



SKATECANADA
MANITOBA

Skate Canada Manitoba

Synchronized Skating

LOC
Guidelines

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THANK YOU

Welcome and thank you for hosting a **Skate Canada Manitoba's 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 will require a network of many dedicated volunteers and staff persons. These LOC Guidelines are provided to assist Manitoba Clubs and Regions who will be hosting Sectional Championships.

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

C.104.2

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

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

The profits gained by Skate Canada Manitoba from the events are used to benefit all Manitobans involved in our sport.

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

PURPOSE OF THE LOC GUIDELINES

This guidebook is one of a series of guidebooks for all competitions in Manitoba that will help you make your competition a success. The guidebooks are designed to help you plan and implement your competition and are intended to be a resource. 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. The complete Toolkit can be found online at any time at www.mbskates.ca.

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*

LOC

- ✓ be a leader! Guide and support the event volunteers, athletes, coaches, officials, and partners so the competition is enjoyed by all
- ✓ be a spokesperson for Skate Canada Manitoba year-round as well as during the competition
- ✓ plan, organize and chair all committee meetings and have fun with your team
- ✓ be the key liaison to the Events Management Committee and staff resource
- ✓ get in touch with the registered athletes and coaches to maximize the communication for your competition
- ✓ set budget goals such as the number of athletes to expect, registration fees, and partnership dollars
- ✓ manage revenue and expense budget with the help of your staff resource
- ✓ co-manage community relationships, including local facility, competition partners and photographers
- ✓ adhere to all Skate Canada Manitoba policies, procedures, standards and guidelines

SCMB Staff & Events Management Committee

- ✓ be a committee support
- ✓ support your committee in achieving competition goals
- ✓ provide direct training on how to use LOC Guidelines and LOC Toolkit
- ✓ provide history on budgeting, registration numbers and previous years' information
- ✓ attend committee meetings when requested
- ✓ set registration fees, develop competition announcement and annually update LOC Guidelines and LOC Toolkit
- ✓ manages online registration process
- ✓ collaborate with LOC on registration deadline and other important dates
- ✓ work with Officials' Committee to arrange adequate number of officials for competition

Section 3 | *Sectional Championships Financial Procedures*

SKATE CANADA MANITOBA SYNCHRONIZED COMPETITIONS FINANCIAL PROCEDURES

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

The LOC:

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

- ✓ Will complete the [online competition announcement form](#) approximately five (5) months prior to competition.
- ✓ Will prepare the competition budget and provide a copy to SCMB for approval no later than three (3) months prior to competition date. Your SCMB staff resource can provide previous years' budget to the LOC upon request.
- ✓ Use the Budget template provided in the LOC Toolkit [online](#) for expense and revenue tracking.
- ✓ Will submit all invoices to SCMB to be paid. Payment will be sent in the mail within 2-3 weeks upon receiving complete information.
- ✓ Will declare/report all revenues and expenses.
- ✓ Will submit an online [Post-Event Report](#) 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.

Skate Canada Manitoba will:

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

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?

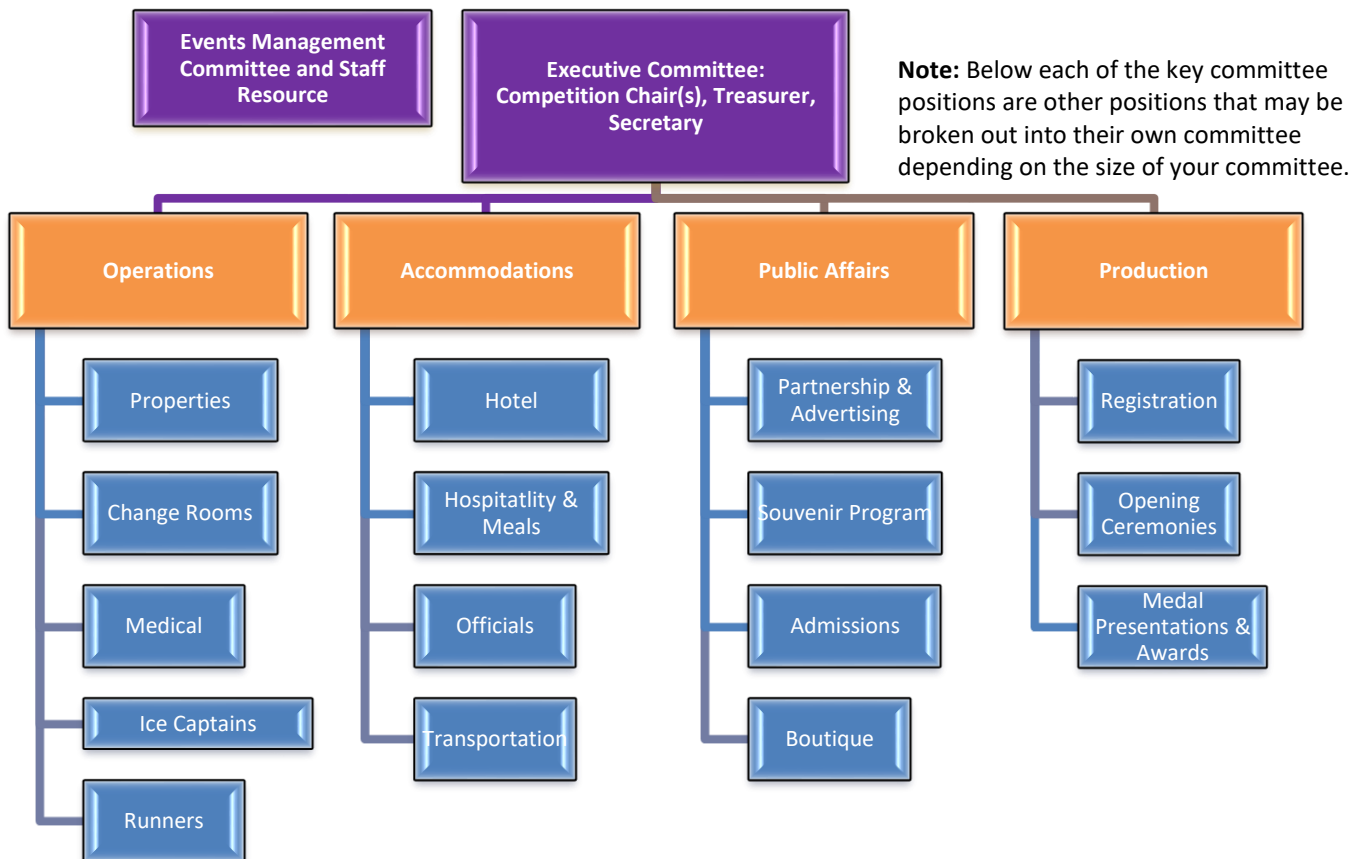
To maximize the volunteer experience, it's key to match each person with the role that is best for them. See [Appendix A](#) for Volunteer Types

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?

You will need approximately 20-50 people to run the whole event. 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: .



