



# **Skate Canada Manitoba Regional STARSkate**

## ***STAR 1 – Gold***

LOC  
Guidelines

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## THANK YOU

Welcome to hosting a **Skate Canada Manitoba's Regional STARSkate Competition**! It is a pleasure to have you join us for this event. By volunteering to host a Skate Canada Manitoba competition, your Club 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. These LOC Guidelines are provided to assist Manitoba Clubs who will be hosting Competitions.

Skate Canada Manitoba looks forward to working with your Local Organizing 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 from start to finish your competition. Along with the guidelines, you will use the LOC Toolkit, which is full of templates and resource information. The complete Toolkit package can be found online at any time at [www.mbskates.ca](http://www.mbskates.ca).

## RESOURCES

**Rosalyn Bauer**  
Skate Canada Manitoba  
Event & Administrative Coordinator  
204-925-5707  
[skate.admin@sportmanitoba.ca](mailto:skate.admin@sportmanitoba.ca)  
<https://mbskates.ca/>

**Clarise Boychuk**  
*Events Management Committee Chair*  
204-255-5771  
[cboychuk27@gmail.com](mailto:cboychuk27@gmail.com)

### 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 center
- iii. **Computer Data Specialist**
  - a. Organizes the section computer (CSS) system

## PLANNING

Skate Canada Manitoba will email links to competition chairs with 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 the website under [Event Hosting](#).

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)*

## SKATE CANADA MANITOBA MISSION, VISION AND VALUES

### MISSION STATEMENT

*Skate Canada Manitoba supports quality skating programs that contribute to the growth of our sport and improve the development of all members throughout their skating journey for fun, fitness and achievement.*

### VISION

*A collective community that inspires Manitobans to ignite their passion for skating.*

### 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

Please click on the link to view the full policy: [A.121 Governance; Camera Policy](#)

## REGISTRATION

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

**Events to be included will be recommended by the Events Management Committee to the Executive for approval each season. LOC's will be informed which events will be offered once approved.**

### REGIONAL FEE GUIDE 2021-22

<b>Regional Competition Fee Guide</b> <i>(subject to review each season)</i>	
<b><i>Event</i></b>	<b><i>Fee</i></b>
CanSkate Element	\$40.00
Team Element/Group Showcase <i>(per team)</i>	\$55.00
First Event Entry	\$60.00
Second Event Entry	\$40.00
Third Event Entry	\$40.00
Showcase Production/Synchro	\$155.00

## FINANCIAL PROCEDURE

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

Regional competitions are not profit sharing ventures between the Host Club and Skate Canada Manitoba, unlike Section Managed Competitions. When Host Clubs receive their cheque for competition registrations they will notice an invoice for the following expenses, which will be subtracted from your cheque:

1. Base Fee \$100.00
2. Per Participant Fee \$1.00/competitor
  - Each competitor is only counted once, no matter how many events they participate in during the competition.
3. 4% Bambora Fee
  - This fee covers the paypal and uplifter fees charged to the section for processing online transactions.

Competition hosts are responsible for paying the following at the end of the day of the competition:

1. Officials expenses
  - a. Officials who have expenses such as mileage will complete an expense form, provided by the host committee (template located online) and submit it to you
2. Computer Equipment Fee, please see [SCMB Equipment Fees 2021-22](#) for current fees.

Don't forget to include these fees when planning your budget!

The Local Organizing Committee will:

- ✓ Prepare a competition budget and submit it to SCMB for review. Section will supply previous years budgets to help you plan.
- ✓ Submit Sanction application with payment three (3) to five (5) months before competition.
- ✓ Complete an online [Post-Event Report/Questionnaire](#) to SCMB following the competition. The Post-Event Report should be completed no later than 4 weeks following the conclusion of the event, including all final numbers. This information is used to make improvements and to assist future LOC's.

Skate Canada Manitoba will:

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

## Section 2 | *Who Does What*

The Events Management Committee is built of volunteers from all over Manitoba, who come from a variety of backgrounds. SCMB is your resource to consult throughout the planning of your event for financial history, to provide templates, registration & participant information, 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 Representative assigned to your event.** In general: If it is on-ice or specific to just this competition, ask your Tech Rep. If it is off-ice or general to most competitions, resource, clerical and/or section related, ask SCMB. You will have many questions. That's okay! Do not be afraid to ask.

