

**VOLUNTEER HANDBOOK**

**British Ice Skating Office Volunteer Contact** **volunteers@iceskating.org.uk** **or 0115 988 8060**

**Message from the British Ice Skating CEO**

Dear Volunteer

Thank you very much for choosing to volunteer with British Ice Skating. As the National Governing Body for Ice Skating in this country we believe that our volunteers play a vital role in achieving our goals for the development of our sport. Therefore, we are delighted to welcome you to being part of the British Ice Skating Volunteer Pathway, ***“For the Love Skating”.***

We hope you will find your role to be fulfilling and that your volunteer experience with us to be a rewarding one. This Volunteer Handbook provides information about our organisation and gives details about the roles and responsibilities of our volunteers within a structured pathway.

Should you have any questions, please contact the Volunteer Coordinator at: volunteers@iceskating.org.uk

We hope you will enjoy being part of our volunteer community and this great, long standing British sporting tradition.

Sincerely



Michele Draper LLb, MSc

CEO British ice Skating

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# **ABOUT BRITISH ICE SKATING**

## Who We Are

We are the National Governing Body (NGB) for the sport of Ice Skating including Figure Skating (Singles & Pairs and Ice Dance), Synchronized Skating and Speed Skating (including Short Track). We serve as the Great Britain member of the International Skating Union (ISU).

Our mission is to promote, develop and support all ice skating disciplines, within a safe and constructive environment that provides participants the opportunity to fulfil their potential and personal goals, within a recreational, fitness or competitive activity.

British Ice Skating is the trading name of the National Ice Skating Association of the United Kingdom Ltd, having re-branded in 2018 as part of exciting plans for future projects, including sponsorships and partnerships with commercial bodies.

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The company is based at the English Institute of Sport in Sheffield, a premises run by Sheffield International Venues, which is also the home to numerous other sporting National Governing Bodies (NGBs) and which has state of the art equipment and facilities for a multitude of sporting activities.

## Leadership and Staff

Heading up British Ice Skating is CEO Michelle Draper, supported in the Senior Management Team by Kirstie Robinson (Events and Development Manager) and Charlotte Pearson (Finance and Office Manager).  We have a small but dedicated team of Administrators and Officers, our primary goal is to serve our membership and do all we can to promote the sport of Ice Skating within the UK, to those who have, and have not yet, already fallen in love with it!

# **BEING A VOLUNTEER**

## General Information

Volunteers are at the heart of everything we do, and we at British Ice Skating depend on them to ensure that our events, tests and other programmes are run smoothly, safely and to the highest standard of professionalism at the club, national and international levels. The Board of Directors, Technical Advisory Committee members and officials are all volunteers and work tirelessly to ensure British Ice Skating remains the benchmark for the sports of figure skating, synchronised skating and speed skating in the United Kingdom.

Serving as a volunteer for British Ice Skating can be an incredibly rewarding experience. Volunteers are not paid for their services; however, for some roles most travel expenses are covered, as are meals during competitions. In return, volunteers can develop their knowledge of the sport through training and education, have the privilege of seeing great skating, give back to the sport they love and make lifelong friends.

With these privileges come responsibilities, and for certain roles we ask you to:

1. Familiarise yourself with our Volunteer Safeguarding Guide;
2. Abide by our Code of Conduct for Volunteers;
3. Some roles will require you to renew Membership to British Ice Skating annually;
4. Abide by the rules of our Conflict of Interest Policy;
5. Abide by the rules of our Social Media Policy.

## Volunteer Safeguarding

Sport can and does have a very powerful and positive influence on people – especially young people. Not only can it provide opportunities for enjoyment and achievement; it can also develop valuable qualities such as self-esteem, leadership and teamwork. These positive effects can only take place if sport is in the right hands, namely in the hands of those who prioritise the welfare of all children and young people and vulnerable adults and adopt practices that support, protect and empower them.

​

British Ice Skating is committed to working in partnership with all agencies to ensure that information and training opportunities are available to ensure best practice when working with children, young people and vulnerable adults.

Adopting best practice will help to safeguard them from actual or potential abuse as well as reducing the likelihood of allegations being made about coaches and other adults in positions of responsibility in Ice Skating.

Whether skating in a local rink or representing their country, we believe that all children, and vulnerable young people have the right to enjoy their sport safely. Equally their parents or carers need to be confident that their children are respected and kept safe.

Should you have any Safeguarding concerns, or in the event of an emergency, please contact our Lead Safeguarding Officer:

John Mills – Lead Safeguarding Officer

T: 01159 888 060

E: safeguarding@iceskating.org.uk

### *Young Person Safeguarding Guide*

The [BIS Young Person Safeguarding Guide](https://wixlabs-file-sharing.appspot.com/api/files/view?instance=VIduBX1EuLGjZ-pVim3hS6O7l9icis_B49rp7HNX8HI.eyJpbnN0YW5jZUlkIjoiYmRmYmZjODMtMzlhMi00N2RiLWE4N2QtMzRhNzVhODJjOTMyIiwiYXBwRGVmSWQiOiIxNTM3YjI0ZS0yOWQxLTZkOGYtYjhlMS1kNjg2MGYyZjcwYjkiLCJtZXRhU2l0ZUlkIjoiOTY1NjhhYmYtZTU5MC00MzFjLWE0OGItMWRiOTNkMDY1NzM4Iiwic2lnbkRhdGUiOiIyMDIwLTA2LTIyVDEzOjAyOjMzLjE2MloiLCJ1aWQiOiJlZGM3OGI1ZS1hNDdiLTQ1NjAtYmQxYi03MjE0MTkzNTFhMTQiLCJwZXJtaXNzaW9ucyI6Ik9XTkVSIiwiZGVtb01vZGUiOmZhbHNlLCJiaVRva2VuIjoiMmJhZDc2M2MtZGMzMi0wNGM3LTBjZjYtMjkxZTY3ODQ5ZTBhIiwic2l0ZU93bmVySWQiOiJlZGM3OGI1ZS1hNDdiLTQ1NjAtYmQxYi03MjE0MTkzNTFhMTQiLCJzaXRlTWVtYmVySWQiOiJlZGM3OGI1ZS1hNDdiLTQ1NjAtYmQxYi03MjE0MTkzNTFhMTQiLCJleHBpcmF0aW9uRGF0ZSI6IjIwMjAtMDYtMjJUMTc6MDI6MzMuMTYyWiIsImxvZ2luQWNjb3VudElkIjoiZWRjNzhiNWUtYTQ3Yi00NTYwLWJkMWItNzIxNDE5MzUxYTE0In0&compId=TPASection_jvo0pynf&libraryItemId=96466d9d-c3b6-49dd-a7d2-139b01c1f6ed&errURL=https%3A%2F%2Fwixlabs-file-sharing.appspot.com%2Findex) can be found here.