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 and SCMB staff resource to discuss areas of responsibility and general discussion of competition planning
- ✓ Be the primary source of contact for communications between the office and Events Management
- ✓ Distribute information to your executive
- ✓ Become familiar with the LOC Guidelines and Competition Announcement
- ✓ 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 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 Chairs

The Treasurer

- ✓ Assist the Competition Chair(s) with preparation of the budget
- ✓ Submit all expense forms, invoices and receipts for payment to SCMB (Note: SCMB reimbursement happens after the competition)
- ✓ Submit to [Entandem](#) fees for payment following the competition for SOCAN and Re:Sound.
- ✓ Complete all post-event documentation as required to Competition Chair(s)

The Operations Chair

- ✓ Build a sub-committee to look after Properties, Change Rooms, Medical & First Aid, Ice Captains, and Runners

- ✓ Plan, organize and staff an Operations Centre during the competition
- ✓ Assist the Technical Rep during the competition
- ✓ Ensure Sub-Committees are completing their duties; assist when necessary
- ✓ Complete all post-event documentation as required to Competition Chair(s)

The Accommodations Chair

- ✓ Build a sub-committee to look after Hotels, Hospitality & Meals, Officials and Transportation
- ✓ Contact SCMB Section to discuss needs for blocking hotel rooms
- ✓ Ensure Sub-Committees are completing their duties; assist when necessary
- ✓ Complete all post-event documentation as required to Competition Chair(s)

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 Chair(s)

The Productions Chair

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

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

LEADERSHIP AND THE LOC

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

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

Saying Thank You

Thanking volunteers, partners, officials and supporters

- ✓ shows appreciation
- ✓ fosters relationships so that people want to come back
- ✓ brings closure to the event and to people's participation in it

It is always a good idea to say thank you by sending a personalized, hand-written thank you cards to all your volunteers and partners.

CHAIRING COMMITTEE MEETINGS

Importance of an agenda

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

Key elements of the agenda

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

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

Importance of detailed meeting minutes

Meeting minutes are important for several reasons, such as keeping track of all action items, tracking progress and keeping everyone informed. After each committee meeting a copy of the minutes should be sent out to the Events Management Committee and the staff resource. See **Appendix C** for Minutes Template.

Meeting minutes should include:

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

Tips on chairing a committee meeting

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

Before the meeting

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

During the meeting

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

After the meeting

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

WHO SHOULD ATTEND COMMITTEE MEETINGS?

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

- ✓ have committee chairs from the 4 main sub-committees (Operations, Accommodations, 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, receive contracts for all agreements
- ✓ Act as liaison between LOC and arena staff and monitor all agreements made with arena staff
- ✓ Communicate with Technical Rep, Chief Data Specialist and Audio Technician to ensure 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 Committee Chair and SCMB office staff 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. See Appendix D for Officials Stand Example
- Officials' Hospitality Room
- Data Specialist Room (can be with the Officials Hospitality Room)
- Volunteer Lounge
- Coaches Hospitality Room – contents are responsibility of the Regional Coaches Rep
- Adequate dressing rooms for male and female athletes
- Registration area
- Admission table – separate from registration area
- Boutique Items
- Operations Centre

The Operations Centre provides a center 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 Sectional Championships are assigned by the Officials Committee. For Sectional Championships, you can expect approximately 20-25 officials. The final number required, and contact details, will be provided to the LOC no sooner than the close of registrations. Each Official will be given a thank you gift for his or her time. This is often given in the form of gift cards.

The SCMB suggested amounts are:

- \$25.00 – One Day Event
- \$50.00 – Two Day Event
- \$75.00 – Three or more days

Each group of Officials (Technical Representative, Judges, Chief Data Specialists, Data Specialists, Technical Controllers, Technical Specialists, and Audio Electronics Personnel) have vast knowledge of all aspects of a competition and will ensure the competition is run according to the Skate Canada Rules and Skate Canada Manitoba Policies and Procedures. The Data Specialists and Judges can share the same room (if the space is large enough) or should be 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. See **Appendix E** for Official Descriptions

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

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

- Preferably 36' long
 - The width of the Officials' stand should be sufficient for movement behind those seated for ready access to the stand to resolve potential problems during the event.
- Constructed over top of the players' bench with clear sight lines to both corners of the ice surface – as close to center 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

- Cover with table skirting and/or tablecloth so that the front and sides are covered securely (black or white is preferred)
- 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

In addition, the LOC must supply at least 1 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 skaters. When selecting volunteers, be aware of conflicts of interest (ex. Parents filming their own children in an event). If there is a Vendor to be used for videoing the competition, using their stream of video may be an option. The LOC should be in touch with the Officials Committee and the vendor to discuss that option. This will eliminate the need for finding VCO volunteers, though the vendor’s equipment must be compatible with SCMB equipment. See **Appendix F** for Video Instructions

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

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

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

DS room requirements:

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

SCMB Banners

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

- Skate Canada Manitoba Sponsor Banner
- Skate Canada Manitoba Red Banner
- Skate Canada Manitoba White Banner

- Victoria Inn Hotel Banner
- Skate Canada Manitoba floor stand banner – in black case.
 - Please hang onto the banner and do not let it roll up on its own – it may cause injury or damage the banner.

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

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

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

Change Rooms

- ✓ A schedule will be created for the change rooms by the Technical Representative
- ✓ Change rooms are assigned for teams to use as an area to prepare for competition. Coaches, Team Managers and two (2) designated 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
- ✓ Clearly post the room assignments. Each dressing room should have the schedule located on the door.
- ✓ Assist athletes when requested

Change rooms are assigned for skaters to use as an area to prepare for competition. Change rooms are not for warming up. See **Appendix H** for a sample dressing room schedule.

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:

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

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 while performing/volunteering for First Aid.

Ice Captains & Runners

- ✓ Arrange for volunteer ice captains for each practice and/or event
- ✓ Communicate with the music/announcers before and during the event

- ✓ Monitor teams: confirming the correct team is ready to go on the ice during practice and during competition

Ice captains monitor practices and competition schedules to ensure only the appropriate athletes are on the ice or waiting to go on. They will be provided the order of skate and will receive instruction from the Technical Representative as to their specific responsibilities.

Runners:

- ✓ Arrange for 1 or 2 runners to assist the Technical Rep and the Chief Data Specialist transport papers back and forth – runners must be scheduled to complete an entire event
- ✓ This is a great volunteer opportunity for skaters to help with

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 and their belongings
 - Long tables and chairs need to be available along sides of room to put belongings on
 - Centre of room should be clear for teams to practice their routines
- ✓ Gyms and halls are good examples of spaces
- ✓ Neither the warm up area, nor the team area, are to be accessible by the public

Music & Announcers

- ✓ Liaise with Stan Yee, Skate Canada Manitoba Audio Chair – stanyee@shaw.ca

Please choose 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. See **Appendix I** for Announcer Notes.

The Chief Data Specialist will provide a skating order, and the music CDs must be arranged in the order of skate. Music must be delivered from registration 15 minutes prior to the start of the event. CDs must be checked against the list of competitors to ensure none are missing and that they are in the correct order.

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). This should be discussed with the Audio Technician during planning.

