



SKATECANADA
MANITOBA

Skate Canada Manitoba
Prairie Regional
Synchronized Skating
Championships

Local Organizing Committee
Guidelines

Table of Contents

Section 1 Welcome	4
Thank you.....	4
Purpose of the LOC Guidelines	4
Skate Canada Manitoba Mission, Vision and Values	5
Skate Canada Manitoba Camera Policy	5
Section 2 Who Does What	6
Section 3 Prairie Regional Synchronized Skating Championships Financial Procedures	7
Skate Canada Manitoba Prairie Regional Synchronized Skating Championships Financial Procedures ..	7
Section 4 The Local Organizing Committee (LOC)	8
Qualities to look for in committee members.....	8
Where to find committee members	8
I have people who would like to help, now what?	8
How many committee members are needed?	8
Section 5 The Executive Committee	9
What does the Executive Committee do?	9
The Competition Chair(s)	9
The Secretary	9
The Treasurer	10
The Operations Chair	10
The Accommodations Chair	10
The Marketing & Communication Chair	10
The Productions Chair.....	10
Leadership and the LOC	11
Saying Thank You	11
Chairing Committee Meetings	11
Importance of an agenda.....	11
Key elements of the agenda	11
Importance of detailed meeting minutes	12
Tips on chairing a committee meeting	12
Who should attend committee meetings?	13
Section 6 The Sub-Committees	13
What does the Sub-Committee do?	13

The Operations Sub-Committee	13
Properties.....	13
SCMB Banners.....	16
Change Rooms	16
Medical.....	17
Ice Captain.....	17
Music & Announcers	17
The Accommodations Sub-Committee:	18
Hotels	18
Hospitality & Meals.....	18
Transportation/Mileage.....	19
The Marketing & Communication Sub-Committee:	19
Partnership & Advertising.....	19
Souvenir Program	20
Admission.....	21
Boutique.....	21
The Productions Sub-Committee:.....	21
Registration.....	21
Coach Accreditation.....	22
Opening Ceremonies.....	23
Medal Presentations and Awards	23
Section 7 Responsibilities of Skate Canada Manitoba Staff and Board.....	24
Section 8 SCMB Prairie Regional Synchronized Skating Championships Timeline	25
Competition Timeline.....	25

THANK YOU

Welcome to **Skate Canada Manitoba's Prairie Regional Synchronized Skating Championships** – the qualifying event to Synchronized Skating National Championships! 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 Prairie Regional Synchronized Skating Championships.

All Manitoba Competitions, with the exception of the Regional 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.com.

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 teams.

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 team during their performance

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

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

Section 2 | *Who Does What*

LOC

- ✓ be a leader! Guide and support the event volunteers, teams, 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 teams 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 teams 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 VIP 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 PRAIRIE REGIONAL SYNCHRONIZED SKATING CHAMPIONSHIPS FINANCIAL PROCEDURES

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

The Prairie Regional Synchronized Skating Championships 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.
- ✓ Should use the templates for expense and revenue tracking  - Budget Form
- ✓ Submit the Sanction Application form with payment 3 months prior to competition.  - Sanction Application 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.
- ✓ Will submit all proceeds from admissions, advertising and fundraising.
- ✓ Will submit a Post-Event Report to SCMB and the Events Management Committee following the competition. The Post-Event Report should be completed no later than 4 weeks following the conclusion of the event including all final numbers.  - Post Event Report

Skate Canada Manitoba will:

- ✓ Create a separate accounting line to manage Prairie Regional Synchronized Skating Championships.
- ✓ 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.

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 teams, 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.

