



**Dear Host Committee,**

Congratulations! By being chosen to host a Skate Canada Manitoba competition, your Club or Region is about to embark on an exciting journey. In order to be successful at hosting a major event, you'll require a network of many dedicated volunteers and staff persons. The Host Committee Guidelines are provided to assist Manitoba Clubs and Regions who will be hosting any of the following competitions:

- Skate Canada Manitoba Sectional Championships
- Manitoba Open Free Skate
- STARSkate Regional Competitions
- Skate Canada Manitoba STARSkate Championships
- Skate Canada Manitoba Synchronized Skating Championships
- Crocus Synchronized Skating Competition
- Prairie Skate
- Prairie Regional Synchronized Skating Championships

General guidelines have been established for all competitions. You'll find specific considerations for each competition as marked in the key on the left side of the pages. Some specifics have also been included towards the end of the guidelines in the Checklists.

All Manitoba Competitions, with the exception of the Regional Competitions are a profit sharing venture between the Host Club or Region and Skate Canada Manitoba as per the Skate Canada Manitoba Policy Manual (see below). The Prairie Skate competition when hosted by Skate Canada Manitoba will be based upon Skate Canada Manitoba's share of the profit.

C.104.2

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

- a) 65% of profit to go to host organization, 35% of profit to go to Skate Canada Manitoba.
- b) Any profits earned over and above \$6000.00 remains with the host organization in its entirety.
- c) For Prairie Skate – 65% will go to the Host Section and 35% to the Visiting Section. Within the Host Section, 65% will go to the Host Club and 35% to Skate Canada Manitoba.

The profits gained by Skate Canada Manitoba from the events are used to benefit all Manitoba skaters and officials through development and training opportunities.

We at Skate Canada Manitoba look forward to working with your Host Committee to make this a rewarding experience for all. Best of luck!

Sincerely,  
Skate Canada Manitoba

*Shauna Marling*

Shauna Marling  
Executive Director

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## Host Committee Guidelines

This package is provided to competition host committees as a guideline for events hosted as a joint venture between Skate Canada Manitoba and the host club or region.

The purpose of the Host Committee Guidelines is to provide the chairperson and the members of the organizing committee with sufficient information to properly plan Skate Canada Manitoba Competitions. The guideline reflects current Skate Canada and Skate Canada Manitoba policies for competitions and provides details of the support and direction shared between Skate Canada Manitoba and the host committee.

This guideline focuses on the administration, organization and financial aspects of hosting a competition as outlined by the Events Management Policy of Skate Canada Manitoba (2000). Local situations and organizing committees may vary and should be designed to maximize the use of the volunteer base and local facilities.

This manual is updated from time to time to stay current with changes in the skating community. Any proposed changes, additions or corrections must be submitted in writing to the Skate Canada Manitoba office within 30 days of the completion of the competition being hosted.

**Please note the Announcement Questionnaire (appendix A), Sanction (appendix B) and budget (appendix D) are to be completed and sent to the Skate Canada Manitoba office by August 1, 2011.**

Should you or your committee have any questions or concerns regarding the hosting of a Manitoba Competition contact the Skate Canada Manitoba office at (204)925-5709 or email at [skate.pc@sportmanitoba.ca](mailto:skate.pc@sportmanitoba.ca)



## **Financial Component for Provincial Competitions**

Financial functions for all provincial competitions will be managed through the Skate Canada Manitoba office.

### Process

1. The host committee will request seed money from the Skate Canada Manitoba office to begin preparations for the competition. (Receipts must be produced for all expenditures.)
2. The host committee will prepare the competition budget and provide a copy to Skate Canada Manitoba for approval.
3. Registrations and fees will be received by Skate Canada Manitoba, with the exception of STARSkate Regional Competitions.
4. Invoices for ice, facility rental, catering, printing of program and other items must be sent to the Section Office for immediate payment. All proceeds from admissions, ads and fundraising must be sent to Section Office as well.
5. A separate accounting system will be put in place and managed for each competition by Skate Canada Manitoba. All receipts and disbursements will be managed by Skate Canada Manitoba staff.
6. Expense and revenue forms have been developed and are provided in the host committee guidelines.
7. Prior to processing, expense and revenue forms will be approved by the appropriate host committee chair and submitted to Skate Canada Manitoba.
8. At the conclusion of the event a financial statement will be prepared. Profits will be shared in accordance with the direction in the Skate Canada Manitoba Policy Manual.
9. Please contact Lois at the Section Office to discuss competition financial information.



## Responsibilities of the Host Committee

The Host Committee is responsible for coordinating the details of an event in conjunction with Skate Canada Manitoba.

The Host Committee Chairperson structures an Executive Committee and a Sub - Committee to carry out the various details and operations of the event. Each committee should consist of sufficient volunteers to facilitate all the details of the event.

Committee structure is determined by the skills, knowledge and availability of volunteers. Size and responsibilities of the committees will vary in each situation. The recommended committee structure is outlined below.

### Executive Committee

The Executive Committee is responsible for day – to – day planning and coordination of the event. This committee should meet on a monthly basis following the awarding of the competition and weekly as the event draws closer.

The purpose of the Executive Committee is to provide local guidance within Skate Canada Manitoba guidelines, to provide direction to volunteers, to maintain financial responsibility for expenses and to report to Skate Canada Manitoba.

The Executive Committee should consist of the following:

- |                   |                                |
|-------------------|--------------------------------|
| *Chairperson      | *Chairperson of Operations     |
| *Vice Chairperson | *Chairperson of Accommodations |
| *Secretary        | *Chairperson of Public Affairs |
| *Treasurer        | *Chairperson of Production     |

### Sub Committees

The Sub Committees are responsible for the detailed planning of the event. Sub Committees are to receive direction from and report to their respective chairperson.

Recommended Sub Committees:

Operations	Accommodations	Public Affairs	Production
<ul style="list-style-type: none"> <li>➤ Property</li> <li>➤ Change Rooms</li> <li>➤ Medical</li> <li>➤ Ice captains</li> <li>➤ Music</li> <li>➤ Announcers</li> <li>➤ Timers</li> <li>➤ Runners</li> </ul>	<ul style="list-style-type: none"> <li>➤ Hotel</li> <li>➤ Hospitality</li> <li>➤ Transportation</li> <li>➤ Registration</li> </ul>	<ul style="list-style-type: none"> <li>➤ Sponsorship and Advertising</li> <li>➤ Souvenir Program</li> <li>➤ Admissions</li> <li>➤ Boutique</li> </ul>	<ul style="list-style-type: none"> <li>➤ Awards</li> <li>➤ Opening Ceremonies</li> </ul>



# **THE EXECUTIVE COMMITTEE**

# 1. Competition Chairperson / Competition Vice Chairperson

\*1 Prepare a competition budget for use by the committees.

