



**SKATE**CANADA  
MANITOBA

# **Skate Canada Manitoba Regional STARSkate STAR 1-4**

**Local Organizing Committee  
Guidelines**

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## SECTION 1 | WELCOME

Welcome and thank you for hosting a **Skate Canada Manitoba Regional Competition** – It is a pleasure to have you join us for this event. Your Club or Region is about to embark on an exciting journey. In order to be successful at hosting a major Skate Canada Manitoba event, you will require a network of many dedicated volunteers and staff persons. These LOC Guidelines are provided to assist you in the planning & preparation of hosting a successful Skate Canada Manitoba Competition.

### RESOURCES

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#### Competition Resources:

- i. **Technical Representative/Chief Referee**
  - a. Chief organizer of the competition appointed by Section at the beginning of the season
  - b. Competition Chairs main resource
- ii. **Chief Data Specialist**
  - a. Organizes the data control centre
- iii. **Computer Data Specialist**
  - a. Organizes the section computer (CSS) system

### AWARDING OF COMPETITION

Skate Canada Manitoba Events Management Committee develops a competition grid in order to award regions competitions. December of the previous year, regions are informed of the competitions they will be hosting of the following year. Each region is required to find a club to host. Competition submission forms are due in January each year. Events Management Committee will confirm competitions and submit to the Executive Committee. The approved competitions will be announced at Skate Canada Manitoba Annual General Meeting in April.

### PLANNING

Skate Canada Manitoba will email links to competition chairs of two required documents/forms that are **due five (5) months before competition:**

#### 1. Budget Form

Budgets from the previous two years will be included to help you budget for your competition. An excel template is available on website under Forms & Guidelines.

#### 2. Competition Announcement

Event information package: Chair/Co-Chair's contact, Hotel information, Arena information & Competition Admissions. <https://skatecanada.wufoo.com/forms/mp2ckot0qzu16s/>

### 3. Sanction Application

Must be submitted with payment three (3) months before competition date.

*(Please note that there are working papers for the Competition Announcement form so that you can gather all of your information prior to filling out the form)*

## VOLUNTEERS

The number and type of volunteers to run the competition should be confirmed and filled well in advance of the competition. Types of volunteers and their duties are listed throughout the guidelines.

**You will need 12-20 volunteers. Consider asking:**

- ✓ club members, officials, parents, current & former skaters, coaches
- ✓ 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

## REGISTRATION

Registration for all competitions will be completed through the Skate Canada Manitoba online system. Within approximately 2 business days of the registration deadline, SCMB will send the competition's Chair and Technical Representative the completed registration spreadsheet in excel format. Any changes/additions/withdrawals must be sent to the Chair, Tech Rep, Data Specialist & SCMB via email.

**Note:** No registrations will be accepted after the registration deadline.

**Refunds** will be given up to and including the registration deadline date and will include a \$50 administration fee. No refunds will be given after the closing date of entries of the competition. No medical refunds at any time after the deadline.

## REGIONAL EVENTS

### ***Required events:***

- STAR Free Skate
- Dance
- Open & Introductory Pairs

### ***Optional Events:***

- CanSkate Element Event
- Creative Improv 1 & 2
- Element Event
- Showcase 1 & 2
- Special Olympics
- Synchronized Skating (Beginner I & II)
- Team Event

## REGIONAL FEE GUIDE 2020

<b>Regional Competition Fee Guide</b> <i>(subject to review each season)</i>	
<b>Event</b>	<b>Fee</b>
CanSkate Element	\$40.00
Team Element <i>(per team)</i>	\$55.00
First Event Entry	\$60.00
Second Event Entry	\$40.00
Third Event Entry	\$40.00

### **FINANCIAL PROCEDURE**

Financial Functions for all Regional Competitions will be managed by the LOC.

The Local Organizing Committee will:

- ✓ Prepare a competition budget and submit it to SCMB for approval. Section will supply previous years budgets to help you plan.
- ✓ Submit Sanction application with payment 3 months before competition.
- ✓ Complete an online [Post-Event Report/Questionnaire](#) to SCMB 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.

