



SKATECANADA
MANITOBA

Skate Canada Manitoba

All STAR Seminar

Host Guidelines

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Section 1 | *Welcome*

THANK YOU

Thank you for volunteering to be a part of this exciting program! This package has been developed to help you put together the All STAR Seminar in your Region as easily as possible!

Enclosed in these Guidelines, you will find all of the information necessary for you to host an All STAR Seminar. Each year, these guidelines will be updated to reflect best practices as suggested by hosts like yourself. Following this year's Seminar, please let us know what we should be adding, changing or updating based on your experience.

You should continue to reference this package throughout the planning of your Seminar.

The goal of the Skating Programs Committee is to make all of the All STAR Seminars in Manitoba streamlined and very successful. We feel that this will have a positive effect on the skaters and coaches in our province, and will ensure that Skaters at all stages of their careers are being offered quality programs and opportunities.

If you have any questions regarding this program, contact the Skate Canada Manitoba (SCMB) STARSkate Committee Chair.

We, the STARSkate Committee, look forward to working with your Host Committee to make this a rewarding experience for all. Volunteers such as you continue to make these events successful each year. Best of luck and Thank You!

PURPOSE OF THE ALL STAR HOST GUIDELINES

This guidebook will help you make your seminar a success. It is designed to help you plan and implement your seminar and is intended to be a resource and includes templates, recommendations based on past successes and a planning timeline.

Section 2 | *What are All STAR Seminars?*

WHAT IS AN ALL STAR SEMINAR?

An All STAR Seminar is a regionally-based, one-day seminar that will cover the basic skills required for all STARSkate athletes – warm-up, skating skills, transitions and field moves, and correct technique. Skaters take part in on and off-ice activities and have a lot of fun! This seminar gives skaters a chance to get to know one another in a fun and friendly environment. Skaters are given the opportunity to learn new skills, have information presented in a new or different manner, and enjoy a positive learning experience.

WHO ARE ALL STAR SEMINARS DESIGNED FOR?

All STAR Seminars are designed for skaters from the Learn to Train, Learn to Compete and Active For Life LTAD levels.

WHAT ABOUT THE COACHES IN YOUR REGION?

The host committee and clubs should encourage the coaches in their region to attend. This has many benefits for both the coach and the skater. Coaches and skaters working together will help everyone get the most out of this experience.

WHO LEADS THE ALL STAR SEMINARS?

SCMB's STARSkate Committee will provide a qualified Skate Canada Manitoba All STAR Clinician selected from a team of trained Skate Canada Manitoba All STAR Clinicians. **The name and contact information of the assigned clinician will be provided to the Regional Director no later than August 1st.** If possible, a member of Skate Canada Manitoba's High Performance team will assist the on ice clinician for the day. The Clinician will look after arranging with the High Performance Team Member. It is up to the Host Committee to contact the Clinician directly upon receiving of the name.

WHERE ARE ALL STAR SEMINARS HELD?

Each Region in the Manitoba Section is expected to host an All STAR Seminar in their Region. Each Region is responsible for choosing a location within their Region.

WHO PAYS FOR THE ALL STAR SEMINAR?

Skate Canada Manitoba:

- ✓ Clinician fees – based on the NCCP certification level of the Clinician and experience. The fees will follow Skate Canada's suggested rates.

Host Region:

- ✓ Off-ice Clinician fees
- ✓ Cost of the facility
- ✓ Clinician travel expenses
- ✓ Lunch and snacks
- ✓ Clinician hotel accommodations (if necessary)
- ✓ Clinician and High Performance team member meals
- ✓ Travel expenses and accommodation (if necessary) for the High Performance Team member
- ✓ A \$50.00 honorarium to the High Performance Team member
- ✓ Any other expenses incurred while hosting the seminar will be the responsibility of the Host.

Regions will be able to charge a registration fee for the seminar to help cover any expenses that may be incurred. This fee is usually between \$30.00 and \$50.00.

WHAT CRITERION MUST BE MET?

Each region is required to host an All STAR Seminar regardless of the number of skaters registered. There is no minimum or maximum number of skaters needed to hold the seminar.

Regional Directors are asked to contact the Skate Canada Manitoba, Program and Events Facilitator (skate.pc@sportmanitoba.ca) **no later than June 30th** with the following information:

- Host Club for the Seminar and contact information
- Location of the Seminar
- Date of the Seminar – if multiple dates are available, please supply in order to accommodate multiple events.

A sample schedule of the Seminar is included in the Templates section of the Guidelines.

The Region will be responsible for confirming details with the clinicians, conducting registration, and providing a facility for on and off ice classes. Regions are encouraged to provide lunch and snacks for the skaters and clinicians. Three or four on site volunteers will be required for the day.

WHEN ARE ALL STAR SEMINARS HELD?