### *Child-Friendly Safeguarding Policy*

The [Child-Friendly Safeguarding Policy](https://download-files.wix.com/_api/download/file?downloadToken=eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJpc3MiOiJ1cm46YXBwOmU2NjYzMGU3MTRmMDQ5MGFhZWExZjE0OWIzYjY5ZTMyIiwic3ViIjoidXJuOmFwcDplNjY2MzBlNzE0ZjA0OTBhYWVhMWYxNDliM2I2OWUzMiIsImF1ZCI6WyJ1cm46c2VydmljZTpmaWxlLmRvd25sb2FkIl0sImlhdCI6MTU5MjgzMjE2MiwiZXhwIjoxNTkyODMzMDcyLCJqdGkiOiJkYTIxNGRhNjFlOTciLCJwYXlsb2FkIjp7InBhdGgiOiIvcmF3L2NhMDAwNF8yZDEzODNjYThkZWE0M2FjYmEwZTAzYjNmMjY4NjVjOC5wZGYiLCJpbmxpbmUiOnsiZmlsZW5hbWUiOiJCSVMgQ2hpbGQtZnJpZW5kbHkgU0cgUG9saWN5IDIwMTkucGRmIn19fQ.N-w7owH8XAK4aAjq5OEQdPJsLCjy8feYSnQkoDRBcLE) can be found here.

### *Safeguarding Guide for Judges and Officials*

The [Judges and Officials Safeguarding Guide](https://wixlabs-file-sharing.appspot.com/api/files/view?instance=VIduBX1EuLGjZ-pVim3hS6O7l9icis_B49rp7HNX8HI.eyJpbnN0YW5jZUlkIjoiYmRmYmZjODMtMzlhMi00N2RiLWE4N2QtMzRhNzVhODJjOTMyIiwiYXBwRGVmSWQiOiIxNTM3YjI0ZS0yOWQxLTZkOGYtYjhlMS1kNjg2MGYyZjcwYjkiLCJtZXRhU2l0ZUlkIjoiOTY1NjhhYmYtZTU5MC00MzFjLWE0OGItMWRiOTNkMDY1NzM4Iiwic2lnbkRhdGUiOiIyMDIwLTA2LTIyVDEzOjAyOjMzLjE2MloiLCJ1aWQiOiJlZGM3OGI1ZS1hNDdiLTQ1NjAtYmQxYi03MjE0MTkzNTFhMTQiLCJwZXJtaXNzaW9ucyI6Ik9XTkVSIiwiZGVtb01vZGUiOmZhbHNlLCJiaVRva2VuIjoiMmJhZDc2M2MtZGMzMi0wNGM3LTBjZjYtMjkxZTY3ODQ5ZTBhIiwic2l0ZU93bmVySWQiOiJlZGM3OGI1ZS1hNDdiLTQ1NjAtYmQxYi03MjE0MTkzNTFhMTQiLCJzaXRlTWVtYmVySWQiOiJlZGM3OGI1ZS1hNDdiLTQ1NjAtYmQxYi03MjE0MTkzNTFhMTQiLCJleHBpcmF0aW9uRGF0ZSI6IjIwMjAtMDYtMjJUMTc6MDI6MzMuMTYyWiIsImxvZ2luQWNjb3VudElkIjoiZWRjNzhiNWUtYTQ3Yi00NTYwLWJkMWItNzIxNDE5MzUxYTE0In0&compId=TPASection_jvo0pynf&libraryItemId=fac7198c-873c-43c4-b7e1-ff5329abf7d2&errURL=https%3A%2F%2Fwixlabs-file-sharing.appspot.com%2Findex) can be found here.

### *Safeguarding Guide for Parents and Carers*

The [Safeguarding Guide for Parents and Carers](https://wixlabs-file-sharing.appspot.com/api/files/view?instance=VIduBX1EuLGjZ-pVim3hS6O7l9icis_B49rp7HNX8HI.eyJpbnN0YW5jZUlkIjoiYmRmYmZjODMtMzlhMi00N2RiLWE4N2QtMzRhNzVhODJjOTMyIiwiYXBwRGVmSWQiOiIxNTM3YjI0ZS0yOWQxLTZkOGYtYjhlMS1kNjg2MGYyZjcwYjkiLCJtZXRhU2l0ZUlkIjoiOTY1NjhhYmYtZTU5MC00MzFjLWE0OGItMWRiOTNkMDY1NzM4Iiwic2lnbkRhdGUiOiIyMDIwLTA2LTIyVDEzOjAyOjMzLjE2MloiLCJ1aWQiOiJlZGM3OGI1ZS1hNDdiLTQ1NjAtYmQxYi03MjE0MTkzNTFhMTQiLCJwZXJtaXNzaW9ucyI6Ik9XTkVSIiwiZGVtb01vZGUiOmZhbHNlLCJiaVRva2VuIjoiMmJhZDc2M2MtZGMzMi0wNGM3LTBjZjYtMjkxZTY3ODQ5ZTBhIiwic2l0ZU93bmVySWQiOiJlZGM3OGI1ZS1hNDdiLTQ1NjAtYmQxYi03MjE0MTkzNTFhMTQiLCJzaXRlTWVtYmVySWQiOiJlZGM3OGI1ZS1hNDdiLTQ1NjAtYmQxYi03MjE0MTkzNTFhMTQiLCJleHBpcmF0aW9uRGF0ZSI6IjIwMjAtMDYtMjJUMTc6MDI6MzMuMTYyWiIsImxvZ2luQWNjb3VudElkIjoiZWRjNzhiNWUtYTQ3Yi00NTYwLWJkMWItNzIxNDE5MzUxYTE0In0&compId=TPASection_jvo0pynf&libraryItemId=1de479d9-5c5f-4ddd-97be-d5ca67caf67e&errURL=https%3A%2F%2Fwixlabs-file-sharing.appspot.com%2Findex) can be found here.