Skate Canada Manitoba will:

- ✓ Will be resource to assist with questions, competition docs, suggestions, history from past competitions etc.
- ✓ Send Registration Revenue to the LOC by the competition date via cheque.

## SECTION 2 | COMPETITION RESPONSIBILITIES

### LOCAL ORGANIZING COMMITTEE CHAIR

- ✓ Guide and support the event volunteers, athletes, coaches, officials, and partners so the competition is enjoyed by all.
- ✓ Plan, organize and chair all committee meetings and have fun with your team.
- ✓ Get in touch with the registered skaters and coaches to maximize the communication for your competition.
- ✓ Set budget goals based on previous competitions financials.
- ✓ Supply Competition with Expense Forms.
- ✓ Manage revenue and expenses throughout the entire planning session.
- ✓ Co-manage community relationships, including local facility, competition partners and photographers.
- ✓ Adhere to all Skate Canada Manitoba policies, procedures, standards and guidelines.

### LOCAL ORGANIZING COMMITTEE

- ✓ Book and provide Ice, Accommodation, Food for officials, Warmup/Medal areas, other facility needs .
- ✓ Present medals/ribbons.
- ✓ Receive music onsite.
- ✓ Register coaches and skaters day of the competition.
- ✓ Manage programs, raffle tables & boutique tables.
- ✓ Provide Ice Captains, Hospitality, Music Technician, Announcers, registration area, First Aid Personnel.

### SECTION OFFICE STAFF

- ✓ Help work you through the process of planning the competition. Your main resource.
- ✓ Support your committee in achieving competition goals.
- ✓ Provide history on budgeting, registration numbers and previous years' information.
- ✓ Set registration forms, develop technical package and annually update LOC Toolkit.
- ✓ Provide final skaters/coach list to LOC prior to registration deadline.
- ✓ Collaborate with LOC on registration deadline and other important competition deadlines.
- ✓ Send out medals, ribbons and coach accreditation flipchart/wristbands.

### TECHNICAL REPRESENTATIVE/CHIEF REFEREE

- ✓ Make the competition schedule.
- ✓ Responsible for all officials at the competition – including Data, Audio, Technical Panel, Judges.
- ✓ Manage the conduct during the competition – the schedule, the officials, on ice and off ice.
- ✓ Ensure Coach Accreditation and other policies are followed.

## SECTION 3 | PRE-EVENT PLANNING AND TASKS

### LOCAL ORGANIZING CHAIR

- Main contact for the competition committee, arena staff & Skate Canada Manitoba.
- Works directly with the competition's Technical Representative.
- Confirm ice booking, hospitality rooms, dressing rooms and Hotel block.
- Confirm whether the canteen will be open during the event and inform them of the competition.
- Arrange to have the officials/Music stand built or assembled meeting SCMB requirements.

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:

#### Regionals Officials Stand:

- **STAR 1-4:** Stand Size: 8'
- ✓ 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
- ✓ No metal or hard plastic chairs (check with Technical Representative for the number of seats required at the stand)
- ✓ The Audio Stand can be located in the Music Room of the arena. You do not need to build a separate stand for Audio for Regional Competitions.



**Officials Stand**

- Contact the Technical Rep, Data Specialists, officials to ensure all their needs are met.
- All Competition questions should be directed to the competition Technical Representative.
- Purchase officials Honorariums:
  - \$25.00 – One Day Event
  - \$50.00 – Two Day Event
  - \$75.00 – Three or more days
- Make arrangements with SCMB on delivery of competition material.

## ICE CAPTAINS & RUNNERS

- Monitor Skaters: confirming the correct skater is ready to go on the ice during practice and during competition.
- Monitor Coaches at the boards (refer to the Coach Accreditation Policy in the Technical Package)  
**NOTE:** *family, friends etc. are not allowed at the boards*
- Ensure all ice doors are closed while competitor is performing.
- Communicate with the Music/Announcer before and during the event.