Skate Canada Manitoba Sectional Championships	Manitoba Open Free Skate	Skate Canada Manitoba STARSkate Championships	Skate Canada Manitoba Synchronized Skating Championships	Crocus Synchronized Skating Competition	Prairie Skate	STARSkate Regional Competitions	<p align="center"><b>Competition Chairperson</b>  <b>Competition Vice Chairperson</b>                      (The role of the Competition Vice Chairperson is to assist the Competition Chairperson in their duties.)</p>
X	X	X	X	X	X		Contact the Skate Canada Manitoba office staff to discuss areas of responsibility (No later than 3 months prior to the event), via email and or phone.
X	X	X	X	X	X	X	Become familiar with the Host Committee Guidelines and the Competition Technical Package.
X	X	X	X	X	X	X	Book ice and other necessary space (Appendix F).
X	X	X	X	X	X	X	Complete the competition questionnaire and return it to the Skate Canada Manitoba office no later than <b>August 1<sup>st</sup></b> . (Appendix A)
X	X	X	X	X	X	X	Complete the Application for Sanction and return it to the Skate Canada Manitoba office no later than <b>August 1<sup>st</sup></b> . (Appendix B)
X	X	X	X	X	X	X	Choose an Executive Committee and provide each member with a copy of the Host Committee Guidelines.
X	X	X	X	X	X	X	Chair all committee meetings.
X	X	X	X	X	X	X *1	Prepare a competition budget including projected expenses and income. Return it to the Skate Canada Manitoba office no later than September 1 <sup>st</sup> for approval. (Appendix C & D)
X	X	X	X	X	X	X *2	Provide welcome letters to the Skate Canada Manitoba office for distribution to skaters and officials no later than 3 weeks prior to the event (Appendix L).
X	X	X	X	X	X	X	Be present during the competition to assist when necessary and ensure the committees are functioning. (Do not take on any other committee responsibilities during the competition.)
X	X	X	X	X	X	X *3	<p><b>Post competition:</b></p> Ensure each Committee Chairperson submits a brief written report for review and submission to Skate Canada Manitoba within 30 days of the completion of the competition.
							Complete and submit a financial report (including any receipts for seed money and any income received by the host committee for the event) to Skate Canada Manitoba within 30 days of the completion of the competition (Appendix S).
							Submit a brief written summary to Skate Canada Manitoba within 30 days of the completion of the competition.
X	X	X	X	X	X	X	Submit SOCAN fees no later than 30 days after the event.

\*2 Prepare a welcome letter for distribution with schedules to skaters and officials.

\*3 Complete post competition reports and return to the Regional Supervisor for record keeping and future use.

## 2. Secretary

Skate Canada Manitoba Sectional Championships	Manitoba Open Free Skate	Skate Canada Manitoba STARSkate Championships	Skate Canada Manitoba Synchronized Skating Championships	Crocus Synchronized Skating Competition	Prairie Skate	STARSkate Regional Competitions	<b>Secretary</b>	
X	X	X	X	X	X	X		Record minutes of committee meetings.
X	X	X	X	X	X	X		Keep files containing competition and committee information.
X	X	X	X	X	X	X		Notify committee members of meetings.
X	X	X	X	X	X	X		Submit a final report to the Competition Chairperson.

### 3. Treasurer

Skate Canada Manitoba Sectional Championships	Manitoba Open Free Skate	Skate Canada Manitoba STARSkate Championships	Skate Canada Manitoba Synchronized Skating Championships	Crocus Synchronized Skating Competition	Prairie Skate	STARSkate Regional Competitions	<b>Treasurer</b>	
X	X	X	X	X	X	X		Assist the Competition Chairperson with the preparation of the competition budget.
X	X	X	X	X	X			Apply for seed money (\$500.00) from Skate Canada Manitoba.
X	X	X	X	X	X			Submit expense forms to Skate Canada Manitoba for payment.
X	X	X	X	X	X			Submit all expense receipts to Skate Canada Manitoba.
X	X	X	X	X	X	X		Supply a float of change and small bills to admission table and saleable items.
						X		Distribute expense vouchers to all officials and ensure expenses are paid prior to the departure of the officials. (Appendix E)
X	X	X	X	X	X	X		Prepare a detailed financial statement of admission and donations income and of all competition expenses incurred (Appendix S).
X	X	X	X	X	X	X *1		Submit a completed financial statement including receipts to the Competition Chairperson for submission to Skate Canada Manitoba within 30 days of the completion of the competition.

\*1 Complete post competition reports and return to the Regional Supervisor and Section Office for record keeping and future use.

## 4. Chairperson of Operations

Skate Canada Manitoba Sectional Championships	Manitoba Open Free Skate	Skate Canada Manitoba STARSkate Championships	Skate Canada Manitoba Synchronized Skating Championships	Crocus Synchronized Skating Competition	Prairie Skate	STARSkate Regional Competitions	<b>Chairperson of Operations</b>
<b>X *2</b>	<b>X *2</b>	<b>X *2</b>	<b>X *2</b>	<b>X *2</b>	<b>X *2</b>	<b>X *1 *2</b>	
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	Assist the Technical Representative or Chief Referee during the competition.
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	Prepare and maintain facilities being used for competition and practice.
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	Plan, organize and staff an Operations Center. (Appendix G).
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	Allocate rooms for Judges/Audio Electronics, Data Specialists, competitors and coaches.
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	Allocate space for the hospitality committee and for First Aid personnel.
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	Post signs to clearly indicate each room or area.
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	Assign volunteers to assist the ice maintenance staff with patching holes.
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	Ensure arena staff has the most recent schedule including flood times.
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	Ensure arena staff is available for changes to scheduled floods.
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		Assign volunteers to competition security. Security volunteers should be posted around equipment and controlled access areas.
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	Arrange for suitable facilities in each arena for officials (Appendix J).
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	Arrange for a volunteer to assist the Data Specialists with postings, photocopying, etc.
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	Arrange for an area to post starting orders and results.
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	Post "Event Name" signs.
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	Assist the Sub-Committees to complete their duties.
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	Post Event; submit a written report to the Competition Chairperson.

\*1 Due to an extreme shortage of Audio Technicians, Skate Canada Manitoba may be unable to supply these technicians for your regional competition. You will need to submit your request to the Skate Canada Manitoba Audio Chair, to see if your request can be met.

\*2 Your Host Committee will need to supply at least two volunteers to play music and act as an announcer. Please contact the Skate Canada Manitoba Audio Chair with these volunteer names. This is a requirement for all competitions!

## 5. Chairperson of Accommodations

Skate Canada Manitoba Sectional Championships	Manitoba Open Free Skate	Skate Canada Manitoba STARSkate Championships	Skate Canada Manitoba Synchronized Skating Championships	Crocus Synchronized Skating Competition	Prairie Skate	STARSkate Regional Competitions	<b>Chairperson of Accommodations</b>
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	
							Hospitality
							Registration
							Transportation
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	Assist the Sub-Committees to complete their duties.
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	Post Event; submit a written report to the Competition Chairperson.