Each competition is assigned the following individuals a Tech Rep, a Chief Data Specialist, and a Computer Data Specialist. Below you will find charts of who is responsible for what duties before, during, and after your event to help you in your planning:

<p><b>Chief Data Specialists &amp; Computer Data Specialist:</b></p> <ul style="list-style-type: none"> <li>• Print required papers including planned program sheets for the officials</li> <li>• Prepare and print start orders – this will include all start orders for posting and ice captains</li> <li>• Verify results</li> <li>• Print and post results</li> <li>• Bring required equipment (with exception of required copier that is provided by the LOC)</li> <li>• Set up computers and headsets for officials panel</li> <li>• Set up Data Room and test equipment</li> <li>• Email results to SCMB for online posting (if applicable)</li> <li>• Set up VRO equipment</li> <li>• Train volunteer(s) assigned to assist their operations during the competition</li> <li>• Ensure skaters are entered into correct event(s)</li> </ul> <p><b>Technical Representative (Tech Rep):</b></p> <ul style="list-style-type: none"> <li>• Organize required officials for events</li> <li>• Provide LOC with list of officials</li> <li>• Create officials officiating schedule</li> <li>• Create event schedule</li> <li>• Notify LOC of officials breaks for meals</li> <li>• Communicate with Audio/Music player volunteer for creative improv music selection and ice dance music</li> <li>• Onsite contact for LOC and officials</li> <li>• Handles communication with officials during event</li> <li>• Handles disputes/contesting of score</li> <li>• Manages conduct during the competition (schedule, officials, on and off ice)</li> <li>• Ensures coach accreditation and other policies are adhered to</li> </ul>	<p><b>Local Organizing Committee: (list is not inclusive)</b></p> <ul style="list-style-type: none"> <li>• Book hotel accommodations for officials, ice for event</li> <li>• Prepare budget, keep track of revenues and expenses</li> <li>• Promote and be a spokesperson for the event</li> <li>• Plan, prepare and organize your LOC (hold meetings, assign roles, etc...)</li> <li>• Designate a person to be the chair of the LOC, this person is the key contact for SCMB and Tech Rep</li> <li>• Organize volunteers to fill roles such as (but not limited to): <ul style="list-style-type: none"> <li>○ Audio/Music player</li> <li>○ Announcer</li> <li>○ Registration</li> <li>○ Hospitality</li> <li>○ Video camera operator</li> <li>○ Runners</li> <li>○ Ice captains</li> <li>○ First aid</li> <li>○ Data Specialist assistant</li> <li>○ CanSkate element event (if hosting) PA's, assessors, and coach(es) for on ice</li> <li>○ Medal and ribbon presenters</li> <li>○ Build/set up officials stand, podium</li> </ul> </li> <li>• Manage community relationships, including local facility and photographers</li> <li>• Adhere to all SCMB policies, procedures, standards, and guidelines</li> <li>• Set up a meeting(s) with SCMB staff to review LOC guidelines and Toolkit and go through questions</li> <li>• Set up and tear down of facility, excluding equipment that is managed by the Data Specialists</li> <li>• Organize opening ceremonies</li> </ul>
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<ul style="list-style-type: none"> <li>• Ensures Skate Canada policies are adhered to</li> </ul> <p><b>Skate Canada Manitoba Staff Resource &amp; EMC:</b></p> <ul style="list-style-type: none"> <li>• LOC support and resource</li> <li>• Provides training on how to use LOC Guidelines and Toolkit</li> <li>• Provide history on budgeting, registration and previous years' information</li> <li>• Provide contact information for assigned Chief Data Specialist, Computer Data Specialist and Tech Rep</li> <li>• Attend a committee meeting if requested</li> <li>• Manage online registration, develop competition announcement, promote event</li> <li>• Communicate with LOC on registration deadline and other important dates</li> <li>• Provide registration information to Tech Rep, LOC, and Data</li> <li>• Prepare section medals/ribbon based on schedule and registrations and arrange for pick up</li> <li>• Review skater and officials letters before distribution</li> <li>• Provide template, section ads, and Chairpersons greeting for Program, and provide final review before going to print</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a copier printer for Data Specialists (please Data Specialists Room Requirements for specifications)</li> <li>• Create program (using template), prepare and distribute skater letter (using template) and officials letter (using template)</li> <li>• Manage hospitality and meals for officials</li> <li>• Prepare registration and admission table(s) including the following: <ul style="list-style-type: none"> <li>○ Cash float</li> <li>○ Program and admission sales</li> <li>○ Music tables</li> <li>○ Collection and dispersment of skater music (sign in/out)</li> <li>○ Skater, coach and officials sign in sheets</li> </ul> </li> <li>• Prepare honorariums for officials</li> <li>• Pay officials expenses, SCMB equipment fees, accommodations, ice rental, facility rental, sanction fee, medals/ribbons, etc...</li> <li>• Submit budget actuals to SCMB and complete post event report</li> <li>• Return unused medals/ribbons and any rented equipment (such as first aid kit or walkie talkies) to SCMB</li> <li>• Officials transportation</li> <li>• Medal presentation ceremonies</li> </ul>
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### Section 3 | *The Local Organizing Committee*

You've been awarded the event and now it is time to get organized by forming committees! Every LOC is different and unique in their make-up. To learn more about ideas and tips for creating your committees, chairing meetings, taking minutes and more, please see our LOC Organization Toolkit located on our website.

