



Ice Skating Australia Incorporated

Affiliated to the International Skating Union

Australian Figure Skating Championships Requirements

AFSC REQUIREMENTS DOCUMENT

Version as at 13 November 2023

Background

The Australian Figure Skating Championships (AFSC) is to be held over a period of 8 days, unless varied by agreement with Ice Skating Australia (ISA); the final schedule of events will be determined by ISA (Chair, Technical Regulations) in conjunction with the Local Organising Committee (LOC) and ISA Board. It is preferable that the competition commences on a Friday and concludes on the following Friday.

The following is a list of requirements that the Local Organising Committee must guarantee will be provided for.

ISA Rule Requirements

There are a number of ISA Figure Skating Championship Rules or By-Laws which must be complied with and the OC must acquaint themselves with these rules or By-Laws and ensure compliance.

ISA AFSC Naming Protocol

Title of Event, the name of the individual event must contain the words "Australian Figure Skating Championships" and be as follows:

"Naming Rights Sponsor" {if any}, Australian Figure Skating Championships "Year" "Location" and include that the event is a Champ Series Event.

A naming rights sponsor must be approved by ISA. The sponsorship cost for naming rights is a minimum \$5,000 + GST, which is split 50:50 between the OC and ISA and is not part of the royalty payment.

The name of the event should not contain the Rink or an ISA Member name.

ISA LOGO

The ISA logo must appear on:

- cover page of the First and Technical announcements of the competition
- cover page of the official program of the competition
- head or bottom line of each official bulletin/ communication/ information
- "Kiss and Cry" background

AFSC Website/ Internet Homepage of the AFSC

The set up and operations of an official AFSC competition web site on the internet is subject to the approval of the ISA Board and may be hosted under the ISA AFSC Event and Results page.

Budget

- The OC should submit a budget with their proposal.
- For hosting the Championships, the OC will retain all income from merchandise sales and entry fees (ISA must approve the entry fees)
- The OC will have the entry fees approved by ISA before they are published.
- The OC may not charge participants any additional entry fee/charge for entering the event.
- Official practices will be included in the entry fee.
- The OC may charge separately for unofficial practice ice time.
- Late entries will be allowed at the discretion of ISA. A late entry fee may be charged.
- The proposed entry fees will form part of the members' bid and will not change unless with permission from ISA. If entry fees are not included with the Bid it is assumed that the entry fees will be the same as the previous year.
- The OC will provide a per diem of \$25 per day of availability to all interstate judges/officials at the Championships, within 30 days of the last day of the Championships, from a list provided by the Judging and Officials Chair.
- The OC will be responsible for all expenses incurred in hosting the Championships
- The OC will pay ISA a flat fee of \$15,000 plus GST for the right to host the Championships upon acceptance to host the event, or 50% of the net profit, whichever is the higher.
- Within 30 days of the conclusion of the event, the OC will provide ISA with a final Profit and Loss for the event.
- Any capital purchases will not be included in the profit and loss calculations.
- Venue Information

Ice Rink Requirements

The ice rink surface area ideally will be Olympic size of 60m x 30m; the smaller hockey size of 56m x 26m may be considered.

The following facilities are required within the rink

- Minimum of 5 dressing room spaces for the synchronized events and a minimum of 2 dressing rooms available during the singles/pairs/dance events.
- Judges/Officials meeting/preparation room capable of holding 15 people.
- Lounge area for off duty judges/officials, preferably able to view the skating (optional) - with refreshments and light snacks/meals.
- Judges/Officials meeting room.
- The flags of each Member and invited guests must be displayed in the main rink. The organizer may arrange to borrow flags from ISA or other Members if they don't have them.

Documents

Together with the announcement, the following sheets/forms must be emailed to the ISA Members:

- Form - Preliminary State Numbers
- Form - Entry Form for Competitors with declaration sign-off

The OC will accept any event PPC and Music Form correctly completed that remains current

- Competition Music Form
- Planned Program Content Sheet

ISA, or the OC in agreement with ISA, will seek and provide to the OC, all entry and registration forms in electronic format.

