



Skate Canada



StarSkate

Skate Canada STAR 1-4

Event Management & Procedures Guide

- Local Organizing Committees: STAR Event Procedures
- Technical Representatives: STAR Event Procedures

Welcome to STAR 1-4 events!

The STAR 1-4 program is an exciting part of the Skate Canada competition system that introduces young figure skaters to competitions. The philosophy of the STAR system is based on the principles within Skate Canada's Guide to Long-Term Development (LTD). This guide provides the optimal framework for how young skaters should experience their first events and competitions.

Planning STAR Events

Sections may choose to offer all STAR events, or a selection of STAR events based on the size of the competition and anticipated number of entries.

STAR Category	Assessment Format	Format	Rationale
STAR 1	Assessed to Standard	Element event	Introduction to a figure skating event. Focus is on individual performance.
STAR 2	Assessed to Standard	Program event	Introduction to performing a program in a figure skating event.
STAR 3	Assessed to Standard	Program event	Skating a program with increased difficulty.
STAR 4	Standard with Ranking	Program Competition	Introduction to performing a program in a competition setting and being ranked. Elements are assessed to standard and converted to a ranking.
STAR 3 Synchronized Skating	Assessed to Standard	Element event	Introduction to performing synchronized skating elements.
STAR 4 Synchronized Skating	Standard with Ranking	Program Competition	Introduction to performing a program in a competition setting and being ranked. Elements are assessed to standard and converted to a ranking.

Planning Considerations for Local Organizing Committees

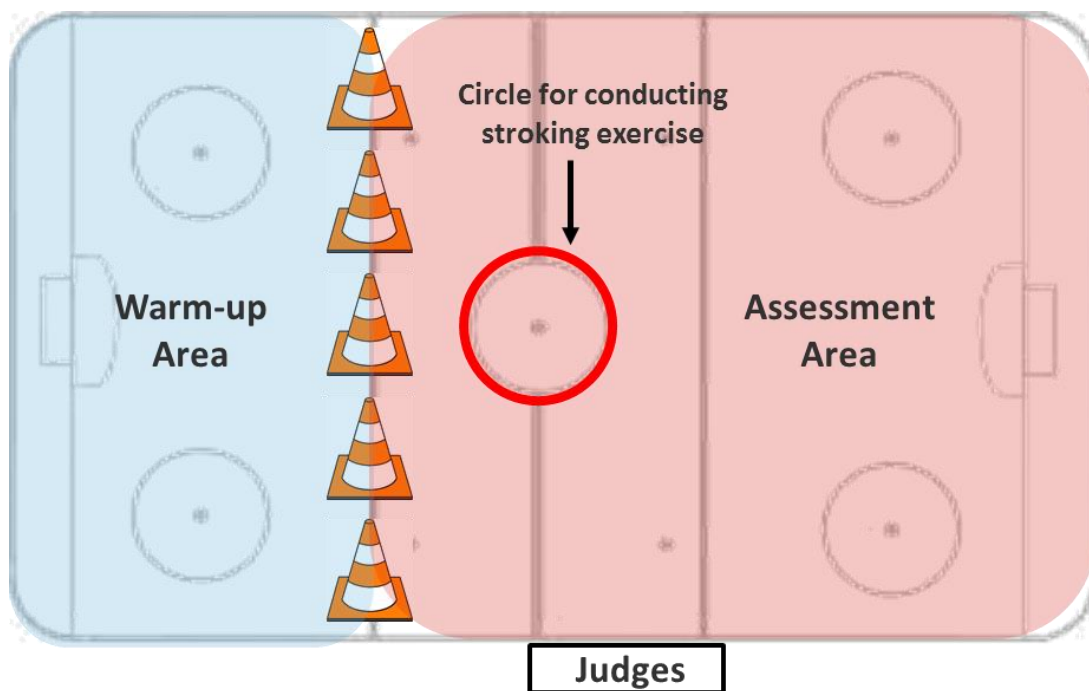
Running STAR 1 Events

STAR 1 is a group element event for entry-level figure skaters. The purpose of STAR 1 is to introduce skaters to performing elements in a non-competitive and fun environment. At the conclusion of each STAR 1 event, skaters are given a report card and ribbon corresponding to their overall assessment rating. Creating an atmosphere which is relaxed and encourages participation is of paramount importance.