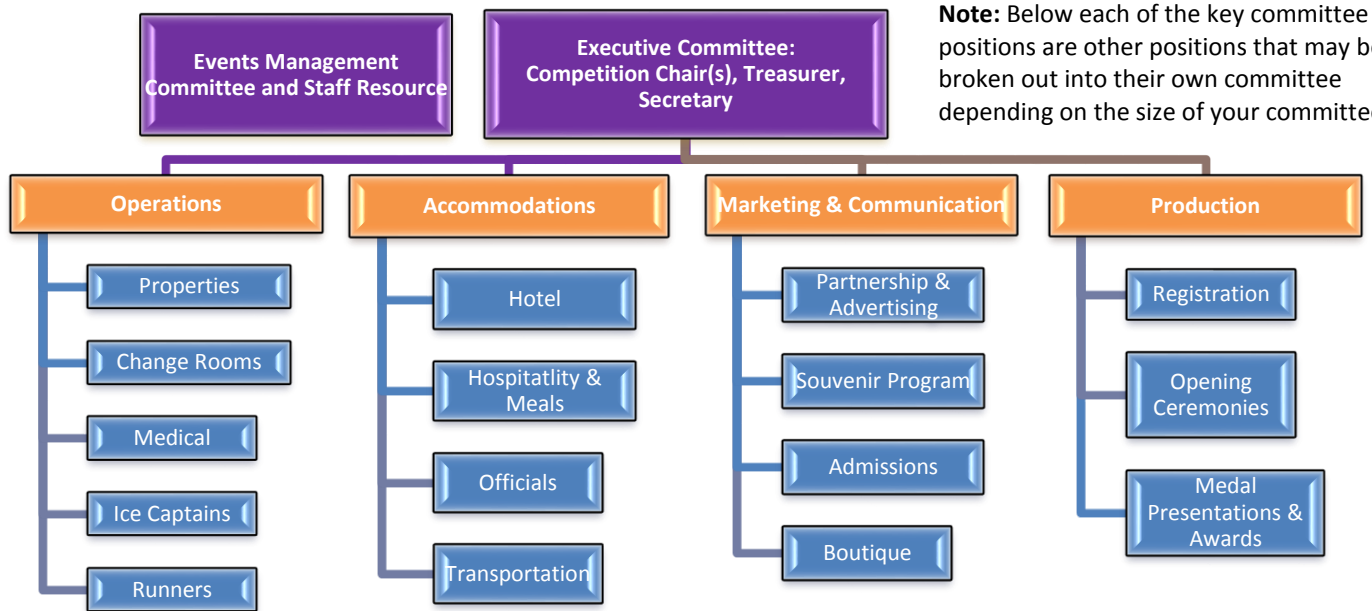
I HAVE PEOPLE WHO WOULD LIKE TO HELP, NOW WHAT?

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



Note: Below each of the key committee positions are other positions that may be broken out into their own committee depending on the size of your committee.

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 & Communication, 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
- ✓ 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 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-Chair

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 the Events Management Committee 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 & Communication 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 to be left visible to the public for the 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

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 card to all your volunteers and partners. Some thank you notes can be prepared ahead of time and ready to mail as soon as the event is over.

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 teams
- ✓ 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
- ✓ 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 as 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 & Communication, 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

- ✓ 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 Tech Rep 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 changes rooms for male and female teams
- Registration area
- Admission table – separate from registration area
- Saleable items area (boutique)
- Operations Centre

The Operations Centre provides a centre for communications, information, transportation, and emergencies, and assists with the routine needs of teams, 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 is a good fit!


When booking facilities, remember to keep Officials' and Team Areas away from general public spaces. Consider natural traffic flow and where line ups tend to form when making space decisions. Team Areas must include a "home base" from where teams can come and go throughout the day. That may or may not be a dressing room, depending on available space. A few designated long tables and chairs would suffice. Team warm-up spaces must be large enough to accommodate full synchro teams, such as a gym or hall. **Neither the warm-up area, nor the team area are to be accessible by the public.**

All Officials for Prairie Regional Synchronized Skating Championships are assigned by the Officials Committee. For Prairie Regional Synchronized Skating Championships, you can expect approximately 18-20 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 an honorarium for his or her time. Honorariums are typically given in the form of gift cards, or cash/cheque.

