

Nonqualifying Competition Timeline Checklist

Time frames may vary by type and size of event and CR and CA schedules.

9 Months Out	3+ Months Out	3-4 Weeks Out	1-3 Weeks Out
Review staffing, begin announcement, reserve IJS system.	CA discusses with LOC	Registration deadline has passed	Prior to building
<ul style="list-style-type: none"> <input type="checkbox"/> Review staffing model and check for availability of CR, CA, TA, TC and Accounting Team. Ask for a commitment. <input type="checkbox"/> Discuss staffing for largest scenario with caveat that some may not be needed. <input type="checkbox"/> Start announcement draft (using announcement template) <input type="checkbox"/> Determine the number of IJS systems needed. Reserve system ASAP. The earlier the better. 	<ul style="list-style-type: none"> <input type="checkbox"/> Rink layout <input type="checkbox"/> Officials stand <input type="checkbox"/> Tables & Chairs <input type="checkbox"/> Printer needs <input type="checkbox"/> Sufficient power for system and any other items <input type="checkbox"/> Music & announcer location and power <input type="checkbox"/> Videographer location and power <input type="checkbox"/> Internet (WiFi or hard wire for live scoring) <input type="checkbox"/> Day/time for set up (avoiding excessively late/early times) <input type="checkbox"/> Day/time for break down (Best practice is to have at least one hour) <input type="checkbox"/> Physical layout of accounting room: tables, chairs, power, copier, supplies, number of Accountants and TAs <input type="checkbox"/> Review accounting team arrival/departures (before flights are arranged) <input type="checkbox"/> Any special needs/events requiring accountant calculation 	<ul style="list-style-type: none"> <input type="checkbox"/> LOC sends finalized events and registrations to CR <input type="checkbox"/> CR downloads registration file to build schedule <input type="checkbox"/> CR determines number of groups for each event <input type="checkbox"/> CR sends competitor list to officials for conflict of interest <input type="checkbox"/> Conflicts Due Back Deadline Set by CR <input type="checkbox"/> CR sends initial draft of the schedule to LOC and the CA for review <input type="checkbox"/> LOC/CR enters the schedule and groups in registration system <input type="checkbox"/> LOC confirms that all skater and schedule changes have been entered in registration system <input type="checkbox"/> Review accountant/TA staffing needs <input type="checkbox"/> CA confirms with CR due date of final 104 <input type="checkbox"/> CA confirms availability of stand and accounting room with LOC <input type="checkbox"/> CA confirms internet connection <input type="checkbox"/> CA or CTA requests Live Scoring Link at least 30 days in advance <input type="checkbox"/> LOC sends travel info to CR 	<ul style="list-style-type: none"> <input type="checkbox"/> If using EMS, verify XML file <input type="checkbox"/> Event numbering in sequential order <input type="checkbox"/> Proper event name <input type="checkbox"/> Appropriate # officials assigned <input type="checkbox"/> Same officials on combined warmups events <input type="checkbox"/> Number of warmup groups indicated 104 <input type="checkbox"/> Start order changes due to scheduling conflicts <input type="checkbox"/> All officials have reviewed the 104 <input type="checkbox"/> Send latest 104 with other competition info to officials <input type="checkbox"/> LOC requests missing music and PPCs <input type="checkbox"/> LOC confirms travel arrangements <input type="checkbox"/> LOC/CA provides blank expense forms <input type="checkbox"/> CA/LOC creates QR code <input type="checkbox"/> CA sends start orders to CM <input type="checkbox"/> CA posts start orders (after consulting with CR and LOC)
6+ Months Out			
Prior to sanction application and announcement			
<ul style="list-style-type: none"> <input type="checkbox"/> Determine registration system to use <input type="checkbox"/> Follow up with IJS System needs <input type="checkbox"/> Apply for any official series such as Solo Dance, Excel, etc. <input type="checkbox"/> Which events are offered and which scoring system (6.0, IJS or CJS) for each event <input type="checkbox"/> Review staffing model and invite officials <input type="checkbox"/> Registration Deadline Set by CR <input type="checkbox"/> Late entry Deadline Set by CR <input type="checkbox"/> PPC Deadline Set by CA <input type="checkbox"/> Music Upload Deadline Set by CM <input type="checkbox"/> Final review of announcement by CR, CA, CM including deadlines for entries, PPCs and Music 			