



**SKATE**CANADA  
MANITOBA

# Skate Canada Manitoba

## ***STARSkate Regional Championships***

Local Organizing Committee  
Guidelines

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## THANK YOU

Welcome to **Skate Canada Manitoba's STARSkate Regional Championships** – the qualifying event to the STARSkate Provincial Championships! It is a pleasure to have you involved with this event. In order to be successful at hosting a major event, you'll require a network of many dedicated volunteers, board members and SCMB staff. These LOC Guidelines are provided to assist Manitoba Clubs and Regions who will be hosting any of the Skate Canada Manitoba STARSkate Regional Championships. Best of luck and Thank You!

## PURPOSE OF THE LOCAL ORGANIZING COMMITTEE GUIDELINES

This guidebook is one of a series of guidebooks for all competitions in Manitoba that will help you make your competition a success. The guidebooks are designed to help you plan and implement your competition and are intended to be a resource. They 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 online at any time at [www.mbskates.ca](http://www.mbskates.ca).

Every club and region has their own strengths and challenges. You should consult with your Regional Directed 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.

## Section 2 | *Who Does What*

The Regional LOC is responsible for all functions related to the Regional Championships. All committee members are expected to be leaders, to guide and support the event volunteers, athletes, coaches, officials, and partners so the competition is enjoyed by all!




The LOC will be supported by SCMB in setting and achieving competition goals, while the Events Managements Committee Chair will be your first point of contact with questions regarding your Regional Championships.

## Section 3 | *STARSkate Regional Championships Financial Procedures*

## SKATE CANADA MANITOBA STARSKATE REGIONAL CHAMPIONSHIPS FINANCIAL PROCEDURES

Financial functions for all provincial competitions will be managed by the LOC. The Events Management Committee and SCMB can provide budget and Post Event Report information from previous years to assist in the budget process if requested.

The STARSkate Regional Championships LOC:

- ✓ Will prepare the competition budget and provide a copy to SCMB for approval no later than three (3) months prior to competition date. The SCMB Section can provide previous years' budget to the LOC upon request.
- ✓ Use the templates provided in the LOC Toolkit for expense and revenue tracking.  
 - Budget Form
- ✓ Will pay all invoices promptly and in full. Computer and audio equipment rentals are to be paid no later than 5 days following competition date
- ✓ Submit a Post-Event Report/Questionnaire 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 and include all final numbers.  – Post Event Report
- ✓ Must submit Sanction Application with payment (3) months prior to competition date  - Sanction Application

Skate Canada Manitoba will:

- ✓ Provide budget and Post Event Report examples from previous years to assist in the budget process if requested.
- ✓ Work with WUFOO for online registration and will receive all registration fees.

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 LOC

### QUALITIES TO LOOK FOR IN COMMITTEE MEMBERS

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


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

### WHERE TO FIND COMMITTEE MEMBERS

- ✓ club members from all programs – don't forget your CanSkaters and CanPowerSkaters!
- ✓ former skaters, officials, parents, club members

- ✓ consider a prominent person in your community who may not be involved in skating yet
- ✓ ask volunteers who have planned other large events in your community
- ✓ make personal invitations
- ✓ look to friends, family and co-workers
- ✓ Just ask! They can't say "yes" unless you ask.

