

HOSTING A COMPETITION



Skate Canada Manitoba

Step 1 – Competition Selection

1. Regions will be awarded competition in December of previous year
2. Competition location and facility must be confirmed no later than February of the previous skating year
3. Ice must be booked in order to confirm competitions
4. Hotel Room Block (*Officials*)
 - Regional Competitions: 5-15 officials (8 rooms double occupancy)
 - Section Competitions: 15-20 officials (15 rooms occupancy)
 - Synchro Competitions: 15-20 officials (15 rooms occupancy)
 - Room block is required to confirm competition
 - Officials room block is MANDATORY (*officials include: Judges, Data Specialists, Technical Representative, Technical Panel, Music & Announcers*)
 - Skaters/Coaches room block has to be SEPARATE from officials.
 - Supply 3 different hotels per competition

Note: Skater/Coaches room blocks need to be separate from officials
Competition dates/locations will be announced in April at SCMB Annual General Meeting

LOC RESPONSIBILITIES

- Be a leader!
- Guide and support the event volunteers, athletes, coaches, officials, and partners so the competition is enjoyed by all
- Represent Skate Canada Manitoba in a positive manner year-round as well as during the competition
- Plan, organize and chair all committee meetings and have fun with your team
- Be the key liaison to the Events Management Committee and staff resource
- Get in touch with the registered athletes and coaches to maximize the communication for your competition
- Set budget goals such as the number of athletes to expect, registration fees, and partnership dollars
- Manage revenue and expenses. Make sure to fill out the required Post Event Report for SCMB
- Co-manage community relationships, including local facility, competition partners and photographers
- Adhere to all Skate Canada Manitoba policies, procedures, standards and guidelines

Step 2 - Volunteers

1. Have a passion for Skating
2. Connections in the community
3. Experience in organizing successful events
4. Strong Communication skills
5. Strong People skills
6. Project planning skills
7. Event Management skills

Types of Volunteers

1. COMPETITION CHAIR

- learn the LOC guidelines and Competition Technical Package
- Organize committee meetings
- be on-site during the competition ensuring competition is running smoothly and volunteers are performing properly
- Keep in contact with Section staff resource regarding competition documents, registration and competition planning

2. SECRETARY

- Help Competition Chair prepare agendas for committee meeting
- Take meeting minutes at committee meetings
- Keep updated contact information for all committees

Helpful Links: [Agenda/Minutes template](#), [Volunteer Types](#)

3. TREASURER

- Preparation of budget
- Submit all expense forms, invoices and receipts
- *NOTE:* Section competitions must contact SCMB and develop a payment plan
- *NOTE:* Regional Competitions pay for their own competitions expenses
- *NOTE:* all reimbursement is done after competitions
- Submit SOCAN/Re-SOUND fees for payment

4. . 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 Technical Representation during the competition
- Ensure Sub-Committees are completing their duties; assist when necessary
- Synchronized skating events only: team warm up area separate from dressing room

5. ACCOMMODATION CHAIR

- Sub-committee to look after Hotels, Hospitality/Meals, Officials and Transportation/Mileage
- Contact Section staff resource for Officials Hotel requirements

6. MARKETING & PARTNERSHIP CHAIR

- Partnerships & Advertising, competition Program, Admissions and Boutique area
- Invite local media to promote event. Attend and provide full coverage
- Find sponsorships for event *Note: Sponsorships must be approved by SCMB*
- Develop and submit program to SCMB
- Contact SCMB sponsors to confirm if they will be setting up a Boutique table at the event. Find local companies to promote. *Note: SCMB sponsors are FREE of charge and are required to have the best/prime locations within the facility*

7. PRODUCTIONS CHAIR

- Registration, Opening Ceremonies and Medal Presentation
- Find an announcer for ceremonies
- Organize registration once SCMB provides you with the registration list
- Plan and organized registration areas for the day of the event (skaters registration, music submission, coaches sign in)

Organize:

- ☐ Officials' Stand – made to specific standard
- ☐ Officials' Hospitality Room
- ☐ Data Specialist Room
- ☐ Volunteer Lounge
- ☐ Coaches Hospitality Room
- ☐ Adequate change rooms for male and female athletes
- ☐ Registration area
- ☐ Admission table – separate from registration area
- ☐ Boutique Table

SOCAN/Re-Sound

Re-Sound and SOCAN are separate organizations that represent different stakeholders in the music recording industry.

