



# **Skate Canada Manitoba Competitions**

LOC  
Guidelines

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## THANK YOU

Welcome to hosting a **Skate Canada Manitoba Section 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.

SCMB is offering the following competitions in 2022-23:

1. Jr. Sr. Sectionals – the qualifying event for Junior and Senior Athletes and Teams to the Skate Canada Challenge A event (live streamed).
2. Pre-Novice Novice Sectionals – the qualifying event for Pre-Novice and Novice athletes, and Dance & Pairs teams, to the Skate Canada Challenge B event (live streamed)
3. **December Competition** – a STAR 6-Gold and Adult competitions, that is run concurrently with Sectionals B (live streamed)
4. Synchronized Skating Crocus Open – welcoming teams of all levels
5. **February Competition** – welcoming all STAR skaters, Adult for a weekend of fun
6. SCMB Provincial Championships – Crowning of the Provincial Champions in CPC events (STAR, Adult & Synchro) and welcoming skaters in STAR 1-4 for a weekend of fun (live streamed)

Skate Canada Manitoba looks forward to working with your Local Organizing to make this a rewarding experience for all. Volunteers continue to make our competitions successful each year and we are grateful for you and your team. Best of luck and thank you!

## PURPOSE OF THE LOC GUIDELINES

This guidebook will help you make your competition a success. The guidebook is designed to help you plan your event from start to finish. 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

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## Competition Resources:

- i. **Technical Representative/Chief Referee**
  - a. Chief organizer of the competition appointed by Section at the beginning of the season
  - b. Competition Chairs main resource
- ii. **Chief Data Specialist**
  - a. Organizes the data control center
- iii. **Computer Data Specialist**
  - a. Organizes the section computer (CSS) system
- iv. **Audio Event Technician**
  - a. Organizes the music and audio equipment

## 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, via the link, with payment three (3) months before competition date. <https://skatecanada.wufoo.com/forms/q15bxhjd064b06h/>

*(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 the link to see 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.

## FINANCIAL PROCEDURE

All Manitoba Competitions are a profit sharing venture between the Host Club and Skate Canada Manitoba (hereby **SCMB**) as per the Skate Canada Manitoba Policy Manual, [Standing Rule A.118](#). Please review the rule for important information.

What does a profit share mean? Essentially SCMB received a percentage of the profit for the competition, up to a maximum (please see Standing Rule, link above). **SCMB is not responsible for expenses or loss experienced by the event.** Fundraising is important to ensure success.

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 review 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.
- ✓ Track, and Declare/report all revenues and expenses.
- ✓ Pay and/or submit all expenses and revenues to SCMB
- ✓ Submit SOCAN and Re:Sound to Entandem following the competition, submit amounts to SCMB

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. Payment comes from the competition revenues, not SCMB.
- ✓ Prepare a financial statement upon the conclusion of the event. Profits will be shared in accordance with the Skate Canada Manitoba Policy.

When preparing your budget please be aware of the following expenses:

1. 4% Bambora Fee
  - This fee covers the paypal and uplifter fees charged to the section for processing online transactions.
2. 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 or to the Section office
  - b. Computer Equipment Fee - see [SCMB Equipment Fees 2022-23](#) located online in the Toolkit.

## 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 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 Chief Referee, 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 all start orders – this will include 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 the 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, including how many people per day/per meal to prepare for</li> <li>• Provide the LOC with transportation needs/schedule for pickups and drop offs</li> <li>• Provide LOC with the officials rooming list for hotel</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> </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 assistant, to help Event Technicians</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 (to help in the Data Room)</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> <li>○ Transportation</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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<p><b>Technical Representative Continued:</b></p> <ul style="list-style-type: none"> <li>• Ensures coach accreditation and other policies are adhered to</li> <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>• Arrange and pay for Official flights, if required, from competition registration funds</li> <li>• Pay for Officials accommodations and/or ice fee from competition registration funds (arrange with SCMB who will be responsible for paying these bills)</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> <li>• Prepare banner bag for pick up/transport</li> <li>• Prepare financial statement for competition at the conclusion of the events (after all expenses/revenues submitted)</li> </ul>	<p><b>Local Organizing Committee Continued:</b></p> <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>• Seek out advertising, sponsorship opportunities</li> <li>• Seek out vendor tables and/or silent auction prizes</li> <li>• Prepare skater/team welcome letter, and disburse once approved</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>○ Skater, coach and officials sign in sheets</li> <li>○ Collection of CPC report cards</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 expenses to SCMB (including receipts)</li> <li>• Return unused medals/ribbons and any rented equipment (such as first aid kit or walkie talkies) to SCMB</li> <li>• Return banner bag to SCMB</li> <li>• Medal presentation ceremonies</li> <li>• Officials transportation</li> <li>• Ensure that SCMB policies are adhered to</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 document 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! Depending on the event that you have been awarded, some things may/may not be applicable to you (ie Synchro).

