



Skate Canada Manitoba Synchronized Skating

Local Organizing Committee Guidelines

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SECTION 1 / WELCOME

Welcome and thank you for hosting a **Skate Canada Manitoba Synchronized Skating Competition** – 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 you in hosting a successful Skate Canada Manitoba Competition.

RESOURCES

Rosalyn Bauer

Skate Canada Manitoba
Events & Administrative Coordinator
204-925-5707
skate.admin@sportmanitoba.ca
<https://mbskates.ca/>

Allison Ward

Events Management Committee Director
204- 256-2417
raward@mymts.net

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.

Note: You will need 12-20 volunteers

- ✓ Club members, officials, parents, former skaters, coaches, skaters
- ✓ 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 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.

FINANCIAL PROCEDURE

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

The Local Organizing Committee:

- ✓ May request seed money (max. \$500) from SCMB to begin preparations for the Competition. Receipts MUST be produced for all expenditures.
- ✓ Contact Skate Canada Manitoba to make a payment plan if the club cannot make all the payments. All receipts must be submitted to the Section.
- ✓ All competition revenues and expenses, regardless of form, needs to be declared for accounting purposes
- ✓ [Submit a Post-Event Report Form](#) to SCMB following the competition. The Post-Event Report Form should be completed no later than 4 weeks following the conclusion of the event, including all final numbers.

Skate Canada Manitoba will:

- ✓ Pay any invoices the host committee has arranged with the Section.
- ✓ Prepare a financial statement upon the conclusion of the event.
- ✓ Financial Report will be emailed to LOC for review before profits are shared.
- ✓ Profits will be shared in accordance with the Skate Canada Manitoba Policy.

PROFIT SHARING

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.

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 team managers and coaches to maximize the communication for your competition
- ✓ Set budget goals based on previous competitions financials. (Financial supplied by SCMB)
- ✓ 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

- ✓ Books and provides Ice, Accommodation, Food for officials, Warmup/Medal areas, other facility needs
- ✓ Presents medals/ribbons
- ✓ Is responsible for receiving onsite music
- ✓ Responsible for registration for coaches and Teams the day of the competition
- ✓ Manages programs, raffle tables & boutique tables
- ✓ Provides Ice Captains, Hospitality, Video Camera Operators, Video Replay Operators (if needed), Announcers (if needed), registration area, First Aid Personnel
- ✓ Adhere to all Skate Canada Manitoba policies, procedures, standards and guidelines

SECTION STAFF MEMBER

- ✓ 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 Team/Coach list to LOC after the registration deadline
- ✓ Collaborate with LOC on registration deadline and other important competition deadlines
- ✓ Send out medals, ribbons, banner bag, coach accreditation flipchart/wristbands

TECHNICAL REPRESENTATIVE/CHIEF REFEREE

- ✓ Responsible for all officials at the competition – including Data, Audio, Technical Panel, Judges
- ✓ Responsible for making the competition schedule

- ✓ Manages the conduct during the competition – the schedule, the officials, on ice and off ice
- ✓ Ensures Coach Accreditation and other policies are followed

SECTION 3/ PRE-EVENT PLANNING AND TASKS

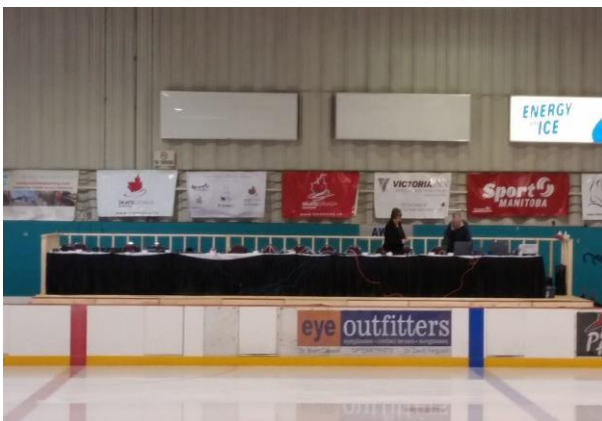
LOCAL ORGANIZING CHAIR

- Main contact for the competition committee, arena staff & Skate Canada Manitoba
- Works directly with the competition's Technical Representative.
- Confirm ice booking, Warm up room, 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:**

- 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 (confirm with Tech Rep the number of seats required for your event)
- 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.

Note: If the arena has an Audio Booth that is visible by the judges you do not need to build a stand. It's important to contact Stan Yee to discuss your options and get clarification.