- Re-Sound is the Canadian not-for-profit music licensing company dedicated to obtaining fair compensation for artists and record companies for their performance rights.
- SOCAN (the Society of Composers, Authors and Music Publishers of Canada) is a not-for-profit organization that represents the Canadian performing rights of millions of Canadian and international music creators and publishers.

All Skate Canada clubs and skating schools are required to pay an annual fee at time of registration to Skate Canada that is then remitted to each of the above organizations. This fee covers regular club sessions throughout the registration year.

Additionally, clubs and skating schools must remit fees directly to Re-Sound and SOCAN if they have held additional events during a particular year.

- Re-Sound: remittance is required for all ice shows and competitions. Information on Re-Sound tariffs can be found [here](#) with tariff 5E applying to ice shows and tariff 5H applying to competitions. If your club or skating school hosts an ice show or competition, please complete the online submission [here](#). If your club or skating school is hosting an ice show, and would like to use the previously provided form, please contact Re-Sound at info@resound.ca. Please note that for ice shows the annual fee is \$ 61.85, regardless of how many shows you do in a year. Please ensure that Re-Sound is aware that you are a Skate Canada sanctioned skating club or school to get this preferred rate.
- SOCAN: remittance is required for all ice shows and competitions. To remit, please refer to the SOCAN web page outlining tariffs when submitting payment for ice shows and competitions. Ice shows are governed by tariff 11A and competitions by tariff 9.

Step 3 – Competition Documents

1. Competition Announcement
2. Budget
3. Sanction Application

Tips:

1. leave yourself time to complete. ALL three competition documents are due August 15. **NO EXCEPTIONS!**
2. Budgets usually need to be revised twice, leave enough time to make changes before the deadline
3. Competition welcome letter/templates will be emailed to the Chair/Tech Rep in June
4. Sanction payment is due to Skate Canada Manitoba: cheque, cash, Visa or Mastercard

Step 4 – Competition Technical Package & Registration Form

- Skate Canada Manitoba Section will prepare each Technical Package/Registration form
- Events Management Committee will review and approve
- Once Technical Packages/Registration forms are approved they will be posted on SCMB Website, emailed to competition Chair and emailed via MailChimp to clubs/members/coaches

Step 5 - Registration

- Skate Canada Manitoba receives all registration for Sectional/Regional events
 - Registration: Online WUFOO form
 - Payment options: Visa/MasterCard/American Express/PayPal
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1. Develops registration based on Competition Announcements
 2. Registration is emailed to the event Chair, posted on SCMB website and sent to members via MailChimp
 3. Registration Deadline: 37 days before competition
 4. Late Deadline: 30 days before competition
 5. *NOTE: NO REGISTRATIONS ARE ACCEPTED AFTER LATE REGISTRATION DEADLINE*
 6. After registration deadline the section will export your registration and organize it
 7. Competition Committee will receive a copy with-in 2 business days of registration deadline
 8. If you would like updates on your registration numbers call the section 204-925-5707
 9. Planned Program Sheets must be submitted at the time of registration. Pictures of Planned Program sheets WILL NOT be accepted. Section will print all PPS and send them to the Data Specialist.
 10. Registration money will be sent to clubs by the time of their event

[Helpful Links: Online Registration Information](#)

Step 6 - Competition Memo

Competition chairs will receive a Competition MEMO outlining important information regarding the event: [Note: memos go out in October/November](#)

1. Sanction Payments
2. Program requirements *(including program ads)*
3. Boutique Area
4. Registration
5. Medals/Ribbons
6. Coach Accreditation
7. Officials
8. First Aid
9. Competition/Regional Director contact information
10. Audio
11. Silent Auction Prize
12. SCMB Merchandise

Step 7 SPONSORSHIPS/DONATIONS

Start working on sponsorships/donations

[Helpful Links: Partnership request letter](#)