## 6. Chairperson of Public Affairs

Skate Canada Manitoba Sectional Championships	Manitoba Open Free Skate	Skate Canada Manitoba STARSkate Championships	Skate Canada Manitoba Synchronized Skating Championships	Crocus Synchronized Skating Competition	Prairie Skate	STARSkate Regional Competitions	<b>Chairperson of Public Affairs</b>
X	X	X	X	X	X		Meet or contact (email and or phone) with Skate Canada Manitoba Publicity Chairperson.
X	X	X	X	X	X	X	<b>Arrange Sub-Committees for:</b> Sponsorship and Advertising Souvenir Program Admissions Boutique
X	X	X	X	X	X	X	Arrange for an advertising budget to promote the competition in local newspapers, radio and television. Try to use low cost or free advertisement.
X	X	X	X	X	X	X *1	Send competition details to all local media (the Skate Canada Manitoba Publicity Chairperson will assist with Provincial Media and will be able to provide assistance to local media) (Appendix M).
X	X	X	X	X	X	X *2	Prepare flyers and media releases to be distributed throughout your area to promote the competition (contact the Skate Canada Manitoba Publicity Chairperson for assistance).
X	X	X	X	X	X	X	Invite local media to the event and provide them with complimentary passes.
X	X	X	X	X	X	X	Provide assistance to the media throughout the competition.
X	X	X	X	X	X	X *1	Report results to the local media at the end of each day. (Appendix N)
X	X	X	X	X	X	X	Assist the sub-committees in completing their duties.
X	X	X	X	X	X	X	Post event, submit a written report to the Competition Chairperson.

\*1 Provide local media with competition details pre-event and results post event.

\*2 Prepare flyers and media releases to be distributed throughout your area to promote the competition.

## 7. Chairperson of Production

Skate Canada Manitoba Sectional Championships	Manitoba Open Free Skate	Skate Canada Manitoba STARSkate Championships	Skate Canada Manitoba Synchronized Skating Championships	Crocus Synchronized Skating Competition	Prairie Skate	STARSkate Regional Competitions	<b>Chairperson of Production</b>	
X	X	X	X	X	X	X		<b>Arrange for:</b> Awards Sub-Committee. Opening Ceremonies Sub-Committee (if necessary).
X	X	X	X	X	X	X		Assist Sub-Committees in completing their duties.
X	X	X	X	X	X	X		Post event, submit a written report to the Competition Chairperson.



# **THE SUB COMMITTEES**



# OPERATIONS

## 1. Property Committee

Skate Canada Manitoba Sectional Championships	Manitoba Open Free Skate	Skate Canada Manitoba STARSkate Championships	Skate Canada Manitoba Synchronized Skating Championships	Crocus Synchronized Skating Competition	Prairie Skate	STARSkate Regional Competitions	<b>Property Committee</b>
X	X	X	X	X	X	X	
X	X	X	X	X	X	X	Monitor all agreements made with arena staff.
X	X	X	X	X	X	X	Arrange for secure overnight storage of music equipment (i.e. A locked room)
X	X	X	X	X	X	X	Coordinate furniture and equipment needs.
X	X	X	X	X	X	X	Provide maintenance for equipment and furniture.
X	X	X	X	X	X	X	Order any local construction necessary.
X	X	X	X	X	X	X	Ensure the arena is prepared and all the property needs are met before and during the competition.
X	X	X	X	X	X		Arrange for banners to be hung in the arena (contact Skate Canada Manitoba).
X	X	X	X	X	X	X	Arrange for the construction of a judging platform or area (consult with the Technical Representative or Chief Referee). Judges stand should be at least 12' long.
X	X	X	X	X	X	X	Arrange for a platform for music players and equipment.
X	X	X	X	X	X	X	Communicate with the Chief Data Specialist in regards to electrical requirements for computers, photocopier, etc.
X	X	X	X	X	X	X	Supply appropriate furniture and equipment to Officials rooms. (Appendix J)
X	X	X	X	X	X	X	If the arena is cold have heaters, sleeping bags or warm blankets available for Officials to use.
X	X	X	X	X	X	X*	Pick up and return sound equipment from the Skate Canada Manitoba Office.
X	X	X	X	X	X	X	Make walkie-talkies available. (Appendix H)

\*If your request to use Skate Canada Manitoba sound equipment for your Regional Competition has been approved, it must be picked up and returned to the Skate Canada Manitoba office by the host committee.

## 2. Change Rooms

Skate Canada Manitoba Sectional Championships	Manitoba Open Free Skate	Skate Canada Manitoba STARSkate Championships	Skate Canada Manitoba Synchronized Skating Championships	Crocus Synchronized Skating Competition	Prairie Skate	STARSkate Regional Competitions	<b>Change Rooms</b>	
X	X	X	X	X	X	X		Allocate separate change rooms for male and female athletes.
X	X	X	X	X	X	X		Assign volunteers to supervise the change rooms.
X	X	X	X	X	X	X		Clearly post change room assignments.
X	X	X	X	X	X	X		Communicate with the ice captain in regards to the start and finish of each event and ensure athletes have properly checked in with the ice captain (at least 15 minutes prior to the start of the event).
X	X	X	X	X	X	X		Organize a dressing room kit for each change room or for an area close to the entrance and exit of the ice surface (Appendix O).
X	X	X	X	X	X	X		Assist athletes when requested.
X	X	X	X	X	X	X		Parents are not to enter the change rooms (post signage to this effect).

### 3. Medical

Skate Canada Manitoba Sectional Championships	Manitoba Open Free Skate	Skate Canada Manitoba STARSkate Championships	Skate Canada Manitoba Synchronized Skating Championships	Crocus Synchronized Skating Competition	Prairie Skate	STARSkate Regional Competitions	<b>Medical</b>	
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		Make arrangements for First Aid personnel (St. John Ambulance or other appropriately trained personnel) to be on site (ice level) at all times during the event. This may include a volunteer from your club or host committee who has the proper training – i.e.: nurse, doctor.
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		Keep a contact list readily available at the operations center with information about the location of a doctor, physiotherapist, the nearest hospital, the name and number of a local dentist, the name and location of the nearest pharmacy.
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		Have a First Aid kit readily available. Obtainable through Skate Canada Manitoba if available.
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		Have a small First Aid kit available close to the gate where skaters enter and exit the ice surface.

## 4. Ice Captains

Skate Canada Manitoba Sectional Championships	Manitoba Open Free Skate	Skate Canada Manitoba STARSkate Championships	Skate Canada Manitoba Synchronized Skating Championships	Crocus Synchronized Skating Competition	Prairie Skate	STARSkate Regional Competitions	
<b>Ice Captains</b>							
X	X	X	X	X	X	X	Arrange for volunteer ice captains for each practice and/or event.
X			X	X			Ice captains monitor scheduled practices to ensure only the appropriate athletes are on the ice.
X	X	X	X	X	X	X	Ice captains will be provided with an order of skate and will receive instruction from the Technical Representative or Chief Referee as to their required responsibilities.
X	X	X	X	X	X	X	Encourage athletes to be ready when it is their turn. ***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.
X	X	X	X	X	X	X	Keep band-aids and facial tissue available for skaters.
X	X	X	X	X	X	X	Communicate with the music/announcers before and during the event.
X	X	X	X	X	X	X	Inform the Technical Representative or Chief Referee if a skater is missing as soon as possible.
X	X	X	X	X	X	X	Inform the Event Referee by walkie talkie when all skaters are present for the start of the event.