Officials Stand



Audio 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 the banner bag/competition material
Banner bag includes: Banners, medals, ribbons, coach accreditation flipchart/wristbands, duct tape, zip ties
- Arrange to have SCMB Banner's displayed through the arena. Must be displayed in a high traffic area.

SCMB 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. The banners must be returned to SCMB within one week following the competition, as they are needed at another event.

ICE CAPTAINS & RUNNERS

- Monitor Teams: confirming the correct team 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 skaters are performing.
- Dressing 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 a central convenient location close to the entrance and exit area to the ice. The dressing room kit should contain the following:
 - Safety pins
 - Needle and thread
 - Skate laces
 - Multi-bit screwdriver
 - Baby wipes
 - Band-Aids
 - Kleenex
 - Hairspray
 - Full-length mirror
 - Change room schedule.
- ✓ Ensure a dressing room schedule is developed by the LOC or Tech rep. Each dressing room should have the schedule located on the door.

Dressing Room Schedule Example

		Time to be in Dressing Room For Competition				Approx Team Compete Time
Category	Team	1	2	3	4	
Beginner I	Highlights(8)	2:55-3:20				3:10-3:15
Beginner II	Killarney(10)		3:00-3:25			3:15-3:20
Beginner II	Morris(8)			3:05-3:30		3:20-3:25
Beginner II	Neepawa(9)				3:10-3:35	3:25-3:30
Beginner II	Virden(13)	3:15-3:40				3:30-3:35
Beginner II	Boissevain(10)		3:20-3:45			3:35-3:40
Flood & Medals						
Elementary	Neepawa(10)			3:50-4:15		4:05-4:10
Elementary	Morden(14)				3:55-4:20	4:10-4:15
Adult II	Carberry(16)	4:05-4:35				4:20-4:30
Juvenile	Boissevain(10)		4:35-5:00			4:50-4:56
Juvenile	Notre Dame(12)			4:40-5:10		4:56-5:02
Juvenile	Morris(9)				4:45-5:15	5:02-5:08
Juvenile	Hazelridge (10)	4:50-5:20				5:08-5:14
Juvenile	Virden(15)		5:00-5:25			5:14-5:20
Flood & Medals						
Pre Novice	Carberry(13)			5:30-5:55		5:45-5:53
Pre Novice	Killarney (13)				5:35-6:05	5:53-6:00
Pre Novice	Morden(9)	5:45-6:15				6:00-6:08
Open	UofM(13)		5:55-6:25			6:10-6:20
Open	Brandon (16)			6:05-6:35		6:20-6:30
Medals						

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

Dressing rooms are assigned for Teams 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 any length of time**. Parents or any other unauthorized persons **are not allowed** in the change rooms or in general area at any time.

- **First Aid personnel** – Must have their valid first aid (St.John Ambulance or other appropriately trained personnel) and are required to be at ice level throughout the whole competition.

Alert the local hospital that a competition is being held

The First Aid individual(s) 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 individual(s) cannot have any other duties or responsibilities that the competition while performing the duty of First Aid Personnel. For example, do not have First Aid also Ice Captaining.

OPERATIONS

- Confirm rooms are booked at the Arena for: 1. **Officials** 2. **Data Specialists** 3. **Coaches (optional)**
- Make sure Data Specialist's and Official's 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**
- ☐ 5000 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 (preferably to be able to remain with the Data Specialists for the duration of the competition).

In addition, the LOC must supply at least one volunteer to assist as the Video Camera Operator (VCO). The VCO volunteer will be in charge of operating the camera used for video replay and should have previous experience as a skater or as a parent filming skater. 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.

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.

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.

- Prior to competition confirm with the arena required ice.
- Confirm with the facility who will be your contact for the day of your 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.

Warm up Area

- Ensure a warm up area is available for teams only to get ready/practice before they compete.
- Warm up area must be large enough to hold all teams, long tables/chairs available and an area to practice their routines.

- Examples: Gym or Hall
- Neither the warm-up area, nor the team area are to be accessible by the public.

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)
Note: Coaches from the Host Clubs organizes the Coach Hospitality room.

Snacks – replenished throughout the day

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

Beverages – replenished throughout the day

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

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

REGISTRATION

- Prepare Registration spreadsheets for the event (Teams & 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.
- Prepare Lanyards (with synchro team name) for Team Managers to pick up at registration. These lanyards identify who can be in the dressing room. **Note:** hosts are responsible for purchasing the lanyards.
- Create sign-in/sign-out sheets for music (template available online) and coaches to have at registration table.
- Prepare/staff registration tables.