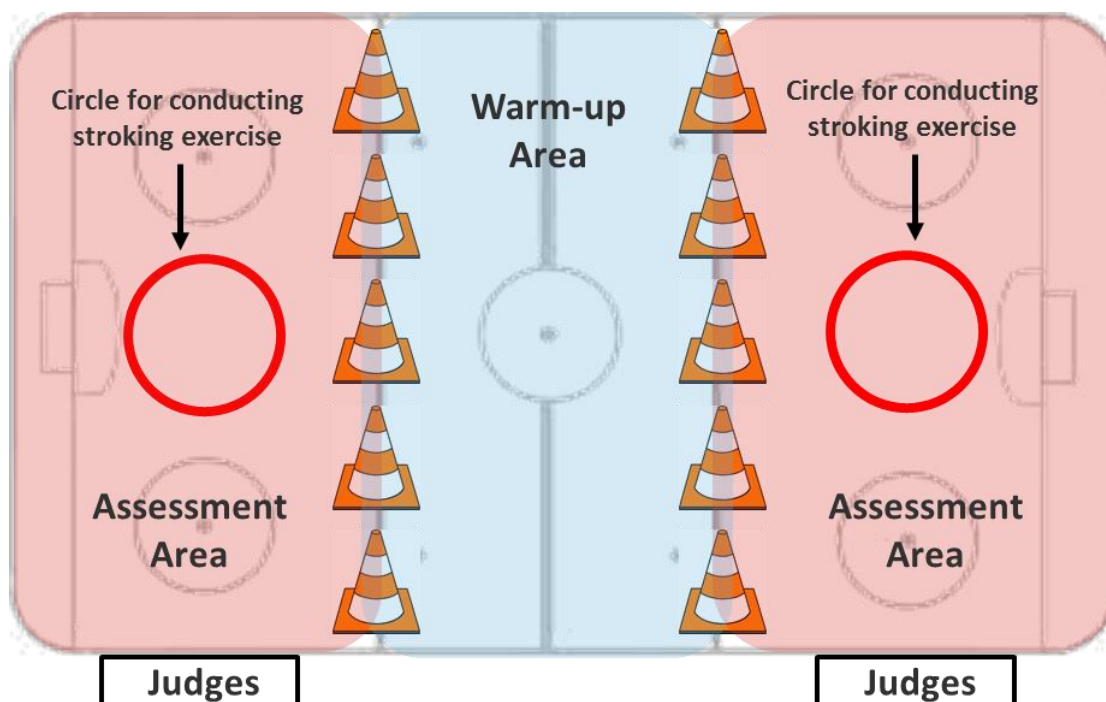
During the STAR 1 event, each group of skaters takes to the ice **with their coaches** to warm up elements in the designated warm-up area (coaches must wear skates if on the ice surface). After the warm-up is complete, coaches lead skaters to the assessment area where skaters take turns performing a stroking exercise, 3 jumps, 2 spins, and spirals. The skaters will continue to warm up (practice) as others in their group are being assessed. Skaters and coaches must be aware of when they are to be assessed and be ready for their turn. All skaters in the group will perform the creative exercise at the same time. As soon as the first group completes the assessment of spins, the next group may enter the ice to commence their warm-up.

STAR 1 may be conducted as a single panel format, or a double panel format depending on ice-time availability.

Single Panel



Double Panel



Procedures for STAR 1 Events

Arena Set Up

One or two rows of cones along the ice may be used to designate the warm-up and assessment areas. If the judges' stand is not at ice level (i.e., situated in the players' box) the judges (3) will be at the boards rink side. All assessments are initially written on paper so no computer equipment or power is required rink side.

Ice Captain

As each group being assessed completes their spin elements, the ice captain will invite the next group of skaters and their coaches to begin warming up in the designated area.

On-Ice Assistant

This is an optional position for STAR 1 events. The On-Ice Assistant's role is to keep groups moving and organized on the ice and to ensure they are moved from the warm-up area to the assessment area in a timely fashion. They will help to ensure the "next" skater is ready for assessment. The On-Ice Assistant must wear skates. This is a good role for experienced Program Assistant's or Coaches who may not have skaters involved in the competition.

Name Tags

We recommend each skater wear a name tag. Sticky tags to be worn on a warm-up jacket are preferred. Tags attached by neck strings or lanyards are not permitted.