## 5. Music

Skate Canada Manitoba Sectional Championships	Manitoba Open Free Skate	Skate Canada Manitoba STARSkate Championships	Skate Canada Manitoba Synchronized Skating Championships	Crocus Synchronized Skating Competition	Prairie Skate	STARSkate Regional Competitions	
							<b>Music</b>
X	X	X	X	X	X	X	Plan and conduct skater music registration.
X	X	X	X	X	X	X	Arrange for a separate box or container for each event at the competition in which to store CDs in (shoe-boxes work well). Be sure each container is clearly labeled with the event name.
X	X	X	X	X	X	X	Apply the appropriate labels (provided by Skate Canada Manitoba for Provincial Competitions) to CD and file in the appropriate box for each event.
X	X	X	X	X	X	X *1	Skaters must sign the music registration sheet (provided by Skate Canada Manitoba) when dropping off and picking up their music.
X	X	X *2			X		Skaters must submit the Planned Program Content Sheet with music at least one hour <b>prior to the start of their first event.</b>
X	X	X	X	X	X	X	Prior to the start of practices and / or events arrange the CD's in the order of skate (the Technical Representative or Chief Referee will provide this information to you).
X	X	X	X	X	X	X *3	Ensure the Music Technicians receive the correct music for each practice and / or event (Appendix Q).
						X	Contact Skate Canada Manitoba to receive music for <b>Improv</b> Events.

Music labels are provided to the host committee by Skate Canada Manitoba for Provincial Competitions (in which case excess music labels must be returned to the Section Office). For STARSkate Regional competitions, the host committee is responsible for music labels.

Music for both short and free skate programs must be submitted at the time of initial registration

\*1 Music registration sheets are provided by the host committee.

\*2 Planned Program Content Sheet for Junior Bronze and up Free Skate Events

\*3 Use of Music Technicians are optional

## 6. Music Announcers

Skate Canada Manitoba Sectional Championships	Manitoba Open Free Skate	Skate Canada Manitoba STARSkate Championships	Skate Canada Manitoba Synchronized Skating Championships	Crocus Synchronized Skating Competition	Prairie Skate	STARSkate Regional Competitions	<b>Music/Announcers</b>	
						<b>X</b>		Refer to Appendix P
<b>X</b> <b>*3</b>	<b>X</b> <b>*3</b>	<b>X</b> <b>*3</b>	<b>X</b> <b>*3</b>	<b>X</b> <b>*3</b>	<b>X</b> <b>*3</b>	<b>X</b> <b>*1</b> <b>*2</b> <b>*3</b>		Contact the Skate Canada Manitoba Audio Chair.

\*1 **STARSkate Regional Competitions are responsible for appointing Announcers.**

\*2 **Important Note for STARSkate Regional Competitions:** Due to an extreme shortage of Audio Technicians, Skate Canada Manitoba may be unable to supply these technicians for your regional competition. You will need to submit your request to the Skate Canada Manitoba Audio Chair, to see if your request can be met.

\*3 **Important Note for ALL Competitions:** Your Host Committee will need to supply two volunteers to play music and act as an announcer for this competition. Please contact the Skate Canada Manitoba Audio Chair with these volunteer names.

## 7. Timers

Skate Canada Manitoba Sectional Championships	Manitoba Open Free Skate	Skate Canada Manitoba STARSkate Championships	Skate Canada Manitoba Synchronized Skating Championships	Crocus Synchronized Skating Competition	Prairie Skate	STARSkate Regional Competitions	
							<b>Timers</b>
X	X	X	X	X	X	X	<b>Check with the competition Technical Representative or Chief Referee to determine if Timers are necessary for the competition.</b>
X	X	X	X	X	X	X	Provide 1 timer per event. ***Adults and responsible teens should be used as timers. ***Timers must be scheduled to complete an entire event.
X	X	X	X	X	X	X	Provide timers with a stopwatch.
X	X	X	X	X	X	X	Ensure a back up stopwatch is readily available to the timer during all events.
X	X	X	X	X	X	X	Receive instructions from the Event Referee.
X	X	X	X	X	X	X	Check with the Event Referee for the required program length.
X	X	X	X	X	X	X	Advise Event Referee when program does not meet the required time length.

## 8. Runners

Skate Canada Manitoba Championships	Manitoba Open Free Skate	Skate Canada Manitoba STARSkate Championships	Skate Canada Manitoba Synchronized Skating Championships	Crocus Synchronized Skating Competition	Prairie Skate	STARSkate Regional Competitions	<b>Runners</b>	
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		Runners are responsible to the Chief Referee and the Chief Data Specialist.
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		Data Specialist room runner may also be used to post skating orders and results.
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		Judges Runner - Deliver Judges Personal Record Sheet from the ice to the accounting room. Provide 1 runner per event that does not use Open Marking. ***Runners must be scheduled to complete an entire event*** Ensure that runners are provided with a secure means of carrying results to the Data Specialist room, i.e. large envelope, pouch etc.



# ACCOMMODATIONS

# 1. Hotel Accommodations

Skate Canada Manitoba Sectional Championships	Manitoba Open Free Skate	Skate Canada Manitoba STARSkate Championships	Skate Canada Manitoba Synchronized Skating Championships	Crocus Synchronized Skating Competition	Prairie Skate	STARSkate Regional Competitions	
							<b>Hotel Accommodations</b>
X	X	X	X	X	X	X	Make arrangements with a local Hotel or Motel to be the official accommodations. Visit the Hotel/Motel to view the cleanliness and condition of the rooms. Try to choose accommodations large enough for all officials, athletes and coaches (accommodations with a restaurant are preferred if possible). Consult with the Marketing Chairperson regarding Sponsor Hotel. Have hotel rooms blocked off by June 30 to ensure enough rooms are available.
X	X	X	X	X	X	X	Provide local hotel(s) information to Section Office for Tech Package (see Appendix A).
X	X	X	X	X	X	X	Reserve and allocate the appropriate number of rooms for Officials (Contact Section Office to determine the approximate number of rooms required). All rooms must be Non smoking and double occupancy.
X	X	X	X	X	X		Reserve and allocate hotel room(s) for Section Chair & Section Office staff. Contact Section Office for details.
X	X	X	X	X	X	X	Check with Officials during the competition to ensure their accommodations are satisfactory.
X	X	X	X	X	X		Arrange with Skate Canada Manitoba Section Office Staff who will be paying the Hotel/Motel. Communicate at the event to confirm.
						X	Ensure all Officials accommodations are paid for at the end of the competition.

## 2. Hospitality

Skate Canada Manitoba Sectional Championships	Manitoba Open Free Skate	Skate Canada Manitoba STARSkate Championships	Skate Canada Manitoba Synchronized Skating Championships	Crocus Synchronized Skating Competition	Prairie Skate	STARSkate Regional Competitions	<b>Hospitality</b>	
X	X	X	X	X	X	X		Provide daily hospitality at the arena.
X	X	X	X	X	X	X		Arrange for volunteers to be responsible for hospitality rooms.
X	X	X	X	X	X	X		Be aware of any food allergy or restriction that any of the officials may have (contact Tech Rep and Data Specialist Chair for this information)
X	X	X	X	X	X	X *1		Arrange meals for all Officials, the Section Chairperson and Skate Canada Manitoba staff in attendance (Arrangements may be made for others at the discretion of the Host Committee). (Meal suggestions – see Appendix T)
X	X	X	X	X	X	X		Provide light snacks during the entire day for officials. (Snack suggestions – see Appendix T)
X	X	X	X	X	X	X		Keep meal times flexible for all officials with demanding schedules. Make sure that hot meals are available.
X	X	X	X	X	X	X		Provide coffee, tea, hot chocolate, juice and various other beverages during the entire day for officials.
X	X	X	X	X	X	X		Make arrangements for the donation of as much food as possible.
X	X	X	X	X	X	X		Provide meals for officials who are required to arrive 1 day prior to the event to set up.
X	X	X	X	X	X	X		A list of the Officials you are required to feed will be provided to you by the Technical Representative or Chief Referee.
X	X	X	X	X	X	X		Provide a separate room or dressing room for coaches' hospitality. Coaches are responsible for providing their own food and refreshments.
X	X	X	X	X	X	X	On completion of judge's duties, if at meal time or traveling over meal time – Host to provide: 1 – Meal prior to leaving <b>or</b> 2 – Meal to go <b>or</b> 3 – Per diem as per MB Section Policy	

\*1 Arrange meals for the Regional Supervisor or their designate.

