



## **Charter of organization for TOI competitions Setting up a “CNSB label”**



The TOI competitions which get a “CNSB label” will provide the qualifying ground for the French National Championships. For 2008, it is kindly requested from organizing clubs to fill in the application file for September 15<sup>th</sup>, 2007. The CNSB will then publish an official list of labelled competitions for October 1<sup>st</sup>. For 2009, the CNSB will set up a procedure to make official the list of labelled competitions in June, at the preceding National Assembly of Clubs. Competitions will get their CNSB label for one year only at the National Assembly. French Championships will have to be labelled competitions.

### **Announcement**

The information file for the 2008 French Championships will have to be sent to all the clubs early January 2008 at the latest. Any competition applying to CNSB label will have to send its own announcement at least 4 months prior to the date of the event. Its content should be the following:

- Organization Committee
- Topography
- List of advised hotels
- Meal availability
- Technical data of the rink : entrance for decors, placement of judges, curtain, ...
- Plan of access to the rink
- Possibilities of transfer to / from airport / station to the rink, contacts with local bus transportation companies
- Facilities for teams: lockers, showers, meals, emergency
- Services available, for instance: transfer from hotel to rink, homestay possibilities for foreign skaters, etc.
- Registration form
- Pre-registration form, to be sent to the club 3 months before the competition with a check enclosed. The check will however be processed only 45 days prior to the event.

### **Registration forms**

Fully documented registration forms will have to be sent to the Organizing Committee 45 days before the event at the latest.

### **Accreditation and team welcome**

The event secretariat will have to be open during the whole event, even before and after the training sessions and competition, so as to provide information about the event.

### **Taking care of visiting teams**

Visiting teams will be taken care of as soon as they arrive. They will be offered a dressing room or a tent where they will find at least one chair per skater, one cloth-hanger for costumes, beverages and fruits

### **Free entries**

They will be provided to the visiting team as such : 1 President – 2 coach / choreographer, 2 decor people, 2 team managers (when a club has 2 teams, add 1 entry for decor handler and 1 for team manager).



## **Safety**

Any change to the original structure of the rink, such as judge or audience stands, will need to be certified by a state control company (Apave, Socotec e.g.).

Free access for firemen and emergency people will be fully enforced.

A reserved space for bus parking will be organized as close as possible to the rink, in order to ease the ins and outs of the teams and their coaches.

A security service will manage audiences and insure security around the rink. The space around the rink boards will be strictly reserved to the skaters and their accredited team managers. The security service will make sure that the number of people in the rink remains lower or equal to the number of seats available.

## **Medical Service**

A team of medical doctors, nurses and physical therapists will be organized and present throughout the competition, both for skating teams and the audience.

First aid will be available on site as well, and ready to evacuate any injured person toward the nearest hospital (Red Cross, for instance).

## **Judge accommodation**

Judges will be taken care of by the Organizing Committee, according to the French national practise.

Once the jury of the competition has been appointed by the CSNB, the Organizing Committee will take care of the train or airplane ticket so as to avoid lengthy repayment of expenses. If this can not be done, judges will have to be reimbursed right at the end of the competition or within the 8 following days.

The Organizing Committee will also have to plan for the transfer of judges from airport or train station to the rink. If the transfer is done via taxi, the expense will be paid for by the Organizing Committee. Similarly, the Organizing Committee will take care of accommodation and food for each judge.

In the rink, a meeting and relaxing room will be reserved for them.

## **Accountants**

The calculation of results will be done via computer (with a software properly adapted to the specifics of TOI) and manually in parallel.

Accountants will need to be properly licensed and be registered on the official list of accountants.

They will be taken care of by the Organizing Committee, just like the judges (see above).

## **CNSB Label**



Elements for a CNSB label:

- Complete form for the competition, including provisional budget, certification for ice availability, map of the rink, etc., to be sent to the CSNB for September 15th, 2007.
- Communication of announcement at least 4 months before the competition. The announcement will be put on line on the CNSB site.
- Communication of the participants as soon as pre-registration. They will be listed on line on the CSNB site and their registration will be followed up by the CSNB
- Detailed list of Organizing Committee members, stating each one's responsibility
- Human resources available for the organization (for welcoming teams, secretariat, safety and security, scenery handling, sound machine, presentation, medical service, etc.)
- Communication means available to the Referee and Ice Judge, Organizing Committee, Accountants, microphone, safety and security means
- Competition schedule must respect the time limit of 11 :30 pm at the latest for the competition podiums.
- Real time posting of competition data in the dressing rooms and in the audience lobby / entrance to the rink (starting order and results)
- Respect of rules and timing for official training on the competition site.
- Rink is no less than 56 x 26 m
- Jury is taken care of
- Quality of the file given to the judges, including judging sheets, scoring sheets, ranking sheets, program including Choreographic Exercise libretto, pen, list of judges in alphabetic order, etc.
- Quality of meals proposed to skaters and team managers. Timing of meals will need to accommodate the starting time of each team
- Availability of showers for teams
- Dressing room within or close to the rink , with water and fruit available
- Room with bathroom available for doping control
- Medical service available
- Protocol given to each team and each official at the end of the competition.



