



## **Regional Seminars:**

**A chance to give your skaters something great!**

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### **What is a Regional Seminar?**

A Regional Seminar is an opportunity for the skaters in your region to take part in a one-day seminar led by a qualified Skate Canada Manitoba coach. Skaters take part in on and off-ice activities and they find the day to be a lot of fun. This seminar gives skaters a chance to get to know one another in a fun and friendly environment. Skaters are given the opportunity to learn new things and have information presented to them in a new or different manner. This day is a positive learning experience for all.

### **Who are Regional Seminars designed for?**

Regional Seminars are designed for skaters from all levels. STARSkate and Competitive skaters are welcome to attend.

### **What about the coaches in your region?**

The host committee and clubs should encourage the coaches in their region to attend with their skaters. This has many benefits for both the coach and the skater. Coaches and skaters working together will help every one to get the most out of this experience.

### **What about the parents?**

As a part of Regional seminars some time can be set aside for parents to meet and learn more about the sport their athlete is a part of. Parents are encouraged to join the parent's sessions and join in the discussion.

## **Who leads the Regional Seminars?**

Skate Canada Manitoba will provide a list of qualified Skate Canada Manitoba Clinicians for the Region to choose their Clinician from. **This list will be distributed by June 15<sup>th</sup> preceding the event.**

## **Where are Regional Seminars held?**

Each Region in the Manitoba Section is expected to host a Regional Seminar in their Region. Each Region is responsible for choosing a location within their Region.

## Who pays for the Regional Seminar?

### Skate Canada Manitoba

- Clinician fees – maximum amount of \$350.00

### Host Region

- Cost of the facility
- Clinician travel expenses
- Off – ice clinician fees
- Lunch and snacks
- Clinician hotel accommodations (if necessary)
- Clinician and Team Manitoba member meals
- Travel expenses and accommodation (if necessary) for the Team Manitoba member
- A \$50.00 honorarium to the Team Manitoba member
- Any other expenses incurred while hosting the seminar will be the responsibility of the Host.

Regions will be able to charge a registration fee for the seminar to help cover any expenses that may be incurred. This fee is usually between \$20.00 and \$50.00.

## What criteria must be met?

There is no minimum, however there may be a maximum number of skaters allowed to take part (discuss with clinician). Each region will have to decide if they need to have a break even budget or if their region does have funding available to assist with the costs of the seminar. If the host feels the seminar needs to be cancelled, the region **must** contact the Skate Canada Manitoba office before a final decision is made.

Regional Supervisors are asked to contact the Skate Canada Manitoba, Program Coordinator **no later than August 15<sup>th</sup>, 2009** with the following information:

- \*contact information for the Regional Seminar Coordinator**
- \*location of the Seminar**
- \*date of the Seminar**
- \*The clinician selected for the seminar**

A schedule will be developed by the Region and the Clinician. The host will need to book approximately 6–8 hours of ice and 6–8 hours of off-ice facility with the same time frame (ie: 9:00 am to 4:00 pm). This way the skaters can be split into two groups and operate on-ice and off-ice sessions at the same time. When completing the registration package for seminar, include a registration deadline which is approximately two weeks from the seminar. Once the registration deadline has passed, inform the clinician of the number of skaters registered so they can finalize their schedule for the seminar. The host can accept registrations after the deadline date along as they are in contact with the clinician to inform them of the updates in numbers.

The Region will be responsible for contacting the clinician, conducting registration, providing a facility for on-ice and off-ice sessions. Regions are encouraged to provide lunch and snacks for the skaters and clinicians. Three or four on-site volunteers will be required for the day. The region will also be responsible for providing an off-ice instructor for off-ice classes.

Skate Canada Manitoba will provide a contract to the clinician once the Region has confirmed the clinician and has informed the section office. Skate Canada Manitoba will follow up with payment to the clinician once a post event report has been submitted.

## **When are Regional Seminars held?**

Regional Seminars are usually held in late September through early January. The Regional Seminar Coordinator should contact the Skate Canada Manitoba, Program Coordinator **no later than August 15<sup>th</sup> 1<sup>st</sup>** with the date and location of the Seminar. This will help to ensure that there are no scheduling conflicts with other events.

