# DATA SPECIALIST MANUAL

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# SKATE CANADA
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## PURPOSE

This Manual is designed to identify items to be completed by data specialists before, during and after a competition, as well as outline roles, responsibilities and required competencies of data specialists. This document provides a high-level summary of these items. Process for completing these items may vary from competition to competition, and Section to Section. In addition, it is acknowledged that based on the needs or direction of the competition or Section, further items may be required for completion beyond what is listed in this manual.

## DUTIES OF THE DATA SPECIALIST

### Data specialists are responsible for the following:

- Must follow general duties of all officials
- When accepting assignment advise Chief Data Specialist of any conflict of interest
- Arrive on site when required by the Chief Data Specialist and ready to work
- Check with Chief Data Specialist on appropriate dress for rink side temperature
- Follow direction of Chief Data Specialist
- While following direction of the Chief Data Specialist, actively seek and suggest to the Chief efficiencies in process
- Prepare the lists of officials and start orders for publication
- Verify the correct calculation of results
- Have the current Scale of Values at your disposal
- Prepare the online and/or print protocol of an event including but not limited to:
    - Entries
    - Start Orders
    - Officials Lists
    - Results
- Print official results for publication
- Conduct the draw(s) for an event in conjunction with the Referee

**Additional Duties of the Computer Data Specialist:**

- Test the scoring system equipment to ensure proper function including the required headsets and video equipment
- Ensure that scoring system equipment and all required support supplies are on-site
- Install scoring system equipment (when used) at rink side and in the Data Specialist's room
- Create and manage the database for a competition within the approved Skate Canada competition scoring system software
- Operate the scoring system equipment during an event and ensure proper data flow
- Assist the attending Data Specialists to learn the operation of the SC competition scoring system software

## DUTIES SPECIFIC TO THE CHIEF DATA SPECIALIST

- Must be available to do work, as required, prior to the Competition and be available for the entire Competition.
- Must be familiar with the Rule Book and know where to find the information required to help you to proceed
- Must have a copy of the competition announcement
- Is the official direct liaison to the competition Technical Representative (Tech Rep).
- Contacts the Tech Rep of the competition, early in the planning stage, to discuss matters of mutual concern pertaining to results calculation
- Obtain the names and contact information of the data specialist team including the computer data specialist lead
- Create and communicate the schedule of assignments of the data specialist team
- Check with Host Committee for accommodation information for the DS group
- Confirm any food allergies or other dietary requirements of the data specialist team and communicate these to the organizing committee
- Ensures that necessary supporting volunteers, facilities, supplies and forms are communicated to the organizing committee, and obtains contact information for supporting volunteers as well as confirmation of who will be responsible for providing these items.
- Ensures that all Data Specialists are properly trained, and aware of the rules and the confidential nature of information being prepared

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- Approximately two weeks before the closing date of entries for the competition, email the Competition Chair and the Tech Rep with the following information:
  - introduce yourself as the Chief DS and provide the names of your DS team;
  - advise rooming list for hotel and arrival dates;
  - advise requirements of photo copier along with number of tables, chairs and other supplies as needed.
- Contact the person in charge of registration to receive the excel spreadsheet required to upload the competitors into the SC competitive scoring system
- Cooperate with the Tech Rep to do the draws (either using CSS or manually) without them being present
- Request the officials' assignments from Tech Rep.
- Obtain a time schedule from the Tech Rep
- Check with the Tech Rep if there are to be Trial Judges, and if so, inquire about what paperwork is expected
- Provide all information to the Computer Data Specialist for input into CSS to allow for timely creation and release of Start Orders and Officials lists for publication to the website prior to start of competition
- Ensure that proper precautions are taken to ensure Data Specialists with conflicts are appropriately assigned.
- Ensures that draw data and other information prepared in the data control center remains confidential pending public posting
- Ensure that adequate and proper forms are used and accurately prepared, and that procedures are adequate to accurately tabulate the officials' marks into results, and have all phases verified.
- Ensures that results are verified and released in accordance with the reporting procedures as outlined in the specific rules for competitions and championships
- Direct any questions to the technical representative regarding rule clarification or situations not covered by the rules
- Ensure that all results, data and reports required by the Referees or Technical Controllers for their reports are prepared and made available to them promptly