## **Charter for international competitions CSNB –TOIICC label**

### **The following rules add to these stated above**

**Purpose of this Charter:** define what is expected from an Organizing Committee of an international competition (or “host club” in the text below) welcoming teams coming from foreign countries (“visiting teams”) in Theatre on Ice.

### **Registration**

TOI teams willing to participate in a international TOI abroad need to register via their TOI national governing body, and the TOI national governing body of the host country. This will avoid further potential eligibility, legal and sport problems.

### **Results**

Only one international ranking will be given for each competition, i.e. there will not be any regional ranking. Prices given by sponsors or other partners are however welcome.

### **Travel**

Trips from the visiting country to the host club and back are organized and paid by the visiting club. Local touring of the area, if any, is also to be paid for by the host club.

### **However:**

- The Organizing Committee takes care of bringing officials from the airport to the meeting point and back.
- For officials (judges a.o.) coming from abroad with an important travel time and a significant jet lag, the Organizing Committee takes the officials in charge on 3 days and 3 nights: the day of the competition (or meeting), 1 day before, and 1 day after. Extra days or extra comfort, if any, are being taken care of by the officials themselves.
- For teams coming from abroad, the matter may vary:
  - As a general rule, the Organizing Committee must propose names and addresses of local bus companies to transport the team from airport / train station to hotel to rink to the draw, as well as their fares.
  - In case of home stay families, the Organizing Committee may consider welcoming the visiting team at the airport, as a sign of friendship and welcome, if the rink / hotel is not too distant from the airport. The Organizing Committee will make this possibility clear before the visit team leaves its country, so as to avoid any misunderstanding.

### **Stay**

- The host club makes it clear in the announcement whether the visiting club skaters may be offered a “home stay” program and stay with the host club families. In such case, the program applies only to skaters. The host club makes sure that only club member families will welcome the visiting skaters.



- The duration of the home stay should not exceed 2 or 3 nights (3 nights when the visiting team is coming from another continent).
- The host club provides all information on the conditions of stay to any club who wishes to come, before registration time. Among others, what hotels are advised, at which conditions, where they are located, and a map showing the rink and the advised hotels.
- As a general rule, the visiting club has to pay for its meals, unless the team members are welcomed in host club families, or unless the host club states it otherwise. The host club provides information about possibilities to eat on site and at which cost. Host club should beware that menus offered have an international standard. Otherwise some skaters might prefer not to eat enough rather than experiencing some traditional local dishes they are not used to.

### **Practice time**

- The host club commits to provide ice time for a minimum of 30 min of practice for each team coming from abroad on the day prior to the competition, free of charge. It commits to seek for additional ice time for the visiting team, if the latter so wishes. In such case, the visiting team pays for the additional ice time. The host club states the price of ice time in the announcement.
- On the day of the competition, each visiting team (coming from abroad or not) gets its official and mandatory ice time to practice.
- The host club provides help to the visiting team for translating its "libretto" from the original language of the visiting team into the host language, and to record it on the team's CD prior to their music. The libretto will be included in the competition's program in both languages: visiting and host.
- A team coming from abroad will hence have to send its libretto and music one month prior to the competition to the Organizing Committee, so that the latter can translate and record the libretto in due time.

### **Information exchange**

- A copy of all written exchanges between the visiting club and the Organizing Committee will have to be sent to the President of the CNSB and his/her counterpart in the visiting country.
- The host club commits to have someone who speaks and writes in English throughout the preparation process, so that the competing team may have someone local to the host club to communicate with and exchange information in a reactive way.
- The host club makes sure that an interpreter is ready to help the visiting team throughout its stay (such an interpreter may come along with the visiting team)



- The host club commits to send any information relevant to all international competitors. In particular :
  - Information concerning safety in the neighborhood at any time
  
  - Information about lodging, food and trips between hotel and rink, as stated above
  
  - Information about the number of competitors skating in the same category as the competing team. Should this number be too low to provide a real competition (less than 3 teams), the host club will inform the competing team as early as possible and no later than 2 months prior to the competition. This delay is necessary to the visiting team to cancel their trip.