

Planning Checklist: Technical Sub-Committee

Time Frame	Responsibility	LT	ST
12 to 6 months	Select an event facility that will address these needs:		
	<i>Ice surface</i>		
	<i>Security</i>		
	<i>Dressing rooms</i>		
	<i>Hospitality suite for officials and volunteers</i>		
	<i>Office space</i>		
	<i>Officials' room</i>		
	<i>Finish line /timing equipment space</i>		
	<i>TV access area</i>		
	<i>Media room</i>		
	<i>Athlete food source</i>		
	<i>Medical area</i>		
	<i>Doping Control area</i>		
	<i>Proper ice maintenance equipment</i>		
	Reserve ice time to include competition and practice time		
	Book security if this is part of facility personnel		
	Determine insurance requirements		
6 to 3 months	Secure Medical Services (D5)		
	Arrange for finish line and timing equipment		
	Confirm with SSC the appointment of Referees and Starters		
	Oversee appointment of other officials, and other volunteers		
	Confirm mats meet SSC standards (D1 – D13)		
	Arrange for communications equipment within facility		
	Confirm equipment needs of other committees for this facility		
	Reserve helmet covers from SSC for skaters and relays		
	Obtain current rules and regulations – ISU, SSC and Provincial		
Obtain current records, if applicable			
Less than 3 months	Complete all required SSC Sanction paperwork and apply for sanction (B4-500)		
	Prepare announcement, registration forms to submit to SSC within 60 days of event		
	Work with protocol committee to schedule opening, closing and awards ceremonies		
	Prepare rough schedule of events		
Less than 1 month	Arrange for delivery of helmet covers		
	Track marking and certification (C1 and C2)		
	Assemble equipment as listed under Facilities and Equipment		
	Receive preliminary and final entries		
Less than 1 week	Prepare race schedule and heats with Chief Recorder/Competitor Steward – using High Performance of Competition Bulletin		
Day prior to Event	Coordinate with Registrar at hotel site		

	Set up and test electronic timing equipment		
	Do tour of facility and equipment check with Chief Referee (B4-605)		
	Confirm schedule with Chief Referee		
	Conduct Coaches meeting		
	Provide Program and Race schedule		
	Note scratches, additions, corrections		
	Revise race schedule/heats as required		
	Conduct Officials meeting		
Day of Event	Arrive at least 1hour prior to warm-up		
	Distribute equipment		
	Confirm Chief Officials are prepared		
	Opening ceremonies		
End of Competition	Distribute results to: Media Chair, Branches, Coaches		
	Confirm Officials sign Record Application Form (Rule E2-200)		
	Awards ceremonies		
Post Event	Acknowledge participation of volunteers		
	Return equipment as needed		
	Distribute results to all Branches and SSC as per sanction agreement		
	Submit Record Applications if applicable to SSC as per sanction agreement		
	Complete the relevant section of the Final Competition Report in a timely manner to allow submission of the completed Report to SSC within thirty (30) days of the completion of the competition		