## **Promotion of Regional Seminars**

The host should email and mail all clubs in the region an information sheet about the seminar and a registration form approximately 2 months prior to

seminar. Email all coaches in the region with the same information and encourage the importance of them attending the seminar with their skaters. To find out the coaches in your region, contact the Skate Canada Manitoba's Regional Coaches Rep for assistance. Your region Coaches Rep can be found on the Skate Canada Manitoba website [www.mbskates.ca](http://www.mbskates.ca). Focus on promoting the seminar to the coaches as they are the ones that will probably encourage their skaters to attend. Follow up with coaches and clubs a week or two prior to the deadline as a friendly reminder. Skate Canada Manitoba will also have the information on our website.

## **Sport Manitoba Grants**

The host can contact their Sport Manitoba Regional Manager to apply for a Sport Manitoba hosting grant. The grant is for hosting an athlete sport skills development clinic. Contact information for the Sport Manitoba Regional offices can be found on the Sport Manitoba website at [www.sportmanitoba.ca](http://www.sportmanitoba.ca).



## CHECK LIST FOR HOSTING A REGIONAL SEMINAR

To Be Done	Deadline	Completed
Receive approved Clinician Bio list from Skate Canada MB	June 30	<input type="checkbox"/>
Establish a host club and a contact person at the host club.	Mid-August	<input type="checkbox"/>
Choose a date.	Mid-August	<input type="checkbox"/>
Submit a complete budget form with anticipated expenses and revenue to Skate Canada Manitoba (see attached)	September 1	<input type="checkbox"/>
Book the required ice time, a suitable off-ice facility and any necessary equipment.	September 1	<input type="checkbox"/>
Notify Skate Canada Manitoba of the date and location of the seminar	September 1	<input type="checkbox"/>
Contact a Clinician	September 1	<input type="checkbox"/>
Prepare a schedule (work with clinician)	60 days prior to seminar	<input type="checkbox"/>
Prepare the registration package for distribution to the clubs in your Region. Package should include a specific registration deadline date (ie: 2 weeks prior to seminar)	60 days prior to seminar	<input type="checkbox"/>
Arrange for an Off-ice instructor (nutrition, dance, ballet, costuming, fitness, aerobics, etc...)	60 days prior to seminar	<input type="checkbox"/>
Arrange for on site volunteers (registration, supervision, music, food, etc...)	30 days prior to seminar	<input type="checkbox"/>
Arrange for lunches and snacks.	2 weeks prior to seminar	<input type="checkbox"/>
Discuss Seminar details with the arena staff.	2 weeks prior to seminar	<input type="checkbox"/>
Tally up the number of skaters registered, make any necessary adjustments and inform clinician of numbers at registration deadline date.	2 weeks prior to seminar	<input type="checkbox"/>
Arrange for First Aid Supplies to be on hand.	1 week prior to seminar	<input type="checkbox"/>
Make up nametags for the skaters and coaches.	1 week prior to seminar	<input type="checkbox"/>

Set up a registration table.	At the seminar	<input type="checkbox"/>
Hand out receipts (if requested).	At the seminar	<input type="checkbox"/>
Assist the Clinician and skaters whenever needed.	At the seminar	<input type="checkbox"/>
Take a group photo of skaters and coaches involved in the day.	At the seminar	<input type="checkbox"/>
Be in attendance at the seminar to work with the on site volunteers.	At the seminar	<input type="checkbox"/>
Pay all expenses promptly and complete post event report (attached)	At the seminar / with in 30 days of the completion of seminar	<input type="checkbox"/>
HAVE A GREAT TIME!!!		<input type="checkbox"/>

**Don't forget to contact Skate Canada Manitoba before September 1<sup>ST</sup> with the date of your Regional Seminar!**

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Check out our web site at [www.mbskates.ca](http://www.mbskates.ca)





