



**SKATE**CANADA  
MANITOBA

# **Skate Canada Manitoba**

## ***Manitoba Open FreeSkate Competition***

LOC  
Guidelines

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## **THANK YOU**

Welcome to **Skate Canada Manitoba's Manitoba Open FreeSkate Competition** – the largest singles event that Manitoba hosts! It is a pleasure to have you join us for this event, by being chosen to host a Skate Canada Manitoba competition, your Club or Region is about to embark on an exciting journey. In order to be successful at hosting a major event, you'll require a network of many dedicated volunteers and staff persons. These LOC Guidelines are provided to assist Manitoba Clubs and Regions who will be hosting Skate Canada Manitoba Open FreeSkate Competition.

All Manitoba Competitions, with the exception of the Funskate Competitions, are a profit sharing venture between the Host Club or Region and Skate Canada Manitoba (**SCMB**) as per the Skate Canada Manitoba Policy Manual:

### C.104.2


The percentage number for distribution of the net profit amount is recommended by Section Board of Directors as follows:

- a) 60% of profit to go to host organization, 40% of profit to go to Skate Canada Manitoba.
- b) Any profits earned over and above \$10,000.00 remains with the host organization in its entirety.

The profits gained by Skate Canada Manitoba from the events are used to benefit all Manitoba teams and officials through development and training opportunities.

Skate Canada Manitoba looks forward to working with your LOC to make this a rewarding experience for all. Volunteers continue to make this competition successful each year. Best of luck and Thank You!

## **PURPOSE OF THE LOC 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).

Every club and region has their own strengths and challenges. You should consult with your Regional Director to see if there are any additions/adaptations in your region to be included in the planning process and execution of this competition. As long as they do not contradict Skate Canada Manitoba policies and rules, you are able to incorporate your own guidelines, policies or rules to the event, and tailor this event by using your local knowledge.

## **SKATE CANADA MANITOBA MISSION, VISION AND VALUES**

### **MISSION STATEMENT**

*Skate Canada Manitoba is the leader in promoting and providing quality skating programs that inspires Manitobans to participate throughout their lifetime for fun, fitness and achievement.*

### **VISION**

*“A unified skating community that inspires participants to skate for Life”*

### **VALUES**

*Skating is at the heart of all that we do. We are passionate about making a difference in our sport. We do so by living our values every day.*

**COLLABORATION** As partners in the delivery of skating in Manitoba, we believe in working together to provide the best possible programs and services to our members.

**RESPECT** We treat each other with integrity and fairness and are committed to creating a safe and welcoming environment

**EXCELLENCE** We inspire, support and create the best possible environment to achieve individual and organizational excellence.

## **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.

### **LOC**

- ✓ be a leader! Guide and support the event volunteers, athletes, coaches, officials, and partners so the competition is enjoyed by all
- ✓ be a spokesperson for Skate Canada Manitoba 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
- ✓ work together with the Events Management Committee and staff resource to find committee members
- ✓ set budget goals such as the number of athletes to expect, registration fees, and partnership dollars
- ✓ manage revenue and expense budget with the help of your staff resource
- ✓ co-manage community relationships, including local facility, competition partners and photographers
- ✓ adhere to all Skate Canada Manitoba policies, procedures, standards and guidelines

### **Events Management Committee and SCMB Staff**




- ✓ be a committee support
- ✓ help find committee members
- ✓ support your committee in achieving competition goals
- ✓ provide direct training on how to use LOC Guidelines and LOC Toolkit
- ✓ provide history on budgeting, registration numbers and previous years' information
- ✓ attend committee meetings when requested
- ✓ set registration fees, develop pre-event technical package and annually update LOC Guidelines and LOC Toolkit
- ✓ work with Skate Canada to develop online registration process
- ✓ collaborate with LOC on registration deadline and other important dates
- ✓ work with Officials' Committee to arrange adequate number of officials for competition
- ✓ be the liaison on behalf of committee with the Skate Canada Manitoba staff

## **SKATE CANADA MANITOBA MANITOBA OPEN FREESKATE COMPETITION FINANCIAL PROCEDURES**

Financial functions for all provincial competitions will be co-managed with the Skate Canada Manitoba office.

The Manitoba Open FreeSkate Competition LOC:

- ✓ May request seed money from SCMB to begin preparations for the Competition. Receipts **MUST** be produced for all expenditures.

- ✓ Will prepare the competition budget and provide a copy to SCMB for approval no later than three (3) months prior to competition date. The Events Management Committee can provide previous years' budget to the LOC upon request.
- ✓ Use the templates provided in the LOC Toolkit expense and revenue tracking  - *Budget Form*
- ✓ Will submit all invoices to SCMB to be paid. Payment will be sent in the mail within 2-3 weeks upon receiving complete information.
- ✓ Submit Sanction Application form with payment 3 months prior to competition  - *Sanction Application form*
- ✓ Will submit all proceeds from admissions, advertising and fundraising.
- ✓ Will submit a Post-Event Report/Questionnaire to SCMB and the Events Management Committee following the competition. The Post-Event Report/ Questionnaire should be completed no later than 4 weeks following the conclusion of the event and include all final numbers.  – *Post Event Report*

Skate Canada Manitoba will:

- ✓ Create a separate accounting line to manage Manitoba Open FreeSkate Competition.
- ✓ Work with WUFOO for online registration and will receive all registration fees.
- ✓ Pay all invoices including, but not limited to ice, facility rental, catering, printing of program and other items. Invoices will be paid upon receiving.
- ✓ Prepare a financial statement upon the conclusion of the event. Profits will be shared in accordance with the Skate Canada Manitoba Policy.