## Volunteer Code of Conduct

British Ice Skating’s Codes of Conduct requires the highest standards of conduct from everyone involved in Ice Skating to ensure that their behaviour and actions always meet the values and standards expected and are applicable to all aspects of the sport.

It is the responsibility of all British Ice Skating Members, Licensed Coaches, Parents and / or Legal Guardians of British Ice Skating members, British Ice Skating Affiliated Clubs / Club Officials / Clubs members, Parents and / or legal guardians of Affiliated club members and Volunteers associated to / under the guidance of Affiliated Clubs and / or British ice Skating to ensure they conduct themselves in an honest, fair, impartial and transparent manner.

Please refer to our website for the Volunteer Code of Conduct.

## Conflict of Interest Policy – Figure Skating & Synchronized Skating

A conflict of interest is a conflict between the official responsibilities of a person in a position of trust and any other interests the particular individual may have, where the individual could be seen to be influencing British Ice Skating matters for actual or potential personal gain.

* For conflicts involving Judges & Officials please refer to the ***Judges & Officials Protocol***
* For conflicts involving Test Organisers please refer to the ***Test Organiser Handbook***
* For all other volunteers who undertake roles at BIS Events and Club level events there is no requirement at this time to comply with the official BIS Conflict of Interest policy. However, when situations arise where an individual has a direct conflict at an event the spirit of the policy that pertains to Judges & Officials should be observed. The Organising Committee of the event in question will have discretion to decide where a conflict of interest exists. Examples of roles where there may be a direct conflict of interest include, but are not limited to:
	+ Announcer
	+ Music Technician
	+ Timekeeper
	+ Video Camera Operator

**NB: this policy does not apply to Short Track**

## British Ice Skating Social Media Policy

Interactive Social media is very much a part of the way we communicate with various audiences. However, the use of social media also introduces a range of potential risks to British Ice Skating including safeguarding, brand representation, public relations and loss of content control and can jeopardize British Ice Skating’s compliance with legal obligations and potential sponsorship deals.

Please refer to our website for the Social Media Policy.

## Requirements & Expectations

As a Volunteer your most important job is being a goodwill ambassador for British Ice Skating. As an ambassador, a positive impression is required, so the manner in which you conduct yourself, deal with other people and carry out your responsibilities are all essential for the long-term success of British Ice Skating and our sport.

***Requirements***

What is required to apply to become a volunteer for British Ice Skating? There are a variety of skill sets that will be required in different positions, including but not limited to:

* Must be a minimum of 16 years of age or older by (1st July). Some exceptions apply for specific positions (e.g. sweepers / ceremony participants / Young Ambassador Programme).
* Ability to create a welcoming and positive environment.
* Ability to work individually and as part of a team in a professional and courteous manner.
* Good time management skills.
* Background in skating and/or knowledge of the sport an asset, though not necessarily required for some roles.
* Previous experience at British Ice Skating events an advantage.
* Computer skills for certain roles is an asset.
* Ability to handle sensitive information in a professional and confidential manner.
* Ability to remain calm when working in a fast-paced and high-energy environment.
* Ability to deal with unexpected and difficult situations.

***Expectations***

What you can expect from us:

* To be valued and respected as a volunteer.
* To have a clear explanation regarding your volunteering role, as well as a role description and information on the standards relating to the task.
* In certain roles, you may be assigned a mentor to provide guidance, supervision and support and who will keep in regular contact.
* Recognition of the skills, experiences and support you bring to the organisation.
* Our support in developing the skills you need for your volunteer activity, including training, mentoring and personal development opportunities.
* To have problems or complaints dealt with sensitively and professionally.
* The opportunity to change or take on additional roles.
* All volunteers are eligible for the *“Volunteer Award Scheme”* or the *“Officials Recognition Programme”*

What we expect from you:

* To treat everyone you encounter with respect.
* To be willing to learn about the organisation and the role you play in it.
* To keep all information gained within the organisation confidential.
* To support and act in accordance with our policies and procedures.
* To meet the standards set when carrying out your volunteer activity.
* To let us know if you are unable to meet a commitment, with as much notice as possible so that alternative arrangements can be made.
* To respect British Ice Skating’s reputation. Volunteers should not bring the organisation into dispute, not volunteer whilst under the influence of alcohol or drugs, be involved with the theft of property, materials or misuse of equipment.
* To let us know of a change of circumstance or details e.g. health condition and contact details.

# **VOLUNTEER ROLE DESCRIPTIONS – FIGURE SKATING & SYNCHRONIZED SKATING**

## Events Teams – Figure Skating & Synchronized Skating

Figure Skating events, including Singles, Pairs, Ice Dance and/or Synchronized Skating, include British Ice Skating events (e.g. British Championships, Qualifying events, Solo Dance Championships, etc.), as well as Club IJS Competitions. Without volunteers to operate these vital roles we would have no competitions.

The list below will provide guidance as to what roles are available/required for most competitions using the International Judging System (IJS). Some of the roles will require more training than others, you will be provided with an orientation before competition at a minimum. Most of these roles require no skating experience, just a love of the sport!

### *Event Organiser*

At BIS Events the Office Staff act as Event Organiser however, at Club IJS competitions you are required to have a named person as the main organiser. The Event Organiser will work closely with the Referee, Results Team and the Technical Controller as well as with all the other required volunteers.

Whilst no skating experience is required for this role, an understanding of the sport and IJS competitions is advantageous. Someone who is highly organised and efficient is essential.

Please also refer to the ***BIS Events Handbook*** to assist in hosting an IJS competition, which is available from the BIS office.

