

DATA SPECIALIST INFORMATION for COMPETITION HOST CLUBS

Role of the Data Specialist (DS) Officials at Competitions:

- Entering competition data into computer(s)
- Printing/copying all necessary paperwork – start orders, judges worksheets
- Entering judges' marks and producing an event result
- Publishing event results

REGIONAL COMPETITIONS - Information & Checklist of Needs for Data Specialist (DS) Room

1. Ask the Section Office to provide you with the **name and contact information of the Chief DS** assigned to your competition. Consult your Chief DS for explanations and additional information you may require. At least one other qualified DS will be assigned to Regional Competitions. DS Trainees may also be appointed in order that they obtain competition experience for their promotion. Choose a **Closing Date for Entries(in consultation with Technical Representative (TR) assigned to your competition)** - which is at least 3 to 4 weeks prior to competition in order to provide enough time for the TR and Data Specialists to do preparatory work.
2. *****VERY IMPORTANT**
Competition Data Spreadsheet /Registration Spreadsheet (provided by the Section Office) to forward to your TR for checking, grouping, etc. right after entry closing date. This standard spreadsheet is available from your TR or the Section Office. Columns that require filling will be highlighted. IT IS VERY IMPORTANT TO FOLLOW DIRECTIONS FOR COMPLETION VERY ACCURATELY and PRECISELY! The TR forwards the spreadsheet to the Chief DS at least 2 weeks prior to start of the competition(or sooner, if possible).
3. Arrange for **Accommodation and Meals** (in consultation with your TR) for all competition officials.
4. Provide **Equipment**. Host club must provide a printer with copying capabilities. Provision of a couple of electrical cords and power bars could be necessary. Data Specialists **may** utilize their own personal computer(s) and printer(s). Computer (\$100) Printer (\$50) Rental fees are according to Skate Saskatchewan Policy No. 0600. Headsets are usually requested by the TR and may be rented from the Skate Saskatchewan for the fees specified in Policy 0600. There is the option to rent the entire Skate Saskatchewan Rink Side Computer System for the fees specified in Policy 0600.

5. Provide a well-lit **DS Room** with about 2 tables and chairs reasonably near to the judges' podium. **Room must have several electrical outlets.** Data Specialists will require access to this room the day/evening prior to start of competition.
6. Ensure that **Runner(s)** are assigned during competition times to bring the judges marking sheets to the DS Room.
7. Provide Club Volunteers to assist in the DS Room, **as requested.** Please note that it is best if the volunteer(s) is able to stay for the entire competition.
8. Coordinate with Chief Data Specialist for the **supplies needed in the DS room.**
9. **Judges' Stand Requirements:**
 - i. Space enough for at least 6 judges and 2 or 3 technical panel (if applicable) and
 - ii. Accessible Power Supply.

Details are outlined in the "Guidelines to Hosting a Competition" which available from the Section Competition Committee through the Section Office. Your TR will provide more information and guidance in this area.

10. **Sanction Fee** – is payable to the Section and must be considered in competition budget. This fee provides resources and support for officials' development.
 - i. \$3 is charged for each skater competing in singles, dance and artistic events.
 - ii. \$2 is charged for each skater competing in only team events.
 - iii. \$15 is charged for skaters competing in free events.

The Chief DS will complete and confirm amounts with you in completing the sanction audit form prior to the end of the competition.

11. **Expense Forms** for all officials will be made available by the Chief DS prior to the start of the competition. Travel and meal per diems values are specified on the form. Your TR will distribute and collect the forms to give to the host committee.