The Events Management Committee:

- ✓ Will be in contact with the LOC to assist with forms to be completed, providing history from past competitions and offer suggestions and best practices.

## Section 4 | *The Local Organizing Committee (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**

1. club members from all programs – don't forget your CanSkaters and CanPowerSkaters!
2. former skaters, officials, parents, club members
3. consider a prominent person in your community who may not be involved in skating yet
4. ask volunteers who have planned other large events in your community

5. make personal invitations
6. look to friends, family and co-workers
7. Just ask! They can't say "yes" unless you ask.

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

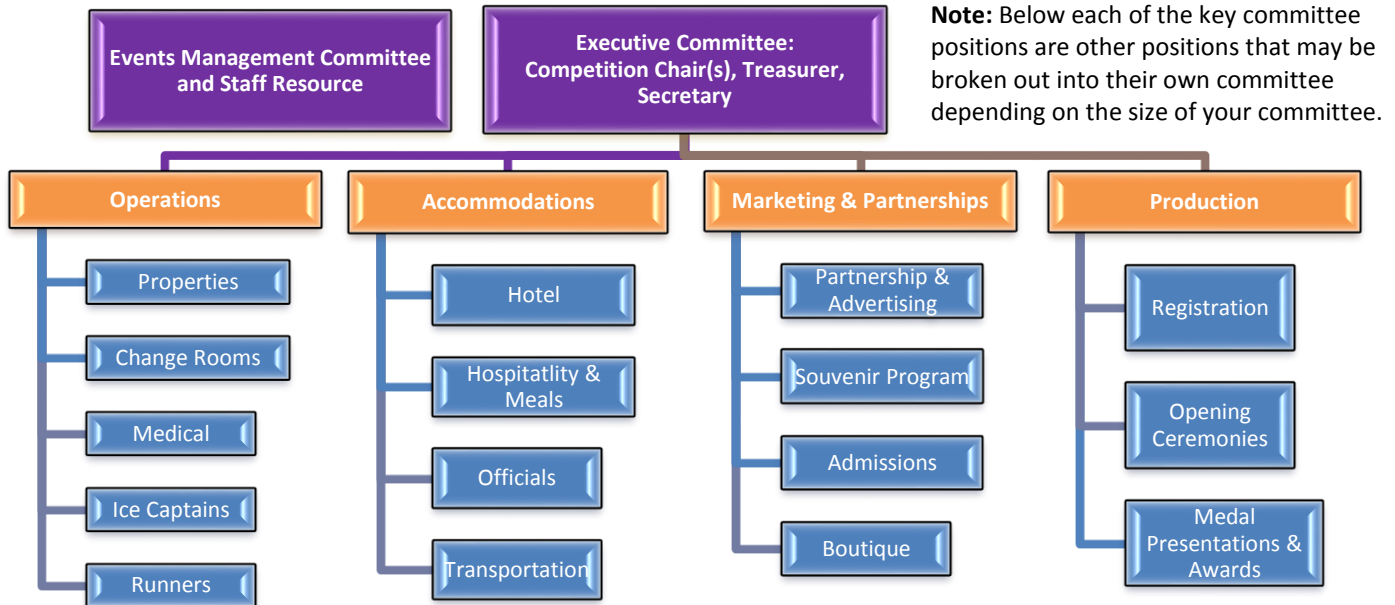
To maximize the volunteer experience, it's key to match each person with the role that is best for them.

When placing volunteers, make sure you:  - Volunteer Types

- ✓ 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

## HOW MANY COMMITTEE MEMBERS ARE NEEDED?

Each committee is as unique and different as their community. However, there are four key committee positions, along with the Executive Committee, that are the starting point for every committee. Here is the suggested committee structure:



## Section 5 | The Executive Committee

### 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 Marketing & Partnerships, 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)***

- ✓ Keep ongoing contact with the Events Management Committee to discuss areas of responsibility and general discussion of competition planning
- ✓ 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!
- ✓ Complete all post-event documentation as required to SCMB and the Events Management Committee

### ***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 all expense forms, invoices and receipts for payment to SCMB
  - Note that Officials expenses/mileage is reimbursed after the competition
- ✓ 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 Technical Rep 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
- ✓ Contact Section to discuss needs for blocking hotel rooms
- ✓ 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 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
- ✓ If you don't know, don't be afraid to ask!

### **Saying Thank You**


Thanking volunteers, partners, officials and supporters

- ✓ shows appreciation
- ✓ fosters 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**

### **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. After each committee meeting a copy of the minutes should be sent out to the Events Management Committee and the staff resource.