Announcing & Music

Music for the 30-second creative routine is provided by the Section. A different selection of music should be played for each group, rotating through all the selections. Depending on the number of groups some music selections may need to be repeated. The music is played for the skaters twice: once to listen to and then again to perform. Soft background music is to be played during warm-ups and element assessments.

The procedure for announcing skaters in STAR 1 is as follows:

1. To Start (Group 1)

"We invite the following skaters to take to the ice to warm up for the STAR 1 event: (read names). For this event, skaters will perform a stroking exercise, three jumps, two spins, a spiral exercise, and a creative routine."

2. When Group 1 (and subsequent groups) move to the assessment area:

"We will now begin our assessment for Group __ skaters: (read names)."

3. When Group 2 (and subsequent groups) enters the ice for warm-up (while previous group assesses spins):

"We now invite Group __ skaters to take to the ice for their warm-up (read names)."

Procedures for STAR 2 and STAR 3 Freeskate Events

Event Format

STAR 2 and STAR 3 introduce skaters to performing elements in a program. It is very similar to higher level events where there is a timed warm-up for each group of skaters followed by performances of individual programs. Judges assess each program as per regular competition-like set-up and procedure. At the conclusion of the STAR events, each skater is presented with a report card and a ribbon or rosette corresponding to their overall assessment.

Head Sets

A headset must be provided for each member of the panel of judges (the Referee plus two judges). If available, an additional headset should be set up on the panel for training purposes.

Timers

Timers are not required for STAR 2 or STAR 3 events.

Procedures for STAR 4 Freeskate Events

Event Format

STAR 4 marks the entry point into competitive skating where skaters are scored and ranked. Medals (or ribbons – at the discretion of each Section) are awarded to the top 3 finishers. All STAR 4 competitors will receive a report card listing assessments for each element and program component as well as their overall ranking.

Procedures for Synchronized Skating Events

STAR 3 Synchronized Skating procedure

All assessments are initially written on paper so no computer equipment or power is required rink side.

Ice Captain

As each group being assessed completes their fourth element, the ice captain will invite the next group of skaters and their coaches to line up at the gate for entry onto the ice.

On-Ice Assistant

This is an optional position for STAR 3 synchro events. The On-Ice Assistant's role is to keep groups moving and organized on the ice. They will help to ensure the team is ready for the "next" element for assessment. The On-Ice Assistant must wear skates. This is a good role for experienced Program Assistant's or Coaches who may not have skaters involved in the competition.

Event Format

STAR 3 synchronized skating introduces skaters to performing elements. Officials assess each element as per regular competition-like set-up and procedure. At the conclusion of the events, each skater/team is presented with a report card and a certificate or ribbon corresponding to their overall team assessment.

STAR 4 synchronized skating marks the entry point into competitive skating where teams are scored and ranked. Medals (or ribbons – at the discretion of each section) are awarded to the top three finishers. All Elementary teams will receive a report card listing assessments for each element and program components as well as their overall ranking. Medals are awarded to the top 3 ranked teams.

Officials

The panel of officials for each event will consist of four people. Three people will act as judges, one of which will be designated as the Referee. The fourth person will be the Referee's Assistant Ice Level. The panel of three judges will identify and assess the elements and program components for the elements and/or program as performed. The Referee's Assistant Ice Level will permit teams on to the ice for their warm-up prior to performing and monitor ice conditions and the safety of the team on the ice.

Head Sets

A headset must be provided for each member of the panel of judges (the Referee plus two judges). If available, an additional headset may be set up on the panel for training purposes. No headset is required for the Referee's Assistant Ice Level.

Ribbons & Presentations

The STAR system is designed to introduce skaters to performing and eventually competing. Ensuring that STAR 1-3 (all disciplines), is conducted in a fun, relaxed and non-competitive environment is essential. The presentation of report cards and ribbons is a very important part of the process for skaters and parents and this can greatly affect their overall experience. **Overall assessment ratings may NOT be posted in the venue.**

Ribbons

There are separate ribbons for each level and for each of the assessment levels of Bronze, Silver and Gold. It is recommended that a simple ribbon design be used for STAR 1, a more elaborate design for STAR 2 and even a rosette be given for STAR 3 to reflect the advanced achievement of skaters at each level. Medals (if used) should be reserved for STAR 4 , and higher events where skaters are ranked.

