



**SKATE**CANADA  
MANITOBA

# **Skate Canada Manitoba**

## ***Club Managed FunSkate***

Local Organizing Committee  
Guidelines


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## **CONGRATULATIONS!**

Your club sees the value in hosting a quality figure skating competition and is setting out on a great adventure! These LOC Guidelines are provided to assist Manitoba Clubs and Regions who will be hosting any sort of local competition. Best of luck and Thank You!

## **PURPOSE OF THE LOCAL ORGANIZING COMMITTEE GUIDELINES**

This guidebook is one of a series of guidebooks for all competitions in Manitoba that will help you make your competition a success. The guidebooks are designed to help you plan and implement your competition and are intended to be a resource and include templates, recommendations based on past successes and a planning timeline. Along with the guidelines, you will use the LOC Toolkit which is full of templates and resource information. Look for this symbol  to reference the Toolkit for further assistance. The complete toolkit can be found at any time online at [www.mbskates.ca](http://www.mbskates.ca).

## **SKATE CANADA MANITOBA CAMERA POLICY**

All members of the committee need to be familiar with the SCMB Camera Policy. It also should be included in your program and posted around the arena for spectators to note.

### **Skate Canada Manitoba**

#### **Standing Rules**

#### **J.102 Camera Policy**

Flash photography is not permitted. Skate Canada Manitoba restricts the use of cameras and video equipment during Skate Canada sanctioned events out of respect for the safety and to protect the privacy of competing athletes.

**Spectators** are permitted to use cameras at the event for personal use only and are subject to the following conditions. Anyone who does not abide by these rules risks having their camera confiscated by authorized personnel.

- No flash photography is allowed
- Camera lens must not be larger than 200mm in order to avoid obstructing the view of other spectators
- Any resale of photography or posting photos on websites is strictly prohibited
- Video cameras can only be used by the parent(s) of their own skater during their performance

**Coaches** are only permitted to video their own skater from the boards during that skater's practice or performance. Coaches cannot video from the spectator area.

Skate Canada Manitoba has an Official Photographer at events that will have skater photos available to purchase on site.

## Section *Who Does What*

As the Local Organizing Committee of a FunSkate, your club will be solely responsible for the managing of the event.

The LOC will be supported by SCMB's Events Management Committee at an arm's length only.

## Section 3 | *The LOC*

### **QUALITIES TO LOOK FOR IN COMMITTEE MEMBERS**


Although any individual can be a great committee member, qualities you may want to look for when looking for leaders for your committee include:

- ✓ a passion for skating and sport
- ✓ connections in the community
- ✓ experience on successful committees
- ✓ strong communications skills
- ✓ strong people skills
- ✓ project planning skills and experience with event planning

### **WHERE TO FIND COMMITTEE MEMBERS**

- ✓ club members from all programs – don't forget your CanSkaters and CanPowerSkaters!
- ✓ former skaters, officials, parents, club members
- ✓ consider a prominent person in your community who may not be involved in skating yet
- ✓ ask volunteers who have planned other large events in your community
- ✓ make personal invitations
- ✓ look to friends, family and co-workers
- ✓ Just ask! They can't say "yes" unless you ask.

### **I HAVE PEOPLE WHO WOULD LIKE TO HELP, NOW WHAT?**

To maximize the volunteer experience, it's key to match each person with the role that is best for them.  – *Volunteer Types*

When placing volunteers, make sure you:

- ✓ match the right volunteer position to the right person
- ✓ make sure the committee reflects your club and its full diversity
- ✓ consider all ages and backgrounds
- ✓ consider both men and women

## **WHAT DOES THE EXECUTIVE COMMITTEE DO?**

The Executive Committee is made up of the Competition Chair(s), Secretary, Treasurer, Chair of Operations, Chair of Accommodations, Chair of Public Affairs, and Chair of Production. The Executive Committee meets regularly, with an agenda and minutes, completing the tasks as outlined later in these Guidelines. The Sub-Committee Chairs are responsible for holding their own meetings and providing a report at each Executive Committee meeting.

### ***The Competition Chair(s)***

- ✓ Become familiar with the LOC Guidelines and Competition Technical Package
- ✓ Chair competition planning meetings and ensure Sub-Committees are hosting their meetings and reporting back to the Executive Committee
- ✓ Be on-site during the competition to assist where necessary and ensure committees are running smoothly – it is best not to take on any specific committee duties during this time!