THE ACCOMMODATIONS SUB-COMMITTEE:

Hotels

- ✓ Make arrangements with a local hotel or motel to be the official accommodations at least 10-12 months prior to competition
 - There should be two rooms blocks – one for Officials and one for Athletes/Coaches

- ✓ Provide local hotel(s) information to Competition Chair(s) to include in the Competition Announcement Form
- ✓ Check with Officials during the competition to ensure their accommodations are satisfactory

To apply to host the competition you must have secured the officials room block. Get a contract with your hotel contact's information on it along with the room rate, any discount code(s), and cancellation policy. 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. 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. SCMB or LOC can pay for the hotel. Please make arrangements with the office should you wish for SCMB to pay.

Hospitality & Meals

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

There are a number of items that may be provided for 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>Breakfast</p> <ul style="list-style-type: none"> ✓ Bagels & Cream Cheese ✓ Cereal ✓ Cinnamon Buns ✓ Waffles ✓ Fresh Fruit ✓ Muffins ✓ Bread & a Toaster ✓ Jams/Peanut Butter ✓ Yogurt & Granola ✓ Cereal Bars ✓ 	<p>Lunch / Supper</p> <ul style="list-style-type: none"> ✓ Soup & Salad ✓ Sandwiches or Wraps ✓ Perogies ✓ Chili ✓ Meatballs ✓ Pasta or Stir Fry ✓ Pizza ✓ Stew ✓ Chicken & Rice ✓ Meatballs 	<p>Dessert</p> <ul style="list-style-type: none"> ✓ Cookies ✓ Slices ✓ Cake ✓ Cupcakes ✓ Fresh Fruit ✓ Cake Pops ✓ Rice Krispie Cake ✓ Puffed Wheat Cake ✓ Frozen Dessert
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<p>Snacks – replenished throughout the day</p> <ul style="list-style-type: none"> ✓ Granola Bars ✓ Fresh Fruit ✓ Cheese & Crackers ✓ Muffins ✓ Yogurt ✓ Granola Mix ✓ Chocolate ✓ Hard Candy

<p>Beverages –replenished throughout the day</p> <ul style="list-style-type: none"> ✓ Coffee (regular & decaf) ✓ Tea (regular & herbal) ✓ Hot Chocolate ✓ Water ✓ Pop ✓ Juice
--

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

Idea: To ease the congestion of meals and to aid in potential sponsorship, contact a local restaurant or the rink canteen and set up pre-orders for the teams. It could go out in your team letter to ask for them to complete a form and send it back to you or the business.

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 own expense forms. Current SCMB Mileage rate is \$.48/km

MARKETING & COMMUNICATIONS SUB-COMMITTEES:

Partnership & Advertising

- ✓ Create a list of potential local partners (sponsors) for the event
- ✓ Communicate with SCMB to ensure there are no conflicts of interest with partnership
- ✓ Prepare partnership package containing competition facts, highlights and general information for local businesses

The media is an important tool for advertising your event. Media personnel may have several requests to cover a variety of events, so providing them with useful and timely information is important and will reflect on the amount and type of coverage your event will receive. Work in conjunction with the Skate Canada Manitoba to communicate appropriate information out to all sources. All promotional material must be approved by SCMB. See **Appendix J** for Working with the Media/Contact List/Media Release sample

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

Tips to Promote in the Media

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

Communications

- ✓ Team letter; using the template online, complete the information and distribute to Team Managers of each team and the coach attending event
- ✓ Official's letter; using the template online, complete the information and submit to the office. The office will distribute to the officials.

All letters must be sent in to the office for approval before distribution.

Souvenir Program

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

The souvenir program cover must include:

1. The complete, proper, name of competition
2. The competition date
3. The location which includes the city/town and arena name
4. "Hosted by ___", and "Sanctioned by Skate Canada".
5. Price

Inside the program should include:

1. Schedule of events
2. Athletes listed in alphabetical order by event, including home club
3. Officials list in alphabetical order by role (Data, TS, Judge, etc.)
4. Greetings from the SCMB Chair, LOC Chair, Regional Director and/or local dignitaries
5. A place to write athlete/team's scores when announced
6. Treaty Acknowledgement
7. Camera Policy

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

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

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

Admission

- ✓ Arrange for volunteers to collect admission at the door
- ✓ Prepare a list of 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 6 are usually free. SCMB has produced All Event Sponsor tickets for their main sponsors.

Boutique & Auction Tables

- ✓ Solicit vendors to set-up tables to sell items at the event
- ✓ Seek items to include in skater goodie bags (if necessary)
- ✓ Prepare silent auction baskets, purchase tickets and draw bags
- ✓ Have floats and cash boxes ready
- ✓ 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.

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 Competition Announcement and the events offered at the competition
- ✓ Arrange check-in
- ✓ Create list of teams, coaches, team managers, chaperones 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
- ✓ 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.

All teams, team managers and chaperones 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. In the case of a registration discrepancy, the Chief Data Specialist and the Technical Rep

will assist in finding a solution – volunteers working the registration table should not be responsible or accountable for those discrepancies.

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

Officials registration

- A complete list of Officials will be provided by the Technical Rep
- Officials must be wearing Skate Canada Manitoba ID Tags, or if they are out of province they typically have their own tags

Coaches Registration

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

Opening Ceremonies

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

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

Medal Presentations and Awards

- ✓ Make arrangements to purchase medals from Skate Canada – communicate with SCMB
- ✓ Have medals engraved or have laser labels made (if desired). Note: engraved medals cannot be returned to the section.
- ✓ Arrange for photographer to be on hand during the competition and presentations
- ✓ Coaches and team managers do not receive medals, just the athletes.
- ✓ Have a sound system/mic to announce the winners according to the script
- ✓ Have someone announcing at ceremony time (normally a member of LOC). See **Appendix L** for Medal and Ribbon Presentation Guide
- ✓ Have medals prepared for each category
 - A suggestion for efficiency is once you know the winners of each category to have the medals hung on a hockey stick or broom handle ready to pull off.
- ✓ Have “assistants” to pass the medals and flowers to the presenter (assistants can be skaters from your club or LOC member)

- ✓ Medal ceremonies can be done on the ice at the end of the competitions
 - Have slip proof mats for presenters to stand on for the medal presentations if they are on the ice
- ✓ Contact the Technical Representative to organize the medal presentations (prior to completing the competition schedule)
- ✓ Communicate with SCMB to find out who will be present to assist with presentations
- ✓ 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
- ✓ If there are single entry events, they would receive a Single Event Participation medal

Once the registration deadline has passed, SCMB will send you a list of registered skaters, coaches and their contact information. As per SCMB Standing Rules, the registration closes approximately 30-35 days prior to event. You will work with SCMB to determine the correct number of medals to order based on the number of entries and events being held. Qualifying event medals will be ordered directly from Skate Canada, and will be ordered by SCMB. Please visit our website under Form & Guidelines for the Medal/Ribbon Counting Tool. Please note that medals must be returned in original packaging or there will be a repackaging fee of \$1.00 per medal.

Section 7 | Responsibilities of Skate Canada Manitoba Staff and Board

The Committee is built of volunteers from all over Manitoba, who come from a variety of backgrounds. SCMB is to be used as a resources for the LOC throughout the planning for history of events, to provide templates, registration and to offer general support. In addition, the SCMB Board of Directors and various sub-committees may be involved in different aspects of the competition. **Questions about the event itself should be directed to the SCMB office and/or 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, resource, clerical and/or section related, ask SCMB. You may have many questions. That's okay! Do not be afraid to ask.