### 3. Transportation

Skate Canada Manitoba Sectional Championships	Manitoba Open Free Skate	Skate Canada Manitoba STARSkate Championships	Skate Canada Manitoba Synchronized Skating Championships	Crocus Synchronized Skating Competition	Prairie Skate	STARSkate Regional Competitions	<b>Transportation</b>	
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			Contact Tech Rep for transportation needs to and from the competition
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			Arrange ground transportation for Officials if necessary (contact Tech Rep)
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			Confirm arrival and departure times of any Officials who will be traveling by air (these arrangements are the responsibility of Skate Canada Manitoba).
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			Arrange for an appropriate number of volunteers to assist with transportation needs.

## 4. Registration

Skate Canada Manitoba Sectional Championships	Manitoba Open Free Skate	Skate Canada Manitoba STARSkate Championships	Skate Canada Manitoba Synchronized Skating Championships	Crocus Synchronized Skating Competition	Prairie Skate	STARSkate Regional Competitions	
							<b>Registration</b>
X	X	X	X	X	X	X	Become familiar with the competition announcement and the events offered at the competition.
X	X	X	X	X	X		Receive a list of registered skaters from Skate Canada Manitoba.
X	X	X	X	X	X	X	In the case of flighted events, you will receive a list of the flights from either the Tech Rep or the Skate Canada Manitoba office.
X	X	X	X	X	X	X	Arrange on-site registration (Appendix I).
X	X	X	X	X	X	X	Arrange for volunteers to work in shifts at the registration table.
X	X	X	X	X	X	X	Arrange for a convenient visible registration area (ensure the area is clearly marked and the appropriate tables and chairs are set up).
X	X	X	X	X	X	X *1	Arrange to have extra schedules, coaches and skater's lists, volunteer identification tags (individual names are not required on ID tags only the position held). Goodie bags and name tags for the skaters (if being provided) available for pick up at the registration area. Have a list off all persons that enter the event free of charge at your admissions table.
X	X	X	X	X	X	X	Provide instructions to volunteers prior to the competition as to the procedure they are expected to follow when they arrive at the arena.

\*1 An identification tag and information should be provided to the Regional Supervisor.

NOTE: Due to the nature of the program designed for use at Skate Canada Manitoba a computer disc with the names of the registrants is unavailable to the host committee.



# **PUBLIC AFFAIRS**

# 1. Sponsorship and Advertising

Skate Canada Manitoba Sectional Championships	Manitoba Open Free Skate	Skate Canada Manitoba STARSkate Championships	Skate Canada Manitoba Synchronized Skating Championships	Crocus Synchronized Skating Competition	Prairie Skate	STARSkate Regional Competitions	<b>Sponsorship and Advertising</b>	
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		Communicate with Skate Canada Manitoba to ensure there are no conflicts of interest with sponsorship. Send in complete list of sponsors for approval.
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		Prepare a sponsorship package containing competition facts, highlights and general information for local businesses (the Skate Canada Manitoba Marketing Chairperson can assist with this). <b>This package must be approved by the Section Office prior to being sent out to potential sponsors.</b>
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		Send in complete list of potential sponsors <b>PRIOR</b> to contacting or accepting donations to avoid conflicts with Section or National Sponsors.
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		Approach local businesses for sponsorship (be creative about what your events needs are...food, goodie bags, advertising, etc.).

## 2. Souvenir Program

Skate Canada Manitoba Sectional Championships	Manitoba Open Free Skate	Skate Canada Manitoba STARSkate Championships	Skate Canada Manitoba Synchronized Skating Championships	Crocus Synchronized Skating Competition	Prairie Skate	STARSkate Regional Competitions	<b>Souvenir Program</b>	
X	X	X	X	X	X	X		Consult with Skate Canada Manitoba Publicity Chair as to content.
X	X	X	X	X	X	X		Solicit advertising from local businesses. Can not conflict with Section or National Sponsors. Send list to Section Office PRIOR to contacting potential sponsors.
X	X	X	X	X	X	X		Check with your local printer for printing deadlines.
X	X	X	X	X	X	X		Program cover design approved by Skate Canada Manitoba (Appendix K). Use of proper competition name.
X	X	X	X	X	X	X		Design a program layout (Appendix K).
X	X	X	X	X	X	X		Section and National Sponsorship page provided by Skate Canada Manitoba.
X	X	X	X	X	X	X		Have Section Chair welcome/greeting in program. Contact Section Office to receive greetings.
X	X	X	X	X	X	X		Include the Skate Canada Manitoba Camera Policy. Contact the Section Office for this document.
X	X	X	X	X	X	X		Proof read to ensure accuracy.

### 3. Admission

Skate Canada Manitoba Sectional Championships	Manitoba Open Free Skate	Skate Canada Manitoba STARSkate Championships	Skate Canada Manitoba Synchronized Skating Championships	Crocus Synchronized Skating Competition	Prairie Skate	STARSkate Regional Competitions	<b>Admission</b>	
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		Arrange for volunteers to collect admission at the door.
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		Arrange for a float from the Competition Treasurer.
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b> <b>*1</b>		Prepare a list of persons not expected to pay admission (check with Skate Canada Manitoba and the Technical Representative or Chief Referee).
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		Submit monies collected to the Competition Treasurer at the end of each day.

\*1 A list of persons not expected to pay admission will be provided by the Host Committee.

## 4. Boutique

Skate Canada Manitoba Sectional Championships	Manitoba Open Free Skate	Skate Canada Manitoba STARSkate Championships	Skate Canada Manitoba Synchronized Skating Championships	Crocus Synchronized Skating Competition	Prairie Skate	STARSkate Regional Competitions	
	<b>Boutique</b>						
X	X	X	X	X	X	X	Choose a small token of appreciation for Officials. <b>(recommended value of \$25 for 1 day, \$40 for 2 days and \$50 for 3 days)</b> – Please include Officials names on gifts.
X	X	X	X	X	X	X	Solicit and provide items for Skater Goodie Bags (communicate with Sponsorship).
X	X	X	X	X	X	X	Provide saleable items and souvenirs to be sold at the competition (contact businesses of interest – skate shops, florists, etc.).
X	X	X	X	X	X	X	Arrange for a suitable location for saleable items.
X	X	X	X	X	X	X	Consider a fundraising raffle.
X	X	X	X	X	X	X	Arrange for a float from the Competition Treasurer (if necessary).
X	X	X	X	X	X	X	Arrange for volunteers to work at necessary tables during the competition.
X	X	X	X	X	X	X	Submit monies collected to the Competition Treasurer at the end of each day.
X	X	X	X	X	X	X	Can arrange for Skate Canada Manitoba Merchandise to be shipped for selling. <b>10% of profits go to organizing committee (contact the Section Office for further details).</b>



