

2019-20 EMS COMP. CHECKLIST & RESOURCES

Follow links below for EMS/LOC Best Practices

1

Getting Started

- Finalize [Hotel](#) & [Arena](#) Contracts
- Complete [Announcement](#), Submit for Sanction via EMS
- Send [ACH Deposit](#) Form to HQ
- [Competition Set-Up](#) – configure dates, available events, pricing, comp. contacts
- Secure IJS Equipment – U.S. Figure Skating rental form [here](#)
- [Practice Ice Setup](#) – Complimentary & [Pre-Purchase](#)
- [Send Official's Invitations OR Load Accepted Officials into EMS](#)

2

After Registration Deadline

- [Review Entries](#) (note: NQS seeding info. included in [Event File Report](#))
- [Develop Schedule, Load into EMS & Assign Skaters](#) *video [here](#)
- Address Late Entries, [Change/Withdraw Requests](#) *consult with Ref/Acct
- [Share](#) Updated Schedule & Practice Ice Information with Participants
- [Practice Ice](#) – [Selection](#) & [Open Sales](#)
- [Recruit & Schedule Volunteers](#) – [sample schedule](#), [compliance how to](#)
- Finalize Event Medical Plan & Staffing Needs – [sample plan](#), [guidelines](#)
- Review Music & PPC Deadlines, [Coach Compliance \(automated reminders sent\)](#)
- Finalize Officials Travel & Housing, Develop Hospitality Plan
- Work with Accountant & Trial Judges on Supply Requests
- Complete Event Program Design & Order, Order/Prepare Gifts (Skater/Official)
- NQS: send NQS officials list (template [here](#)) Domestic Selections (30 days)**

3

One – Two Weeks Out

- Update Schedule within EMS (*as needed*), Share with Arena & Confirm Staffing
- Volunteer Meeting & Trainings – [sample volunteer handbook](#)
- Download [Music Files](#) & [Planned Program Content](#) (PPC)
- General Prep.: Signage ([SafeSport Policy](#)), [Check-In](#), [Credentials](#)
- Acquire Onsite Equipment (tablet, laptops) – registration, practice ice sales....
- Finalize Practice Ice Sales Plan, [Prepare Ice Monitor Sheets](#) (Print or Digital)
- [Email](#) "Know Before You Go" Information to Competitors – sample [here](#)
- NQS: send 104 to RVC (2 weeks)**

***will be updated for 2020-21 Season*