Estimating Ribbons

While numbers vary between areas, a rough estimate of ribbon distribution at each level is as follows. Note that averages will change over a season as skaters improve in each category. A ribbon must be presented to each member of synchronized skating team.

Level	Bronze	Silver	Gold
STAR 1	40 %	45 %	15 %
STAR 2	40 %	45 %	15 %
STAR 3	35 %	55 %	10 %

Report Cards

An individual report card is produced for each skater in STAR 1-3, and for each team in Synchronized skating. This report card shows their individual rating on each element and the overall assessment rating.

Please note: The ribbon and report card are to be presented at the same time.

Presentation Procedure:

1. Announce the name of the group that will be receiving presentations.

Explain that each skater/team will be called forward and presented with their ribbon and report card and parents may take a picture of their skater.

Tip: Parents should be provided the first opportunity to photograph their skater before a professional photographer.

2. Call up each skater/team to the presentation area according to the starting order for their group.

Present each skater/team with their report card and ribbon(s) once they are at the middle of presentation area. **Do NOT announce the overall rating.**

Tip: If an assistant is available, have them check with skaters on the pronunciation of their name prior to presentations. They can also help the skater onto the podium for their presentation.

When each skater is made to feel special, they and their families leave the event with good memories regardless of their performance. Choosing the right person(s) to perform the presentation ceremonies and create this positive atmosphere should not be overlooked. While teens and other skaters are valuable volunteers at an event, ribbon and medal ceremonies should be performed by adults.

Distributing ribbons and report cards for a virtual event:

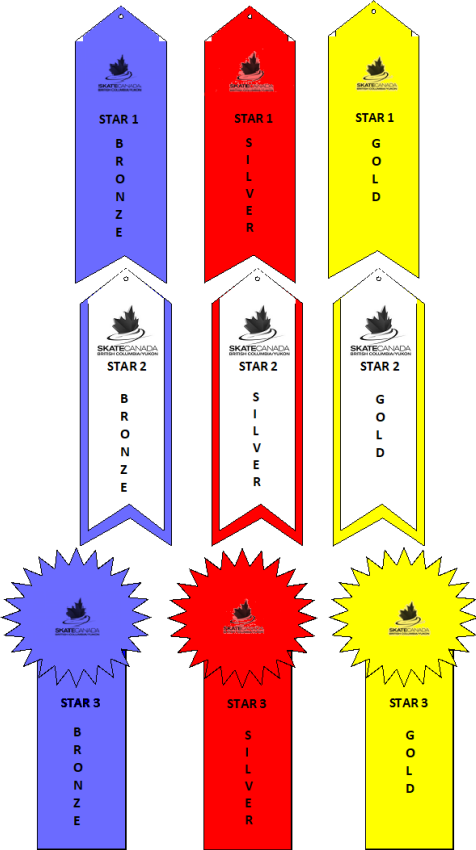
1. Determine with your Section a process for distributing ribbons and report cards to the athletes.
2. Place each skater's report card and corresponding ribbon in an envelope.
3. Distribute envelope to each skater in a timely manner.

Things to consider:

- a. distribution responsibilities, including:
 - printing report cards
 - ensuring report card and corresponding ribbon are placed in the appropriate envelope
 - skater name and address label on envelope
 - method of distribution
 - mail/cost of postage
 - pick up envelope at the local skating club/school
 - If the section is distributing the envelopes, options include:
 - i. mail to each club/school for their skaters and distribute accordingly
 - ii. mail to each individual skater

Ribbon Design: Skate Canada highly recommends that Sections follow the ribbon colour as indicated below. This will allow for consistency throughout all events across Sections and across the country.

Bronze = Yellow Silver = Red Gold = Blue



Planning Considerations for Technical Representatives

Scheduling STAR 1 Events:

Grouping Skaters

1. **Sort skaters by age and place into an equal number of groups with no more than 6 skaters per group.**
Six skaters is the maximum number per group for on-ice management and the result calculation software. Girls and boys are to be grouped together. **Review and alter groupings to keep some skaters with the same coach together.**

Because coaches will be on the ice with the skaters, it may be helpful for a coach to have some of their skaters together. **Regrouping should NOT result in having all the skaters from the same club together.** A reason for regrouping would be Groups 1 and 2 contain skaters of all the same age. A coach has one skater in Group 1 and one skater in Group 2. Place those 2 skaters in the same group.