- 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
- ✓ allow 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, Marketing & Partnerships, 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 6 | *The Sub-Committees*

### WHAT DOES THE SUB-COMMITTEE DO?

The Executive Committee is supplemented by Sub-Committees who each focus on their own area of the competition. By focusing only on their specific area, meetings will be much more productive, the tasks will be completed with intent and the whole event will have a more polished look and feel. Each Sub-Committee meets on its own schedule and the Chairs provide a report and voice during the Executive meetings.

Because the Sub-Committees have different areas of focus, the meeting schedule will vary. Some Sub-Committees will meet more frequently early in the planning and taper off as the event nears, while others will meet more and more often while the event approaches. It is up to the Chair of each Sub-Committee to review the Timeline for their committee and determine the most appropriate timing of their meetings.

The information following provides detail for each Sub-Committee's tasks and duties.


## THE OPERATIONS SUB-COMMITTEE

### Properties

- ✓ Book ice and other facility space
- ✓ Act as liaison between LOC and arena staff and monitor all agreements made with arena staff
- ✓ Communicate with Technical Rep, Chief Data Specialist and Audio Technician to ensure for all necessary equipment needs are met
- ✓ Arrange for areas and/or rooms to be available to those that require space

When booking facilities, work in conjunction with the Events Management Chair to determine the amount of ice necessary for hosting the competition. It is better to book a lot of ice and reduce once the schedule is set, instead of not booking enough and having to scramble to get more secured. Past years' schedules may be used to assist with ice allocation.

In addition to ice, the other areas within the facility include:

- Officials' Stand – made to specific standard  - *Officials Stand example*
- Officials' Hospitality Room
- Data Specialist Room
- Volunteer Lounge
- Coaches Hospitality Room – contents are responsibility of the Regional Coaches Rep
- Adequate change rooms for male and female athletes
- Registration area
- Admission table – separate from registration area
- Boutique items
- Operations Centre

The Operations Centre provides a centre for communications, information, transportation, and emergencies, and assists with the routine needs of skaters, officials and coaches during the event. The Operations Centre should be open one hour prior to the start of the day's events and remain open one hour following the day's events. It should not be open to the general public, but be accessible – close to the registration area works well.

When booking facilities, remember to keep Officials' and Athlete areas away from general public spaces. Consider traffic flow and where line ups tend to form when make space decisions.

All Officials for MB Open are assigned by the Officials Committee. For MB Open, you can expect approximately **20-25 officials**. The final number required, and contact details, will be provided to the LOC no sooner than the close of registrations. Each Official will be given a thank you gift for his or her time. These are typically given in the form of gift cards.

The SCMB suggested amounts are:

- \$25.00 – One Day Event
- \$40.00 – Two Day Event
- \$50.00 – Three or more days

Each group of Officials (Technical Representative, Judges, Chief Data Specialists, Data Specialists, Technical Controllers, Technical Specialists, and Audio Electronics Personnel) have vast knowledge

of all aspects of a competition and will ensure the competition is run according to the Skate Canada Rules and Skate Canada Manitoba Policies and Procedures. The Data Specialists and Judges must have separate rooms, reasonably close together, and be removed from general public areas. The rooms must be well lit, warm, have access to electrical outlets and be able to be locked.




#### – Officials Descriptions


The Officials' stand must be completed no later than two (2) hours prior to competition start and the Audio Technicians stand must be completed before officials practices begin. If no practices, it must be completed no later than one (1) hour prior to competition start.

The Officials' stand or platform is to be roped or sectioned off, labeled with signs indicating **Officials Only, and must be constructed in accordance to the following:**

- Preferably 36' long
  - The width of the Officials' stand should be sufficient for movement behind those seated for ready access to the stand to resolve potential problems during the event.
- Constructed over top of the players' bench with clear sight lines to both corners of the ice surface – as close to centre as possible
- No plexiglass, poles or netting may be in front of the stand
- Power source is required to the stand
- Seating for 13 people with no metal or hard plastic chairs
- The Audio Stand should be co-located and requires an additional 10' of space with good audio monitoring (not behind glass) and access to a "dedicated" AC Circuit and a microphone jack to the house sound system

Each LOC must supply one volunteer dedicated to the Data Specialists (preferably to be able to remain with the Data Specialists for the duration of the competition, as some specific training is required for these individuals).

In addition, the LOC must supply at least one volunteer to assist as the Video Camera Operator (VCO). The VCO volunteer will be in charge of operation the camera used for video replay and should have previous experience as a skater or as a parent filming skaters. When selecting volunteers, be aware of conflicts of interest (ex. Parents filming their own children in an event). If there is a Vendor to be used for videoing the competition, using their stream of video may be an option. The LOC should be in touch with the Officials Committee and the vendor to discuss that option. This will eliminate the need for finding VCO volunteers, though the vendor's equipment must be compatible with SCMB equipment.  – Video Instructions

The LOC will be charged rental fees for all SCMB equipment. Those fees are reviewed each season, and the correct amount can be found in the one-page information sheets and template on SCMB's website.  - Equipment available from SCMB

The Data Specialists will need specific supplies, and those supplies are at the expense of the LOC. Most DS carry their own personal supply kit and if the DS use their own supplies, the LOC must reimburse for that usage. **The LOC must get in touch with the Chief Data Specialist and confirm all supplies needed.**

DS Supplies should be put in the DS room at least 2 hours prior to the beginning of the competition.