Step 8 - Officials

REGIONAL COMPETITONS

- Brenda Sokoloski and Amber Lotz find Judges/Tech Panel
- Data Specialists committee organize all the Data Specialists
- Official list is provided to the Technical Representative
- Tech Reps need to inquire with officials if they have any food allergies and inform the Chair
- Allergies need to be communicated to venue or whoever is preparing the food
- Hotel rooms are booked through the competition Chair or Tech Rep
- LOC pays for accommodations
- NOTE: communicate hotel cancellation policy/room block release dates
- Room requirements: must have two queen beds (*two officials per room same gender*)
- Officials Welcome Letter – must be submitted to SCMB for approval [Template online](#)

STAR 1-4 events: 5-10 Officials required (8 rooms)
STAR 5+ events: 15-20 Officials required (15 rooms)
Synchro Events: 15-20 Officials required (15 rooms)

Officials include: *Judges, Data Specialists, Technical Representative, Technical Panel, Music & Announcers*

SECTION COMPETITONS

- Brenda Sokoloski and Amber Lotz find Judges/Tech Panel. Data Specialists committee organize all the Data Specialists
- SCMB is responsible in coordinating roommate assignments/transportation/allergies for officials
- LOC or Section pays for accommodations *NOTE: if you require the Section to pay, you need to make arrangements*
- NOTE: communicate hotel cancellation policy/room block release dates with the section
- Room requirements: must have two queen beds (*two officials per room same gender*)
- Officials Welcome Letter – must be submitted to SCMB for approval [Template online](#)

[Helpful Links](#)

- [Officials Descriptions](#)
- [Officials Stand example](#)

Data Specialists

1. SUPPLIES

- Data Specialists require specific supplies (expense of the LOC)
- LOC must get in contact with Chief Data Specialist and confirm all supplies needed

2. DS ROOM

- Accessible electrical outlets
- Extension cords
- Photo copier that can produce 15-20 copies per minute
- 5000 sheets of 8.5 x 11 white bond paper or less depending on size of competition. Chief Data Specialist will advise
- 2 long tables
- 4-6 chairs

What's on the menu?

Breakfast

- ✓ Bagels & Cream Cheese
- ✓ Cereal
- ✓ Cinnamon Buns
- ✓ Waffles
- ✓ Fresh Fruit
- ✓ Muffins
- ✓ Bread & a Toaster
- ✓ Jams/Peanut Butter
- ✓ Yogurt & Granola
- ✓ Cereal Bars

Lunch / Supper

- ✓ Soup & Salad
- ✓ Sandwiches or Wraps
- ✓ Perogies
- ✓ Chili
- ✓ Meatballs
- ✓ Pasta or Stir Fry
- ✓ Pizza
- ✓ Stew
- ✓ Chicken & Rice
- ✓ Meatballs

Dessert

- ✓ Cookies
- ✓ Slices
- ✓ Cake
- ✓ Cupcakes
- ✓ Fresh Fruit
- ✓ Cake Pops
- ✓ Rice Krispie Cake
- ✓ Puffed Wheat Cake
- ✓ Frozen Dessert

Snacks – replenished throughout the day

- ✓ Granola Bars
- ✓ Fresh Fruit
- ✓ Cheese & Crackers
- ✓ Muffins
- ✓ Yogurt
- ✓ Granola Mix
- ✓ Chocolate
- ✓ Hard Candy

Beverages – replenished throughout the day

- ✓ Coffee (regular & decaf)
- ✓ Tea (regular & herbal)
- ✓ Hot Chocolate
- ✓ Water
- ✓ Pop
- ✓ Juice

MEALS

1. Breakfast
2. Lunch/Supper
3. Desert
4. Snacks
5. Beverages

Note: Each meal must include something HOT

TRANSPORTATION & MILEAGE

- Regional events: Contact your Technical Representative for officials information.
- Confirm travel/departure times and arrange ground transportation for officials that is needed
- Officials will record mileage on Expense forms
- *SCMB mileage rate \$.48/km*
- *Out of Province Judges/Officials communicate with Section to organize travel (sectional events only)*
- *Data specialists have Expense forms with them*
- *Recommend car pooling*

Helpful Links: Expense Form

SKATE CANADA MANITOBA POLICY

1. Mileage is paid at the current Skate Canada rate (48 cents per kilometer) Minimum claim is 30 km round trip.
2. Mileage may not exceed the lowest return excursion airfare.
3. All expenses except mileage must be backed by receipts or they will NOT be paid.
4. Travel meals will be paid to a maximum of Breakfast \$10.00, Lunch \$15.00, Dinner \$25.00

The above are **maximum** amounts and only the actual amount **MAY** be claimed and backed up by a valid receipt.