**Dressing Room** Kits are provided in dressing rooms. Kits should include:

- *Safety pins*
- *Needle and thread*
- *Skate laces*
- *Multi-bit screwdriver*
- *Baby wipes*
- *Band-Aids*
- *Kleenex*
- *Hairspray*
- *Feminine hygiene products*
- *Mirror (full length optional)*

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

- Create schedule for the change rooms and allocate separate rooms for male and female athletes.
- Inform skaters at the registration desk what room they are assigned to.
- Clearly post the room assignments.

### **First Aid:**

Alert the local hospital that a competition is being held.

Arrange for **First Aid personnel** (must be St. John Ambulance or other appropriately trained personnel) to be **at ice level at all times during the event** (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 during the competition..



## OPERATIONS

- Confirm rooms are booked at the Arena for: 1. **Officials** 2. **Data Specialists** 3. **Coaches (optional)**
- Ensure Data Specialist and Official room requirements are met.

### Data Specialist Room requirements:

- Accessible electrical outlets (should have two (2) power outlets, ideally on separate circuits)
- Extension cords
- Photo copier **that can produce 15-20 copies per minute**
- 2500 sheets of 8 ½ x 11 white bond paper
- 2 long tables
- 4-6 chairs

### Data Specialist

Each LOC must supply one volunteer dedicated to the Data Specialists (DS) (preferably to be able to remain with the Data Specialists for the duration of the competition).

Data Specialist Supplies: Supplies are provided at the expense of the LOC. Most DS carry their own personal supply kit. The LOC must reimburse each DS for their supply 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.

**Music:** The Chief Data Specialist will provide a skating order. 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.

### Data Specialist Fee:

- Without CSS System
    - \$125 – 1 Day
    - \$175 – 2 Day
- } **STAR 1-4**

### Music and Announcers

The LOC MUST provide an Audio Technician and one volunteer to assist with announcing for the event.

### Arena/Facility Contact

- Prior to competition confirm with the arena/facility what you require for ice and off ice space.
- Confirm with the facility the name of your contact for the day of the competition.
- Confirm Zamboni times with the arena -hint – these can fluctuate by up to an hour either way.
- Ensure that staff are available throughout the day to deal with any ice issues that arise.

## HOSPITALITY

- Prepare a weekend menu for Officials
  - *Breakfast*
  - *Lunch*
  - *Dinner*
  - *Snacks*
  - *Beverages*

**Note: Must offer hot meals/drinks, as officials will spend most of their time in the arena.**

**Note: meals should be available ahead of scheduled break times. If the schedule goes ahead (which it can, up to an hour) the meals have to go ahead too. It is best to have something that can be put “to go” for Data and Audio as well as they often work through meal breaks.**

**Suggestions: CROCKPOTS ARE YOUR BESTFRIEND**

- Coaches Hospitality room (optional). Organized by host club coaches.

<b>Snacks – replenished throughout the day</b> <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>	<b>Beverages – replenished throughout the day</b> <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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<b>Breakfast</b> <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>	<b>Lunch / Supper</b> <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>	<b>Dessert</b> <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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## REGISTRATION

- Prepare Registration spreadsheets for the event (Skaters & Coaches).  
**Note:** SCMB receives all online registration. Use the spreadsheets to make the registration sign-in.
- Advise SCMB, Technical Rep. and Chair of any changes/additions/deletions of registration.
- Create Music Labels.
- Create sign-in/sign-out sheets for music (template available online).
- Prepare/staff registration tables.
  1. *Skaters registration*
  2. *Coaches registration*
  3. *General Public admissions*

### ***Skaters Registration***

- Prepare Skaters Sign-In registration using the spreadsheets received by SCMB.

### ***Skaters Music***

- 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. (A shoe box is a great idea for keeping CDs sorted)**

**All skaters are required to register for the competition one (1) hour prior to the start of their event category.** Upon registration, skater names should be checked off as registered. 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.

### ***Coaches Registration***

- SCMB will send you the Coach Accreditation sign in sheet
- Coaches are assigned a wristband upon registration
- See ***Coach Accreditation Policy*** located in the Competitions Announcement

### ***General Public Admissions Table***

- Receive admissions from the public.
- Manage Program Sales.

### ***Admission Fees***

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.