Duties include:

* Organise the competition announcement, ideally 5 months in advance.
* Organise a competition date in liaison with the rink management, Results Team, Referee and Technical Controller.
* Work closely with rink management and Referee, establish rink opening times and room availability, ice time availability, resurface availability hence calculating the basic length of the competition day. You also need to establish times for putting up a judging stand, removing plexiglass and allowing computer set up. A Rider (written contract) between the rink and Club is useful for agreement on these essential requirements.
* In consultation with the Referee, invite:
	+ Judges
	+ Technical Panel
	+ Form a timetable for all other volunteers

### *Announcers*

Announcers are responsible for announcing each skater/team before they perform at a competition. Announcers will also announce scores, names of officials and other general competition information.

The competition Announcer works under the direction of the Referee. No previous skating experience is required however, being adept at public speaking would be an advantage for this role. As this role requires you to be sat near the officials’ panel during the competition, the utmost discretion is required.

Duties include:

* Welcome everyone to the competition at the beginning of each practice day and each daily start of a competition day;
* The Announcer announces the Judges and Technical Panel prior to the start of the competition;
* Announces the warmup groups and the skaters/teams in them. Will give an announcement when one minutes is left of a warmup. Asks the skaters to leave the ice at the end of the warmup. Calls each competitor/team by name onto the ice;
* Announces any relevant items throughout the event;
* At Championships and Qualifying Events where there is official practice, an Announcer would be required;
* The Announcer is usually involved in the presentation ceremony;
* Thank everyone involved in the competition at the end of the event (e.g. the skaters, parents, coaches, officials, host organising club, any sponsors, rink staff, etc.);
* A set competition script is available for all Announcers to work from;
* The Referee, Music Technician and Announcer will all work together to keep the competition on schedule.

### *Timekeeper*

Timekeepers will liaise with the Referee prior to each competition to be certain of the warmup times and the programme lengths. Must be able to operate two stop watches, sometimes simultaneously. No previous skating experience is required. As this role requires you to be sat near the officials’ panel during the competition, the utmost discretion is required.

Duties include:

* Logs the time between the skater/team being called to skate and them being ready in position to start;
* Times the skating time of the performance. Informs the referee if they are over or under the required programme length;
* Times any interruptions as requested by the Referee;
* At Championships and Qualifying Events where there are official practices, a Timekeeper would be required to attend.

### *Music Technicians*

Music Technicians are responsible for checking all the music prior to the competition and placing it in skating order. No previous skating experience is required. The music operator just needs to make sure they understand the sound system they are using and are aware of the rules around interruptions to skating programmes (i.e. when to allow the music to play on and when to stop it).

Duties include:

* Get familiar with the sound system you will be using, in order to be able to quickly press play, pause and stop when required or instructed by the referee. DO NOT stop music unless instructed by the referee;
* Place CDs in playing order or check the computerised download list order for practice and after the practice place the CDs in the starting order for the competition using an up to date running order. Not all competitions play program music during practice;
* Plays suitable music during the warmup;
* Plays the skaters’ music once they are in position to start;
* If playing Pattern Dance music, watch the skater/team and the referee for the cue to music. It sounds better to gradually phase out the music by turning the volume down slowly and then turning it off. You will need to start at the beginning of the music for the next skater/team;
* The music person, announcer and referee will all work together to keep the competition on schedule.

Music Playing Checklist:

* Look at each CD to be sure it is free of scratches and is dirt and dust free;
* If music is used at the practice makes notes of the volume level etc;
* Put CDs in order of skating;
* Have backup CD ready at all times; however, at competitions skaters or their coaches will hold their back up music. All competitions state in the rules that skaters/coaches should have a backup CD rink side in the event the submitted copy does not play correctly. In some cases, where available, this may be played in electronic form (e.g. on a phone)
* Play music as soon as skater is in place;
* DO NOT stop music unless instructed by referee;
* If referee says to stop music, push “pause” not “stop” for a CD;
* Keep the music organised. Place an elastic around the master and copy of music for each entry, and place back in the box for that category.

### *Video Camera Operator*

The Video Camera Operator must be able to film whilst following the skater/team with the video camera for the duration of their programme. This recording will then be used for the Judges and Technical Panel for replaying purposes before finalising their marks. No previous skating experience is required however, some experience of filming is advantageous.

### *Competitors Barrier Steward*

The Competitors Barrier Steward ensures all ice barrier openings are closed during the competition. Checks the skating order and opens and closes the gate to allow competitors on/off the ice for warmups and for their performance. No skating or previous experience required.

Duties include:

* Make sure that the gate opens & closes easily;
* Make sure all skaters are available in plenty of time for their warmup group;
* Ensure all barriers are closed whilst a skater/team is performing and for the warmup groups;
* Only allow accredited coaches rink side (16+ only);
* May also be asked to chaperone Sweepers (flower retrievers), should a Sweepers Chaperone not be available.

### *Registration Desk*

Records the skaters as they arrive. Collects the music. Circulates any information relevant to the skaters and the competition such as timetables, running orders and PDF results. Knows the layout of the rink and directs people to where they need to be.

No Previous experience is required, just a warm and friendly manner.

Duties include:

* Records the skaters as they arrive;
* Collects the music;
* Distribute skater, coach and officials’ accreditation;
* Circulates any information relevant to the skater and the competition such as timetables, running orders and their PDF results when available;
* Returns music to the skaters, when available, once their competition is finished;
* Be familiar with the layout of the rink to direct skaters, parents, spectators and officials to where they need to be;
* Collect music CDs at registration;
* Ask skaters to sign music “in” and “out” at the registration desk;
* Have boxes (one labelled for each event) to collect music and after all music is registered for one category sends the box to the music room;
* After each category is finished skating, the CDs should be picked up from music room and brought to the registration desk to be signed out by skater;
* Any pertinent information for competitors, parents, and coaches should be available at registration desk (e.g. programmes, list of nearby restaurants, schedule, request forms for photos/videos, etc.);
* Keep a Lost Property Box at the Registration Desk.

### *Judges & Officials Steward / Runner*

Welcome and directs Judges and Officials to their designated off duty room.

Ensure this room has refreshments available.

Stay within earshot of the Referee and Judges during the competition in case anything is needed on the panel or if the Referee requires anything actioning.

Duties include:

* Ensure refreshments are available during the competition;
* Take signed results to registration desk for distribution;
* Take a list of recently withdrawn skaters to the Referee, Result Team, Technical Controller, Gate, Announcer, Photographer and Videographer
* Ensure blankets are available if necessary.