DS Room requirements:

- Accessible electrical outlets (should have two (2) power outlets, ideally on separate circuits)
- Extension cords
- Photo copier **that can produce 15-20 copies per minute**
- 5000 sheets of 8 ½ x 11 white bond paper
- 2 long tables
- 4-6 chairs

Data Specialist Fee:

1. With CSS System
  - \$150 - 1-2 Days
  - \$175 - 3 Days
1. 2. Without CSS System
  - \$100 – 1 Day
  - \$150 – 2 Day
  - \$175 – 3 Day

### **SCMB Banners**

The following banners are required to be put up around the facility for the duration of the competition:

- Skate Canada Manitoba Sponsor Banner
- Skate Canada Manitoba Red Banner
- Skate Canada Manitoba White Banner
- Sport Manitoba Red Banner
- Skate Canada Manitoba floor stand banner – in black case.
  - Please hang onto the banner and do not let it roll up on its own – it may cause injury or damage the banner.
- All current sponsor banners

When putting up the banners use only duct tape (on the back of the banners) or zip ties (provided in the bag) and do not use staples as they will damage the banners.

Upon conclusion of the event please remove all duct tape from the back and roll the banners up with the printed side facing out. Use elastic bands to secure the rolled up banners and place in the hockey bag for the return trip to SCMB.

The banners must be returned to SCMB no later than the first Wednesday immediately following the competitions as they will be needed at another event.

### **Change Rooms**

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

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.

A dressing room kit should be located in each room or at a central convenient location close to the entrance and exit area to the ice. The dressing room kit should contain the following:

- |  |   |
|--|---|
| <input type="checkbox"/> Safety pins           | <input type="checkbox"/> Band-Aids                                |
| <input type="checkbox"/> Needle and thread     | <input type="checkbox"/> Kleenex                                  |
| <input type="checkbox"/> Skate laces           | <input type="checkbox"/> Hairspray                                |
| <input type="checkbox"/> Multi-bit screwdriver | <input type="checkbox"/> Mirror (preferably a full length mirror) |
| <input type="checkbox"/> J-cloths              |   |

### **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**
- ✓ 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.

### **Ice Captain**

- ✓ 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.


Encouragement of athletes to be ready when it is their turn is appropriate, however the ice captains must be aware of the coach – athlete relationship and avoid interfering with their routine, as this can be upsetting to the athlete. Coaches are responsible for keeping track of the event and ensuring their athlete is prepared at the appropriate time.

When all skaters are present for the start of the event, the Event Referee is to be notified by walkie-talkie. If a skater is missing, the Technical Rep must be notified as soon as possible.

### **Music & Announcers**

- ✓ Liaise with Stan Yee, Skate Canada Manitoba Audio Chair – [stanyee@shaw.ca](mailto:stanyee@shaw.ca)

If you choose to provide volunteers, consider those with very clear speaking voices. A loud voice is not as important as a clear voice – the volume can always be turned up! Volunteers should be given speaking notes for all events and ceremonies ahead of time to allow for preparation.

 – *Announcer notes*

The Chief Data Specialist will provide a skating order, and the music CDs must be arranged in the order of skate. Music must be delivered from registration 15 minutes prior to the start of the event.



CDs must be checked against the list of competitors to ensure none are missing and that they are in the correct order.

### **Audio Fee**

\$80.00 – One Day  
\$135.00 – Two Day  
\$185.00 – Three Day  
\$100.00 Speaker Rental

### **Security for Sound Equipment**

Sound equipment will be left in place overnight and the arena must be secured. Pre or post-competition storage may be required. A heated and locked room with electrical plug-ins must be available for overnight storage (the judges' room may be used if it is large enough), and this should be discussed with the Audio Technician during planning.

- ✓ Arrange for 1 or 2 runners to assist the Technical Rep and the Chief Data Specialist transport papers back and forth – runners must be scheduled to complete an entire event

## **THE ACCOMMODATIONS SUB-COMMITTEE:**

### **Hotels**

- ✓ Make arrangements with a local hotel or motel to be the official accommodations 10-12 months before competition date
  - Note: the LOC has the choice of paying for the hotel accommodations and being reimbursed by SCMB or you can contact SCMB Section to make arrangements for them to pay.
  - Two separate room blocks (1. Officials 2. Athletes/Coaches)
- ✓ Provide local hotel(s) information to Competition Chair(s) to include in the Competition Announcement Form
- ✓ Check with Officials during the competition to ensure their accommodations are satisfactory

As soon as you are awarded the event, you must book both ice and hotel rooms to ensure availability. It is a good idea to go and check the cleanliness and quality of the hotel rooms! The hotel rooms must be double occupancy and non-smoking and there **must be 15 rooms blocked off for Officials** and Section-supplied volunteers. Again, book these as soon as possible, before the competition is announced. If a second block of rooms is being blocked off for athletes and families, they must be separate from the Officials' block.

