

# USA Roller Sports Open Compulsory Figure Invitational

March 7, 2021

## Technical Manual



**USA**  
ROLLER SPORTS



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[www.usarsfigureinvitational.online](http://www.usarsfigureinvitational.online)

## **General overview of how this meet will work:**

Each club or rink will provide a Technical Director, who will sign into the meet using an email address they have provided to us. Each club or rink will be assigned a breakout room when they enter the meet, and this breakout room number/link will be sent to them with their schedule so that they may share it with their parents/spectators.

Technical Directors will be expected to log in 30 minutes before the start of the competition so that we may check their connection, and if needed, check their camera placement and instruct them to make any adjustments we feel are necessary, so that the view from every camera is as similar as possible.

Judges and Panel Managers will be assigned as “hosts” so that they may bounce from room to room freely. Spectators and coaches who wish to visit other rooms will need to leave their room and rejoin the main Zoom room in order to request permission, and we will move them wherever they want to go.

The Panel Manager will be provided with the name, number, and breakout room number of each skater, and will guide their panel as they move from room to room. Panel Managers will instruct judges to move to the next room, according to the skating order. Panel Managers will also be responsible for monitoring the mute and video off status of judges. Voice, video and chat functions will be disabled for all spectators and coaches unless they are in the main Zoom room.

If a panel arrives in a room where judging is occurring, they will wait until the skater is finished. The Panel Manager will then announce the next skater to the Technical Director. That skater will then skate and be judged. As soon as the judges are finished scoring, the Panel Manager will guide them to the next room and the next skater.

If possible, the Panel Managers will move to the next room as soon as the judging commences for each skater. This way, they may alert the Technical Directors to prepare the next skater, thus eliminating as much wasted time as possible.

Results will be posted on our website as quickly as possible.

If there is a technical issue or something that disrupts the visual feed on OUR end, the skater will have the choice of reskating or they may submit their backup video. If there is a technical issue or something that disrupts the visual feed on YOUR end, you have 2 minutes to fix the issue before we move to the next competitor. You may then submit your backup video for scoring. If the video is received within 10 minutes of the end of the event, the skater will be scored and tabulated along with the rest of the skaters. If it is received later than 10 minutes after the event, the skater will be scored but not tabulated.

If a video needs to be viewed immediately, we will alert the Panel Manager and he/she will guide the panel to a “green room.” We will share this video with them, they will score the skater, and add those scores to their score sheet. All videos that are submitted past the 10 minute deadline will be scored at the end of the meet, and the scores will be added to the website but not tabulated into the event.

At the end of each event, the Panel Managers will alert us to let us know what time each event ended, so that we may assign backup video submissions to either the “to be tabulated” category or the “to be scored but not tabulated” category.

Medals will be mailed to each club or rink.

An additional set of schedules, breakout room links and instructions will be emailed to each Technical Director before the start of the meet.

Technical Directors will be given the link to the online social on the day of the meet, so that they may share it with their skaters and coaches. This link will not be published on the website or in any of the meet packets. This link will take folks to a page where they must enter their email address, name, and click the “I agree to the Zoom and USA Roller Sports Terms and Conditions” box, and then the private link will automatically appear. They must log into the social using the email address they provided or the link will not work. This is so that we have a record of every person who attends, along with their release form, for security reasons.

## **Practice**

We will hold one Technical Directors practice on Saturday, March 6. Any Technical Director who cannot attend the scheduled practice can set up a private practice with us at any time the week prior to the meet. During this practice, we will check your camera angles and make any changes necessary. Please have masking tape available to mark the skating floor so you will be able to easily move your tripod between your figure circles and your loop circles!

Filming a skater while on Zoom is easy, but it can be tricky if you’ve never done it before! Please practice as much as needed BEFORE the day of the meet.

## **Equipment and Requirements**

You will need the following:

- Tripod\* (if you do not have a tripod, you may still participate in this meet! Tripods make your job easier, but please do not let the lack of a tripod affect your decision to attend)
- Camera
- Internet-accessible device
- Stable internet or cell connection
- Backup camera

## **Technology**

Most of the time, judges will remain off camera. Only the Panel Managers will be visible to you throughout the course of the meet. We are doing this so that as little data as possible is being sent to you during the meet; this way, the vast majority of your data requirements will be focused on sending the best quality video possible.