All STAR Seminars may be held between late October and early December. Regional Directors will notify the Skate Canada Manitoba Program Coordinator of seminar dates and locations **no later than June 30th**. Due to Clinician availability, there will be no more than two Seminars held on any particular day. Host clubs are strongly encouraged to have 2 dates selected to assist in the planning and assigning of the Clinician. In the case of conflict, priority will be given to those who submit their date first. The Program Coordinator will work with the team of Clinicians to assign clinicians to all dates. These dates will be assigned **no later than August 1st**.

Section 3 | *Timeline & Planning Checklist*

CHECKLIST FOR HOSTING AN ALL STAR SEMINAR

To Be Done	Deadline	Completed
Establish a host club and a contact person at the host club.	June 30	<input type="checkbox"/>
Choose a date.	June 30	<input type="checkbox"/>
Book the required ice time, a suitable off – ice facility and any necessary equipment.	June 30	<input type="checkbox"/>
Notify Skate Canada Manitoba of the date and location of the seminar.	June 30	<input type="checkbox"/>
Receive Post Event Report from last year’s Seminar from Skate Canada Manitoba – including participant numbers.	August 1	<input type="checkbox"/>
Receive name and contact information of Clinician from Skate Canada Manitoba.	August 1	<input type="checkbox"/>
Contact assigned Clinician via email and confirm date, schedule and any other information Clinician may require.	August 15	<input type="checkbox"/>
Contact off-ice clinician and confirm date, schedule and any other	August 15	<input type="checkbox"/>

information Clinician may require.		
Complete Budget Form (found in Templates section of these Guidelines) based on past year's Post Event Report information	September 30	<input type="checkbox"/>
Submit completed Budget Form with anticipated expenses and revenue to Skate Canada Manitoba	September 30	<input type="checkbox"/>
Prepare the Registration Information (sample found in Template section of these Guidelines) for distribution to the clubs in your Region.	8 weeks prior to the seminar	<input type="checkbox"/>
Arrange for on-site volunteers (registration, supervision, music, food, etc.)	30 days prior to seminar	<input type="checkbox"/>
Arrange for lunches and snacks.	2 weeks prior to seminar	<input type="checkbox"/>
Discuss Seminar details with the arena staff. Don't forget to include flood times and arrange for music cords at ice level.	2 weeks prior to seminar	<input type="checkbox"/>
Complete the Registered Skater Spreadsheet (found in the Templates section of these Guidelines) and make any necessary adjustments.	2 weeks prior to seminar	<input type="checkbox"/>
Confirm skater groups with on-ice Clinician and make any necessary changes.	2 weeks prior to seminar	<input type="checkbox"/>
Arrange for First Aid Supplies to be on hand.	1 week prior to seminar	<input type="checkbox"/>
Make up nametags for the skaters and coaches.	1 week prior to seminar	<input type="checkbox"/>
Set up a registration table.	At the seminar	<input type="checkbox"/>
Hand out receipts (if requested).	At the seminar	<input type="checkbox"/>
Assist the Clinician and skaters whenever needed.	At the seminar	<input type="checkbox"/>
Take a group photo of participating skaters and coaches	At the seminar	<input type="checkbox"/>
Be in attendance at the seminar to work with the on-site volunteers.	At the seminar	<input type="checkbox"/>
Pay all expenses.	within 2 weeks of the completion of seminar	<input type="checkbox"/>
Complete the Post Event Report (found in the Templates section of these Guidelines), and email (along with photo!) to Skate Canada Manitoba.	Within 2 weeks of the completion of seminar	<input type="checkbox"/>
Have a great time and enjoy!		<input type="checkbox"/>

Section 4 | *Don't Forget! Confirm Your Date!*

THINGS TO NOTE WHEN CHOOSING A SEMINAR DATE

In order to accommodate clinicians and schedules, Skate Canada Manitoba must approve the dates for all of the All STAR Seminars. There may be no more than two seminars held on one date, so the sooner the date is submitted, the better chance of receiving that date. If that date is full, providing an alternate helps ensure you will be able to hold the best seminar possible.

If possible, please submit a primary and an alternate date when you request a seminar date. Due to Clinician availability, there will be no more than two Seminars held on any particular day. Multiple dates greatly assist the planning for all seminars across the section.

DATES TO AVOID

There are annual events held each fall which may interfere with the booking of clinicians. Please avoid the following dates:

- First weekend of October
- Thanksgiving
- Weekend immediately following Thanksgiving
- Halloween - Halloween itself and the day following are not ideal

Don't forget - Confirm your date with Skate Canada Manitoba early to avoid conflicts. All date must be confirmed by June 30th. Prior to and following the confirmation, all dates are subject to Clinician availability.

Section 5 | *Links to Templates*

BUDGET FORM

OFF-ICE ACTIVITY SUGGESTIONS

SAMPLE REGISTRATION FORM

SAMPLE SCHEDULE

SKATER WELCOME LETTER

REGISTRATION TRACKING SHEET

NAME TAG TEMPLATE

POST EVENT REPORT