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 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 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 teams. 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.  - VRO 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. At the request of the LOC, some of the supplies needed may be ordered from SCMB.  – Supplies available from SCMB

DS Room Requirements:

- Accessible electrical outlets (should have two (2) power outlets, on separate circuits if possible)
- 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

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 teams
- ✓ Clearly post the room assignments
- ✓ Assist teams when requested

Change rooms are assigned for teams to use as an area to prepare for competition. Coaches, Team Managers and two (2) designated Parent Chaperones are allowed to remain with the teams in the dressing room. Other 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"/> Full-length mirror |
| <input type="checkbox"/> Baby wipes | <input type="checkbox"/> Change room schedule |

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

When all teams are present for the start of the event, the Event Referee is to be notified by walkie-talkie. If a team 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

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 Speaking 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.

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
- ✓ 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, we recommend you 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 teams and families, they must be separate from the Officials' block.

Confirm the cancelation dates for each block of rooms 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 that may be provided for a meal. 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:

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 – to be replenished throughout the day

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

Beverages – to be replenished throughout the day

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

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
- ✓ Record mileage for Officials: Current SCMB Mileage rate is \$.48/km

THE MARKETING & COMMUNICATION 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 teams, 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 teams 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 Prairie Regional Synchronized Skating Championships 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, team 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

- ✓ Contact SCMB Section for program information and 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

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 by team, by event, and in alphabetical order, 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, in its entirety, 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.

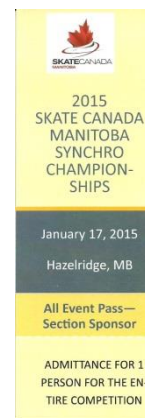
It is suggested that the program be in black and white, as color programs may be very costly, unless you receive printing as part of a sponsorship deal!

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 persons not expected to pay
- ✓ Submit monies collected to the Competition Treasurer periodically throughout the day

SCMB has produced All Event Sponsor tickets. Each of the Section-level sponsors will receive a specific number of these 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 team 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 teams 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/team 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 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 check-in
- ✓ Create list of teams, 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 teams 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, team names should be checked off as registered. Teams must have provided a Planned Program Sheet as part of the online registration, so they will not be accepted at the event. SCMB 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! Teams 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 Presentations and Awards

- ✓ Make arrangements to purchase medals/Ribbons from Skate Canada Manitoba
 - Medal/Ribbon Counting Tool
- ✓ Arrange for photographer to be on hand during the competition
- ✓ Often, medal presentation at Sectionals occurs on-ice after all competition is finished. If you choose not to present on ice, or use both on-ice and off-ice throughout the day, select an area in the facility to hold the medal presentations and set up a podium/presentation area  - Medal Presentation Guide/Ribbon Presentation Guide
- ✓ Have a sound system/mic to announce the winners according to the script (See below)
- ✓ Have someone announcing at ceremony time (normally a member of LOC)
- ✓ 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 Section Chair and higher level 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 receive Single Event Recognition medals

Once the registration deadline has passed, SCMB will send you a list of registered teams and their emergency contact information. 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 will work with SCMB to determine the correct number of medals to order based on the number of entries and events being held. These medals will be ordered directly from Skate Canada, and will be ordered by SCMB. Medals will be shipped directly to the club. These medals cannot be returned.

Note: Coaches do not receive medals, though they may participate in the presentation. Events with only one entry will not receive medals.

Together with the Tech Rep, the committee should consider the most appropriate time during the competition to hold the medal presentations. Length of day, start time of the first practice and travel distance should be taken into consideration. Holding medal presentations for half of the events part way through the competition may make for a shorter day for teams.

Medal presentations must take place in a publically accessible location and must be separate from skater warm-up areas and change rooms.