Please know that the Panel Managers will not allow a skater to begin until all of his/her judges are present in your breakout room. Just because you can’t see them does not mean they are not present!

Please test your internet connection TODAY. If it is lacking, please test your cell connection. We prefer stable internet connections over cell connections because of video quality, but a cell connection will work.

## **Backup Camera**

We are requesting that all rinks employ some type of backup camera (a cell phone is sufficient). If your video feed is interrupted for some reason, this backup footage may be submitted for judging. The Panel Manager will let you know if your backup footage is needed. All backup footage should be emailed to [usarsfigureinvitational@gmail.com](mailto:usarsfigureinvitational@gmail.com) ASAP. Footage that is received within 10 minutes of the end of each event will be judged and tabulated; footage received later than 10 minutes after the end of each event will be judged at the end of the meet but not tabulated into the final scoring of each event.

## **Filming Your Skaters**

The camera operator is allowed to pan back and forth to follow each skater as he/she is being judged.

**At no time** are you allowed to do either of the following:

- use the zoom feature on your phone or camera
- mute your transmission

The reasons for this are simple and obvious. First, judges need to evaluate the entire skater, from head to wheel, and zooming prevents them from accomplishing this. Second, a muted transmission allows coaches to audibly instruct skaters while competing, and this is not allowed during any figure competition. Please refrain from zooming or muting your transmission at all times.

If you are not using a tripod, please remember that panning back and forth by hand is allowed, but panning up and down is not.

## **Warnings**

If a Technical Director mutes or zooms during a transmission, the Panel Manager will give one courtesy warning and will alert the Meet Director that he/she has done so. At the second transgression, the Meet Director will have the option of removing the Technical Director and assigning a replacement. If there are no possible replacements, the rink runs the risk of having remaining skaters disqualified, something we sincerely do NOT want to do. Please follow the no zoom/no mute rule so that all your skaters have the opportunity to compete.

## **Communication**

You will receive an email the day before the meet with the Meet Director's personal cell phone number. Please use this with discretion, but if at any time you need to communicate with her, please do so by text and she will call you back if needed.

## **Flow**

During the meet, you may expect the following to occur:

1. Your skaters may warm up anywhere at any time, provided they do not interrupt any skaters currently being judged.

2. A Panel Manager will appear in your room and let you know which skater will be judged next. The Panel Manager will then leave your room to collect the judges.
3. Please have that skater ready to skate by the time the Panel Manager returns to your room.
4. The Panel Manager will announce the skater's number. Please be sure this matches the program.
5. Monitor the video transmission.
6. After this skater has finished, the Panel Manager and judges will leave your room. Wait for the next Panel Manager to appear. Please remember that we have three panels running simultaneously, so you may see different Panel Managers come in and out of your room. Panel Managers will be wearing red to make them easier to spot.
7. If you have a video issue, instruct someone at your rink to submit the appropriate backup video ASAP.

If you need assistance at any time, please either contact the Meet Director in the main Zoom room (send someone else there – you should never leave your breakout room!), or speak to the Panel Manager when they appear in your room. We are all doing this for the very first time together, and everyone is willing and able to assist you with whatever you may need.

## **Grievances**

If you find that a coach wishes to file an official grievance, he or she may visit the website page "Meet Forms" to download official grievance forms. Please let them know that only current registered USA Roller Sports coaches are eligible to file official grievance forms.

## **Social**

Technical Directors will be emailed the link to the online social on the day of the meet, so that they may share it with their skaters and coaches. This link will not be published on the website or in any of the meet packets. This link will take folks to a page where they must enter their email address, name, and click the "I agree to the Zoom and USA Roller Sports Terms and Conditions" box, and then the private link will automatically appear. They must log into the social using the email address they provided or the link will not work. This is so that we have a record of every person who attends, along with their release form, for security reasons. Please encourage your skaters and coaches to attend the social!