# PRODUCTION

# 1. Awards

Skate Canada Manitoba Sectional Championships	Manitoba Open Free Skate	Skate Canada Manitoba STARSkate Championships	Skate Canada Manitoba Synchronized Skating Championships	Crocus Synchronized Skating Competition	Prairie Skate	STARSkate Regional Competitions	Awards
X	X	X	X	X	X	X	Make arrangements to purchase medals from the Skate Canada Manitoba Section Office. When returning medals to Skate Canada Manitoba, the medals must be returned as shipped (i.e. plastic bag / no labels)
X	X	X	X	X	X	X	Arrange to have medals engraved or have laser labels made to attach to medals. Medals may not be returned if they have been engraved or have labels on them.
X	X	X	X	X	X	X	After the closing date of entries determine the number and type of medals required (contact Skate Canada Manitoba). Ties are possible, please order extra. ***Top 3 placements from each event receive medals ***if an event has 2 or 3 competitors all will be awarded medals ***single entry events – It will be up to the Host Committee if they would like to reward the skater with a participation medal. If not, some sort of recognition for their efforts is recommended.
X	X	X	X	X	X	X	Arrange for a photographer to be on hand during the competition. Official Skate Canada Manitoba photographer MUST be contacted first for availability.
X	X	X	X	X	X	X	Arrange for persons to make medal presentations. The following persons should be asked; Skate Canada Manitoba Chairperson Skate Canada Manitoba Executive Director or their representative Regional Supervisor / Technical Rep Sponsors Host Committee Chairperson Local dignitaries
X	X	X	X	X	X	X	A standard medal presentation guide is available. (Appendix R)
X	X	X	X	X	X	X	Arrange for volunteers to assist with medal presentations.
X	X	X	X	X	X	X	Tastefully display medals in the awards presentation area.
X	X	X	X	X	X	X	Arrange for a podium & mic for medal presentations.

## 2. Opening Ceremonies

Skate Canada Manitoba Sectional Championships	Manitoba Open Free Skate	Skate Canada Manitoba STARSkate Championships	Skate Canada Manitoba Synchronized Skating Championships	Crocus Synchronized Skating Competition	Prairie Skate	STARSkate Regional Competitions	<b>Opening Ceremonies</b>	
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		The Host Committee is responsible for organizing the Opening Ceremonies including...
								An MC for the Opening Ceremonies (the competition announcers are available for this)
								Canada, Manitoba and City or Town flags to be available (contact Skate Canada Manitoba)
								National Anthem (live or recorded)
							Greetings from the Skate Canada Manitoba Chairperson or their designate and local dignitaries.	



# **RESPONSIBILITIES OF SKATE CANADA MANITOBA**

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## **STAFF AND VOLUNTEERS**

## Staff

Skate Canada Manitoba Sectional Championships	Manitoba Open Free Skate	Skate Canada Manitoba STARSkate Championships	Skate Canada Manitoba Synchronized Skating Championships	Crocus Synchronized Skating Competition	Prairie Skate	STARSkate Regional Competitions	
	<b>SKATE CANADA MANITOBA STAFF</b>						
X	X	X	X	X	X		Meet/communicate with event volunteers (no later than 2 months prior to the event) if requested.
X	X	X	X	X	X	X	Skate Canada Manitoba will post a "Competition Announcement" on the Skate Canada Manitoba web site at <a href="http://www.mbskates.ca">www.mbskates.ca</a>
X	X	X	X	X	X		Receive and process competition registrations.
X	X	X	X	X	X		Account for registration income.
X	X	X	X	X	X		Provide a complete list of registration income to the Host Committee.
X	X	X	X	X	X		Provide a list of registered athletes to the Host Committee, Technical Representative or Chief Referee and Data Specialists.
X	X	X	X	X	X		Contact athletes, who are registered as single entries in an event to discuss their options, advise Technical Representative or Chief Referee and host committee.
X	X	X	X	X	X		Provide music labels for all registrations.
X	X	X	X	X	X		Receive calls regarding registration changes.
X	X	X	X	X	X		Notify the Host Committee, Technical Representative or Chief Referee and Data Specialists of any registration changes.
X	X	X	X	X	X		Receive the schedule from the Technical Representative or Chief Referee.
X	X	X	X	X	X		Provide Host Committee with a copy of the schedule.
X	X	X	X	X	X		Copy and mail the welcome letter, provided by the Host Committee, and a schedule to registered athletes, officials and coaches.
X							Template provided for publicity posters for the Host Committee to distribute in the community surrounding the host site.
X	X	X	X	X	X		Be on site at the event.
X	X	X	X	X	X		Provide a complete accounting of finances for the event.
X	X	X	X	X	X		Pay operating expenses submitted by the committee.

## Volunteers

Skate Canada Manitoba Sectional Championships	Manitoba Open Free Skate	Skate Canada Manitoba STARSkate Championships	Skate Canada Manitoba Synchronized Skating Championships	Crocus Synchronized Skating Competition	Prairie Skate	STARSkate Regional Competitions	<b>Volunteers</b>	
<b>SKATE CANADA PUBLICITY COMMITTEE</b>								
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			Contact Host Committee to discuss publicity (no later than 2 months prior to the event).
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			Provide a media release to the media (no later than 1 week prior to the event) (Appendix M).
<b>SKATE CANADA MARKETING COMMITTEE</b>								
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			Contact Host Committee to discuss marketing (no later than 2 months prior to the event).
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>			Supply a list of National and Provincial sponsors and the special conditions for each.
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		Ensure all of the National and Provincial sponsors conditions are met by the Host Committee.	
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		Advise on obtaining local sponsorship.	
<b>AUDIO TECHNICAL COMMITTEE</b>								
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		Provide Audio Electronics personnel for the event.	
<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>		Assist in training of local Audio Electronics personnel if necessary / requested.	



## Contact Information

Skate Canada Manitoba Office Staff	Shauna Marling <i>Executive Director</i>	(204)925-5708	<a href="mailto:skate.exec@sportmanitoba.ca">skate.exec@sportmanitoba.ca</a>
	Mary Elliott <i>Program Coordinator</i>	(204)925-5709	<a href="mailto:skate.pc@sportmanitoba.ca">skate.pc@sportmanitoba.ca</a>
	Lois Kreutzer <i>Admin Assistant</i>	(204)925-5707	<a href="mailto:skate.admin@sportmanitoba.ca">skate.admin@sportmanitoba.ca</a>
Director of Officials/ Judges and Evaluators	Stan Yee	(204)334-3322	<a href="mailto:stanyee@shaw.ca">stanyee@shaw.ca</a>
Chairperson of Events and Championships	Candace Froese	(204)325-4535	<a href="mailto:cmfroese@mts.net">cmfroese@mts.net</a>
Audio Electronics	Stan Yee	(204)334-3322	<a href="mailto:stanyee@shaw.ca">stanyee@shaw.ca</a>
Data Specialist Chair	Doreen Brown	(204)661-0096	<a href="mailto:amber@mts.net">amber@mts.net</a>
Director and Chairman of Public Affairs	Susan Zuk	(204)223-8358	<a href="mailto:szuk@pcgi.mb.ca">szuk@pcgi.mb.ca</a>
Chairperson of Marketing	TBA		