### THE OPERATIONS SUB-COMMITTEE

#### **Properties**

- ✓ Book ice and other facility space
- ✓ Ensure cancellation policies obtained at time of ice and facility bookings
- ✓ 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. For multiday events please ensure you book the facility overnight to ensure that you can leave up the judges stand, equipment etc...

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 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 are assigned by the Officials Committee. Depending on the event that you are hosting you can expect to be welcoming the following (in brackets is the number of potential flights):

1. Jr. Sr. Sectionals - 20-25 officials (8 flights)
2. Pre-Novice/Novice Sectionals & STAR Competition – 23-28 officials (8 flights)
3. Crocus Open – 20-25 officials (7 flights)
4. February Competition – 30-35 officials (5 flights)
5. Provincial Championships – 30-35 officials (10-12 flights)

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 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 2 volunteers to assist as the Video Camera Operator (VCO). The VCO volunteer will be in charge of operating the camera used for video replay and live streaming, 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). 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. DS Supplies should be put in the DS room at least 2 hours prior to the beginning of the competition.

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

Typical Data Room requirements are:

- ☐ 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 chairs

### **SCMB Banners**

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

- 'Kiss & Cry' – 2 repeating logo banners that will be placed where the kiss and cry will be for live streamed events (no chairs are required for synchro)
- Podium Banners – Please place the three banners behind the podium. Which banners to use will be provided to you closer to the event (please note that for Crocus Open, no podium is required).
- SCMB will have a 'face' created for the front of your podium to create a cohesive look. Please connect with SCMB office resource to provide dimension of the 'face' of the podium to have them made
- Banner at registration to welcome participants

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

### ***Kiss & Cry***

For live streamed events: This area will need a bench or 3 chairs placed in front of the 2 repeating logo banners. This should be located on the same side of the ice as the judges stand (if possible), as internet cables will have to be extended to this area. There will need to be a small table where a laptop can be placed, which will face the participants. Access to a plug is required (or extension cord). Please speak with SCMB office resource to discuss.

### ***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. If space permits a male change room is acceptable.
- ✓ Create a dressing room schedule with the Technical Representative
- ✓ Change rooms are assigned for skaters to use as an area to prepare for competition. Change rooms are not for warming up. See online **Toolkit** for a sample dressing room schedule
- ✓ Clearly post the room assignments. Each dressing room should have the schedule located on the door.
- ✓ Assist athletes when requested
- ✓ Synchro events have different change room schedules due to the volume of participants per event. Upon registration teams will require a space to place their bags until it is time to go into the dressing room to put on skates. Please see our Toolkit for more information about dressing room schedules.

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

### ***Warm up Area – Synchronized Skating***

- ✓ 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

### ***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 skaters 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.
- ✓ [SCMB Memo on Injury Reporting at Competitions](#)

#### 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**

- ✓ Liaise with Stan Yee, Skate Canada Manitoba Audio Chair – [stanyee@shaw.ca](mailto:stanyee@shaw.ca)
- ✓ The LOC MUST provide a volunteer to assist the Audio Technician 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.

Back up music is no longer submitted in hard copy form at event registration. Skater submit music during the online registration process and will keep a flashdrive copy on their persons in the event that audio will need it.

#### **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
- ✓ 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 **15 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 cancelation 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. SCMB or LOC can pay for the hotel. Please make arrangements with the office should you wish for SCMB to pay.