In the following section we provide information on each sub-committee's area of focus, and give details surrounding tasks and duties. Reminder, you and your committees may decide to organize yourselves differently than laid out below, and that's okay!

## THE OPERATIONS SUB-COMMITTEE

### *Properties*

- ✓ Book ice and other facility space
- ✓ Obtain cancellation policy at the time of booking ice and facility space
- ✓ 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 (if applicable) 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 typically necessary for hosting the competition. It is better to book more 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 deciding appropriate ice allocation.

In addition to ice, the other areas within the facility include:

- ☐ Officials' Stand – made to specific standard. See Toolkit for Officials Stand Examples
- ☐ Officials' Hospitality Room
- ☐ Data Specialist Room
- ☐ Volunteer Lounge
- ☐ Coaches Hospitality Room – contents are responsibility of the Regional Coaches Rep
- ☐ Adequate dressing rooms athletes based on schedule
- ☐ Registration area (skaters, officials & coaches)
- ☐ Admission table – separate from registration area (can be at the same table)
- ☐ Boutique Items
- ☐ Operations Centre

The Operations Centre provides a centre for communications, information, transportation, and emergencies, and assists with the routine needs of skaters, officials and coaches during the event. The Operations Centre should be open one hour prior to the start of the day's events and remain open one hour following the day's events. It should not be open to the general public, but be accessible – close to the registration area works well.

When booking facilities, remember to keep Officials' and Athlete areas away from general public spaces. Consider traffic flow and where line ups tend to form when make space decisions.

All Officials for are assigned by the Officials Committee. You can expect approximately 15-25 officials. The final number required, and contact details, will be provided to the LOC no sooner than the close of registrations. Each Official must be provided an honorarium 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 rooms can be the same room if there is enough space or should be reasonably close together, as well as be removed from general public areas. The rooms must be well lit, warm, have access to electrical outlets, and be able to be locked. To learn more about the different types of officials you'll be welcoming, please see Toolkit online for Official Descriptions.

The Officials' stand must be completed no later than two (2) hours prior to competition start.

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

- Preferably 36' long
  - The width of the Officials' stand should be sufficient for movement behind those seated for ready access to the stand to resolve potential problems during the event.
- Constructed over top of the players' bench with clear sight lines to both corners of the ice surface – as close to centre as possible
- No plexiglass, poles or netting may be in front of the stand
- Power source is required to the stand
- Seating for 13 people with no metal or hard plastic chairs
- Cover with table skirting and/or tablecloth so that the front and sides are covered securely (black or white is preferred)

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. Please see online Toolkit for Video Instructions.

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 (DS) 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 Chief Data Specialist will be in contact with the LOC prior to the event to review and confirm what is needed in the room.**

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

**Please note Data Specialists are not responsible for printing CanSkate Event materials.**

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

### **Change Rooms**

- ✓ Change rooms are an area for skaters to store their belongings and put on their skates. They can do last minute appearance checks as well. Change rooms are not used for changing attire.
- ✓ Change rooms are gender neutral and allow for athletes of any gender to utilize the space safely, and for parents, of any gender, to be able to enter and assist their child with putting on their skates
- ✓ Create schedule for the change rooms
- ✓ Clearly post the room assignments
- ✓ Assist athletes when requested

Change rooms are assigned for skaters to use as an area to prepare for competition. Coaches should be allowed to retrieve skaters from a change room, but should not remain in the change room for extended periods of time.

An emergency kit should be prepared and can be kept in the volunteer room or at the registration desk for easy access upon request. The emergency kit may contain items such as:

- ☐ Safety pins
- ☐ Needle and thread
- ☐ Band-Aids

### **Ice Captains, First Aid & Runners**

- ✓ Arrange for volunteer ice captains for each practice and/or event
- ✓ Ice captains can be older (teen and up) athletes or adults
- ✓ Communicate with the music/announcers before and during the event
- ✓ Ice captains ensure all doors to the ice are closed while competitor(s) is performing

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. Ensure you have a clipboard, pencil and walkie talkie (if possible) for this person. *A cell phone could also work if there is service inside all areas of the rink. The section office has a few sets of walkie talkies available for rent. Please check with the office about availability.*

When all skaters are present for the start of the event, the Tech Rep is to be notified by walkie-talkie. If a skater is missing, the Technical Rep must be notified as soon as possible.