# **Specific Competition Checklist**



## Host Committee Guidelines Prairie Skate

Item	Time Line	Responsibility	Completed
Award of Event		Section	<input type="checkbox"/>
Facilities booked/confirmed		Host/Section	<input type="checkbox"/>
Complete and return competition questionnaire to Skate Canada Manitoba	May 15	Host	<input type="checkbox"/>
Prepare a budget and return to Skate Canada Manitoba	June 1	Host	<input type="checkbox"/>
Complete and return Application for Sanction to Skate Canada Manitoba	June 1	Host	<input type="checkbox"/>
Apply for a USFSA Sanction	June 15	Section	<input type="checkbox"/>
Competition Announcement posted on website	June 15	Section	<input type="checkbox"/>
Meet with Skate Canada Office Staff and Chairperson of Events Management	May	Section / Host	<input type="checkbox"/>
Meet with Marketing Chair	May	Host	<input type="checkbox"/>
Meet with Publicity Chair	May	Host	<input type="checkbox"/>
Entry deadline	July 8	Section	<input type="checkbox"/>
Registration complete	July 15	Section	<input type="checkbox"/>
Provide a welcome letter for officials and skaters to Skate Canada Manitoba	July 15	Host	<input type="checkbox"/>
Registration Information to Host Committee, Tech Rep and Chief Data Specialist	July 15	Section	<input type="checkbox"/>
Schedule and X and O sheet completed	July 20	Tech Rep	<input type="checkbox"/>
Competition details sent to skaters, coaches and officials	July 22	Section	<input type="checkbox"/>
Order medals from Section	July	Host	<input type="checkbox"/>
Program design (approved by Section) and printing	July	Host	<input type="checkbox"/>
Media Release to local media	July	Section / Host	<input type="checkbox"/>
Distribute expense forms to all Officials	August	Section	<input type="checkbox"/>
Pay all competition expenses	August	Section	<input type="checkbox"/>
Submit a post competition report to Skate Canada Manitoba	August	Host	<input type="checkbox"/>
Submit a complete financial report to Skate Canada Manitoba	August	Host	<input type="checkbox"/>



## Host Committee Guidelines Skate Canada Manitoba Sectional Championships

Skate Canada Manitoba and Host Committee Time Line for Planning...

**Refer to the Orientation Kit provided by Skate Canada and use Skate Canada's timelines where appropriate.**

Item	Time Line	Responsibility		
		Skate Canada	Section / Host	Completed
Award of Event	April		S	<input type="checkbox"/>
Facilities booked/confirmed – ice & hotel	June		H	<input type="checkbox"/>
Orientation Kit to Section / Host	June	X		<input type="checkbox"/>
Logo distribution to Section / Host	June	X		<input type="checkbox"/>
Poster artwork delivered to Sections / Host	June	X		<input type="checkbox"/>
Letterhead artwork / template to Sections	June	X		<input type="checkbox"/>
Meet, email and or phone with Skate Canada Manitoba office staff and Chairperson of the Championships & Events Committee	August		B	<input type="checkbox"/>
Complete and return competition questionnaire to Skate Canada Manitoba	August 1		H	<input type="checkbox"/>
Prepare a budget and return to Skate Canada Manitoba	September 1		H	<input type="checkbox"/>
Complete and return Application for Sanction to Skate Canada Manitoba	September 1		H	<input type="checkbox"/>
Meet, email and or phone with Marketing Chair	September		H	<input type="checkbox"/>
Meet, email and or phone with Publicity Chair	September		H	<input type="checkbox"/>
Competition Announcements posted on Skate Canada Manitoba Website	September		S	<input type="checkbox"/>
P.A. announcements (minimum of 2 per day for each event) to Section / Host	September			<input type="checkbox"/>
Entry deadline	October 1			<input type="checkbox"/>

Item	Time Line	Skate Canada	Section / Host	Complete
Registration complete	October 1		S	<input type="checkbox"/>
Registration information to Host Committee, Tech Rep and Chief Data Specialist	October 8		S	<input type="checkbox"/>
Schedule and X and O sheet completed	October 13		TR	<input type="checkbox"/>
Competition details sent to skaters, coaches and officials	October 18		S	<input type="checkbox"/>
Order medals from Section	October		H	<input type="checkbox"/>
Provide a welcome letter for officials and skaters to Skate Canada Manitoba	October		H	<input type="checkbox"/>
Names of medal presenters and speakers for Opening Ceremonies / special functions to Section / Host	October			<input type="checkbox"/>
Arena display confirmation	October			<input type="checkbox"/>
Submit program cover to Skate Canada Manitoba for approval	October	X		<input type="checkbox"/>
Program design/printing	October		H	<input type="checkbox"/>
Press release to the local media	October		B	<input type="checkbox"/>
Distribute expense vouchers to all Officials, Section Chairperson and Chairperson of Events Management	November		S	<input type="checkbox"/>
Pay all competition expenses (including the expenses for the Section Chairperson and the Chairperson of Events Management)	November		S	<input type="checkbox"/>
Submit a complete financial report to Skate Canada Manitoba	November		H	<input type="checkbox"/>

S = Section

H = Host

B = Section and Host

TR = Technical Representative

## Regional Competition Hosting Guidelines

Announcements for Regional Competitions will be generated at and distributed from the Skate Canada Manitoba office.

The Regional Host Committee is responsible for all functions related to the Regional Competition.

For guidelines on hosting a competition refer to the Skate Canada Manitoba Hosting Guidelines. Information regarding Regional competitions will be marked with an "R" in the key.

### Registration Procedures:

**Registration for Regional Competitions is the responsibility of the host.**

- Become familiar with the competition announcement.
- Receive entry forms and fees.
- Record entries.
- Record fees received.
- Enter each skater in the correct event according to age and test eligibility (follow up on any discrepancies with Skate Canada Manitoba).
- File entry forms in alphabetical order for each event. Use a three-ring binder.
- Submit entry fees to the competition treasurer.
- Immediately following the closing date of entries prepare a typed, double spaced alphabetical list of skaters and their home clubs for each event (one event per page).
- Forward the list of the event participants to the Chief Data Specialist and to the Technical Representative or Chief Referee assigned to your competition.
- Advise competition Chairperson of any single entry events, so the skaters may be contacted to discuss their options.
- Create Welcome letters for skaters and for officials
- Receive a copy of the schedule and the Judging assignments from the Technical Representative or Chief Referee.
- Mail letters to skaters and officials with schedules.
- Email a copy of the schedule to Skate Canada Manitoba to post on the website.
- Compile a list of officials and volunteers.
- Contact Section Office for music for Improv Events.**
- On the day of the competition deliver the original entry forms to the Chief Data Specialist at the event.

## **OPTIONAL EVENTS**

### **1. Team Events**

Eligibility is by test level and is the same as listed for the Free Skating Events.

Each team will consist of four (4) skaters (male, female or a combination thereof).

All four skaters on a team must not have passed any Free Skating Test higher than listed for the event, but may have passed a lower Free Skating Test.