## ***ACCOUNTING***

- Assist Chair with Budget submission.
- Pay any competition expenses, collect all revenue.
- Track all revenue and expenses.
- Collect all competition receipts.
- Submit a financial statement to Skate Canada Manitoba.
- Submit SOCAN and RE:SOUND to Entandem following the competition.

## ***PUBLICITY AND FUNDRAISING***

- Create a list of potential local partners for the event.
- Communicate with SCMB to ensure there are no conflict of interests.
- Prepare/distribute donations and sponsorships letters at least 3 months before competition date (template on Skate Canada Manitoba Website) Note: letters must be approved by SCMB.
- Follow up phone calls with potential partnerships.
- Collect ads/logos from all partnerships, submit to the communications volunteer to include in the program.
- Contact local media partners to help advertise the event. Any media ads need to be review by SCMB..

## SILENT AUCTION & BOUTIQUE TABLES

- Prepare Silent Auction baskets.
- Purchase Silent Auction tickets.
- Organize Boutique Tables.
- Arrange for volunteers to run the Silent Auction area.
  - **Note:** Silent Auction/Sponsor tables must be in an accessible location
- Monitor area during competition.

## COMMUNICATIONS

- Send out Skaters Welcome Letter (*template online*)
- Send out Officials Welcome Letter (*template online*)
- Complete Competition Program (*template online*)

### **Skaters/Officials Letters – TEMPLATES ONLINE**

Templates are provided and must be approved by SCMB. Letters should be approved prior to registration deadline, so they can be emailed following the registration deadline.

### **Program – TEMPLATE ONLINE**

Includes:

- Any ads from local business partnerships
- Competition Schedule from Technical Representative
- Skater names listed by category in alphabetical order (*see registration*)
- Greetings from Skate Canada Manitoba Chair
- Greetings from LOC and local dignitaries
- Treaty Acknowledgement
- SCMB Camera Policy
- A place to write athlete/team's scores when announced

The program must be approved by Skate Canada Manitoba **prior** to printing. 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. **NOTE:** 1<sup>st</sup> draft of the program should be received 3 weeks prior of the competition, leaving enough time to make changes. 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.

## ACCOMMODATIONS

- Contact the hotel to confirm room block and release date
- Confirm with Technical representative of the competition, numbers for officials
- Confirm with Officials who requires a room & the number of nights
- Confirm any allergies with Officials and inform Hospitality volunteer
- Organize/book officials rooming list, based on Skate Canada Policy

### **Rooming Arrangements:**

- Rooms must have two double beds.
- Room sharing of the same sex (2 per room).
- If there are no available roommates of the same sex, that individual gets its own room.

- Officials who request their own room MUST pay for half the rooms expense.
- Room expenses SHOULD NOT be added to the accommodation bill.
- Room expenses will go on the Officials Expense form.
- Make sure to provide each official with: Location, confirmation number, check in/out times.
- Inform Communications volunteer of officials including: confirmation numbers, location, check in/out times. This must be included in the Officials letter.

### **Transportation/Mileage**

- Contact the Technical Rep 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 mileage on their expense forms. Current SCMB Mileage rate is \$.48/km.

## AWARDS

- Order Medals/Ribbons from SCMB using spreadsheet (template provided by SCMB).
- Prepare Opening/Closing Ceremonies
  - Confirm Presenters
  - Make sure to include Treaty Acknowledgement
  - Contact SCMB and confirm who will be representing SCMB.
  - Arrange to have the national Anthem played (live or recorded).
- Prepare medal/ribbons for each category (Single entry events will receive Single Event Recognition/Participation medals)
- Contact your Regional Director to confirm that he or she will be in attendance and will participate in the medal and ribbon presentations
- Prepare a Presentation schedule and email to all presenters with time/locations
  - Note:** Medal Presentation Speaking Notes are located on SCMB Website
- Select an area in the facility to hold the medal presentations and set up a podium/presentation area.
  - Note:** Medal presentations must take place in an accessible location and must be separate from skater warm-up areas and change room.
- Arrange for photographer to be on hand during the competition
- Have a sound system/mic to announce the winners according to the script (optional)
- Have event announcer inform public of medal presentations/times. Medal presentation times can be posted in the dressing rooms, Coaches' hospitality room, at the sign-in table, and/or in the program
- Have "assistants" to pass the medals to the presenter