Encouragement of athletes to be ready when it is their turn is appropriate, however the ice captains must be aware of the coach – athlete relationship and avoid interfering with their routine, as this can be

upsetting to the athlete. Coaches are responsible for keeping track of the event and ensuring their athlete is prepared at the appropriate time.

#### First Aid:

- ✓ Alert the local hospital that a competition is being held.
- ✓ Arrange for **First Aid personnel** (must be St. John Ambulance or other appropriately trained personnel) to be **at ice level at all times during the event** (all times when skaters are on the ice – regardless if it is a practice, warm-up or competition)
- ✓ The First Aid individuals or team 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.
- ✓ First aid kits are available to rent from the Section office if needed.
- ✓ *More information coming soon about Injury Reporting*

#### 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 pre-teen and up skaters to help with

### **Music & Announcers**

The LOC MUST provide an Audio Technician and one volunteer to assist with announcing for the event. If you have questions at all, communicate with Stan Yee, Skate Canada Manitoba Audio Chair – [stanyee@shaw.ca](mailto:stanyee@shaw.ca)

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 online Toolkit for Announcer Notes, these will help you and your volunteers know just what to say.

The Chief Data Specialist will provide a skating order, and if CD's are permitted, 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.

## **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
- ✓ 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

Prior to being awarded the event both ice and hotel rooms must have been booked to ensure availability. It is a good idea to go and check the cleanliness and quality of the hotel rooms! The hotel rooms must be double occupancy and non-smoking and there must be **12 rooms blocked off for**

**Officials.** 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. Please communicate with the Technical Rep assigned to your competition as they will have the list of officials for the event and create a rooming list approximately two (2) weeks prior to competition, so special arrangements with the hotel might need to be made.

### **Hospitality & Meals**

- ✓ Arrange meals and provide hospitality 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 (such as event volunteers)
- ✓ Be aware of any food allergies or restrictions of the officials
- ✓ Communicate with the Tech Rep to schedule when dinner/supper meal time should be offered

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. Here are some ideas:

#### **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

#### **Dessert**

- ✓ Cookies
- ✓ Slices
- ✓ Cake
- ✓ Cupcakes
- ✓ Fresh Fruit
- ✓ Cake Pops
- ✓ Rice Krispie Cake
- ✓ Puffed Wheat Cake
- ✓ Frozen Dessert
- ✓ Chocolate

#### **Snacks – available throughout the day**

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

#### **Beverages –available throughout the day**

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

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

### **Transportation/Mileage**

- ✓ Contact the Technical Rep for Officials' transportation needs to and from the competition
- ✓ Confirm travel/departure times and arrange ground transportation for Officials that may be needed (work with the Tech Rep)
- ✓ Officials will record mileage on their own expense forms. Current SCMB Mileage rate is \$.52/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 Toolkit online 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 Chair(s) 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.

### **Communications**

- ✓ Skater's letter; using the template online, complete the information and distribute to athletes attending event. All skater and coach contact information will have been sent by SCMB by email. Please send a copy of the skater letter to all coaches as well.
- ✓ Official's letter; using the template online, complete the information and distribute to officials. Please check with Tech Rep for list of officials and their contact information.

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(s)
3. The location which includes the city/town and arena name
4. "Hosted by \_\_\_\_", and "Sanctioned by Skate Canada" (not SCMB)
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, and Regional Director or local dignitaries
5. Treaty Acknowledgement
6. Camera Policy

The program, in its entirety, must be approved by Skate Canada Manitoba **prior** to printing, along with the Program Partner page. Any 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 (such as sponsors (if applicable), volunteers, etc...). Note: Skaters, coaches and officials do not pay admission
- ✓ Submit monies collected to the Competition Treasurer periodically throughout the day
- ✓ Ensure that you record the sales of programs, or other items that enter into the admissions float/cash box. SOCAN/Entandem fees are based on admissions so you will need to be able to accurately account for the persons in attendance. It may also work well to keep a tally of admissions paid, use the format that works best for your team

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. If it is a multiday event consider a "weekend" price/pass.

Other considerations include how will admissions volunteers identify a paid attendee (stamp, wristband, other)? This is important as people may come and go during the day. For multiday events, will there be a different stamp or color each day?