On the day of Departure, if your travel status begins:

After 8:00 am breakfast should not be claimed

After 12:00 noon, breakfast and lunch should not be claimed

After 6:00 pm no meals should be claimed

On the Day of Return, if your travel status terminates:

Prior to 6:00 am, no meals should be claimed

Prior to 12:00 noon, breakfast may be claimed

After 6:00 pm all meals can be claimed.

You may scan receipts and submit receipts and forms by email to skate.admin@sportmanitoba.ca.

ALL CLAIMS ARE DUE WITHIN 30 DAYS OF ACTIVITY.



Step 9 - Music/Audio

AUDIO

- Regional Events are responsible for finding an Audio Technician
- Section Events will be provided with Audio Chair: Stan Yee
- Section Events require one local volunteer to assist Stan Yee (communicate with Stan Yee for requirements stanyee@shaw.ca)
- Audio rental available only to trained and approved audio technicians
- The Audio Stand should be located with the judges stand and requires an additional 10' of space with good site lines of the entire ice surface (not behind glass). Must have access to a "dedicated" AC Circuit and a microphone jack to the house sound system

MUSIC

[Helpful Links: Officials Stand Example](#)

Music Requirements

- For each event skater's must provide two CDs for the competition, which will be handed in the day of the event at registration. One for competition marked "*Master*" and one for back up - marked "*Copy*".

Standard Specifications for CDs

- (1) Only one program shall be recorded on each CD.
- (2) The start of the music shall be recorded on the CD with less than two seconds of lead in.
- (3) Competitor's name followed by category, program type – short or free, and music time shall be shown on the CD label.
- (4) Each CD shall be enclosed in a plastic case marked with the skater's name, category, program type – short or free, and total music time.

[Helpful Links: Music Sign in Sheet](#)

REGISTRATION CLOSED

Step 10 Medals & Ribbons

- Once Host committees have received finalized registration fill out the “Medals & Ribbons counting tool”
- Submit Medals & Ribbons spreadsheet to section to review. Section will put together all medal/ribbon orders
- Medals & Ribbons will be sent out two weeks prior to the event
- All medals are ordered through Skate Canada Manitoba
- Single event entries will now receive a participation medal *(new 2018)*
- Medal & Ribbon speaking notes can be found online
- Returning medals: Events will be reimbursed only if medals/ribbons are returned in packaging with all stickers and labels removed

Helpful Links: [Medals & Ribbon Counting tool](#), [Medal & Ribbon Speaking notes](#)

Medals & Ribbons

Ribbons (Assessed to Standard)	Medals (Judged to Placement)
STAR 1-3 Freeskate	STAR 4 – GOLD Freeskate
STAR 2/3 Dance Event	STAR 4/5 – Gold Dance
STAR 1-3 Team Events	STAR 4 – OPEN Elements
Pre-Introductory, Introductory Interpretive Events	Bronze - Gold Interpretive Events
CanSkate Element Events	Special Olympics
Creative Improv 1 & 2	Creative Improv 3 & 4
Synchronized Skating Beginner I & II	Synchronized Skating Elementary is ranked (top 3 teams receive Medals) Pre-Juvenile – Senior, Adult I, II, III
Showcase 1 & 2	Showcase 3 & 4
STAR 2 & 3 Elements	Triathlon Events
	OPEN Pair
	Adult Events
	STAR 7 & 9 Short Programs
	Pre-Juvenile - Senior Singles, Dance & pairs
	Creative Skating Skills

Step 11- Coach Accreditation

- Coach registration will be emailed to the host committee with their registration
- Coach wristbands/signs will be sent with the medals/ribbons

How does Coach Accreditation work

Before the event:

- Skaters will list a primary and secondary coach on the competition registration form. Only coaches listed on the registration form will be considered for accreditation to the competition.
- Immediately following the closing of registration, a complete list of primary and secondary coaches is to be sent to the Technical Director
- The Technical Director will review the list of coaches, checking both their NCCP Certification, as well as the Coach in Good Standing Status. A color-coded accreditation sheet will be created. Only coaches listed on accreditation sheet will be permitted board access at the event.
- If a coach requires special permission due to level of certification requests must be made directly to the Technical Director PRIOR to the registration deadline of the competition. Special Permissions are only valid for one competition, and may not be facilitated after the deadline.
- A final list of approved coaches will be sent to the LOC no later than 1 week prior to the event.