### *Sweepers (Flower Girls & Boys)*

Sweepers sit at the side of the rink at ice level. At the end of a skaters’ programme and at the direction of the Chaperone, Sweepers go onto the ice to collect flowers and toys thrown onto the ice for the skater. These are then given to the correct skater. Sweepers also remove any obstructions or debris from the ice at the request of the Referee.

Sweepers can be any age however, they are often some of the youngest, newest skaters as it gives them an introduction to how skating competitions are run.

### *Sweepers Chaperone (Flower Retrievers)*

Chaperones and looks after the Sweepers collecting gifts from the ice during a competition. No previous skating experience required.

Duties include:

* Meet Sweepers at designated pick-up/drop-off location, where you will meet and be given their parent or guardian’s name and phone number, for emergencies;
* Escort Sweepers to/from the rink door between each performance;
* Assist the Sweepers with any collection of gifts from the rink door area;
* Checks the ice surface to make sure it is clear of all items that have been thrown onto the ice prior to the next skater/team starting.

### *Trophy Stewards*

The competition Trophy Steward will arrange the competitors’ trophies, rostrum medals and small trophies in good time before a competition. No previous skating experience is required for this role.

Duties include:

* If the competition has main trophies the Trophy Steward needs to contact previous winners to arrange their return about 2 months prior to the competition date.
* Order small trophies and/or medals skaters can keep from your chosen trophy supplier, once you are at the closing date so that you know how many to order. This is usually a Bronze, Silver and Gold.
* Prepare trophy receipts to be signed by the new winners. This should state that they need to be returned prior to the next competition held by the club.
* Organise the trophies for the presentation ceremony.

## Figure Skating & Synchronized Skating Officials

Officials are valued members of British Ice Skating who dedicate their time, knowledge and expertise of the sport to support the development of our skaters. Whether at the grassroots or the elite level, officials provide their expertise in various capacities within the organisation, including officiating at test sessions, competitions and providing education to fellow judges, coaches and skaters alike.

There are several different types of officials, who fall into three main categories: Judges & Referees, Technical Panel Officials and Results Teams. Some are current or former skaters; some are parents of skaters and others are people who simply love the sport and want to be involved. Whichever pathway you choose, training and support will be provided along the way.

For more information regarding Officials’ roles, please refer to the Officials page on the BIS website.

### *Referees*

Referees are the designated chairperson of a judging panel and act as spokesperson for a competition. Whilst their marks will not be made public, they are expected to score the competition as though they were judging. In some cases, at smaller competitions, they may act as referee and judge. To become a Referee, one must first be a Judge.

### *Judges*

Judges are required for all figure skating disciplines as well as synchronized skating. They evaluate the quality of the elements and the performance of a skater/team in a competition or test. They may officiate at a competition or test session at or below the level they have been trained and appointed to in one or more disciplines of singles, pairs, ice dance or synchronized skating. To become a judge, one needs to have a skating background to a minimum level (please refer to the ***BIS Protocol for Judges and Referees*** for the specific discipline you are interested in for more details).

* ***Probationary Judges***

Judges in training (“Probationary Judges”) are under the jurisdiction of the Judge-in-Charge at a test session or the Referee at a competition. They must follow explicitly the duties of all officials, specifically those applicable to Judges. Probationary Judges have no official standing with respect to Tests and should discuss their markings only with the Judges and/or their assigned Mentor. For competitions, Probationary Judges may sometimes officiate on a panel where there will be a trimmed mean in the results (i.e. minimum 5 judges on the panel). This does not forbid them to judge at the level in which they are qualified to judge, however, they may probationary judge the levels for which they are seeking promotion.

It is the responsibility of the Probationary Judge to maintain the records of their test and competitive probationary activity, as required for promotion. Probationary judges may also like to register with local clubs to gain experience with competitions.

### *Technical Controller*

To become a Technical Controller (TC) one must first qualify as a Judge. The TC acts as chair and supervisor of the technical panel at an International Judging System (IJS) competition, and ensures an orderly, clear, dignified and efficient communication among technical panel members. In addition to the TC, technical panel members are the Technical Specialist (TS), Assistant Technical Specialist (ATS), Data Operator (DO) and Replay Operator (RO).

### *Technical Specialists (includes Assistant Technical Specialists)*

The Technical Specialist, assisted by the Assistant Technical Specialist, are responsible for the correct identification of elements and award the Level of Difficulty when attempted by skaters/teams in IJS (International Judging System) competitions. They also identify illegal or additional elements and falls. A skating background and knowledge of the sport at the highest level is required for this role.

### *Data & Replay Operators (DRO)*

The Data & Replay Operators support the Technical Controller and Technical Specialists via an instantaneous slow-motion video replay system and in the identification of the performed elements.  An active knowledge of Figure Skating and/or Synchronized Skating is advantageous, but not a prerequisite, as is the ability to work under pressure and as a team.

### *Results Teams*

This essential role begins well in advance and is crucial to the running of any IJS competition. Results Teams, working with BIS, local clubs, and the Referee, are responsible for preparing the paperwork that communicates vital competition information for skaters, officials and the wider public.

Results Teams are also responsible for the setup and operation of the rink side computer equipment and software that ensures the marks awarded by the judges and technical panel are calculated correctly for the final result.

Whilst no skating background is required, a working knowledge of IT and computers is desirable.

## Test Organiser

As an ambassador for British Ice Skating, Test Organisers are given the authority to arrange Test Sessions for one or more local rinks. Applicants need to be highly organised, keep well maintained records and respond to enquiries in a timely manner.

Full database orientation will be provided by the BIS office. Further details on the role, and the duties involved, can be found in the Test Organiser Handbook.

Please refer to the ***BIS Test Organiser Handbook*** for further details, which can be found on our website.

## Club Committees

Many rinks will have an Ice Skating Club associated to them. Clubs are run by committees made up of volunteers (parents, ex-skaters, current skaters, etc.). The Committee usually consist of a Chairperson, a Secretary and a Treasurer as well as committee members however, there can be slightly different set ups and the listing below is for guidance only. Committee members are nominated and then elected at a Club’s A.G.M.