Confirmation of the cancellation dates for each block of rooms should be made with the hotel. The Officials' rooming list will be available two (2) weeks prior to competition, so special arrangements with the hotel might need to be made.

### **Hospitality & Meals**

- ✓ Provide hospitality for the officials at the arena for the duration of the event
- ✓ Be aware of any food allergies or restrictions of the officials
- ✓ Arrange meals for Officials, Section Board representative and SCMB staff that may be in attendance. Arrangements can be made for others at the discretion of the LOC

There are a number of items may be provided for meals. A minimum of one hot item is required at each meal, which does not include beverages. Officials are responsible for emailing the LOC with any dietary restrictions. Suggestions include:

<p><b>Breakfast</b></p> <ul style="list-style-type: none"> <li>✓ Bagels &amp; Cream Cheese</li> <li>✓ Cereal</li> <li>✓ Cinnamon Buns</li> <li>✓ Waffles</li> <li>✓ Fresh Fruit</li> <li>✓ Muffins</li> <li>✓ Bread &amp; a Toaster</li> <li>✓ Jams/Peanut Butter</li> <li>✓ Yogurt &amp; Granola</li> <li>✓ Cereal Bars</li> </ul>	<p><b>Lunch / Supper</b></p> <ul style="list-style-type: none"> <li>✓ Soup &amp; Salad</li> <li>✓ Sandwiches or Wraps</li> <li>✓ Perogies</li> <li>✓ Chili</li> <li>✓ Meatballs</li> <li>✓ Pasta or Stir Fry</li> <li>✓ Pizza</li> <li>✓ Stew</li> <li>✓ Chicken &amp; Rice</li> <li>✓ Meatballs</li> </ul>	<p><b>Dessert</b></p> <ul style="list-style-type: none"> <li>✓ Cookies</li> <li>✓ Slices</li> <li>✓ Cake</li> <li>✓ Cupcakes</li> <li>✓ Fresh Fruit</li> <li>✓ Cake Pops</li> <li>✓ Rice Krispie Cake</li> <li>✓ Puffed Wheat Cake</li> <li>✓ Frozen Dessert</li> </ul>
<p><b>Snacks – to be replenished throughout the day</b></p> <ul style="list-style-type: none"> <li>✓ Granola Bars</li> <li>✓ Fresh Fruit</li> <li>✓ Cheese &amp; Crackers</li> <li>✓ Muffins</li> <li>✓ Yogurt</li> <li>✓ Granola Mix</li> <li>✓ Chocolate</li> <li>✓ Hard Candy</li> </ul>	<p><b>Beverages – replenished throughout the day</b></p> <ul style="list-style-type: none"> <li>✓ Coffee (regular &amp; decaf)</li> <li>✓ Tea (regular &amp; herbal)</li> <li>✓ Hot Chocolate</li> <li>✓ Water</li> <li>✓ Pop</li> <li>✓ Juice</li> </ul>	

It is also recommended that there be a Coaches Hospitality Room at each event. The Regional Coaches Rep should be contacted to look after the Coaches Hospitality Room.

### **Transportation/Mileage**

- ✓ Contact the Technical Rep for Officials' transportation needs to and from the competition
- ✓ Confirm travel and departure times and arrange ground transportation for Officials that is needed
- ✓ Officials will record mileage on their own expense forms. Current SCMB Mileage rate is \$.48/km.

## **THE MARKETING & PARTNERSHIPS SUB-COMMITTEE:**

### **Partnership & Advertising**

- ✓ Create a list of potential local partners (sponsors) for the event
- ✓ Communicate with Skate Canada Manitoba to ensure there are no conflicts of interest with partnership
- ✓ Work with the Skate Canada Manitoba Marketing Chairperson to prepare partnership package containing competition facts, highlights and general information for local businesses

The media is an important tool for advertising your event. Media personnel may have several requests to cover a variety of events, so providing them with useful and timely information is

important and will reflect on the amount and type of coverage your event will receive. Work in conjunction with the Skate Canada Manitoba Communications Chairperson to communicate appropriate information out to all sources. All promotional material must be approved by SCMB and the Communications Committee before printing or distribution.



- *Working with the Media/Contact List/Media Release example*

Researching the possibility of interesting stories at the event (local athletes, special achievements, etc.) will provide the beginning of a story and hook the media into coming to check it out! Having information of 1 or 2 athletes of interest will be helpful for those coming to your event for interviews as well – include a list of attributes, activities on and off the ice and when they will be skating. A full schedule of events should also be provided. Be prepared to meet and greet any media personnel attending the competition and assist them with any requests.

Media personal should have a sign-in point at the registration or admission table. The Host Co-Chairs and Technical Representative need to know of all media in attendance. Any video or still photography must be from an approved location within the facility. All media should have accreditation fully visible at all times and will receive free admission to the event.