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

Tasks for Technical Representative

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

Tasks for Section Office

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

Section 8 | *Timeline & Appendix*

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

- Region will be awarded of Competition
- Competition location confirmed and **facility booked (including ice)**
- Two blocks of hotel rooms booked (1. Officials 2. Athletes/Coaches)

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

SCMB tasks:

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

June

- Confirm with Section office how hotel rooms will be paid
- Request seed money (if required) from Section office - \$500.00
- Volunteer recruitment to fill sub-committees
- Become familiar with LOC Guidelines and Toolkit; send to entire Host Executive Committee for review
- Review timeline in LOC Guidelines to plan for tasks to be completed over the summer months
- Complete the [online Competition Announcement Form](#), Budget Form and Sanction Application and send to SCMB **no later than approximately four (4) months prior to event**

Events Management Committee and SCMB tasks:

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

July

- Contact local media outlets to find out about deadlines, prices and availability of advertising
- Begin looking for sponsors/boutique tables, program advertisers
- Review Competition Announcement (date, location, events offered, etc...) is correct
- Prepare “map” of venue to be sure all areas fit with location

Events Management Committee and SCMB tasks:

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

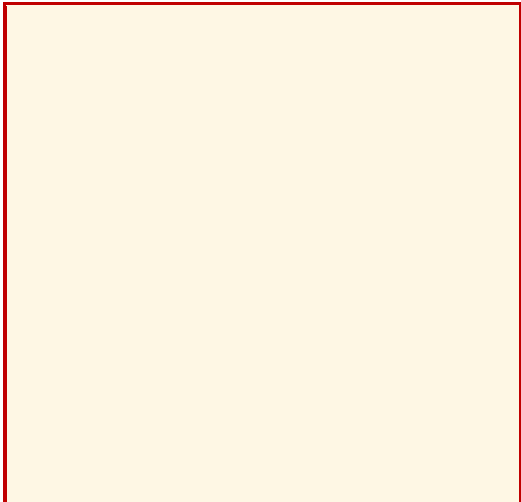
September

- Confirm approval of Partnership Package by SCMB and send out to potential businesses and organizations
- Draft media plans and discuss event promotion
- Construct officials’ and audio stands to ensure proper specifications are met

SCMB tasks:

- ✓ Competition Announcement posted to Skate Canada Manitoba website
- ✓ Registration opens online

- ❑ Communicate with Chief Data Specialist in regards to requirements for computers, photocopier, and other needs.
- ❑ Solicit items for skater goodie bags (if applicable)
- ❑ Check with Technical Rep to see if Timers are needed, and how many, for the competition
- ❑ Prepare list of all volunteer shifts needed and begin to fill
- ❑ Prepare posters, flyers and media releases to promote event

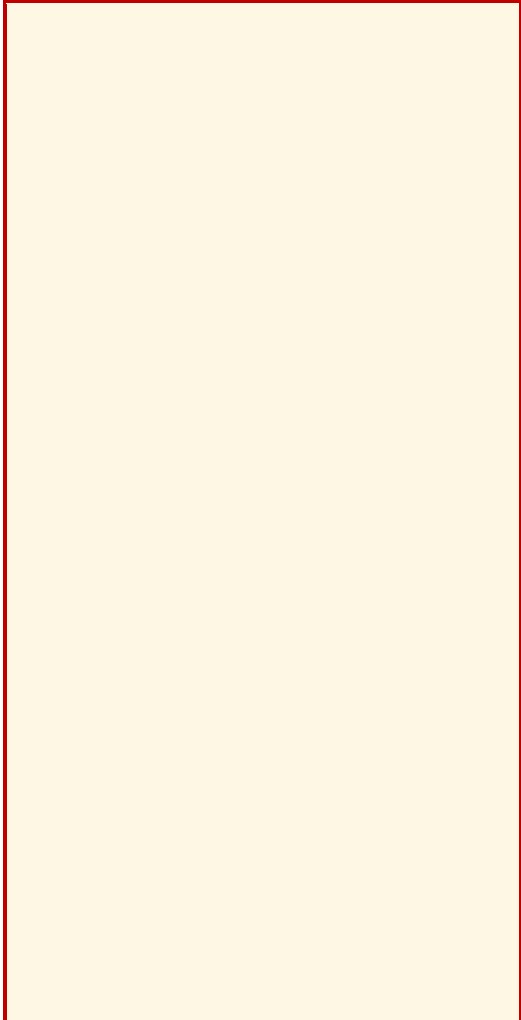


October

- ❑ Registration closed – **30-35 days before competition**
- ❑ Order supplies and materials needed from SCMB
- ❑ Determine number of medals required and order from Skate Canada Manitoba
- ❑ Create music labels from registration list provided by SCMB
- ❑ Create sign-in/sign-out sheets for music and coaches to have at registration table
- ❑ Confirm local media attendance and provide complementary passes
- ❑ After receiving approval from SCMB, send out Welcome Letter to all registered skaters using Blind Carbon Copy feature ONLY.
- ❑ Provide Welcome Letter for Officials to Section office
- ❑ Purchase small token of appreciation for each official – recommended gift cards in the value of \$25 for 1 day, \$50 for 2 days and \$75 for 3 days
- ❑ Arrange for meal requirements for Official and Coach Hospitality rooms
- ❑ Confirm equipment needed (podium and microphone) medal presenters and speakers for:

- SCMB tasks:
- ✓ Confirm close of online registration
 - ✓ Download registrations and send to LOC, Data Specialists and Technical Rep, and Audio Technician – **week after registration deadline**
 - ✓ Officials’ assignments (“X’s & O’s”) completed
 - ✓ Competition details posted to Skate Canada Manitoba website
 - ✓ Rooming list for hotel
 - ✓ Flights for officials booked

- Opening Ceremonies
- Medal presentations
- Arrange for pick-up or shipping of supplies from SCMB
- Organize a dressing room kit for each change room and/or area close to ice surface
- Create Emergency Contact List and Emergency Action Plan
- Finalize souvenir program and submit SCMB for approval
- Print souvenir program upon approval
- Committee walk-through of venue
- Detailed plans of Opening Ceremonies and Medal Presentations finalized
- Confirm travel arrangements for traveling Officials with SCMB
- Confirm with SCMB first Media Release – **2-3 weeks before competition**
- Receive Banner Bag/Medals/Auction Prize/Coach wristbands (2 weeks before competition)



November

- Re-confirm your volunteers
- Send out second Media Release – **week of Competition**
- Prepare required floats for on-site areas
- Confirm final details with Events Management Committee and SCMB

SCMB tasks:

- ✓ Distribute expense forms to all Officials, Section Chair and Skate Canada Manitoba Board representative