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

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

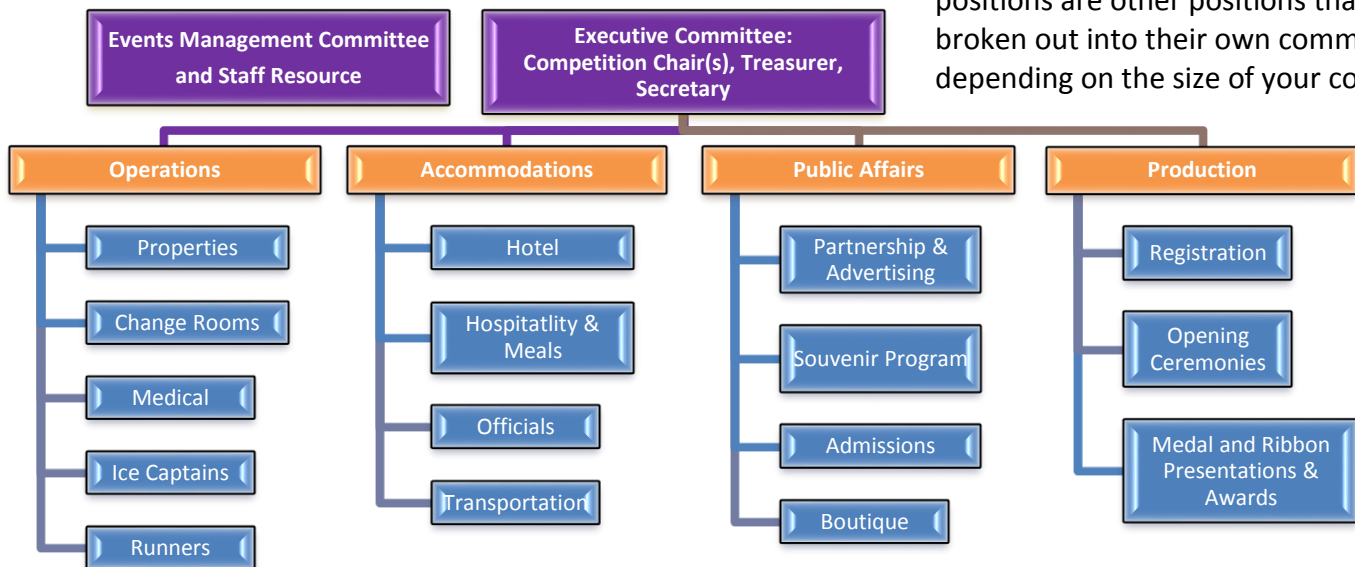
When placing volunteers, make sure you:

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

## 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.



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

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

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

- ✓ 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
- ✓ All expenses and mileage are paid by the LOC.
- ✓ 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 Tech Rep/Chief Referee during the competition
- ✓ Ensure Sub-Committees are completing their duties; assist when necessary



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

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

- ✓ Build a sub-committee to look after Hotels, Hospitality & Meals, Officials and Transportation/Mileage
- ✓ Ensure Sub-Committees are completing their duties; assist when necessary
- ✓ Complete all post-event documentation as required to Competition Co-Chairs

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

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

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

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

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

## **LEADERSHIP AND THE LOC**

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

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

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

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


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

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

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

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

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

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

Meeting minutes should include:

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

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

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

#### Before the meeting

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

#### During the meeting

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

#### After the meeting

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

### **WHO SHOULD ATTEND COMMITTEE MEETINGS?**

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

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

## 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 Chief Referee, 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 groups 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  - *Official 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 STARSkate Regional Championships are assigned by the Officials Committee. For Regional Championships, you can expect approximately **10 officials**. The final number required, and contact details, can be confirmed with your Chief Referee 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 (Chief Referee, Judges, Chief Data Specialists, Data Specialists, Technical Controllers, Technical Specialists) has 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 should 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.  – *Official Descriptions*

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 3-4' per official required on the panel (i.e. if there are three judges and one referee, 12' should be sufficient). Please contact your chief referee early to confirm requirements.
- 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 with no metal or hard plastic chairs
- The Audio Stand should be co-located and requires an additional 8' 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 (if you are using SCM Audio Electronics personnel).

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 training is required for these individuals).

The LOC may request SCM Audio Electronics personnel to provide equipment and a member for the competition. Requests should be made to Stan Yee at [stanyee@shaw.ca](mailto:stanyee@shaw.ca) as early as possible to ensure availability. The LOC will be charge the following fee, payable to Skate Canada Manitoba:

- a) One day competition - \$75.00
- b) Two day competition - \$125.00
- c) Three day competition - \$175.00
- d) Speaker rental - \$100.00

The LOC is requested to provide one volunteer to assist with announcing for the event.