### ***Boutique & Auction Tables***

- ✓ Solicit vendors to set-up tables to sell items at the event
- ✓ Seek items to include in skater goodie bags (optional)
- ✓ Arrange for volunteers to work at necessary tables during the competition
- ✓ Prepare silent/rainbow auction baskets, purchase tickets and draw bags

A Boutique is a great addition to any competition for the spectators, the skaters and as a fundraiser for the host!

Note that skater goodie bags are optional. They are at the expense of the LOC and are not required for the competition.

## **THE PRODUCTIONS SUB-COMMITTEE:**

### ***Registration***

- ✓ Become familiar with the Event Competition Announcement and the events offered at the competition
  - ✓ Prepare registration sign in/out spreadsheets (SCMB receives all online registration and will email you spreadsheets of all required information you will need)
  - ✓ Advise Tech Rep and Chair of any changes/additions/deletions of registration
  - ✓ Create music labels and sign in/out sheets for music (template available online)
  - ✓ Arrange volunteers to work the registration table on-site
1. Skaters registration
  2. Coaches & Officials registration
  3. Admissions

**All skaters are required to register one (1) hour prior to the start of their event category.** Upon registration, skater names should be checked off as registered. Skaters (STAR 5+) must have provided a Planned Program Sheet as part of the online registration, so they will not be accepted at the event. The Data Specialists will print hard copies of the athletes Planned Program Sheets provided to them by the Section office. 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! Skaters must register two copies of each of their programs (1 master and 1 back-up). When the CDs are signed-in, apply the appropriate label to each CD and place in the appropriate box – shoeboxes work great to keep each level sorted! **Music CDs must be sorted in skating order, with each event in a separate box. Short and Free programs should be in separate boxes as well.** If you are accepting flash drives, please let the office know so that it can be updated in the Competition Announcement. You will need to have “baggies” to put the flash drives in, and will have to place the label on the bag.

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

### ***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

### **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 online Toolkit, or create your own
- ✓ Consider inviting local dignitary, Elder, or other important member(s) of your community

### **Accounting**

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

### **Medal Presentations and Awards**

- ✓ SCMB will arrange ribbons/medals. Chair will receive the suggested amounts after the close of competition, please review and adjust if desired
- ✓ Have laser labels made (if desired)
- ✓ Pick up or delivery of medals and ribbons will be arranged with SCMB. Please note medals must be returned in original packaging or there will be a \$1.00 per medal repackaging fee. Ribbons must be in pristine shape, no staple holes etc... or you will be charged for those ribbons.
- ✓ Arrange for photographer to be on hand during the competition and presentations
- ✓ Select an accessible area in the facility to hold the medal presentations and set up a podium/presentation area
  - Notes on Medal Presentation Podiums:
    - Safety is essential. There should be adequate room for 2 skaters to stand on each level. Each level should be able to hold 200 LBS
    - Please ensure that the podium is clean and photographs well
    - Numbers on the podium (1,2,3) are not required
    - A backdrop is strongly encouraged
    - Podiums are not required. It is more important to have an area that is well-lit, photographs well and celebrates 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 online Toolkit for Medal and Ribbon Presentation Guides
- ✓ Have medals prepared for each category
- ✓ Have “assistants” to pass the medals and flowers to the presenter (assistants can be skaters from your club or LOC member)
- ✓ Communicate with SCMB and Regional Directors 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

## Section 4 | *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

- ☐ Club/School will be awarded of Competition
- ☐ Competition location confirmed and **facility booked (including ice)**
- ☐ Hotel rooms booked (Officials)

### April

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

## July - September

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

## October - November

- ☐ 1<sup>st</sup> meeting with your team of volunteers - Review the LOC Guidelines and Volunteer duties with everyone
- ☐ Each volunteer should prepare a **Timeline and Deadlines** based on their responsibility
- ☐ Confirm approval of Partnership Package by SCMB and send out to potential businesses and organizations
- ☐ Contact local media outlets to find out about deadlines, prices and availability of advertising
- ☐ Prepare posters, flyers and media releases to promote event
- ☐ Send out Sponsorship/Donation request letters
- ☐ Start planning officials/audio stand (*if you don't have one made*)
- ☐ Review the program template
- ☐ Prepare the Skate and Officials letters and send them to SCMB for approval
- ☐ Discuss meals that will be provided. What will be available, who's cooking, donations etc. Set up a plan. Use the menu in section 3 to help you. Remember Crockpots are your best friend.

## 2 Months Before Competition

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

## 1 Month Before Competition

### REGISTRATION CLOSES

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

## Competition Day

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

## 2-3 Weeks Following Competition

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