### 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, and Section Coaches Rep, should be contacted to work with local coaches for the 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 and Section Office for Officials' transportation needs to and from the competition. Everyone can work together to figure out transportation needs.
- ✓ Confirm travel/departure times and arrange ground transportation for Officials that may be needed (work with the Tech Rep assigned to you and the Section Office)
- ✓ You may need to rent a vehicle to be able to accommodate how many officials will need to be transported at one time
- ✓ 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 and/or Team letter; using the template online, complete the information and distribute to skaters and coaches attending event. LOC will distribute letter to Skaters & Coaches
- ✓ 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
- ✓ SCMB will send an email of the Section Sponsor program ads that must be included, along with the size of each
- ✓ Include ads from local business partnerships

The souvenir program cover must include:

1. The complete, proper name of competition
2. The competition date(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 and/or Teams listed in alphabetical order by event, including home club/school
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

- ✓ Consider an athlete identifier that so that volunteers know who is a skater (when not competing)

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, or create a Family Day or Weekend 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
- ✓ Have floats and cash boxes ready

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.

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
- ✓ Create list of skaters, coaches, and music to be signed-in and signed-out at the registration table throughout the competition (SCMB will send you the lists)
- ✓ 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
- ✓ Arrange volunteers to work the registration table on-site
  1. Skaters registration
  2. Coaches & Officials registration
  3. Admissions

**All skaters, teams, team managers are required to register for the competition before their official practice session (Sectionals) or immediately prior to the first portion of the event.** Upon registration, skater names should be checked off as registered. Skaters 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.

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. In the event that a person presents but is not on your list, please communicate with the Tech Rep.

### ***Coaches Registration***

- SCMB will send you the Coach Accreditation sign in sheet
- Coaches are assigned a lanyard 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
- ✓ 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***

- ✓ SCMB will arrange ribbons/medals. Chair will receive the suggested amounts after the close of registration, please review and adjust 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 two (2) skaters to stand on each level. Each level should be able to hold 200-250 lbs. Podium should not bend or sag where athletes stand
    - Please ensure that the podium is clean and photographs well
    - Numbers on the podium (1, 2, 3) are not required as SCMB will be sending a 'face' to attach to podium
    - Set up SCMB required banners
    - Podiums are not required. It is more important to have an area that is well lit, photographs well and celebrates the athletes
    - Podiums are not used for synchro
- ✓ 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 in advance for each category

- For Provincial Championships the winner of each CPC event (STAR 5+, Adult, Juvenile, Artistic, STAR 6+ Synchro) will receive a special Championship medal, not a regular SCMB gold medal
- ✓ Have “assistants” to pass the medals and flowers to the presenter (assistants can be skaters from your club or LOC member)
  - For Synchro, you may want to have medals on a hockey/ringette stick, brook handle to be able to easily hand out due to the volume of medals
- ✓ 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

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

## April - June

- ☐ Competition announced at SCMB AGM
- ☐ Identify Committee Chair(s)
- ☐ 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
- ☐ Request seed money (if required) from Section office - \$500.00
- ☐ 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

- ☐ Competition Announcement is made available to public
- ☐ 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
- ☐ Registration closes approximately six (6) weeks before date of event
- ☐ 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.

## 1-3 Months Before Competition

- ☐ Finalize Officials Menu
- ☐ Flight for Officials booked (SCMB)
- ☐ 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
- ☐ Receive registration information from SCMB
- ☐ Have welcome letters approved by SCMB

## 1 Month Before

- ☐ Receive rooming list from Tech Rep for Officials
- ☐ Adjust hotels room and ice (ie reduce) if needed
- ☐ Reconfirm volunteers
- ☐ 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 and banner bag from SCMB (medals, ribbons, first aid bags, etc...)
- ☐ Send out Welcome Letter to all registered Skaters and coaches, use BCC (SCMB will send out Officials letter)
- ☐ 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
- ☐ Detailed plans of Opening Ceremonies and Medal Presentations finalized. Send out schedule to presenters
- ☐ Send out any Media Releases
- ☐ Prepare required floats for on-site areas
- ☐ Prepare registration area, silent auction/boutique area, general public area
- ☐ Re-confirm your volunteers 1-2 weeks before event

## Competition Day

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

## 2-3 Weeks Following Competition

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