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. **Contact 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 power outlets, ideally on separate circuits)
- Extension cords
- Photo copier **that can produce 15-20 copies per minute**
- 1500 sheets of 8 ½ x 11 white paper
- 2 long tables
- 4-6 chairs

Data Specialist Fee:

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

### **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"/> Multi-bit Screwdriver | <input type="checkbox"/> Kleenex            |
| <input type="checkbox"/> Needle and Thread | <input type="checkbox"/> Baby Wipes            | <input type="checkbox"/> Hairspray          |
| <input type="checkbox"/> Skate laces       | <input type="checkbox"/> Band-Aids             | <input type="checkbox"/> Full-Length Mirror |

### **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 Chief Referee 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 Chief Referee or Chief Referee must be notified as soon as possible.

### **Music & Announcers**

SCMB Audio Technicians may be available for Regional Championships; however availability is on a first come, first served basis. Contact the SCMB Audio Chair as soon as you are awarded the event to increase the chances of availability. If the Audio Committee is not able to provide volunteers, or if you choose to use your own 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.  – *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 Chief Referee 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)
- ✓ 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.

Confirm the cancellation 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. 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>
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<p><b>Snacks – 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>
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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 Chief Referee for Officials' transportation needs to and from the competition
- ✓ Confirm travel/departure times and arrange ground transportation for Officials that is needed
- ✓ Officials will record their own mileage on their expense sheets. Current SCMB Mileage rate is \$.48/km

## **MARKETING & COMMUNICATIONS 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
- ✓ Prepare partnership package containing competition facts, highlights and general information for local businesses



- Working with the Media/Contact list/Media Release example

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. Communicate appropriate information out to all sources.

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 Chief Referee 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 Regionals in the Media**

- ✓ Develop a media release and distribute to the local media
  - 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**

- ✓ Create a souvenir program for the event
- ✓ 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 partnerships

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 roll (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 SCMB **prior** to printing, along with the Program Partner page. The Section-level partners will be provided by SCMB. 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.

### **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 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

**Event Registration**

All Regional Championships must offer certain events, with Optional Events available to add to the success of your competition.

**Required Events are:**

- STAR 1 – STAR 4 FreeSkate
- Dance – STAR 2/3 to Diamond
- Open Pairs

**Optional Events are:**

- Adult Event
- CanSkate Element Event
- Creative Improv
- Creative Skating Skills
- Element Event
- Interpretive
- Showcase
- Special Olympics
- Synchronized Skating (Beginner I & II)
- Team Event
- Triathlon

STAR 5 to Gold FreeSkate events will be held at three designated Regional Championships each season, which will be announced at the AGM each April.

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. **SCMB will manage all Regional Championship registration, using an online WUFOO form.**

**Registration Fee Guide:**

Event	Minimum	Maximum
CanSkate Element Event	\$35	\$40
FreeSkate Event or First Event	\$45	\$65
Additional Events	\$20	\$30
Team Events	\$35 (per team)	\$55 (per team)

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

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

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

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

### ***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 that your Regional Director will be in attendance and will bring greetings on behalf of the SCMB Board of Directors

If you wish to have an audio technician assist you with the Opening Ceremonies, or any medal and ribbon 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  
 - Medal/Ribbon counting tool
- ✓ Arrange for photographer to be on hand during the competition
- ✓ Contact your Regional Director to confirm that he or she will be in attendance and will participate in the medal and ribbon and ribbon presentations
- ✓ Select an area in the facility to hold the medal presentations and set up a podium/presentation area
- ✓ Have a sound system/mic to announce the winners according to the script
- ✓ 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)
- ✓ Provide the event announcer with times of medal presentations and ask them to announce them
- ✓ If you wish, you can post medal presentation times in the dressing rooms, Coaches’ hospitality room, at the sign-in table, and/or in the program
- ✓ Single entry events will receive Single Event Recognition medals  
 - Medal Presentation Guide/ Ribbon Presentation Guide

Once the registration deadline has passed, collect your complete list of entries and estimate how many medals and ribbons to be ordered. 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. Unused medals can be returned, *unless* they are engraved.

Those events that receive medals and those events that receive 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 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. 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 are really stuck and don't know who you should contact, please contact the Section.

Your Regional Director will be on-site representing SCMB Board of Directors during the competition. The onsite representative will bring greetings at the Opening Ceremonies on behalf of the Section and they should be included in the medal and ribbon presentations.