Coach Accreditation

At the Event:

- Coach check in is required DAILY for every event. A wristband color coded to the NCCP Certified level of the coach will be given on the first day of registration. There will be one wristband given for the duration of the competition. The wristband must be worn on the wrist and visible at all times. **Coaches must sign in each day despite having a wristband**
- The Section will provide a color-coded flip chart for each competition to be managed at the event by the Tech Rep. The flip chart should be visible at ice level for event officials, organizing committee, and ice captains to easily monitor. The color presented on the flip chart will represent the NCCP Certified Coaching level approved to be at the boards for the corresponding event. Coaches without the appropriate level of certification will NOT be permitted to be at the boards.
- Last minute coaching changes may be accommodated for extenuating circumstances. These coaches MUST be Registered coaches in good standing with the appropriate NCCP Status. Last minute changes must be facilitated by the Section Technical Director. No Exceptions.
- Coaches who received special permission will be noted on the accreditation sheet provided. These coaches must sign in with their special permission letter signed by the Technical Director. The letter will specify the competition approved, as well as the events
- If any problems arise please contact the Technical Representative at the event

[Helpful Links: Coach Accreditation Policy for Skate Canada Qualifying Events \(Skate Canada info Centre\)](#)

Step 12 - Program Outline

COVER PAGE

1. Competition, name, date, location
2. Skate Canada logo (*Section events*)
3. Hosted by ____ and Sanctioned by Skate Canada
4. Program price

INSIDE PROGRAM

1. Schedule of events
2. Athletes listed alphabetically by event, including club
3. Officials list alphabetical by roll (*Data, TS, Judge etc.*)
4. Greetings from SCMB Chair and local dignitaries
5. Location to write athlete's/team's scores when announced
6. SCMB Sponsorship Ads
7. Camera Policy

COMPETITION PROGRAMS

- Must be approved by SCMB before printing
- Printing is recommended in Black and White
- Following competition 5 copies must be sent to SCMB

Note: All Program Ads come from SCMB with your Competition Memo

Note: Templates for Competition Programs are NOT provided

Program Tips

1. Use the same font throughout the program
2. Front Cover: correct competition name, location and date. Must include “sanctioned by Skate Canada”. You can use their logo instead of name.
3. Recommended: print in black/white. Ask SCMB for “grey scale” logos.
4. Do not copy and paste “jpeg” or “pdf” texts into the program. They will turn out blurry.
5. Copy text from word documents into program “text box”. This will make the text clear.
6. Recommended: Submit Competition program to SCMB at least two weeks before competition. Leave yourself enough time to make corrections/reviewed/approved prior to printing

Step 13 - Dressing Rooms

EVENT	TEAM	DRESSING ROOM	IN	START	END	OUT OF DRESSING ROOM
Beginner	Boissevain Blizzards	A	12:45	13:10	13:15	13:25
Beginner	Lil' Ice Prec*Ice	B	12:50	13:15	13:20	13:30
Beginner	Energ*Ice	2	12:55	13:20	13:25	13:35
Elementary	Pembina Pizazz	C	13:00	13:25	13:32	13:42
Elementary	Gravity	D	13:06	13:32	13:39	13:49
Elementary	Virden Velocity	A	13:12	13:39	13:46	13:56
Elementary	Lil' Synergy	B	13:18	13:46	13:55	14:05
FLOOD & OFF ICE MEDALS				13:55	14:15	
Adult II	Top Pick	1	13:50	14:15	14:25	14:35
Juvenile	Silhouettes	C	14:00	14:25	14:31	14:41
Juvenile	Hazelridge Highlights	D	14:25	14:31	14:37	14:47
Juvenile	Ice Prec*Ice	A	14:31	14:37	14:43	14:53
FLOOD				14:45	15:05	
Pre-Novice	Gravity	B	14:40	15:05	15:14	15:24
Pre-Novice	Ice Synergy	C	14:49	15:14	15:23	15:33
Pre-Novice	Mystic Velocity	D	14:58	15:23	15:32	15:42
Pre-Novice	Pembina Pizazz	A	15:07	15:32	15:41	15:51
Pre-Novice	Energ*Ice	2	15:16	15:41	15:50	16:00
FLOOD				15:45	16:05	
Open	Wheat City ConnXion	B	15:40	16:05	16:15	16:25
Open	U of M Ice Intrepid	C	15:50	16:15	16:25	16:35
MEDALS ON ICE						