No skating experience is required however, a love of the sport is essential as you would be responsible for all Club activities, including any shows, competitions (Open or Club only), fundraising activities, etc.

### *Club Chairperson*

The Club Chairperson acts as a trustee of the local Skating Club, along with the Secretary and Treasurer. They are nominated and elected each year at the Club’s AGM. Whilst the Club Chairperson doesn’t require a skating background, they should have an understanding of the sport and an interest in promoting it at the local level.

Duties include:

* Plans and runs meetings for matters regarding the Club.
* Serves as a spokesperson for the Club.
* Liaises with the Secretary regarding dates, agendas, correspondence and minutes.
* Liaises with the Treasurer about the financial state of the Club.
* Is familiar with the Club Rules and Regulations.
* Arranges a date for the AGM and makes sure notice of at least 14 days is given to all club members. Checks all the paperwork required for the AGM is in place for the date. Prepares an annual report for the AGM.

### *Club Treasurer*

The Club Treasurer acts as a trustee of the local Skating Club, along with the Chairperson and Secretary. They are nominated and elected each year at the Club’s AGM. Whilst the Club Treasurer doesn’t require a skating background, they should have an understanding of the sport and an interest in promoting it at the local level.

Duties include:

* Responsible for the Club’s financial stability and solvency. Collects and distributes Club funds. Must keep accurate and up to date accounts.
* Sets budgets for the year along with the committee.
* Collects Club subscriptions. Deposits these subscriptions and any other payments into the bank.
* Makes payments from the Club in accordance to Club procedure.
* Pays for ice time.
* Gives a report of the Club’s financial status at every Club meeting.
* Budgets for and pays expenses for Open competitions.
* Ensures the accounts are audited at the end of the club year and presents these at the AGM.

### *Club Secretary*

The Club Secretary acts as a trustee of the local Skating Club, along with the Chairperson and Treasurer. They are nominated and elected each year at the Club’s AGM. Whilst the Club Secretary doesn’t require a skating background, they should have an understanding of the sport and an interest in promoting it at the local level.

Duties include:

* Is the custodian of all Club records.
* Keeps an up to date list of members.
* Minutes Club meetings and distributes them to members in time for the next meeting.
* Places any suggestions, correspondence or complaints onto the agenda for the next meeting.
* Writes any notices or memos required and is responsible for the distribution of this information to Club members (via email, notice board, etc.)
* Works as a team with the Chairperson to ensure that the club is operating efficiently.

### *Committee and Sub Committee Members*

Many Clubs will have committees and sub committees and are always looking for new members. They would be nominated every year at the AGM however, as many vacancies on their committees exist, they are usually happy to accept new members at any time.

Committee Members work with the Club to help wherever needed, e.g. Club and Open competitions, Club sessions, Club Socials, shows, etc. to help raise funds for the Club.

### *Club Judges and Club officials*

Clubs run small competitions for their own Club members. You may not wish to register as a BIS judge or official but may like to support a Club by officiating in their Club competitions. Ideal for Probationary judges, trainee Technical Specialists, Data and Replay officials, older skaters 16 + who may be thinking of starting to judge and officiating and adults who skated in the past.

## Young Ambassadors

This scheme aims to inspire young people to be future leaders by promoting the positive values of sport. Opportunities exist to become involved with skating activities at a local rink which can satisfy the criterions for national award schemes (e.g. Duke of Edinburgh’s Award) and to enhance your CV.

More information on the Young Ambassador Scheme can be found on the Volunteer page of our website.

The following are just some of the roles available to participate in under this scheme:

* Announcer (16+)
* Timekeeper (16+)
* Video Camera Operator
* Judges & Officials Steward/Runner
* Registration Desk
* Music Steward
* Barrier Steward
* Sweeper (Flower Retriever)
* Merchandise Stalls
* “Club Judge” (16+)

# **VOLUNTEER ROLE DESCRIPTIONS – SHORT TRACK SPEED SKATING**

## Events Teams – Short Track Speed Skating

In addition to the required Officials, to run a successful Short Track meet, including the British Championships, the following volunteer roles are essential. Apart from the Referee(s) and Track Maintenance Stewards, all roles are off-ice.

### *Finish Line Judges (including Chief Finish Line Judge)*

The role of the Finish Line Judges is to determine the order of finish of the participants in the race. This task is often quite demanding, particularly when the skaters are closely bunched at the finish line. In this respect, Finish Line Judges should have the ability to “hold” a mental picture of the moment of the skater’s skate crosses the finish line.

The Chief Finish Line Judge is assisted by four or five Finish Line Judges. There shall be, as a minimum, one Finish Lind Judge on each of the first five finishers. The Chief Judge picks first- place while the other Judges are usually assigned the following positions:

* No. 1 Judge picks the 1st and 2nd skaters;
* No. 2 Judge picks the 2nd and 3rd skaters;
* No. 3 Judge picks the 3rd and 4th skaters;
* No. 4 Judge picks the 4th and 5th skaters;
* No. 5 Judge picks the 5th and 6th skaters.

Each Finish Line Judge picks their competitors in order of finish as they see it and immediately record their placing on a small pad. After the race, the Chief Judge will call each Judge for their placing and complete the officially required form. No verbal communication should be carried on between the Judges regarding the outcome of the race until all have reported their recorded results to the Chief Judge.

Reporting to the Chief Finish Line Judge is done by order in the manner they are listed above. Do not shout out of turn since a verbal pronouncement of one Finish Line Judge may affect the decision of another Judge if the decision is close.

Judges should follow the entire race and not just the skaters in the positions they are responsible for. Before the race and during it, it is important to note any outstanding feature of an individual skater’s skates, laces, socks, etc. Anything which may assist in selecting a skater at the end of the race. If coloured leg bands are used, make sure you can identify the non- banded leg of the skater.

A skater is judged to be finished when his/her skate blade touches or reaches the finish line, not the body or parts of the body. The skate is the determining factor as to the finish position of the skater. If a skater falls just short of the finish line, his/her position will be determined when his/her skate touches the line. If the skater is out of his/her track, he/she is judged to have finished the race when his/her skate blade crosses the projection of the finish line.

