

Checklist for Artistic Clubs/Regional/Area Organised Competitions

This checklist has been created to assist area and club secretaries with competition organising. There is a lot to think about in regards to the timing of applying for permits, booking in officials and RollArt equipment. We hope this helps and assists you for a successful competition. **Please note all attached templates are templates only, therefore you must alter according to your programme and draws.**

Any questions or assistance required can be directed through artistic.secretary@gmail.com

<p>You must apply for a permit for your event via Skate NZ (all events, including medal tests/seminars must be permitted) https://www.skatenz.org.nz/wp-content/uploads/clubresources/policies/1.09-Permits-1.pdf</p> <p>Once event permit has been approved, the artistic committee & Skate NZ will load your club event on their events calendar; and send you a list of officials' contacts and required templates to help you form a successful competition.</p>	
<p>Contact and book in enough officials (judges/technical specialists/calculators/Data Operators/Pre-callers/scribes/announcers/marshalls) required. Please provide at least 4-6 weeks' notice when approaching officials for your event.</p> <p>RollArt Panel generally consists of: 1 x pre caller/scribe, 1 x technical specialist, 1 x technical controller, 1 x data entry operator, 1 x referee, at least 2 x judges (referee can sometime be judge/ref)</p>	
<p>ONCE YOU HAVE THE REQUIRED NUMBER OF OFFICIALS CONFIRMED - Email rollartnz@gmail.com to book rollart equipment required for your event please ensure you allow enough time for this as computers and equipment will need to be booked asap and a plan in place to get the equipment to you.</p>	
<p>Request Content Sheets for Dance/Freeskating to be submitted with club entries</p>	
<p>Request skaters music at least a week before event</p>	
<p>Figure & Precision Judging Sheets – enter the figures and skaters names as per your draw and programme (you must add the correct figures as per draw, template only) Template name: Figure & precision TEMPLATE</p>	
<p>RollArt REFEREE Control Sheets Compulsories/Dance/Freeskating – enter the skaters names and dances as per your draw and programme (editable word documents found https://www.nzartisticrollersports.co.nz/officials/officials-rollart/) NB: these are world skate forms that have already been edited to fit the NZ regulations for the current year.</p>	

<p>RollArt JUDGING Sheets Compulsories/Dance/Freeskating – keep these blank for judges to write content and QOE scores PRINT DOUBLE SIDED and enough copies to have with the RollArt Judging Panel https://www.nzartisticrollersports.co.nz/officials/officials-rollart/</p>	
<p>Your Event Manager (or DEO) will need to enter all the programme, skater and official information into the DEO RollArt Computer System PRIOR to the competition. If you don't have an approved DEO, please contact the Artistic Committee, our Chief Calculator has an approved mapping document to follow when setting up all NZ Schedule events.</p>	
<p>Marshall/Announcer/Referee Template – enter events/names/times as per your event programme – all 3 copies should be the same. Template Name: Referee & Marshall & Announcer TEMPLATE</p>	
<p>Create a Judges Roster Template – enter events/judges as per your programme and is a good idea to have this emailed and confirmed to selected/approved judges before your competition to avoid any conflict of interest so they can confirm which events they can/cannot be on a panel for. Template name: Judges Roster TEMPLATE</p>	
<p>Completed content Sheets Dance/Freeskating – print off 3 copies of each content sheet per skater and file in skater and event order as per your programme and have ready at the RollArt table.</p>	

Please Note: The Artistic Committee will provide assistance for Area & NZ Championship Events