## SECTION 4| COMPETITION TIMELINE & CHECKLIST

### 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

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

### January - February

- Region will be awarded Competition
- Competition location confirmed and **facility booked**
- hotel rooms booked (**Officials**)

### June

- Identify Committee Chair(s)
- Read and understand the LOC Guidelines, ask questions now!
- Fill Volunteer duties:
  - Local Organizing Chair
  - Ice Captains & Runners
  - Operations
  - Hospitality
  - Registration
  - Accounting
  - Publicity & Fundraising
  - Accounting
  - Silent Auction & Boutique tables
  - Communications
  - Accommodations
  - Awards
- Received documents from Skate Canada Manitoba (due five (5) months prior to event)
  1. **Budget Form**
  2. **Competition Announcement**
  3. **Sanction Application**

## July - September

- Continue to fill Volunteer duties
- Complete Competition Announcement Form online and submit Budget Form to SCMB by **August 15<sup>th</sup>**

## October - November

- 1<sup>st</sup> meeting with your team of volunteers - Review the LOC Guidelines and Volunteer duties with everyone
- Each volunteer should prepare a **Timeline and Deadlines** based on their responsibility
- Confirm approval of Partnership Package by SCMB and send out to potential businesses and organizations
- Contact local media outlets to find out about deadlines, prices and availability of advertising
- Prepare posters, flyers and media releases to promote event
- Send out Sponsorship/Donation request letters
- Start planning officials/audio stand (*if you don't have one made*)
- Review the program template
- Prepare the Skate and Officials letters and send them to SCMB for approval
- Discuss meals that will be provided. What will be available, who's cooking, donations etc. Set up a plan. Use the menu in the LOC to help you. Remember Crockpots are your best friend.

## 2 Months Before Competition

- Finalize Officials Menu
- Prepare "map" of venue to be sure all areas fit with location
- Construct officials and audio stand to ensure proper specifications are met
- Communicate with Chief Data Specialist & Technical Representative in regards to requirements for computers, photocopier, and other needs.
- Set up a meeting with your tech rep to go over any questions you have regarding the Competition
- Check with Technical Rep to see if timers are needed, and how many for the competition
- Confirm local media attendance and provide complimentary passes
- Confirm Canteen will be open

## 1 Month Before Competition

### REGISTRATION CLOSES

- Order Medals/Ribbons from SCMB (use online template to determine quantities)
- Confirm equipment needed for presentations:
  - *Opening/closing Ceremonies*
  - *Medal and Ribbon Presentations*
- Arrange for pick-up or shipping of supplies from SCMB (medals, ribbons, first aid bags, etc...)
- Create music labels from registration list provided by SCMB
- Create sign-in/sign-out sheets for music and coaches to have at registration table
- Send out Welcome Letter to all registered skaters/officials
- Purchase honorarium for each official
- Arrange for meal requirements for Official Hospitality room
- Finalize program and submit SCMB for approval (*at least 3 weeks before competition date*)
- Print program upon approval
- Confirm travel arrangements for Officials
- Organize a dressing room kit
- Create Emergency Contact List and Emergency Action Plan
- Committee walk-through of venue
- Print CanSkate Certificates if hosting CanSkate Element Event
- Organize CanSkate Element Event (if hosting)
- Detailed plans of Opening Ceremonies and Medal Presentations finalized. Send out schedule to presenters
- Send out any Media Releases
- Prepare required floats for on-site areas
- Prepare registration area, silent auction/boutique area, general public area

## Competition Day

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

## 2-3 Weeks Following Competition

- Hold wrap-up and evaluation meeting; finalize report and recommendations for next year's committee
- Submit payment for SOCAN and RE:SOUND fees to Entandem
- Send 5 copies of the competition program to SCMB
- Complete Post-Event Report/Questionnaire online
- Submit a complete financial report to SCMB