Event Timing

1. **Group 1: 25 minutes for 6 skaters.**
This includes a 3-4 minute warm up.
2. **Groups 2+: 20 minutes.**
Groups 2+ will start warming up when the group before finishes assessing spins. Warm-up times are approximate and not meant to be exact.

Scheduling STAR 2 Events:

Grouping Skaters

1. **Sort skaters by age and divide into groups.**
It is recommended that skaters are assigned to a maximum of 12 skaters per group (flight), however, 8 is optimal as only one warm-up group is required. Although skaters are not competing against each other, groups should not be so large that skaters lose the sense of who is in their group. Girls and boys are to be grouped together.

Event Timing

STAR 2 consists of a maximum 2:10 minute program. Warm-ups are to be 3:00 minutes in duration. A review time of 1:00 to 1:30 minutes per skater should be included to allow the judging panel time to review elements and verify well balanced program criteria have been met.

OPTION: *If two panels of judges are available, panels may alternate with one panel assessing skaters with an odd starting number (i.e., #1, #3, #5 etc.) and the second panel assessing skaters with an even starting number (i.e. #2, #4, #6 etc.). Double panels should only be used when there is a limited amount of ice time available and a high number of entries. There should be an adequate number of officials available in order to proceed with double panels.*

Timing Guide for STAR 2

Note the timing guide below is for panels that are assigned using experienced officials or panels of new officials in assessing STAR.

STAR 2 EVENTS		EXPERIENCED OFFICIALS		NEW OFFICIALS	
# of Skaters	# of Warm-ups	Single Panel Total Time	Double Panel Total Time	Single Panel Total Time	Double Panel Total Time
2	1	10 min	10 min	15 min	10 min
3	1	15 min	10 min	20 min	10 min
4	1	20 min	15 min	20 min	15 min
5	1	20 min	15 min	25 min	15 min
6	1	25 min	20 min	30 min	20 min
7	1	30 min	20 min	35 min	20 min
8	1	30 min	25 min	35 min	25 min
9	2	40 min	30 min	45 min	30 min
10	2	40 min	30 min	50 min	30 min
11	2	45 min	35 min	50 min	35 min
12	2	45 min	35 min	55 min	35 min

Scheduling STAR 3 and 4 Events (Freestyle):

Grouping skaters – STAR 3

1. Sort skaters by age and divide into groups.

It is recommended that skaters are assigned to a maximum of 12 skaters per group (flight), however, 8 is optimal as only one warm-up group is required. Although skaters are not competing against each other, groups should not be so large that skaters lose the sense of who is in their group. Girls and boys are to be grouped together. Groups should be kept small, no larger than 12 skaters.

Grouping skaters – STAR 4

1. Sort skaters by age.

Boys and girls must compete separately in STAR 4 events. There are three age categories recommended for STAR 4 events: U10, U13, and 13&O. If there are not enough skaters to form a separate age category for one of these groups, age categories may be combined. For example, if there are not enough entries to form a group in the Under 10 (U10) category, they may be combined with the skaters in the U13 category.

2. Divide age categories into groups (if necessary).

Depending on the number of entries in each of the three age categories, skaters can be further divided into groups within these age categories. It is recommended that skaters are assigned to a maximum of 12 skaters per group (flight) with 8 skaters per group being the optimal number so only one warm-up group is required.

Event Timing

STAR 3 and STAR 4 consist of a 2:00 minute (+/- 10 seconds) program. Warm-ups are 4:00 minutes in duration.

OPTION: For **STAR 3 ONLY**, if two panels of judges are available, panels may alternate with one panel assessing skaters with an odd starting number (i.e., #1, #3, #5 etc.) and the second panel assessing skaters with an even starting number (i.e. #2, #4, #6 etc.). Double panels should only be used when there is a limited amount of ice time available and a high number of entries. There should be an adequate number of officials available in order to proceed with double panels.

Timing Guide for STAR 3 & 4

Note the timing guide below is for panels that are assigned using experienced officials or panels of new officials in assessing STAR.