First Aid Facilities

- Fully stocked first aid room
- Dedicated and identifiable person to be located rink-side to provide first aid during all official practice sessions and during the competition. (Must be available whenever a skater is on the ice)

Sound System

- Music/Announcer must be located on the same side of the judges stand, or at one end and easily accessible by the referee, and/or radio headset contact with the Referee.
- Refer to ISA Music Provision Protocol. Music must be able to be played from a particular time within the program i.e.: in the event of a stoppage in the program, the music must be able to be commenced from an exact point, not merely played from the beginning again
- Alternate music collection for reproduction must be approved by ISA
- The announcer in the rink must inform the public before each event that this competition is the "Australian Figure Skating Championships", and that this national competition is sanctioned by the International Skating Union.
- The announcer in the rink must follow the ISA Announcer's Guidelines as published on the ISA Policies web page. This applies to both Competition and Practices.

Live Stream

- The events are to be live streamed using a stable and reliable provider.

Judging System

- Internet access rink-side for the judging system, preferably wired, or if wireless it must be a dedicated link
- The OC must source/provide a suitable IJS to use for the competition. It must cater for a minimum of 7 judges, referee, accountant, and full technical panel (Technical Controller, Technical Specialist, Asst. Tech Specialist, Data Entry, Video Replay)
- A suitable headset system must be provided for the Technical Panel (Min 7 headsets)
- IJS must have video replay to the Technical panel and the Judges.
- The IJS and Replay system to be used must be verified as suitable for use by the Technical Regulations Committee Chair or ISA nominee.
- The results should be uploaded live to the ISA website at least half hourly, preferably live. (every 4-5 minutes) (SynchbackPro is a useful upload software)

Judging and Technical Panel

- Technical panel area, immediately behind the judges, raised, min 10m in length, or at the same level at one end of the judging panel
- Judging area along the long side of the rink, a minimum of 12 metres in length, with judges seating at rink side, judges to be seated approximately 1m apart.
- If the Technical Panel is not raised, the judging stand must be 20 metres long.
- Both areas must have access to the public restricted for thoroughfare and immediately behind the areas.
- Hockey glass if present must be removed on the judge's side of the rink
- Scoreboard/ TV Board for displaying of results (arrangements may be made with ISQ for hire of the dongle to display the results).

Results/information

Suitable numbers of day schedules, running sheets, competitors lists/draws etc and results to be available within the rink and online.

Catering

- Lunch and Dinner must be provided for all accredited judges/officials on the competition days.
- A schedule for meals will be built into the competition schedule to allow for judges coming off a shift to obtain meals and those about to go on to judge to obtain meals.
- An area set aside from the public is to be provided for judges and officials, with suitable tables and chairs and in sufficient numbers to cover judges coming on and off panels
- Outside the designated lunch/dinner times, snack items must be available as well as a variety of drinks such as bottled cold water, tea/coffee and soft drinks.
- Suitable bottled water should be available for the skaters during the event.
- It is customary for a toaster, bread butter and condiments to be available for skaters, coaches and officials for early morning practices.

Accreditation

- Photo accreditation for all competitors, officials and synchronized skaters must be used.
- ISA Hall of Fame members, and VIP's within the sport are to be given accreditation and announcers scripts should give special mention via the public-address system during the course of the event when they are in attendance at the events. Our athletes' and officials' great achievements should be celebrated at every opportunity to promote the respect the sport holds for their achievements and contributions.

Banquets

- Two Banquets will be arranged: one for Synchronized events, the other for Singles, Pairs and Dance events.
- Each competitor, regardless of how many events they are competing in, will receive one complimentary ticket.
- The entry fees for Pairs and Dance couples also skating Singles and skaters, skating either Novice and Junior or Junior and Senior will be discounted by deducting the second Singles Banquet Fee.
- The entry fees for Sync Double teamers will be discounted by deducting the second Synchro Banquet fee.
- All other costs remain part of the entry fee for all skaters.
- Judges/ Officials will be able to purchase reduced cost tickets
- The ISA Board and their spouses will receive complimentary tickets along with the ISA Hall of Fame Members and their spouses and any other persons/ VIP's the OC / ISA wishes to invite.