### Section 8 | *Skate Canada Manitoba STARSkate Regional 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 decide which club will be hosting the Competition
- Competition location confirmed and facility booked – including on and off ice space
- Two blocks of hotel rooms booked

#### 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
  - Public Affairs Chair
  - Productions Chair

Events Management Committee and SCMB tasks:

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

### June

- Volunteer recruitment to fill sub-committees
- Become familiar with LOC Guidelines and LOC Toolkit and 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
- ✓ Update HCG Toolkit and post updated forms to SCMB website

### August

- Consider which optional events will be held
- Make contact with Events Management Committee to confirm arena, ice booked and off ice space
- Complete the Competition Announcement Form and send to SCMB **no later than August 15<sup>th</sup>**
- Contact local media outlets to find out about deadlines, prices and availability of advertising

Events Management Committee and SCMB tasks:

- ✓ Ensure Competition Announcement Form is received from LOC

### September



- Complete Budget and send to SCMB for review
- Complete Sanction Application and send to SCMB for approval - **no later than Sept. 15<sup>th</sup>**

Events Management Committee and SCMB tasks:

- ✓ Ensure Budget and Sanction Application are received from LOC
- ✓ Competition Announcement posted to Skate Canada Manitoba website

### October

- Review Competition Announcement draft from SCMB and confirm local details are correct.

Events Management Committee and SCMB tasks:

- ✓ Competition Announcement completed and posted to event page on Skate Canada Manitoba website

### November

- Finalize souvenir program and submit SCMB for approval – must be submitted for approval two (2) weeks prior to printing deadline
- WUFFO Registration will Open

Events Management Committee and SCMB tasks:

- ✓ Approve Souvenir Program

### 5 Weeks Before Competition Date

- Order merchandise if desired – 10% of proceeds from the merchandise go to LOC
- Solicit items for skater goodie bags (if applicable)
- Entry deadline
- Registration closes – **30 days before competition**
- LOC will receive registration spreadsheets from SCMB with in the first week following registration deadline
- Confirm each skater meets the age and test requirements for the event that he or she is entered (follow up on any discrepancies with the Events Management Chair)
- Prepare list of all volunteer shifts needed and begin to fill

- Prepare posters, flyers and media releases to promote event

#### 4 Weeks Before Competition Date

- Advise Tech Rep/Chief Referee of any single entry events and discuss options
- Contact single event entries and offer options available (if applicable)
- Prepare Welcome Letters for Officials and Skaters
- Send registration information to Tech Rep/Chief Referee, Audio Technician (if applicable) and Chief Data Specialist
- Order medals and ribbons and ribbons from SCMB based on registration numbers

#### 3 Weeks Before Competition Date

- Receive schedule and officials' assignments from Tech Rep/Chief Referee
- Arrange for meal requirements for Official and Coach Hospitality rooms
- Email schedule to SCMB for posting to the event webpage on SCMB website
- Print Souvenir Program (timeline may vary between competitions)
- Arrange thank you gift for all officials
- Confirm equipment needed (podium and microphone) medal and ribbon presenters and speakers for:
  - Opening Ceremonies

#### 2 Weeks Before Competition Date

- Send Welcome Letters to Officials and Skaters with map, event schedule and confirmed details about competition
- Send Media Release to local media
- Create music labels from registration list
- Create sign-in/sign-out sheets for music and coaches to have at registration table
- Confirm local media attendance and provide complementary passes
- Organize a dressing room kit for each change room and/or area close to ice surface
- Create Emergency Contact List and Emergency Action Plan
- Confirm travel arrangements for traveling Officials with SCMB
- Prepare required floats for on-site areas (as required)

- Confirm final details with Events Management Committee and SCMB

### Competition Day

- Hand-out expense forms to all Officials
- Master list (online) to the Chief Data Specialist
- 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

- Pay all competition expenses including SOCAN fees
- Hold wrap-up and evaluation meeting; finalize report and recommendations for next year's committee
- Send 5 copies of the competition program to SCMB
- Complete Post-Event Report/Questionnaire with final numbers and complete financial report; submit to:
  - Regional Director
  - Skate Canada Manitoba
  - Events Management Committee