#### **Tips to Promote MB Open in the Media**

- ✓ Develop a media release and distribute to the local media – **forward a copy to Skate Canada Manitoba prior to distributing!**
  - The first should go out 3-4 weeks before the competition
  - The second should go out the week of the competition
- ✓ Utilize all avenues of Social Media to create buzz leading up to your event
- ✓ Distribute poster in prominent places throughout the community and surrounding areas
- ✓ Display posters at your fall and winter registration dates and make tickets available for purchase
- ✓ Follow up with media before the event and see what information they may need to cover and promote your competition
- ✓ Arrange a meeting place for media to speak with an organizer, athlete or other VIP when they arrive
- ✓ Provide a copy of results following the event, as well as any photos, immediately after the conclusion of the event

#### **Souvenir Program**

- ✓ Consult with SCMB Section for program examples
- ✓ SCMB will send an email of the Section Sponsor program ads that must be included, along with the size of each
- ✓ Include ads from local business partnership received from the Partnership and Advertising group

The souvenir program cover must include:

1. The complete, proper, name of competition
2. The competition date
3. The location which includes the city/town and arena name
4. “Hosted by \_\_\_”, and “Sanctioned by Skate Canada”.

Inside the program should include:

1. Schedule of events
2. Athletes listed in alphabetical order by event, including home club

3. Officials list in alphabetical order by role (Data, TS, Judge, etc.)
4. Greetings from the SCMB Chair and local dignitaries
5. A place to write athlete/team's scores when announced

The program must be approved by Skate Canada Manitoba **prior** to printing, along with the Program Partner page. The Section-level partners will be provided by Skate Canada Manitoba. Any additional ads in the program must be camera ready to ensure print quality. Prior to printing, be sure to proof read for possible errors, changes or omissions.

It is suggested that the program be in black and white, as color programs may be very costly, unless you receive printing as part of a sponsorship deal!

Following the completion of the event, five (5) copies of the program must be sent to SCMB.

### **Admission**

- ✓ Arrange for volunteers to collect admission at the door
- ✓ Prepare a list of attendees not expected to pay
- ✓ Submit monies collected to the Competition Treasurer periodically throughout the day

The LOC sets the door admission fee for the competition. Admission fees typically run between \$3.00 - \$6.00 for adults and \$2.00 - \$4.00 for students and seniors. Children under 5 are usually free. SCMB has produced All Event Sponsor tickets. Each of the Section-level sponsors will receive a specific number of passes, which they will use for themselves or give them out to clients/customers (maximum to your event will be 26). These passes must be honored and should be swapped out with your own event/weekend passes – whatever those may be. The passes will look like this:



### **Boutique**

- ✓ Solicit vendors to set-up tables to sell items at the event
- ✓ Seek items to include in skater goodie bags (if necessary)
- ✓ Arrange for volunteers to work at necessary tables during the competition

A Boutique is a great addition to any competition for the spectators, the skaters and as a fundraiser for the host! As part of their sponsorship agreement, all Section-level sponsors are invited to have a table in a high traffic area as part of your boutique, at no cost. There may also be exclusivity to product lines and selling rights with some of those sponsors, so please check with SCMB's Partnership Committee to confirm those details. You may have similar vendors; however they may not sell the specific product lines at the event.

Note that skater goodie bags are optional. They are at the expense of the LOC and are not required for the competition.

SCMB will have an auction prize for you that may be arranged for pick up by contacting the office.

## **THE PRODUCTIONS SUB-COMMITTEE:**

### **Registration**

- ✓ Become familiar with the Event Technical Package and the events offered at the competition
- ✓ Arrange on-site registration and check-in

- ✓ Create list of athletes, coaches and music to be signed-in and signed-out at the registration table throughout the competition
- ✓ Arrange volunteers to work the registration table on-site

**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. Skaters must have provided a Planned Program Sheet as part of the online registration, so they will not be accepted at the event. The Section will provide the Data Specialist with hard copies of the Athletes Planned Program Sheets. In the case of a registration discrepancy, the Chief Data Specialist and the Technical Rep 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. Short and Free programs should be in separate boxes as well.**

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

### ***Coach Accreditation***

#### **Before the event:**

1. 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.
2. Immediately following the closing of registration, a complete list of primary and secondary coaches is to be sent to the Technical Director
3. 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 accreditation sheet will be permitted board access at the event.
4. 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 event, and may not be facilitated after the deadline.
5. A final list of approved coaches will be sent to the LOC no later than 1 week prior to the event.

#### **At the Event:**

1. 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 and visible at all times. **\*\*Coaches must sign in each day despite having a wristband\*\***



2. 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.
3. 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.
4. 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

### **Opening Ceremonies**

- ✓ Arrange for an MC to conduct the Opening Ceremonies
- ✓ Arrange for live or recorded National Anthem and national, provincial and local flags
- ✓ Confirm who will bring greetings from the Skate Canada Manitoba Board of Directors


If you wish to have an audio technician assist you with the Opening Ceremonies, or any medal presentations, you must contact the Audio Committee to confirm availability. If you need O' Canada played, you may request that with or without vocals.