Competition Day

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

2-3 Weeks Following Competition

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

APPENDIX A – VOLUNTEER TYPES



Volunteer Qualities and the LOC

<p>A leader</p> <ul style="list-style-type: none"> • I know my community • I am goal-oriented • I am comfortable speaking in front of groups • I have excellent leadership skills • I have the ability to motivate • I am enthusiastic • I am organized, able to manage and delegate <p>Best suited for : Competition Chair(s) Sub-Committee Chair Public Affairs Sub-Committee</p>	<p>“People” Person</p> <ul style="list-style-type: none"> • I establish new relationships easily • I am goal-oriented • I have the ability to secure commitments • I have contacts with businesses in my community • I have good knowledge of the community • I have the ability to hear “no” and keep asking <p>Best suited for: Sponsorship & Advertising Production Sub-Committee</p>
<p>Marketing</p> <ul style="list-style-type: none"> • I am very good with public relations • I have contacts with my community • I am comfortable speaking with the media <p>Best suited for: Public Affairs Sub-Committee Committee Chair(s)</p>	<p>Caring</p> <ul style="list-style-type: none"> • I am compassionate toward others • I am able to inspire others • Willing to make a personal commitments <p>Best suited for: Accommodations Sub-Committee Production Sub-Committee</p>
<p>Organizer</p> <ul style="list-style-type: none"> • I am creative and fun loving • I am enthusiastic and results-oriented • I am organized, can manage an delegate • Have lots of energy <p>Best suited for : Operations Sub-Committee Chair Operations Sub-Committee Production Sub-Committee Chair Productions Sub-Committee</p>	<p>Detail oriented</p> <ul style="list-style-type: none"> • I am organized • I enjoy details • I am able to communicate procedures on safe money handling <p>Best Suited for: Secretary Treasurer Operations Sub-Committee Chair</p>
<p>Business person</p> <ul style="list-style-type: none"> • I am well known in my community • I am respected by the business community • I am not afraid to ask for money • I focus on the goal • I understand what corporations want from their sponsorship <p>Best suited for: Public Affairs Sub-Committee Chair Competition Chair</p>	<p>Handyman</p> <ul style="list-style-type: none"> • I am organized • I can design a site layout • I have good civic contacts • I am able to establish rapport with groups providing necessities like the power company, police department, and sanitation <p>Best suited for: Operations Sub-Committee Chair Operations Sub-Committee</p>

APPENDIX B – AGENDA TEMPLATE

Sample Agenda

Name of Committee

Day & Date

Time

Location

1. Call to order/Opening remarks
2. Approval of the minutes from (Date of previous meeting)
3. Additions to the agenda (Add to Item # 8)
4. Approval of the agenda
5. Business arising out of the previous meeting
 - a.
 - b.
 - c.
6. Item #1 that needs to be discussed
7. Item # 2 that needs to be discussed
8. Additions to the agenda
9. Adjournment

Next meeting date

- The Agenda should be circulated to all committee members at least one week in advance, along with any relevant information on the topics that will be discussed

APPENDIX C – MINUTES TEMPLATE

Sample Minutes

Name of Committee

Day & Date

Time

Location

MINUTES

Present: A list of first and last names of all those present at the meeting

Regrets: A list of first and last names of Committee members who have contacted the Chairman to let them know that they will be unable to attend the meeting

Absent: A list of first and last names of Committee members who did not contact the Chairman to let them know that they won't be in attendance

1. Call to Order/Opening Remarks

- Time that the Chairperson called the meeting to order.
- Any opening remarks from the Chairperson summarize here

2. Approval of the Minutes from (INSERT DATE HERE)

You need a motion to approve the minutes of the previous meeting as circulated or a motion to approve the minutes as amended (if any corrections are needed to the minutes)

MOTION: To approve the minutes of (DATE) as circulated (or AMENDED)

MOTION BY: Name of person (first and last) who made the motion

SECONDED BY: Name of the person (first & last) who seconded the motion

CARRIED or DEFEATED

3. Additions to the Agenda

If anyone has an item that they would like to be added to the agenda they would bring it up here and ask the Chair if the item maybe added to the agenda. (If a conference call no additions are recommended. Can be added to the next meetings agenda)

In the sample Agenda above it the additions would be added to Item #8

- a) added agenda item
- b) added agenda item

4. Approval of the Agenda

MOTION: to approve the agenda as circulated (or amended)

MOTION BY: name of person (first & last) who made the motion

SECONDED BY: name of person (first & last) who made the motion

CARRIED or DEFEATED

5. Business Arising out of the previous meeting

- a. Outstanding Items from the previous meeting that need to be updated or discussed further
- b. Outstanding Items from the previous meeting that need to be updated or discussed further
- c. Outstanding Items from the previous meeting that need to be updated or discussed further

6. Item # 1 to be discussed

- Put a summary of the discussion around the topic
- If a motion was made put the information in here
- If further information is needed agree on who is to do the follow up and put their name and a timeline that this information will be completed

TASK: put who is to do it and when it is to be completed by.

7. Item #2 to be discussed

- Put a summary of the discussion around the topic
- If a motion was made put the information in here
- If further information is needed agree on who is to do the follow up and put their name and a timeline that this information will be completed

TASK: put who is to do it and when it is to be completed by

8. Additions to the agenda

a) Added agenda Item # 1

- Put a summary of the discussion around the topic
- If a motion was made put the information in here
- If further information is needed agree on who is to do the follow up and put their name and a timeline that this information will be completed

TASK: put who is to do it and when it is to be completed by

b) Added agenda Item # 2

- Put a summary of the discussion around the topic
- If a motion was made put the information in here
- If further information is needed agree on who is to do the follow up and put their name and a timeline that this information will be completed

TASK: put who is to do it and when it is to be completed by

9. Adjournment

Chair adjourns the meeting. Put down the time the meeting ended

Next Meeting Date: the next meeting date should be decided before everyone leaves the meeting. It is a handy reminder to put it at the bottom of the minutes

APPENDIX D – OFFICIALS STAND EXAMPLES



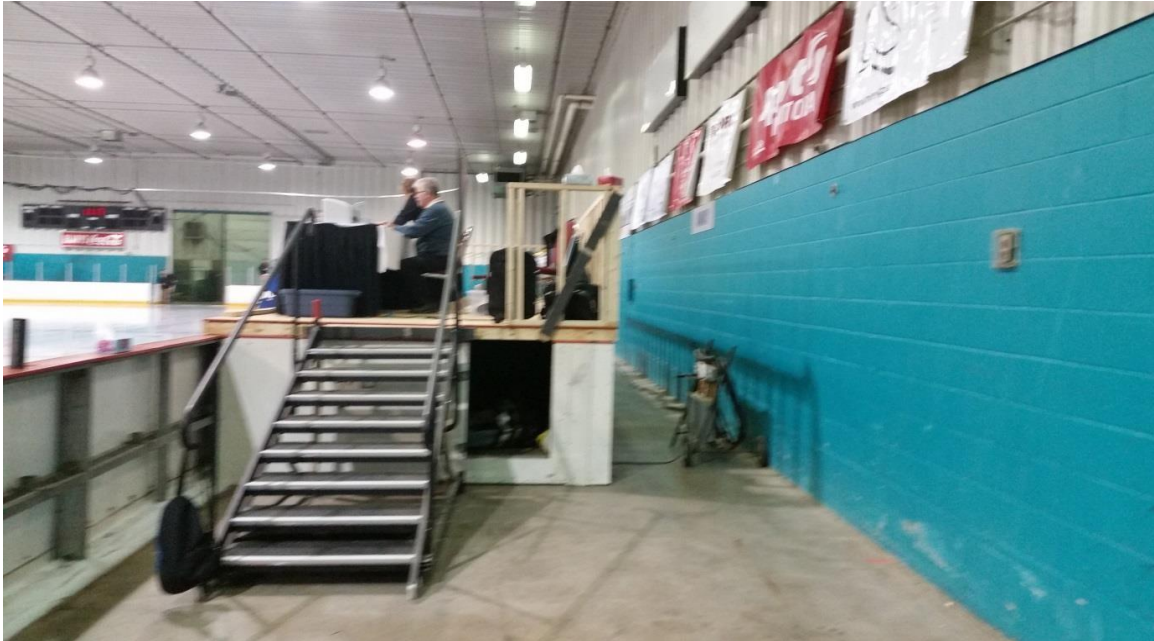
Officials Stand

Each group of Officials (Technical Representative, Judges, Chief Data Specialists, Data Specialists, Technical Controllers, Technical Specialists, and Audio Electronics Personnel) have vast knowledge of all aspects of a competition and will ensure the competition is run according to the Skate Canada Rules and Skate Canada Manitoba Policies and Procedures. Constructing an officials stand that is well done will really add to the quality of your event.