Schedule of Officials during the event

- The Chair, Judging and Officials Committee will arrange the scheduling of Judges and Technical Officials for the event.
- The OC are required to source experienced video camera operators approved by ISA to be included in the schedule of officials.
- The OC are required to supply an experienced IJS accountant to be in charge of the IJS accountant setup and configuration, and the production of paperwork throughout the championships.
- The AFSC is a Benchmark event and as such the minimum requirements for panels are as described in the Benchmark Policy.

Event Logo/ Merchandise

- The OC will be responsible for the design of a suitable logo for the Championships which will be approved by ISA a minimum of 6 months prior to the event.
- Any merchandise to be sold will be at the discretion of the OC and costs will not form part of the budget.

Souvenir Program

- The OC will be responsible for the production of a souvenir program.
- Each Skater, Judge and Official should receive a complimentary copy of the program.

AFSC First and Technical Announcement

- The content, timing of publication and approval of these documents are in accordance with ISA Rules and Bylaws.
- ISA will issue templates for both announcements. The document itself may only be altered where the template allows.
- The Announcement for the individual event must be produced according to the "Master Announcement", which will be forwarded to the OC as a guideline so that the organizer just needs to add the local information and the logo of the event. The General Announcement of the "Australian Figure Skating Championships" is to be considered as part of each individual announcement.
- The Announcement must contain a Draft proposed schedule of the event.

Risk Management and Child Protection Legislation Requirements

- The OC will ensure that a Risk Management appraisal has been undertaken in preparation for the AFSC. Please refer to the ISA Risk Management Handbook and Policies for supporting information and documents: <http://www.isa.org.au/policies-and-protocols>
- The OC will collate, maintain and provide to the board of ISA if requested, a spreadsheet of Volunteers and Officials and their Working With Children Check (WWCC) details (or the relevant state Child Protection legislation requirements).
- Reference to Child Protection legislation and WWCC can be found in both the ISA Risk Management Handbook and Policies, and the ISA Member Protection Policy V8 <http://www.isa.org.au/policies-and-protocols>

Technical Announcements

- The OC will liaise with the Chair, Technical Regulations Committee, who will produce the Technical Announcement in conjunction with the Chair, Synchronized Skating Committee, for issue no less than 4 months before AFSC.
- Closing date for entries shall be no later than 4 weeks from AFSC commencement date. {ISA Rule 519)

Scheduling of First Announcement

The OC will provide a "First Announcement" to ISA for approval by 15 January in the year of the event.

Interim Schedule

- In order to provide some ability to plan for nationals, ISA has concluded that the AFSC 2024 schedule should follow the general scheduling similar to the 2022 and 2023 AFSC events without major changes.
- The OC will liaise with the Technical Committee Chair, who will produce a draft interim schedule for issue with the First Announcement, by January 15, always recognizing that until entry numbers are known a realistic final schedule cannot be produced.
- Suitable unofficial practices for skaters skating later in the events must be provided for.

Victory Ceremonies (VC)

All Victory Ceremonies will be scheduled on ice at suitable times during the Championships where events are completed. Especially taking into account the ages of the competitors involved and the time of day of the VC.

Kiss and Cry Area

A Kiss and Cry area befitting of the status of the National Championships is to be provided. It should have a large photogenic backdrop/ background and suitable seating for at least 3 people to be photographed, as well as an area in front of the backdrop capable of accommodating a 20-skater synchro team for photographs. The area will be appropriately lit to provide for photographs and will be part of the live streaming.



(example)

General Comments

The Australian Figure Skating Championships are the premier event on the Australian ice skating calendar. As such, an appropriate overall high standard of delivery and conduct of the event is to be maintained.

ISA reserves the right to vary this document from time to time and the OC will be bound to comply with those changes regardless of whether the OC has been selected for a particular year.

The OC will enter into a binding contract with ISA a minimum of six months prior to the commencement of the AFSC.

This document supersedes any previous versions of this document.