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 Section Office

- ✓ Post Competition Announcement and Technical Package on the Skate Canada Manitoba website
- ✓ Work with Skate Canada to create online registration for teams
- ✓ Account for registration income and provide a complete list of registered teams 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

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

Section 8 | SCMB Prairie Regional Synchronized Skating Championships Timeline

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** (10-12 months prior to competition date)

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

Events Management Committee and SCMB tasks:

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

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 15th**
- 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

November & December

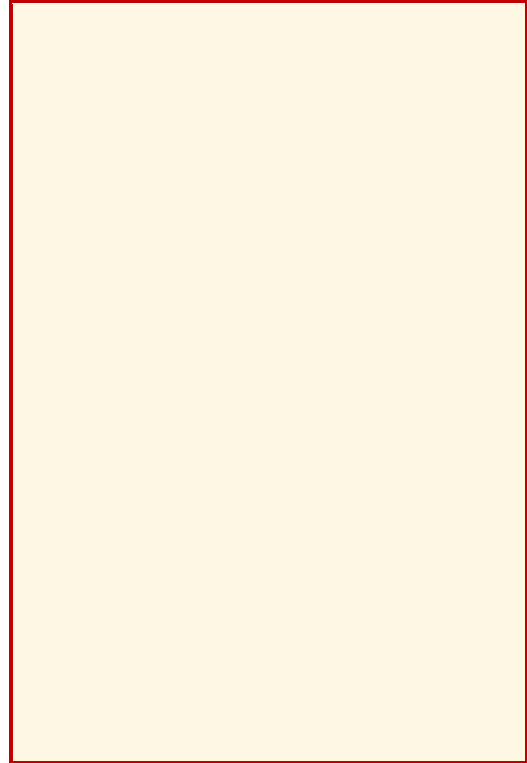
- Contact SCMB Marketing Chair and discuss plans for event partnership
- Confirm approval of Partnership Package by SCMB and send out to potential businesses and organizations
- Prepare “map” of venue to be sure all areas fit with location
- Contact Communications Chair and discuss plans

Events Management Committee and SCMB tasks:

- ✓ Competition Announcement posted to Skate Canada Manitoba website

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 team goodie bags (if applicable)
- Check with Technical Rep to see if Timers are needed, and how many, for the competition
- 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



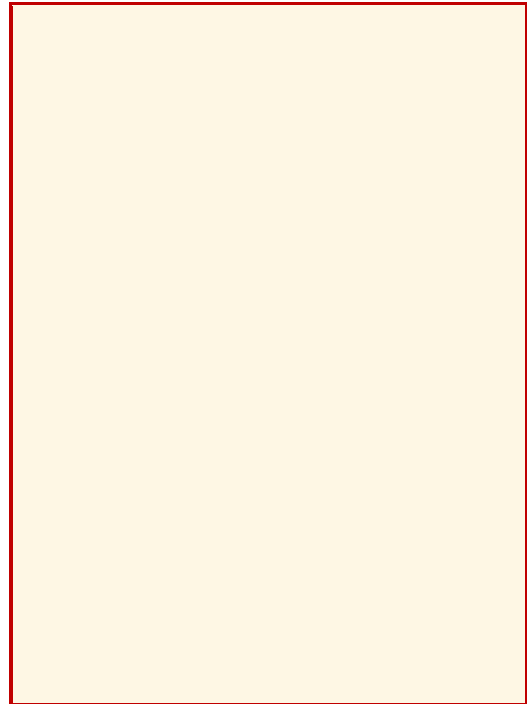
January

- Registration closed (**30 days** before competition)
- Receive registration list from SCMB
- 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
- After receiving approval from SCMB, send out Welcome Letter to all registered teams
- 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

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**
- ✓ Officials' assignments ("X's & O's") completed
- ✓ Competition details posted to Skate Canada Manitoba website

- microphone) medal presenters and speakers for:
- Arrange for pick-up or shipping of supplies from SCMB
- Organize a dressing room kit for each change room and/or area close to ice surface
- Create Emergency Contact List and Emergency Action Plan
- Finalize souvenir program and submit SCMB for approval
- Print souvenir program upon approval
- Confirm travel arrangements for traveling Officials with SCMB
- Confirm with Publicity Committee to send out first Media Release – **2-3 weeks before competition**



February

- Committee walk-through of venue
- Detailed plans of Opening Ceremonies and Medal Presentations finalized
- Create sign-in/sign-out sheets for music and coaches to have at registration table
- Create music labels from registration list provided by SCMB
- Confirm local media attendance and provide complementary passes
- 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 teams 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!
- Enjoy!

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 Section
- Submit a complete financial report to SCMB