### **Medal and Ribbon Presentations and Awards**

- ✓ Make arrangements to purchase medals and ribbons from SCMB  
 - Medals/Ribbons counting tool
- ✓ Have medals engraved or have laser labels made (if desired) – *Note: medals may not be returned if they are engraved or have labels*
- ✓ Arrange for photographer to be on hand during the competition
- ✓ Have a sound system/mic to announce the winners according to the script
- ✓ Have someone announcing at ceremony time (normally a member of LOC)  
 - Medal Presentation Guide/Ribbon Presentation Guide
- ✓ Have medals prepared for each category
- ✓ Have “assistants” to pass the medals to the presenter (assistants can be skaters from your club or LOC member)
- ✓ Contact EMC about who will be present to present medals to the skaters – possibly contact Regional Director, Section Chair and/or sponsors to present medals
- ✓ Provide the event announcer with the approximate time of medal presentation and ask them to announce it
- ✓ Single entry events will be presented with Single Event Recognition medals

Once the registration deadline has passed, collect your complete list of entries and estimate how many medals and ribbons to be ordered. As per SCMB Standing Rules, the registration closes **35** days prior to event, with late fees up to **30** days prior to event. No registrations will be accepted less than **30** days prior. You may also request assistance from the Events Management Committee to determine the correct number of medals and ribbons to order based on the number of entries and

events being held. Those medals and ribbons will be ordered from SCMB, will be billed to the LOC and arrangements will be made for shipping or pick-up from the office.

LOC is responsible to print Certificates of Participation. These certificates are only required for events where skaters *do not* receive report cards.  - *Certificates*

A list of events who receive Medals or Ribbons can be found in the Competition Announcement.

Medal presentations must take place in an accessible location and must be separate from skater warm-up areas and change room.

## Section 7 | Responsibilities of Skate Canada Manitoba Staff and Board

As noted throughout these guidelines, the LOC's first point of contact should be the Events Management Committee when questions arise. The Committee is built of volunteers from all over Manitoba, who come from a variety of backgrounds. However, SCMB is to be used as resources for the LOC to use throughout planning for history of events, to provide templates and to offer general support. In addition, the SCMB Board of Directors and various sub-committees will be involved in different aspects of the competition. **Questions about the event itself should be directed to the chair of the Events Management Committee. Questions about on-ice operations during the competition (regarding skaters, officials etc.) can be directed to the Technical Rep.** In general: If it is on-ice or specific to just this competition, ask the Tech Rep. If it is off-ice or general to most competitions, ask EMC. If it is resource, clerical and/or section related, ask SCMB. You may have many questions. That's okay! Do not be afraid to ask. If you don't know who you should contact, try us all!

SCMB will have representatives onsite during the competition. Once those people have been finalized, you will be notified of who can be expected. The onsite representative will bring greetings at the Opening Ceremonies on behalf of the Section and they should be included in the medal presentations.

### Tasks for Skate Canada Manitoba Committees

#### Communications Committee

- ✓ Contact the LOC to discuss publicity no later than 2 months prior to event
- ✓ Provide a Media Release to the media no later than 1 week prior to event

#### Marketing Committee

- ✓ Contact the LOC to discuss marketing no later than 2 months prior to event
- ✓ Supply a list of Section-level partners and ensure the special conditions of each are met by the LOC
- ✓ Advise on obtaining local partnership

### Tasks for Section Office

- ✓ Post Competition Announcement and Technical Package on the Skate Canada Manitoba website
- ✓ Work with Skate Canada to create online registration for athletes
- ✓ Account for registration income and provide a complete list of registered athletes to the LOC, Technical Rep, Data Specialists and Audio Technicians
- ✓ Provide a list of officials, their Section and an officials' assignment sheet to the Chief Data Specialist
- ✓ Receive calls regarding registration changes and communicate those changes to all necessary individuals
- ✓ Provide a complete accounting of finances for the event
- ✓ Pay operating expenses submitted by the LOC

## COMPETITION TIMELINE

The following pages summarize major tasks and timelines. This timeline is designed to:

- ✓ guide committee chair(s)' discussions and tasks to ensure event plans are occurring on schedule, and if not, to respond appropriately
- ✓ keep your timelines on track
- ✓ help you see the relationships between committees

The timelines may vary, depending on your local needs and resources.