### ***The Secretary***

- ✓ Work with Competition Co-Chair(s) to prepare meeting agendas, using the Competition Timeline as a guide, and circulate prior to Executive meetings
- ✓ Take minutes at all Executive meetings and include Sub-Committee meeting reports
- ✓ Keep updated contact information for all Executive committee, Sub-Committee and volunteers
- ✓ Complete all post-event documentation as required to Competition Co-Chairs

### ***The Treasurer***

- ✓ Assist the Competition Chair(s) with preparation of the budget
- ✓ Submit SOCAN fees for payment following the competition
  - Clubs/Skating Schools are still required to submit Tariff 9 when they hold a competition. Information regarding Skate Canada's agreement with SOCAN be found here on the Skate Canada website "Sound and SOCAN Information".
  - SOCAN remittance link is on the Skate Canada website
- ✓ Complete all post-event documentation as required to Competition Co-Chairs

### ***The Operations Chair***

- ✓ Build a sub-committee to look after Properties, Change Rooms, Medical & First Aid, Ice Captains, and Runners
- ✓ Plan, organize and staff an Operations Centre during the competition
- ✓ Assist the Chief Referee during the competition
- ✓ Ensure Sub-Committees are completing their duties; assist when necessary
- ✓ Complete all post-event documentation as required to Competition Co-Chairs

### ***The Accommodations Chair***

- ✓ Build a sub-committee to look after Hotels, Hospitality & Meals, Officials and Transportation/Mileage
- ✓ Ensure Sub-Committees are completing their duties; assist when necessary

- ✓ Complete all post-event documentation as required to Competition Co-Chairs

### ***The Marketing & Partnerships Chair***

- ✓ Build a sub-committee to look after Partnership & Advertising, Souvenir Program, Admissions, and Boutique
- ✓ Invite and liaise with local media pre, during and post event to ensure complete coverage
- ✓ Report daily results to the local media at the end of each day
  - Daily results should be left posted on-site throughout duration of the competition.
- ✓ Ensure Sub-Committees are completing their duties, assist when necessary
- ✓ Complete all post-event documentation as required to Competition Co-Chairs

### ***The Productions Chair***

- ✓ Build a sub-committee to look after Registration, Opening Ceremonies and Medal and ribbon Presentations
- ✓ Ensure the Sub-Committees are completing their duties; assist when necessary
- ✓ Complete all post-event documentation as required to Competition Co-Chairs

The Executive Committee and each Sub-Committee's tasks are further detailed in their own timeline later in the Guidelines. Communication between all Executive Committee members is absolutely necessary to ensure everyone is on task and help is being provided. Many of the roles overlap and require input from various sub-committees.

## **LEADERSHIP AND THE LOC**

Below are a few tips to help you build strong working relationships with your committee:

- ✓ communicate your expectations up front and make sure all committee members feel comfortable in doing the same
- ✓ try not to simply rely on phone and e-mail but also schedule time for face-to-face meetings
- ✓ ask your committee what method of communication they prefer
- ✓ communicate on a regular basis and keep them informed
- ✓ be open to discussions, concerns, questions, suggestions and feedback
- ✓ show appreciation and thank them for being part of the committee
- ✓ be professional, positive and enthusiastic

### ***Saying Thank You***

Thanking volunteers, partners, officials and supporters


- ✓ shows appreciation
- ✓ foster relationships so that people want to come back
- ✓ brings closure to the event and to people's participation in it

It is always a good idea to say thank you by sending a personalized, hand-written thank you cards to all your volunteers and partners.

## **CHAIRING COMMITTEE MEETINGS**

Committee meetings may be held in conjunction with the Host Club's regular Board Meetings if desired, however separate meeting minutes should be taken. Committee meeting minutes may be requested by future clubs to assist in planning.

### ***Importance of an agenda***


The Competition Chair(s) should set and distribute a meeting agenda before each committee meeting. This is a perfect opportunity to remind your committee of the upcoming meeting so they are prepared to report on progress and it keeps the meeting on track, on time and avoids the possibility of items being missed.  – *Agenda Template*

### ***Key elements of the agenda***

It's important to remember to include the following elements:

- ✓ progress report
  - include totals for budget expenses, revenue to-date, registered athletes
- ✓ review of progress on action items from previous meetings
- ✓ committee updates
  - each sub-committee gives updates on progress
  - go over priorities for the upcoming month using the Timeline as a guide
  - set action items for each committee — be specific and include a deadline
- ✓ allocate a specific length of time to each section of the agenda and stick to it
- ✓ encourage committee members to bring a typed copy of their report to make it easier for the Secretary. This can also be emailed ahead of time.

