decide who will present awards.

Entries and Draw

Receive and collate entries from Clubs. Collect and note payment. Decide whether to draw the starting order of each competition before the date of the event - if so, ensure an independent person is present at that draw and state the persons officiating at the draw in your programme with the date. Prepare marking and summary sheets for each competition. (Calculator may be able to assist - ask?)

Passes

Send out passes to Club Secretaries, with names clearly marked on passes. Give one free pass per Club (e.g. for the Trainer). Enclose outline programme if ready and a route map, car parking details and catering arrangements.

Select Officials

Prior to the event make a rota of Judges for each competition and try to distribute duties evenly. Fix a notice in the Judges room clearly stating duties and planned timing - you can update this as the day goes on. Check once more that no Judge has any conflict of interest in case you need to alter the duties.

Use a majority of **Senior** Judges for Senior competitions.

Make sure that Judges are qualified to Judge the competitions that you select.

Opening Announcements

Welcoming speech. Announce first event and the names of officials participating. Any special rink management announcements that need making. Camera and Video restrictions. Should there be any.

Monitor Timings

As events progress monitor timings and keep participants fully informed. It is sometimes necessary to reduce say, the number of Dance Sequences if things are running late. Ensure the Referees are involved if this process becomes necessary.

Result Sheets

Ensure that results are printed as they are released by the Official Calculators/ Referee. Have copier and supplies at the ready.

Presentations

Dais on floor with trophy table. Announce officials, Presenters of Awards and, if appropriate, draw the raffle. Announce results in programme order. Gifts to officials if appropriate. "Thank you" to other helpers. Announce where Results Sheets will be on sale. It is not necessary to wait for the last Competition's Results to be available before starting the Presentation.

Trophies

Ensure winners sign an appropriate form to say they hold the trophy. Get name, address and telephone number. It is also wise to note the name of the winners club.