STAR 3 & 4 EVENTS		EXPERIENCED OFFICIALS		NEW OFFICIALS	
# of Skaters	# of Warm-ups	Single Panel Total Time	Double Panel Total Time*	Single Panel Total Time	Double Panel Total Time*
2	1	15 min	10 min	15 min	10 min
3	1	15 min	15 min	20 min	15 min
4	1	20 min	15 min	20 min	15 min
5	1	25 min	20 min	25 min	20 min
6	1	25 min	20 min	30 min	20 min
7	1	30 min	20 min	35 min	20 min
8	1	30 min	25 min	40 min	25 min
9	2	40 min	30 min	45 min	30 min
10	2	45 min	35 min	50 min	35 min
11	2	45 min	35 min	55 min	35 min
12	2	50 min	35 min	60 min	35 min

*NOTE: Double panel can only be used in STAR 3.

Scheduling STAR 3 Synchronized Skating:

Event Timing:

STAR 3 synchro elements have a maximum approximate time of 2:30 minutes to be performed. Assessment of elements will take place after each element, and the official panels should be allowed 1:00 minute of time to review the assessment of elements after the final element has been performed by the team.

Timing Guide:

Below is a sample timing guide to assist Technical Representatives in scheduling STAR 3 synchronized skating element events.

# of Teams	Warm-up Time	Element Time	Judging Time	Team Time	Total Event Time
1	1:30 minute	2:30 minutes	1:00 minutes	5:00 minutes	5:00 minutes
2	At least 1:30 minute during judging time of prior team	2:30 minutes	1:00 minutes	4:00 minutes	9:00 minutes
3		2:30 minutes	1:00 minutes	4:00 minutes	13:00 minutes
4		2:30 minutes	1:00 minutes	4:00 minutes	17:00 minutes
5		2:30 minutes	1:00 minutes	4:00 minutes	21:00 minutes

It is recommended that the Referee time the review period to ensure the event remains on schedule as much as possible.

Scheduling STAR 4 Synchronized Skating:

Event Timing:

STAR 4 synchronized skating programs have a maximum time of 2:40 minutes (programs may be shorter and will receive no penalty). Official panels should be allowed 2:30 minutes of time to review the assessment of elements and verify the program content.

Timing Guide:

Below is a sample timing guide to assist Technical Representatives in scheduling STAR 4 synchronized skating events.

# of Teams	Warm-up Time	Program Time	Judging Time	Team Time	Total Event Time
1	1:00 minute	2:40 minutes	2:00 minutes	5:40 minutes	5:40 minutes
2	At least 1:00 minute during judging time of prior team	2:40 minutes	2:00 minutes	4:40 minutes	10:20 minutes
3		2:40 minutes	2:00 minutes	4:40 minutes	15:00 minutes
4		2:40 minutes	2:00 minutes	4:40 minutes	19:40 minutes
5		2:40 minutes	2:00 minutes	4:40 minutes	24:20 minutes

It is recommended that the Referee time the review period to ensure the event remains on schedule as much as possible.

Staffing STAR 1-4 Events:

Active Skate Canada Judges, Technical Officials, or Coaches who have completed the STAR 1-4 Officials training may officiate in STAR 1-4 events. Technical Officials include Technical Specialists, Technical Controllers or Base Level Technical Officials.

Roles	Requirement	Staffing Considerations
Referee	Ensures event runs smoothly. Addresses any on-ice issues that arise during event. Referee also acts as Judge 1, 2, or 3.	Try to assign an experienced STAR judge.
Judge 1	Able to confidently apply standards and call out element assessments as skater is performing.	Not all officials will want to act as Judge 1.
Judge 2	Must record element codes correctly. Leads discussion of review of assessments as necessary. Submits marking sheet to data specialists.	Ensure the person assigned is able to record accurately.
Judge 3	Records elements and assessments for back-up purposes. Participates in review process.	Excellent position for new official. May be a good role for someone who does not want to take a leadership role on panel.
Referee Assistant Ice Level (Synchronized Skating)	Permit teams on to the ice for their warm-up prior to performing. Monitor ice conditions and the safety of the team on the ice.	Someone who is comfortable managing teams and working with coaches.

Note: The Referee does not have to be Judge 1. It is also advisable not to rotate judges between positions after each event. It is a good idea to keep the composition of the panels the same for several events so panels can develop a better understanding of each role.