### ***Importance of detailed meeting minutes***

Meeting minutes are important for several reasons, such as keeping track of all action items, tracking progress and keeping everyone informed.  – *Minutes Template*

Meeting minutes should include:

- ✓ the current date and time the meeting begins
- ✓ record who is present or sends regrets
- ✓ record who is speaking and what they are talking about (just the main points not word for word)
- ✓ keep a list of items that may be discussed at the end of the meeting if there is time
- ✓ record any action items (include the action, who will complete, and the deadline for completion)
- ✓ record the date of the next meeting
- ✓ record the time at which the meeting ended

### ***Tips on chairing a committee meeting***

Each LOC may have a different interpretation of what is an effective meeting. Here are some tips that will help you chair effective committee meetings:

Before the meeting

- ✓ choose a consistent meeting day, time and location so that people are able to put it in their calendars in advance

- ✓ make sure the meeting location is accessible to everyone
- ✓ create and distribute an agenda before each meeting
- ✓ set up and arrange the tables and chairs
- ✓ make sure you have all materials needed for the meeting such as easels, flip chart paper, markers and pens
- ✓ decide if you will have refreshments and who will bring them
- ✓ if a sub-committee chair will not be at the meeting ask them to provide you with a progress report you can share on their behalf
- ✓ make sure your meeting space is open and set up before the rest of the committee arrives

#### During the meeting

- ✓ always start your meetings on time
- ✓ follow the agenda
- ✓ if the meeting goes off track, guide the meeting back to the topics that need to be covered
- ✓ allot some time at the end of the meeting to discuss items that come up during the meeting that were not on the agenda
- ✓ have another committee member take detailed meeting minutes
- ✓ when appropriate, ask open-ended questions to encourage group discussion
- ✓ during group discussions, value everyone's opinion; there are no wrong answers
- ✓ set a positive, enthusiastic tone so people will be motivated, creative and productive
- ✓ end on time

#### After the meeting

- ✓ type up and distribute minutes within a week
- ✓ follow up with any committee member who missed the meeting
  - make sure they received the minutes and answer any questions they may have

### WHO SHOULD ATTEND COMMITTEE MEETINGS?

Each LOC is unique and may have a different idea on who they would like to attend committee meetings. However, here are some best practices to help you decide who should be at your committee meetings.

- ✓ have committee chairs from the 4 main sub-committees (Operations, Accommodations, Public Affairs, and Productions) attend leadership committee meetings and report back on all sub-committee progress
- ✓ have all sub-committee members (committees in blue on the committee structure) meet separately and report back to one of the 4 main committee chairs

#### Section 5 | *On-Site Registration*

**All skaters are required to register for the competition before their official practice session, immediately prior to the first portion of the event (Skate Canada Rule 7406(1), 7410(1), 7709(1)).** Upon registration, skater names should be checked off as registered. All FreeSkate event entries will be required to submit a Planned Program Content Sheet as part of online registration. These planned program sheets will be sent to the Chief Data Specialist and LOC



along with the entry lists. That list of official entries must be provided to the Data Specialists and will remain there for the duration of the competition. In the case of a registration discrepancy, the Chief Data Specialist and the Chief Referee will assist in finding a solution – volunteers working the registration table should not be responsible or accountable for those discrepancies.

Music registration and general registration should be separate from each other, but nearby and visible! Skaters must register two copies of each of their programs (1 master and 1 back-up). When the CDs are signed-in, apply the appropriate label to each CD and place in the appropriate box – shoeboxes work great to keep each level sorted! **Music CDs must be sorted in skating order, with each event in a separate box.**

All Officials are required to register. A complete list of Officials will be provided by the Chief Referee. Officials must be wearing Skate Canada Manitoba ID Tags and should be provided with accreditation tags and any necessary information at this time.

## Section 6 | *Competition Promotion*

All competitions must receive a sanction from SCMB. Prior to approval of the Sanction Application, the competition Technical Package must be approved and payment received. All FunSkate events must be consistent with the Skate Canada supplementary STARSkate technical package. When your events have been decided, please forward them on to the Event Coordinator ([skate.admin@sportmanitoba.ca](mailto:skate.admin@sportmanitoba.ca)) to be added to the Medal and Ribbon calculator.

Upon approval of the Technical Package, you may submit a request to post the package on SCMB's website. General competition details will be placed on SCMB's website, along with a link to the LOC website where information can be kept up to date.