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

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





The Officials' stand must be completed no later than two (2) hours prior to competition start and the Audio Technicians stand must be completed no later than one (1) hour prior to competition start.

APPENDIX E – OFFICIAL DESCRIPTIONS

Officials Descriptions

There are many different types of Officials required to successfully run a competition. This document is intended to clarify the roles of each, and the differences between them. Our goal is to help the Local Organizing Committee understand in lay terms the different needs of these Officials, how to address those needs, and provide clarity when navigating the LOC Guidelines, as well as in navigating competition day.

Technical Representative (Tech Rep): The Tech Rep is essentially the competition manager. The Tech Rep is in charge of all technical aspects of the competition. This includes the judges' assignment, draws for skating order, and creating the competition schedule. You as LOC will need to work with the Tech Rep in reviewing the facility and room allocation for judges, data specialists, and skaters, as well as the location of the officials at the ice surface (the platform and table). The Tech Rep will be available during competition for any troubleshooting. If they are also a judge, they are referred to as Chief Referee (CR). If you have any questions about technical aspects of the competition, ask your Tech Rep/CR. They are your primary contact for all things relating to on-ice, before, during and after the event. During the competition, the Tech Rep/CR is in charge. **As LOC, the Tech Rep/CR is the most important official for you to know and interact with.**

Data Specialist (DS): Data Specialists are the people responsible for calculating the marks awarded by judges, and tabulating results. They typically do this in the Data Room. This accounting must be done in a space separate from skaters and judges.

Chief Data Specialist (Chief DS): The Chief Data Specialist ensures all accounting rules are followed. The Chief DS works with the Tech Rep to post results, and oversee draws.

As LOC, you **must** provide one volunteer to work with the Data Specialists for the course of the competition. That volunteer will need to be trained by the Chief DS. You will need to contact the Chief DS to order the computer equipment needed for Officials, 6 weeks before competition date. You may need to work with DSs during the competition regarding the posting of marks. Any questions about results must be directed to the Technical Rep.

Judge: Judges assess the quality of a skater's performance.

Referee: The Referee oversees ice conditions and ensures that all rules and policies are followed as relates to that particular event.

Technical Specialist (TS): The TS is in charge of calling an element's difficulty.

Technical Controller (TC): The TC is the referee of the Technical Panel.

Assistant Technical Specialist (ATS): The ATS supports the TS by watching and calling elements.

The final call of the technical panel is made by consensus of these three officials: TS, TC and ATS.

Data Input Operator (DIO): The DIO inputs the elements and levels into the computer. They sit beside the TC and Referee.

Video Replay Operator (VRO): The VRO operates the video replay when the Technical Panel needs to review an element.

These five Officials make up the *Technical Panel*. The Technical Specialist, Technical Controller, Assistant TS, Data Input and VRO all sit next to each other on the panel, and these five are linked by headsets for communication.

Audio Technician – The Audio Tech controls all sound, including music and announcing. Depending on the competition, you may need to provide volunteers to be the Audio Tech and Announcers throughout the day. Any announcements you wish to have made during the day should be brought to the Audio Tech to announce. See LOC Guidelines for further details. You will need to contact the Audio Tech to order audio equipment and speakers, 6 weeks before competition date.

Video Camera Operator (VCO) – The VCO controls the video camera at ice level. This video feed is used by the Tech Panel for video replay, if being used. Video Replay Equipment will be supplied by the Tech Rep.

As LOC, you **must** provide a volunteer to help the VCO.

APPENDIX F – VIDEO INSTRUCTIONS

VRO Instruction Sheet

The system will most likely already be set up for you; however you may need to start up or restart the computer.

START UP/RESTART THE COMPUTER:

1. Plug camera into laptop (if it asks to “import video”, just cancel or close this window).
2. **Right Click** on ISU cutter icon on home page.
3. Choose “run as administrator”.
4. A pop up window will appear. Click “allow”.
5. The program will now open.
6. Click on **START RECORDING** (top right hand corner) as the skater takes their place.

WHILE THE SKATER SKATES:

1. Click on space bar as the skater sets up an element, re-click on space bar when element is completed. This will be for all jumps, spins, footwork/spiral sequences. OR you can click on the Start/Stop at the bottom on the screen.
2. If you miss an element or cut it off, DO NOT WORRY. The skater’s full program will be on there.
3. After the skater is done their program, click on **STOP RECORDING** (top right hand corner).
4. A little window will pop up, click yes.

DURING REPLAY:

1. Wait for direction from the technical panel
2. You can click on the blue bar (left hand side) for the individual elements.
3. The Technical Controller can help you pick the right buttons for slow motion etc.

TROUBLE SHOOTING

1. No picture?
 - a) Check that camera is connected
 - b) Exit the program and then re-open it using the top steps.
2. Program froze? Exit program. You may have to restart the computer and follow the above steps. If this happens during a skater’s program, calmly tell the tech panel that the video is down.

APPENDIX G – EQUIPMENT AVAILABLE FROM SCMB

Equipment Available From SCMB

<i>Item</i>	<i>User Fee</i>	<i>Order Form</i>	<i>Special Instructions</i>	<i>Deadline for Request</i>
Computer Equipment	<p><u>With CSS System</u> \$225.00 – 1 day \$275.00 - 2 day \$325.00 – 3 day</p> <p><u>Without CSS System</u> \$150.00 - 1 Day \$200.00 - 2 Day</p> <p>Out of Province rental \$700.00</p>	<p>Data Specialist Chair Don Brown amber@mts.net</p>	<p>DS equipment is transported and set-up by the DS Team. Additional charges will apply if DS uses their own equipment.</p>	<p>6 weeks before Competition Date</p>
Audio Equipment	<p>\$85.00 - 1 Day \$140.00 - 2 Day \$190.00 - 3 day \$105.00 - Speaker Rental</p>	<p>Audio Chair Stan Yee stanyee@shaw.ca</p>	<p>Equipment will be transported by Audio technician, unless other arrangements are made.</p>	<p>6 weeks before Competition Date</p>
Video Replay Equipment	<p>\$50 - 1 Day \$65- 2 or more Out of Province - \$210</p>	<p>Officials Chair Jacqueline Enns ennsjacqueline@gmail.com</p>	<p>May not be shipped, pick up ONLY.</p>	<p>6 weeks before Competition Date</p>

Availability on above items is restricted. Priority will be given to Section co-managed events. All other events are urged to make requests as soon as possible. Requests that are received after the deadline may be subject to processing fee to ensure timely delivery. Please email the Chair to request equipment. Make sure to CC skate.admin@sportmanitoba.ca so we can make sure your request is responded to within 2 business days.