Shooting the skate (kicking the skate out in front) in hopes of winning may look dangerous but the call is still when the skate touches the plane of the line. The Referee will call any illegal skating; it is up to the Finish Line Judges to determine which skate reaches the line first. When the results are listed and before the Chief Finish Line Judge’s form is given to the runner or Trackside Recorder, it is wise to check that he/she numbers recorded are of skaters in the race.

The decision on the order of finish is final and without appeal. At some meets, there is a provision for the Chief Finish Line Judge to use photo finish equipment when available. While not being put in the position of relying on this equipment, it would be in the interest of the skaters to allow every possible check if the finish is in doubt. Mistakes in numbers/placings can occur and the Chief Finish Line Judge should be prepared to discuss such a matter if raised through the Referee.

Finish Line Judges should always be stationed in line with, or just past, the finish line and not before it. In long track the Finish Line Judges are usually on the inside of the track with a clear view of the finish line. In short track, the Finish Line Judges are positioned off the ice but adjacent to the finish line so as to have a clear view of it.

A good Finish Line Judge trains himself/herself to concentrate on the finish line and make a mental picture of the positions of the skates as they cross. The time interval for two or more skates to cross the finish line can be very small and the total concentration of all the developed skills of a Judge are required if he/she is to make a correct decision.

### *Chief Timekeeper*

The Chief Timekeeper is responsible for the recording of times and shall comply with all sections of Rules that apply to Short Track Speed Skating. The Chief Timekeeper will ensure that he and the timekeepers are positioned off the ice and adjacent to the finish line necessary to record the accurate time of the Skaters.

When digital watches are used, the times will be recorded in hundredths of a second. The Chief Timekeeper must read each watch, record the results, and declare the official time. He will warn the timekeepers not to clear their watches until he has ordered them to do so.

A minimum of two (2) Timekeepers plus one (1) reserve on first and second place and one (1) timekeeper on third position is required. They will also pre-test their watches in accordance with standard procedures;

The Timekeepers must not clear their watches until such time as they have been instructed by the Chief Timekeeper. Timekeepers should not call out their times but if requested by the chief timekeeper show their watch.

### *Lap Recorder*

The Lap Recorder shall complete a lap by lap record in writing of the lap times of the leading Skater with an accuracy of one second or less and keep check on the Lap Scorer at all times.

In short track competitions, the Lap Recorders are stationed off the ice near the boards midway between the final corner and the start-finish line.

The Lap Recorder must have lap cards with large, legible numbers which can be shown to each of the skaters in the race as they approach the finish line and enter another lap. The numbers are presented to the skaters at about eye level from a position safely clear of the skating track and the Lap Recorder should also announce in a loud, clear voice, the number of laps remaining. When the last lap of any race is approaching, the Lap Recorder signals this by ringing a distinctive bell.

In the case of lapping (one or more skaters a full lap or more behind the lead skater), the first Lap Recorder passes the completed lap cards to the second Lap Recorder who gives the correct information to the lapped skater(s).

Some assistance may be given by the Finish Line Judges if problems arise with the laps but, basically, the Lap Recorders are on their own to keep an accurate count. Lap Recorders must keep alert at all times to avoid problems.

### *Lap Scorer (Lap Board Manual/Electronic & Bell)*

The Lap Scorer shall visibly show the number of laps still to be skated by the leading Skater at all times and he/she will turn the lap board each time the leading Skater passes.

The Lap Scorer will ring the bell to signify the last lap of each race.

In Relay races the Lap Scorer will advise the Starter that the last three (3) laps are coming up.

In Relay races a Lap Scorer shall be assigned to each Team.

### *Photo Finish Judge*

The Photo Finish Judge shall read the photo finish. He/she shall report the order of finish and times of each Competitor to the Competitors Steward or electronic equipment recording the results of each race. The results shall be considered official.

The term photo finish equipment denotes a system that records the order of finish in such a way that it can be reproduced immediately after the race concerned. The equipment must be able to reproduce a clear and undistorted photo of the finish of each race.

If the photo finish equipment is able to produce a time scale on the finish photo, the times read of this scale be taken as official times.

In the case of competitions with no Photo Finish Equipment, the role will be defined as Finish Line Judge, where electronic time keeping equipment will be used to record the times of all skaters.

### *Announcer*

Announcing is one of the most important jobs at a Short Track event. The Announcer will keep the spectators fully informed throughout the competition. In addition, if requested by the Referee, he / she will announce sanctions specifying where and how the Skater(s) concerned made an infringement and whether there is an advancement. Above all, he/she should be enthusiastic about the sport.

The Announcer shall also ensure that all Officials, Coaches and Skaters are kept fully informed by public announcements regarding competition details. The Announcer will need a complete program of events and a list of competitors.

He/she should have good communication links with the key meet officials i.e. Meet Coordinator, Referee etc.

The results of each race should go directly to the Announcer so that he/she can announce them immediately. If a mistake has been made in timing or judging, this can be accurately announced later but few, except parents and devoted fax, can relate to results given three races later.

The Announcer is positioned so that he/she has a clear view of the starter. No announcements are given while the gun is up and the race is ready to start. Names of skaters going to the start should be announced and when time is available indoors, skaters should be introduced at the starting line for finals.

All information which can help the audience to better understand the course of the meet should be given by the Announcer. Running commentaries on the race should not include comments on strategic moves to take the lead or improve position since this might alter the course of the race. Comments should include explanations of disqualifications and advancements.

### *Heat Box Steward*

The Heat Box Steward shall work in a designated staging area called “The Heat Box”. This is the designated area where the Skaters must report when called and stay before their Race. Skaters have to go on the ice through the Heat Box only. Skaters who do not go through the Heat Box will receive a penalty and are excluded from participating in the race.

The Heat Box Steward is responsible for checking that the Skaters for the upcoming race are on the ice before closing the entrance to the ice. Any omissions are to be reported to the Referee before the race.

The Heat Box Steward in the heat box shall determine whether a Skater has respected the safety conditions, so that they can start a race. Skaters whose equipment is not in compliance with these rules shall be excluded from participation.

Duties include:

* Recording skaters who do not report to the Heat Box as “Did not Start”, unless they are receiving medical attention.
* Will check that the Skaters are wearing their racing numbers and correct equipment. Skaters with defective equipment (e.g. a broken skate blade) will not be allowed to start or re-start.