Budget Form

INCOME	Proposed	Actual
Registration Fees		
Donations (cash)		
Other Donations (value)		
Miscellaneous		
Miscellaneous		
Miscellaneous		
Total Income		

**Proposed**

**Profit (Loss)** .....

**Actual**

**Profit (Loss)** .....

.....  
**Host signature**

**Date**

.....	
Seminar	
.....	.....
Location	Date

EXPENSES	Proposed	Actual
Ice Rental		
Team Manitoba Member Fees		
Accommodations		
Transportation		
Food		

Advertising		
Postage / Stationary		
Telephone		
Miscellaneous		
Miscellaneous		
Total Expenses		

Post Event Report

INCOME	Proposed	Actual
Registration Fees		
Admission		
Other Donations (value)		
Fundraiser		
Miscellaneous		
Miscellaneous		
Miscellaneous		
Total Income		

Profit (Loss)

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Actual

Profit (Loss)

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Host signature

Date

_____	
Seminar	
_____	
Location	Date

EXPENSES	Proposed	Actual
Ice Rental		
Team Manitoba Member Fees		
Accommodations		
Transportation		

Food		
Advertising		
Postage / Stationary		
Telephone		
Miscellaneous		
Miscellaneous		
Total Expenses		



## Post Event Report

To be completed and submitted to the Skate Canada Manitoba office within 30 days of the completion of the event.

Name of Region: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

Host Club: \_\_\_\_\_

Number of Participants: \_\_\_\_\_  
Male Female

Ages of participants: \_\_\_\_\_

Levels of participants: \_\_\_\_\_  
\_\_\_\_\_

Number of Volunteers Participating: \_\_\_\_\_  
\_\_\_\_\_

On-ice Sessions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Off-ice Sessions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Notes about the event: \_\_\_\_\_

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**REGIONAL SEMINAR CLINICIAN  
EVALUATION FORM**

*Please take a moment to complete the following questionnaire. We value your opinion and this process helps us to continue to provide high quality seminars to our Skate Canada Manitoba Clubs. Please note that ALL information is confidential and not distributed to seminar clinician.*

**REGION NAME:** \_\_\_\_\_

**DATE(S) OF SEMINAR:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_

Name of Regional Seminar Clinician: \_\_\_\_\_

<b>Please rate the following:</b>	
<b>1. Organization and preparation</b> 1 2 3 4 5 6 7 Poor Excellent	<b>2. Mastery of subject</b> 1 2 3 4 5 6 7 Poor Excellent
<b>3. Made people feel welcome and at ease</b> 1 2 3 4 5 6 7 Poor Excellent	<b>4. Explained the objectives of the seminar</b> 1 2 3 4 5 6 7 Poor Excellent
<b>5. Enthusiastic</b> 1 2 3 4 5 6 7 Poor Excellent	<b>6. Clear presentation of seminar content</b> 1 2 3 4 5 6 7 Poor Excellent
<b>7. Held your interest and attention</b>	<b>8. Sought participation of group members</b>

<p>1 2 3 4 5 6 7</p> <p>Poor Excellent</p>	<p>1 2 3 4 5 6 7</p> <p>Poor Excellent</p>
<p><b>9. In control of progress</b></p> <p>1 2 3 4 5 6 7</p> <p>Poor Excellent</p>	<p><b>10. Use of teaching aids (task cards, videos)</b></p> <p>1 2 3 4 5 6 7</p> <p>Poor Excellent</p>
<p><b>11. Informal and flexible</b></p> <p>1 2 3 4 5 6 7</p> <p>Poor Excellent</p>	<p><b>12. Stayed on topic</b></p> <p>1 2 3 4 5 6 7</p> <p>Poor Excellent</p>
<p><b>13. Was helpful and constructive</b></p> <p>1 2 3 4 5 6 7</p> <p>Poor Excellent</p>	<p><b>14. Summarized key points</b></p> <p>1 2 3 4 5 6 7</p> <p>Poor Excellent</p>
<p><b>15. Overall quality of instruction</b></p> <p>1 2 3 4 5 6 7</p> <p>Poor Excellent</p>	