APPENDIX H – SAMPLE DRESSING ROOM SCHEDULE

		Time to be in Dressing Room For Competition				
Category	Team	1	2	3	4	Approx Team Compete Time
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						

APPENDIX I – ANNOUNCER NOTES

All announcers at competitions should be provided with a copy of the Guidelines for Announcer. This guideline has been prepared to assist announcers in completing their duties at a Skate Canada Manitoba Sanctioned event.

Competitions:

Practice:

1. Announce “_____ Team is invited to the ice for a 10/12/15 minute practice.”
2. Announce: “**Music will be played at the:**
 - a. “1.5 minute and the 6 minute mark” (for all ten (10) minute practices) OR
 - b. “1.5 minute and 7 minute mark” (for all twelve (12) minute practices) OR
 - c. “1.5 minute and 9 minute mark” (for all fifteen (15) minute practices)
3. Announce: “**Music will start in 30 seconds**” at the one (1) minute mark and again 30 seconds prior to the second playing of music. This is not required if teams signal to start earlier.
4. Announce: “**Skaters your practice is complete, please leave the ice**” when there is twenty (20) seconds remaining.
5. Announce will watch the clock for timing not the skaters
6. Announce the next practice even if the first team is not off the ice

Warm-up:

There is no separate warm up for synchro. The first team is permitted one (1) minute to skate around the ice before the team is announced (usually more than 1 minute for the next team when there are scores). When indicated by the chief referee, announce the category and the name of the team/club.

Competition:

1. When most of the skaters are close to the gate, or off the ice, immediately announce the first skater for the event:
 - a. **Please welcome the first team, from the _____ (Club), _____ (name of Team)” OR**
 - b. **Representing the _____ (club), please welcome _____ (name of Team)”**
2. Music person will play their music when the team is in position.
3. Once the team is finished, keep your eye on the Referee, or listen over the headset or walkie talkie for your cue to announce the next team. It can take several seconds to almost a minute between teams for the officials to be ready.
4. Scores will be announced. “**The score for (team name) for this segment is_____.**” Do not say points after the score. *Please see the file “Code of Points for Single & Pairs” for Sectional announcing of marks.*

5. Once you read the score or receive your cue from the referee, please announce: **“Our next team representing _____ (club), _____ (team name)”**
6. When the last team of the event has finished, announce the conclusion of that event and announce the next event (or flood, or break, or opening ceremonies, whatever is on the schedule)
 - a. **“This concludes the _____ (event name)”**
 - b. **“There will not be a short intermission to resurface the ice” OR “Our next event is the _____ and will start at _____ (time)”**

Awards & Other Announcements:

- Sponsor promos and event announcements are to be made during warm ups or prior to the skaters taking the ice for their warm up period
- Announce the top three placings for Elementary + categories (not beginner events), in each event as soon as they are made available
 - **“Ladies and gentlemen, we have the results of the _____ event. In first place _____, in second place _____, in third place _____.”**
(Home clubs can also be included, but not required as they will be announced during the medal ceremony)
- Periodically throughout the competition if you notice someone using their flash, announce **“The use of flash cameras can be distracting the dangerous to athletes and is not permitted at any time”**

Important Points to Remember:

The Host Committee is responsible to check with the Audio Chairman regarding the Announcers required for the event. The Host committee will ensure a functional microphone and sound system is available.

Announcers are responsible for the following:

- Be available during practice sessions
- Be available during events
- Check name pronunciations prior to the start of a practice or event
- Follow directions from the event referee
- Work in conjunction with the music personnel
- Check the amount of time allotted for the warm up for each event

Remember:

- Your role is important in ensuring the competition runs in a timely and calm manner. You do not have to worry about entertaining the audience.
- The acoustics of an arena are usually not great, so remember to:
 - Speak slowly
 - Use simple words and sentences
 - Enunciate clearly
 - Adjust the treble/bass of the microphone to match your voice (if possible)

APPENDIX J – WORKING WITH THE MEDIA

1. Develop a media release (sample provided) and distribute it to the local media. Please forward a copy to SCMB Communications Chair for approval prior to distribution. Items to include in the media release are:
 - Competition name
 - Times, dates and location of the event
 - Number of skaters expected to participate
 - Skater names of note
 - Ticket information and sales to date (if applicable)
 - Qualification process from this event to the Skate Canada Challenge, Canadian Championships, Skate Canada Manitoba STARSkate Provincial Championships
2. Distribute posters in prominent places throughout the community and surrounding area. Display at fall registration when possible and make tickets available for purchase (if producing).
3. Follow-up with the media before the event. The first of 2 media releases be sent out 3-4 weeks prior to the competition date. The second media release should be sent the week of the competition. Contact your local media to see what information that they may need to cover and promote your competition.
4. Invite the media to attend and arrange a meeting place for them to speak with an organizer, make sure that they are granted access to the competition free of charge. If TV or print with a Photographer, make sure that they know where they can go and film (must check with the Technical Representative on this). Provide them with a copy of the results, if available at the time. Depending on the size of the competition and location, you may want to host a media conference.
5. Send the local media the results of the competition, as well as any photos, immediately after the event.

How to Prepare a Media Release

1. Heading
A very brief heading as to what this release is all about. Make it catchy.
2. Location of release and the date are extremely important
It is best to send a release on Tuesday, Wednesday, or Thursday, rather than Monday or Friday.
3. Lead
The first sentence or two is a statement of what the release is about and gives more information than “the heading.” The lead follows the 5W’s policy: who, what, where, when and why.
4. Quote
A quote of substance must always be included. A quote from the Competition Chair or Club President entices the media.
5. Body
This part can be expanded with information (such as skaters, special developments, etc.). Something out of the ordinary is newsworthy and interesting, but be careful it does not get too drawn out and lengthy.
6. Note that tickets are available
The media must know so they can inform the public. Also, include the contact person’s name and phone number for any possible calls for information on ticket sales.
7. End
When you have finished what you have to say in the release, let the media know by putting “- 30 -.” This is journalistic term that is used on all written news information.
8. Contact
The Media Relations or Public Relations officer’s name and phone number - for any and all information requests that come from the media.

This media release is an example only and must not be copied in its entirety.

HOST CLUB HOSTS
YEAR SKATE CANADA MANITOBA SECTIONAL CHAMPIONSHIPS

For Immediate Release

LOCATION: (DATE OF MEDIA RELEASE)

HOST CLUB will host the *YEAR* Skate Canada Manitoba Sectional Championships on *COMPETITION DATE* at *ARENA NAME*. Two hundred skaters, aged 7 to 18, from throughout the province are expected to participate. The top four in most categories will go on to compete in the Skate Canada Challenge, the qualifying competition for the Canadian Tire National Skating Championships.

QUOTE FROM COMPETITION CHAIR.