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## RESPONSIBILITIES OF THE DATA SPECIALIST

To fulfil the role as outlined above, Data Specialists are responsible for the following:

### Before the Competition:

#### Be informed:

- Ensure that all logistic information related to the competition is available to the Data Specialists team (i.e. Competition announcement/technical package, schedule, officials' assignments, competitor list, etc.)
- Ensure an appropriate level of knowledge of all rules, guides and technical requirements specific to the competition, and that these are available as a resource. This list includes but is not limited to:
  - Competition Program Requirements – Adult
  - Competition Program Requirements – Competitive
  - Competition Program Requirements – STAR
  - Competitions
    - Conduct of an Event:
      - Panel of Officials
      - Draws
      - Starting Orders
      - Rotation of Order of Skating for Pattern Dances
      - Pattern Dance Sequences
      - Withdrawal of a Competitor
      - Start of an Event
      - Call to Start
      - Warm-Up
      - Duration of Skating
  - Scoring of Skate Canada Competitions
  - Scale of Values (SOV) Tables – S/P/D/SYS

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- Ensure an appropriate level of knowledge of any manuals associated with operation of computer scoring programs, and that these are available as a resource
- Ensure an appropriate level of knowledge of any additional procedures associated with scoring of the competition including but not limited to:
  - Manual calculation of results

## Complete the following:

- Computer Data Specialist: create the competition data base including the following:
  - Categories and segments
  - Competitors
  - Officials
- Computer Data Specialist: create the following:
  - Entry lists (if required)
  - First segment start orders
  - Officials lists
- Ensure that the following is available for use at the competition:
  - Officials worksheets
    - Technical panel
    - Judge

*Note: It is at the discretion of the hosting Section (and National Office for competitions sanctioned from there) to determine if planned program content (elements), is to be merged into printed Technical Panel and Judge worksheets. Where this is desired, it is at the discretion of the Section (or National Office for competitions sanctioned from there) to determine who completes the merge.*

- Below is a list of supplies designed to ensure that the data specialist room and equipment on the officials' stand functions as required during a competition. The list provides a breakdown of which team (Data Specialist or Local Organizing Committee) is responsible for a particular set of equipment or supplies. There may be variance in terms of which group is responsible for specific items listed below, as well as additional items and based on your Section's instruction. In all cases, refer to Section instruction to determine who is responsible

for what for competitions to which you are assigned. In addition, refer to Section direction in terms of how supplies are purchased and expensed.

- *Data Specialist team may be responsible for the provision of:*
    - Blue Pen (to sign Results printed on Judges Stand)
    - Pencils
    - Pencil Sharpener (electric preferred)
    - Masking Tape
    - Memory Stick with most recent CSS Download
    - Memory Stick for Back-up from Data Computers during Competition
    - Draw Tokens - if a Draw is taking place at Competition
    - Binder for Results in Judges Room
    - Small hole punch
- *LOC may be responsible for the provision of:*
    - Paper
    - Clip Boards
    - Photo Copier (must be capable for 15-20 Sheets per Min)
    - Extra Toner or Printer Cartridge for copier
    - Room with Power
    - Table and Chairs (2-3 8ft tables)

## During the competition including set-up:

### Prior to competition and set-up:

- Ensure and assist with computer scoring equipment set-up and testing prior to the first competition event segment including adequate paper and other supplies required by the computer data specialist
    - Note: it is good practice to ensure that equipment is properly set-up (operating system is up to date, CSS/LTS is latest version, etc.) in advance of the competition
- Make adjustments to the officials' stand if needed (equipment system set up, accessibility issues, number of chairs, etc.)