1. Team registration 2. Coaches registration 3. General Public admissions

Synchro Team Registration

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

Teams Music

- **Music is submitted online when Stan Yee is performing Audio. Submission is done through the SCMB registration process.**
- Team Managers 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)**
- **Cd's are only used as backup to online submitted music. If music differs from online, they need to tell registration and it then needs to be communicated to Stan Yee.**

All skaters are required to register for the competition before their official practice session, immediately prior to the first portion of the event. Upon registration, skater 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. The Section will provide the Data Specialists with the hard copies of the Planned Program Sheets prior to the competition. 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

ACCOUNTING

- Assist Chair with Budget submission
- Pay any competition expenses, collect all revenue
- Track all revenue and expenses
- Collect all receipts and have them submitted to SCMB
- Submit expense forms to Skate Canada Manitoba (**Note:** all reimbursement is done after the competition)
- Submit a financial statement to Skate Canada Manitoba (budget template available online)

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 tables must be in an accessible location
- Monitor area during competition

COMMUNICATIONS

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

Synchro Team/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 partnership
- Competition Schedule from Technical Representative
- Team names listed by category, including skaters names in alphabetical order
- Greetings from Skate Canada Manitoba Chair
- Greetings from LOC and local dignitaries

- A place to write 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:** 1st 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 & PRESENTATIONS

- Order Medals/Ribbons from SCMB using spreadsheet (template provided by SCMB) Medals & Ribbons will be sent out with the banner bag.
- **Note:** Coaches do not receive medals, though they may participate in the presentation. Events with only one entry will be recognized by receiving a participation medal.
- Contact the Technical Representative to organize the medal presentations (prior to completing the Competition Schedule)
- Prepare Opening/Closing Ceremonies
 - Confirm Presenters
 - Contact SCMB office and confirm who will be representing SCMB.
 - Arrange to have the national Anthem played (live or recorded).
 - Medal Presentation Speaking Notes are located on SCMB Website
 - Prepare a Presentation schedule and email to all presenters with time/locations
- Prepare medal/ribbon presentations **Note:** Medal presentations happen after the competition on ice level.

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**
- ☐ Two blocks of hotel rooms booked (**1. Officials 2. Athletes/Coaches**)

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 & Presentations
- ☐ Received documents from Skate Canada Manitoba (due five months prior to event)
1. [Budget Form](#) 2. [Competition Announcement](#) 3. [Sanction Form](#)

July - September

- ☐ Request seed money (if required) from Section office - \$500.00
- ☐ Continue to fill Volunteer duties

October - November

- ☐ 1st 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 Teams 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 Guideline to help you. Remember Crockpots are your best friend.

2 Months Before Competition

- ☐ Confirm with Section office how hotel rooms will be paid
- ☐ Finalize Officials Menu
- ☐ Prepare "map" of venue to be sure all areas fit with location
- ☐ Make plans for the 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
- ☐ Each volunteer task needs to prepare a schedule for their duties during the competition
- ☐ Confirm local media attendance and provide complimentary passes
- ☐ Registration closes – **approximately 30 days before competition**

1 Months Before Competition

REGISTRATION CLOSES

- ☐ Determine number of medals/ribbons required and order from SCMB
- ☐ Confirm equipment needed for presentations:
 - *Opening/closing Ceremonies*
 - *Medal and Ribbon Presentations*

- ☐ Communicate with SCMB if you need to order supplies (first aid bag, walkie-talkies)
- ☐ Arrange for pick-up or shipping of supplies, medals/ribbons, and coach accreditation from SCMB
- ☐ 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 teams/officials
- ☐ Purchase honorarium for each official
- ☐ Arrange for meal requirements for Official and Coach (*optional*) Hospitality rooms
- ☐ Finalize program and submit SCMB for approval (*at least 3 weeks before competition date*)
- ☐ Print program upon approval
- ☐ Confirm travel arrangements for traveling Officials with SCMB
- ☐ Organize a dressing room kit
- ☐ Create Emergency Contact List and Emergency Action Plan
- ☐ Committee walk-through of venue
- ☐ Detailed plans of Opening Ceremonies and Medal Presentations finalized. Send 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
- ☐ Confirm you have received Coach sign in sheets from the Section

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

CONGRATULATIONS ON HOSTING YOUR SUCCESSFUL EVENT!

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 to Entandem
- ☐ Send 5 copies of the competition program to SCMB
- ☐ Complete [Post-Event Report/Questionnaire](#) and submit to SCMB
- ☐ Submit a complete financial report to SCMB