QUOTE FROM CLUB PRESIDENT

QUOTE FROM COMMUNITY VIP

Tickets for the Skate Canada Manitoba Sectionals are available at *TICKET PURCHASE LOCATION*. For further information, contact *COMPETITION CHAIR*, at the *SKATE CANADA MANITOBA CLUB NAME*, *CHAIR PHONE NUMBER* or *CHAIR EMAIL ADDRESS*.

For further information, contact:

CHAIR CONTACT NAME
CLUB MAILING ADDRESS
TOWN/CITY, MB
CHAIR PHONE NUMBER
CHAIR EMAIL ADDRESS

APPENDIX K – TREATY ACKNOWLEDGEMENT

Memo

To: Board of Directors, Committee Chairs & Local Organizing Committees
From: Shauna Marling, Executive Director
Date: 3/27/2020
Re: Treaty Acknowledgement for in person gathering

On behalf of the Executive Committee and Events Managements Committee it has been confirmed that going forward all in person gatherings (meetings, seminars, workshops, competitions, etc...) shall include the following Treaty Acknowledgement in order to recognize and respect our Indigenous peoples and history:

“We acknowledge with respect the history, spirituality and culture of the peoples with whom Treaty ____ was signed and the land upon which this skating event takes place. We acknowledge our responsibility as Treaty members and honour the heritage and gifts of Métis people. As a skating community, we commit to moving forward in partnership with Indigenous communities in a spirit of collaboration and reconciliation.”

It is asked that the Treaty Acknowledgement be announced at the start of (each) day for gatherings.

For competitions the following is requested:

- Within the contents of the program the Treaty Acknowledgement is printed
- For single day competition events, announced during the opening ceremonies
- For multiday competitions the following applies:
 - At the start of each day to announce the Treaty Acknowledgement
 - If the opening ceremony does not fall on the first day of competition, announce at the start of day 1 then on day 2 announce only at the opening ceremony, and if applicable at the start of day 3, etc...

Zone 1	
Norman:	
Flin Flon Skating Club	Treaty 5
Skate Gillam	Treaty 5
Skate Thompson	Treaty 5
The Pas Skating Club	Treaty 5
Parkland:	
Skate Dauphin	Treaty 2
Roblin Skating Club	Treaty 4
Russell Skating Club	Treaty 2
Swan River Skating Club	Treaty 4
Winnipegosis Skating Club	Treaty 2
North Westman	
Birtle Figure Skating Club	Treaty 2
Carberry Figure Skating Club	Treaty 1
Elkhorn Figure Skating Club	Treaty 2
Foxwarren Figure Skating Club	Treaty 2
Kenton Figure Skating Club	Treaty 2
Minnedosa Skating Club	Treaty 2
Neepawa Figure Skating Club	Treaty 2
Rivers Skating Club	Treaty 2
Skate Brandon	Treaty 2
Skate Virden	Treaty 2
South Westman	
Boissevain Figure Skating Club	Treaty 2
CFB Shilo Skating Club	Treaty 1
Deloraine Figure Skating Club	Treaty 2
Hartney Figure Skating Club	Treaty 2
Killarney Figure Skating Club	Treaty 1
Melita Figure Skating Club	Treaty 2
Reston Figure Skating Club	Treaty 2
Souris Figure Skating Club	Treaty 2
Waskada Skating Club	Treaty 2

Zone 2	
Central	
Altona Skating Club	Treaty 1
Carman Skating Club	Treaty 1
Cartwright Figure Skating Club	Treaty 1
Holland Figure Skating Club	Treaty 1
Morden Skating Club	Treaty 1
Notre Dame Skating Club	Treaty 1
Pilot Mound Skating Club	Treaty 1
Portage Skating Club	Treaty 1
Winkler Figure Skating Club	Treaty 1
Interlake	
Arborg Skating Club	Treaty 2
Ashern Skating Club	Treaty 2
East St. Paul Skating Club	Treaty 1
Lundar Skating Club	Treaty 1
Riverton Ice Club	Treaty 2
Selkirk Skating Club	Treaty 1
St. Andrews Skating Club	Treaty 1
Skate Interlake (Gimli)	Treaty 1
Stonewall Skating Club	Treaty 1
Stony Mountain Skating Club	Treaty 1
Teulon Skating Club	Treaty 1
Eastman	
Beausejour Skating Club	Treaty 1
Grunthal Figure Skating Club	Treaty 1
Hazelridge Figure Skating Club	Treaty 1
CPA La Broquerie	Treaty 1
Niverville Skating Club	Treaty 1
Seine River Skating Club	Treaty 1
Steinbach Figure Skating Club	Treaty 1
Winnipeg	
Century Skating Club	Treaty 1
Highlander Skating School	Treaty 1
Skate Winnipeg	Treaty 1
Winnipeg Winter Club Skating School	Treaty 1

APPENDIX L – MEDAL PRESENTATION GUIDES

Medal Presentation Guide and Speaking Notes

Medal Presentations:

Most events that receive medals are judged using the CPC (cumulative Point Calculation) Judging System. Please note that Special Olympics, STAR 4 and Elementary Synchronized Skating are Skate to Standard events, with medals. These events receive either a Gold, Silver or Bronze Medal and Report Card. All events with single entries will receive a Single Event Recognition/Participation Medal.

Medals (CPC Judging System)	
Event	Category
FreeSkate	STAR 4-Gold
Artistic	STAR 5 - Gold
Special Olympics	Stage 1 - Open
Elements	STAR 4 - Gold
Team	STAR 4 - Gold
Dance	STAR 4/5 - Gold
Pairs	Introductory & Open
Showcase	3 & 4
Creative Improv	3 & 4
Synchronized Skating	Elementary Juvenile - Adult
Adult	Free Skate & Interpretive

Some reminders:

- Confirm how many team members are on each team prior to presenting, as they each receive a medal or ribbon
- For Synchro events, check how many team members (including alternates) are on each team receiving a medal or ribbon

Medal Speaking Notes

Ladies and Gentlemen, our Awards Ceremony for ***NAME OF EVENT***.

1. CALLING WINNERS TO THE PODIUM

The ***YEAR NAME OF EVENT*** champion(s) from the ***NAME OF CLUB, SKATER(S) NAME***.

The silver medalist from the ***NAME OF CLUB, SKATER(S) NAME***.

The bronze medalist from the ***NAME OF CLUB, SKATER(S) NAME***.

2. MEDAL PRESENTATIONS

Presenting the gold medal(s), representing ***NAME OF SPONSOR and/or PRESENTER***. (Provide time for the presenter to walk to the podium, make the presentation and either step aside or walk off.)

Presenting the silver medal(s), representing ***NAME OF SPONSOR and/or PRESENTER***. (Provide time for the presenter to walk to the podium, make the presentation and either step aside or walk off.)

Presenting the bronze medal(s), representing ***NAME OF SPONSOR and/or PRESENTER***. (Provide time for the presenter to walk to the podium, make the presentation and either step aside or walk off.)

3. FINAL DECLARATION

Ladies and Gentlemen, your ***NAME OF EVENT, NAME OF GROUP*** Champions.

(Provide a short period of time for photographs and close by saying “Thank You” and move on to the presentation of medals for the next event.)