### *Track Maintenance Steward*

Track Maintenance Stewards are responsible for replacing missing blocks on the corners and other duties as directed by the Referee. They must be on skates, preferably speed skates and be competent skaters. It is recommended that they wear a safety helmet.

In short track competitions, two (2) Track Steward should be assigned to each of the corners. During the race, the Track Stewards should stay in opposite corners of the rink.

The Track Stewards may have to leave their positions to replace any missing corner markers. The markers should be replaced as quickly as possible when the skaters move them. Check the progress of the race before replacing a marker and do not do so if there is the slightest possibility of interference with or impedance of skaters on the track.

A number of corner markers may be stripped and cannot be replaced before oncoming skaters reach the corner.

Track Stewards should not go to the aid of a fallen skater unless instructed to do so by the Referee. Other skaters can more easily avoid a single fallen competitor than a skater with officials around. Most races are of short duration and attention can be given to an injured skater right after the end of the race without endangering other skaters.

Track Stewards should help maintain the ice by assisting with placing water on the corners and squeegeeing it (at the direction of the Referee). They should also be directed by the Referee to ensure that protective mats are properly back in place after the end of a race in which they have been jolted by a skater. The Referee may also call for assistance in changing the track from one set of dots to another.

### *Runners / Photocopier*

Runners form a critical link in the flow of paper during a meet. After each race or series of races, a Runner is responsible for taking the complete race forms from the Chief Timer and Chief Finish Line Judge (or Trackside Recorder if used) and delivering them as quickly as possible back to the Competitor Steward.

The Runners may also perform a variety of other tasks during the competition, i.e. taking messages to the Announcer, changes to the Officials and Coaches, providing refreshments to the officials etc. Two Runners are recommended for each meet.

### *Registration Desk*

Records the competitors as they arrive. Circulates any information relevant to the skater and the competition such as timetables, running orders. Knows the layout of the rink and directs people to where they need to be. No Previous experience required

## Speed Skating and Short Track Speed Skating Officials

Officials are valued members of British Ice Skating who dedicate their time, knowledge and expertise of the sport to support the development of our skaters. Whether at the grassroots or the elite level, officials provide their expertise in various capacities within the organisation.

### *Referee*

The Referee shall be the chief executive officer of a competition and shall decide all points of dispute and infringements of rules, which can result in sanctions. The referee’s decision shall be final.

Duties include:

* Deciding the program and qualifying procedure in consultation with the Competitors Steward and the Representative of the Short Track Speed Skating Technical Committee;
* Seeing that all applicable rules be observed for the competition he is conducting;
* Giving information as to the preparation of the ice;
* Reporting within thirty (30) days to the Short Track TAC using the Referee report form;
* Conducting a Competition review meeting with all major Officials to evaluate all decisions and activities.

### *Starters*

The Starters are in control of the starting procedure. The Starter assigned to the respective category gives the verbal commands of the starts and announces the decisions. Both Starters have the authority to recall a start. The Starters will agree on how to call infringements of the Starting rule.

Duties include:

* The Starter shall take his position, so that he has a clear view of all Skaters starting in the race.
* In the Relay race, the Starter having been warned by the lap scorer, will fire the Starting Gun signifying the last three (3) laps.
* The Starter may designate another Starter to call the Skaters back in case of a false start.

### *Competitor Steward*

The Competitors Steward is responsible for the coordination of all administrative matters and shall observe Rule 296 completely.

Duties include:

* The Competitors Steward shall check the eligibility of Skaters.
* Based on the results of the races the Competitors Steward shall, according to the official program, determine the Skaters taking part in the next Qualifying Round.
* The Competitors Steward shall make-up the races for each Qualifying Round and draw the order of the races.
* The Competitors Steward shall inform those Skaters of their qualification and the race in which they shall start.

# **VOLUNTEER AWARD SCHEME & OFFICIALS RECOGNITION PROGRAMME**

These two schemes are British Ice Skating’s way of recognising the commitment and dedicated contribution that volunteers make to skating events and tests up and down the country. None of which would happen without volunteers being at the heart of it all.

More information on the schemes can be found on the Volunteer page of our website.

# **VOLUTEER FREQUENTLY ASKED QUESTIONS**

**Q: Who Can Volunteer?**

**A:** Anyone can volunteer! There are many different opportunities for many different ages and skills. Some require a skating background, but many do not.

**Q: How much time will I need to commit?**

**A:** Most roles require no minimum obligations of time however, some roles, such as Officials, will require additional time commitments.

**Q: Will training and orientation be provided?**

**A:** For most roles training will be provided at every step in your development as a volunteer. Some roles will only require orientation before the event and/or on the job training. Certain roles, such as those for Judges and Officials, have clear training pathways.

**Q: Will I be paid for my expenses?**

**A:** For most volunteering positions within British Ice Skating, your travel and meal costs will be reimbursed. Some roles we can only provide you with meals during the event. This may vary at the Club level.

**Q: Am I covered by Insurance when volunteering?**

**A:** BIS events are covered by BIS’s insurance. Club events are covered by the Club’s insurance.

**Q: What are the perks?**

**A:** As a volunteer you will not be paid for your time, however, you will be able to give back to the sport you love and are eligible to participate in our Volunteer Award Scheme or our Officials Recognition Scheme.

**Q: What should I wear when volunteering?**

**A:** Depending on the role, you should wear what you are comfortable in whilst keeping warm. We ask that you always look professional.

**Q: Do I have to meet specific Health & Safety criteria to volunteer?**

**A:** BIS is fully committed to the principles and practice of equality of opportunity in all its practices. Some official roles will require you to have an acceptable level of eyesight and hearing to perform the role but for most other roles simply feeling well enough to volunteer is all we ask.

**Q: How safe is any data collected about me?**

**A:** BIS are committed to respecting your privacy. For full details see the BIS Privacy Policy on the BIS website.

**Q: As a volunteer can I make a complaint?**

**A:** You can raise a concern or make a complaint to any member of BIS staff, who will refer it to the BIS Designated Officer. An appropriate course of action will be determined in accordance with the BIS Complaints & Disciplinary Policy.