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- Ensure and assist with data specialist room set up and testing prior to the first competition event segment
- Assist in making sure officials' room is ready (Judging and Technical worksheets, pencils, sharpener, results binder etc.)
- Attend the DS meetings, taking notes on any key issues relating to area of assigned responsibility
- Attend the officials meeting as needed
- Be informed regarding the times for set up and testing daily, paperwork and draws etc.
- Familiarize self with the building (e.g. print room operations, washrooms, photocopier, judges – technical panel room, music hospitality, etc.)

## During competition:

- Prior to the start of each day ensure that computer scoring equipment, both on the officials' stand and in data specialist room is tested
- If assigned to rink side, be on the officials' stand 15 minutes prior to the start of the segment
- If doing manual scoring participate in data entry, verifying accuracy of data entered
- Following the completion of each segment:
  - o Detail sheets are created and distributed
  - o Results are generated and signed by the referee and technical controller
  - o Draw (if necessary) is completed for subsequent segment for posting
  - o Start order for subsequent segment is completed for posting and distribution to officials for completion of worksheets
  - o Referee files (if applicable)
  - o Back up database according to instruction from Computer Data Specialist
- Monitor flow of event while at rink side and address any concerns the panel may encounter quickly and calmly
- Ensure the Chief and other DS's are aware of any relevant issues that arise during an event (e.g. equipment issues.)
- Communicate with the technical panel and Referee when appropriate/needed
- Copy and distribute (or supply to print room) paperwork as instructed, ensure time of posting results is properly noted
- Ensure the Officials' room has forms etc. as needed
- Be aware of potential problems and how they could be resolved
- Other tasks as needed

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## After the competition:

- Ensure and assist with computer scoring equipment tear down and proper packing following the last competition event segment
- Ensure and assist with data specialist room tear down and proper packing following the last competition event segment
- Ensure that an inventory list of any supplies required for purchase prior to the next competition is completed
- Ensure that reporting as required is provided following the event

## COMPETENCY & SKILLS PROFILE OF THE DATA SPECIALIST

### Knowledge

- Must have a good knowledge of rules related to the delivery of competitions, including but not limited to the following:
  - Competition Program Requirements
    - Adult
    - Competitive
    - STAR
    - Synchronized Skating
    - Special Olympic
  - Competitions
  - Officials
  - Scoring of Skate Canada Competitions

### Skills

- Proficient in basic set up of computers and other associated peripherals including but not limited to the following:
  - Printers
  - Photo copiers

- o   Internet connectivity
- o   Networking
- o   Software installation
- Must be proficient in use of computers and basic productivity tools including but not limited to the following:
  - o   Word processing programs (i.e. MS Word, Libre Office, etc.)
  - o   Spreadsheet programs (i.e. MS Excel, Libre Office, etc.)

## Leadership

- Demonstrate a commitment to delivering an excellent competition
- Collaborate with and show respect for all team members, officials and volunteers
- Assist new officials/exam candidates (either informally or formally if assigned by the Chief)
- Listen to and discuss respectfully any concerns/issues from team members before the start of the event
- Assist in creating a serious yet relaxed atmosphere to allow the team to be at ease and ready to perform duties
- Be prepared to assist in any role needed, for any reason, always during any portion of the event
- Fulfill assigned tasks quickly, accurately and efficiently to ensure competition flow
- Anticipate and complete upcoming tasks (e.g. ensuring referee file is ready up to last results, presorting judging sheets etc.)
- Accept additional tasks if asked by Chief
- Adaptable in role within a fast-paced environment
- Maintain a calm and relaxed manner

## Deportment

- Set a positive example (e.g. appropriately dressed, positive and respectful attitude)
- Effectively manage time on site (e.g. transportation, arrival, meetings etc.)
- Get enough sleep to be alert and quick
- Be well organized to promote calm and stability

- Perform duties with efficiency, organized and control of all aspects of assigned duties
- React calmly to situations; deal with difficult situations with grace/ease
- Be calm, thoughtful, respectful and positive when interacting with others
- Recognize that you represent the Data Specialist team and demonstrate respect via good interpersonal skills when interacting with all stakeholders
- Refrain from use of electronic communication device (such as mobile phones, tablets, smart watches) while on the officials stand.