Change rooms are assigned for skaters to use as an area to prepare for competition. Coaches should be allowed to retrieve skaters from a change room, but are not allowed to remain in the change room for any length of time. Parents or any other unauthorized persons are not allowed in the change rooms or in general area at any time.

Note: Synchro Warm Up rooms must be separate from dressing rooms (ex. Gym, multi-purpose room, large open space that can be blocked off from general public, offsite building in parking lot etc.)

- Create schedule for the change rooms and allocate separate rooms for male and female athletes
- Clearly post the room assignments
- Assist athletes when requested

Dressing Room Kit

- ☐ Safety pins
- ☐ Needle and thread
- ☐ Skate laces
- ☐ Multi-bit screwdriver
- ☐ Baby wipes
- ☐ Band-Aids
- ☐ Kleenex
- ☐ Hairspray
- ☐ Full-length mirror
- ☐ Change room schedule

STEP 14 - ICE CAPTAINS

- Arrange for volunteer ice captains for each practice and/or event
- Communicate with the music/announcers before and during the event
- Ice captains monitor practices and competition schedules to ensure only the appropriate athletes are on the ice or waiting to go on. They will be provided the order of skate and will receive instruction from the Technical Representative as to their specific responsibilities.

STEP 15- MEDICAL

- Arrange for First Aid personnel (St. John Ambulance or other appropriately trained personnel) to be at ice level at all times during the event
- First Aid Kit must be at ice level with First Aid Personnel
- Alert the local hospital that a competition is being held
- The First Aid individuals or team must be at board side at all times when skaters are on the ice regardless if it is a practice, warm-up or competition. The First Aid individuals or team cannot have any other duties or responsibilities that the competition.

Step 16 - Post Event

- Submit post event report to SCMB within three weeks of competition
- Post Event Report includes: event numbers, events & Financial report
- Note: in order to completed the post event report your will need your proposed budget from the budget you submitted in August
- Skate Canada Manitoba will be contacting all chairs after each competition to gather feedback
- Submit 5 copies of Competition Program to Section
- Return any unused medals/ribbons
- Return Banner bag (*section events only*)
- Sectional events must submit a detailed financial report (revenue/expenses) to SCMB
- Regional Events only need to submit the Post Event Report

Helpful Links: Post Event Report

Supplies

- *Skate Canada Manitoba offers Supplies available to rent*
- *Must be requested 4 weeks before competition date*
- *Supplies order form found on SCMB Website under “forms & guidelines”*

Item	User Fee	Order Form	Special Instructions	Deadline for Request
Medals and/or Ribbons	Contact Section for fees	Skate Canada Manitoba	After registration deadline, use template to determine correct numbers. Template can be found in the LOC Toolkit	4 weeks before Competition Date
Banners (Section co-managed competitions only)	None	Skate Canada Manitoba	None	4 weeks before Competition Date
Walkie-Talkies	\$50 Deposit	Skate Canada Manitoba	May not be shipped, pick up ONLY	4 weeks before Competition Date
First Aid Bag	\$25 Deposit	Skate Canada Manitoba	Used supplies must be replaced before returning. Pick up ONLY	4 weeks before Competition Date
SCMB Merchandise	None	Skate Canada Manitoba	Please contact the Section for available Merchandise	4 weeks before Competition Date

Skate Canada Manitoba Resources

Shauna Marling – Executive Director

skate.exec@sportmanitoba.ca

204-925-5708

Kendra Gilbert - Events Coordinator

skate.admin@sportmanitoba.ca

204-925-5707

Cadfan Edwards – Technical Director

skate.td@sportmanitoba.ca

204-925-5709

Events Management Resources

Kim Baron – Director of Events Management

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Kendra Gilbert – SCMB Section Resource

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Don Brown – Vice Chair

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204-799-2516

Good luck & Have Fun!