### January

- Region will be awarded of Competition
- Competition location confirmed and **facility booked** – including on and off ice space
- Two blocks of hotel rooms booked **10-12 months before competition**

### April

- Identify Committee Chair(s)
- Committee Chair(s) confirm contact information with Events Management Committee
- Competition date confirmed
- Executive Committee in place, including:
  - Secretary
  - Treasurer
  - Operations Chair
  - Accommodations Chair
  - Marketing & Partnerships Chair

Events Management Committee and SCMB tasks:

- ✓ Date and LOC Chair confirmed
- ✓ Welcome Letter sent to Host
- ✓ Announce awarding of Competition

### June

- Confirm with Section office how hotel rooms will be paid
- Request seed money (if required) from Section office - \$500.00
- Volunteer recruitment to fill sub-committees
- Become familiar with LOC Guidelines and Toolkit; send to entire Host Executive Committee for review

Events Management Committee and SCMB tasks:

- ✓ Receive Technical Package template from Skate Canada and review for new content



- Review timeline in LOC Guidelines to plan for tasks to be completed over the summer months



### August

- Make contact with Events Management Committee to confirm arena, ice booked and off-ice space
- Complete the Competition Announcement Form, Budget Form and Sanction Application and send to SCMB **no later than August 15<sup>th</sup>**
- Apply for USFSA Sanction
- Contact Section-level partners with information about competition and offer space at the Boutique free of charge
- Contact local media outlets to find out about deadlines, prices and availability of advertising

Events Management Committee and SCMB tasks:

- ✓ Ensure Competition Announcement Form, Budget Form and Sanction Application are received from LOC

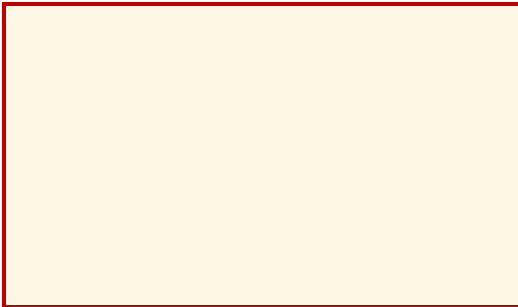
### December

- Contact SCMB Marketing Chair and discuss plans for event partnership
- Confirm approval of Partnership Package by SCMB and send out to potential businesses and organizations
- Prepare “map” of venue to be sure all areas fit with location
- Contact Communications Chair and discuss plans for event promotion
- Construct officials’ and audio stands to ensure proper specifications are met
- Communicate with Chief Data Specialist in regards to requirements for computers, photocopier, and other needs.
- Solicit items for skater goodie bags (if applicable)
- Check with Technical Rep to see if Timers are needed, and how many, for the competition

Events Management Committee and SCMB tasks:

- ✓ Competition Announcement posted to Skate Canada Manitoba website

- Prepare list of all volunteer shifts needed and begin to fill
- Prepare posters, flyers and media releases to promote event
- Confirm entry deadline of 5 weeks before competition date



## January

- Registration closed – **30 days before competition**
- Determine number of medals required and order from SCMB
- Order supplies and materials needed from SCMB, including merchandise if desired – 10% of proceeds from the merchandise go to LOC
- Create music labels from registration list provided by SCMB
- Create sign-in/sign-out sheets for music and coaches to have at registration table
- Confirm local media attendance and provide complementary passes
- After receiving approval from SCMB, send out Welcome Letter to all registered skaters
- Provide Welcome Letter for Officials to Section office
- Purchase small token of appreciation for each official – recommended gift cards in the value of \$25 for 1 day, \$40 for 2 days and \$50 for 3 days
- Arrange for meal requirements for Official and Coach Hospitality rooms
- Confirm equipment needed (podium and microphone) medal presenters and speakers for:
  - Opening Ceremonies
  - Medal presentations
- Arrange for pick-up or shipping of supplies from SCMB

### Events Management Committee and SCMB tasks:

- ✓ Confirm close of online registration
- ✓ Download registrations and send to LOC, Data Specialists and Technical Rep, and Audio Technician – **week after registration deadline date**
- ✓ Officials' assignments ("X's & O's") completed
- ✓ Competition details posted to Skate Canada Manitoba website

- Finalize souvenir program and submit SCMB for approval
- Print souvenir program upon approval
- Confirm travel arrangements for traveling Officials with SCMB
- Confirm with Communications Committee to send out first Media Release – **2-3 weeks before competition**



**February**

- Organize a dressing room kit for each change room and/or area close to ice surface
- Create Emergency Contact List and Emergency Action Plan
- Committee walk-through of venue
- Detailed plans of Opening Ceremonies and Medal Presentations finalized
- Send out second Media Release – **week of Competition**
- Prepare required floats for on-site areas
- Confirm final details with Events Management Committee and SCMB

- Events Management Committee and SCMB tasks:
- ✓ Distribute expense forms to all Officials, Section Chairperson and Skate Canada Manitoba Board representative
  - ✓ Pay all competition expenses incurred by LOC and SCMB

**Competition Day**

- Be on-site and ensure areas of each committee are running smoothly – Note: Co-Chairs should not have specific duties during competition days
- Committee walk-throughs of arena, checking on athletes and coaches, thanking officials and volunteers, and welcoming visitors.
- Competition Chair(s) manage issues and questions from committees
- Keep an eye out for future committee members and Section volunteers!

**2-3 Weeks Following Competition**

- Hold wrap-up and evaluation meeting; finalize report and recommendations for next year's committee

- Submit payment for SOCAN fees
- Send 5 copies of the competition program to SCMB
- Complete Post-Event Report/Questionnaire and submit to SCMB
- Submit a complete financial report to SCMB