Teams may consist of members from different home clubs.

Substitution of a team member after the closing date of entries may be done for medical reasons only.

A skater may participate in one Team Event only.

Skaters will have only one attempt at their element.

### **2. Synchronized Skating Events**

Skaters may enter at more than one level provided they meet all of the qualifications.

### **3. Improv**

Music will be selected and custom edited by Skate Canada Manitoba. Please contact Section Office for music at least 2 weeks prior to the competition.

Program need not include jumps or spins – but they may be used if they enhance the interpretation of the music.

Music will be played three times in total for each skater entering this event. The skater will hear the music twice while they are on the ice with all the skaters participating in the event. Skaters are able to start to create an Improv program. All skaters will clear the ice and be directed into a room which is out of sight and hearing of the ice area and music. Each competitor will in turn hear the music one final time (while skater ahead of them competes). After skating, the competitor may not re-enter the dressing room until the entire event has been completed.

Coaches will not be allowed to be with skaters along the ice surface or allowed to coach skaters during their event.

### **4. Adult**

Freeskate Events

Interpretive Events

### **5. Spin Events**

### **6. Special Olympic Events**



## Host Committee Guidelines Regional Competitions

Item	Time Line	Responsibility	Completed
Award of Event	April	Section	<input type="checkbox"/>
Facilities booked/confirmed – ice & hotel	September	Host	<input type="checkbox"/>
Complete and return competition questionnaire to Skate Canada Manitoba	August 1	Host	<input type="checkbox"/>
Prepare a budget.	September 1	Host	<input type="checkbox"/>
Complete and return Application for Sanction to Skate Canada Manitoba	September 1	Host	<input type="checkbox"/>
Competition Announcement emailed to club & coaches and posted on Skate Canada Manitoba website <a href="http://www.mbskates.ca">www.mbskates.ca</a>	October	Section	<input type="checkbox"/>
Entry deadline	Varies	Host	<input type="checkbox"/>
Registration complete	1 week post entry deadline	Host	<input type="checkbox"/>
Prepare a welcome letter for officials and skaters	1 week post entry deadline	Host	<input type="checkbox"/>
Registration information to Tech Rep or Chief Referee and Chief Data Specialist	1week post entry deadline	Host	<input type="checkbox"/>
Schedule and judging assignment completed	2 weeks post entry deadline	Tech Rep	<input type="checkbox"/>
Competition details sent to skaters, coaches and officials	2 weeks prior to event date	Host	<input type="checkbox"/>
Order medals from Section	December / January	Host	<input type="checkbox"/>
Program design (Submit to Section 2 weeks prior to printing for approval) – use proper name of competition	November 15	Host	<input type="checkbox"/>
Program printing	Varies	Host	<input type="checkbox"/>
Media release to local media	2 weeks prior to event date	Host	<input type="checkbox"/>
Distribute expense forms to all officials	At Event	Host	<input type="checkbox"/>
Pay all competition expenses	Within 1month post event	Host	<input type="checkbox"/>
Submit a post competition report to the Regional Supervisor	1 month post event	Host	<input type="checkbox"/>
Submit a complete financial report to the Regional Supervisor	1 month post event	Host	<input type="checkbox"/>



## Host Committee Guidelines

### Skate Canada Manitoba Synchronized Skating Championships

Item	Time Line	Responsibility	Completed
Award of Event	April	Section	<input type="checkbox"/>
Facilities booked/confirmed – ice & hotel	June	Host	<input type="checkbox"/>
Complete and return competition questionnaire to Skate Canada Manitoba	August 1	Host	<input type="checkbox"/>
Prepare a budget and return to Skate Canada Manitoba	September 1	Host	<input type="checkbox"/>
Complete and return Application for Sanction to Skate Canada Manitoba	September 1	Host	<input type="checkbox"/>
Competition Announcement emailed to clubs & coaches and posted on Skate Canada Manitoba website <a href="http://www.mbskates.ca">www.mbskates.ca</a>	October	Section	<input type="checkbox"/>
Meet, phone or email to communicate with Skate Canada Manitoba Office Staff and Chairperson of Events Management	November	Section / Host	<input type="checkbox"/>
Meet, phone or email to communicate with Marketing Chair	November	Host	<input type="checkbox"/>
Meet, phone or email to communicate with Publicity Chair	November	Host	<input type="checkbox"/>
Entry deadline	December 2	Section	<input type="checkbox"/>
Registration complete	December 9	Section	<input type="checkbox"/>
Provide a welcome letter for officials and skaters to Skate Canada Manitoba	December 9	Host	<input type="checkbox"/>
Registration information to Host Committee, Tech Rep and Chief Data Specialist	December 9	Section	<input type="checkbox"/>
Schedule and X and O sheet completed	December 12	Tech Rep	<input type="checkbox"/>
Competition details sent to skaters, coaches and officials	December 14	Section	<input type="checkbox"/>
Order medals from Section	December	Host	<input type="checkbox"/>
Program design (approved by Section) and printing	December	Host	<input type="checkbox"/>
Media release to local media	December/ January	Section / Host	<input type="checkbox"/>
Distribute expense forms to all officials	January	Section	<input type="checkbox"/>
Pay all competition expenses	January	Section	<input type="checkbox"/>
Submit a post competition report	February	Host	<input type="checkbox"/>
Submit a complete financial report	February	Host	<input type="checkbox"/>



## Host Committee Guidelines Manitoba Open Free Skate Competition

Item	Time Line	Responsibility	Completed
Award of Event	April	Section	<input type="checkbox"/>
Facilities booked/confirmed – ice & hotels	June	Host	<input type="checkbox"/>
Complete and return competition questionnaire to Skate Canada Manitoba	August 1	Host	<input type="checkbox"/>
Prepare a budget and return to Skate Canada Manitoba	September 1	Host	<input type="checkbox"/>
Complete and return Application for Sanction to Skate Canada Manitoba	September 1	Host	<input type="checkbox"/>
Apply for a USFSA Sanction	September	Section	<input type="checkbox"/>
Competition Announcement emailed to clubs & coaches and posted on Skate Canada Manitoba website <a href="http://www.mbskates.ca">www.mbskates.ca</a>	October	Section	<input type="checkbox"/>
Meet, phone or email to communicate with Skate Canada Manitoba Office Staff and Chairperson of Events Management	December	Section / Host	<input type="checkbox"/>
Meet, phone or email to communicate with Marketing Chair	December	Host	<input type="checkbox"/>
Meet, phone or email to communicate with Publicity Chair	December	Host	<input type="checkbox"/>
Entry deadline	January 2	Section	<input type="checkbox"/>
Registration complete	January 6	Section	<input type="checkbox"/>
Provide a welcome letter for officials and skaters to Skate Canada – Manitoba	January 9	Host	<input type="checkbox"/>
Registration Information to Host Committee, Tech Rep and Chief Data Specialist	January 9	Section	<input type="checkbox"/>
Schedule and X and O sheet completed	January 13	Tech Rep	<input type="checkbox"/>
Competition details sent to skaters, coaches and officials	January 20	Section	<input type="checkbox"/>
Order medals from Section	January	Host	<input type="checkbox"/>
Program design (approved by Section) and printing	January	Host	<input type="checkbox"/>
Media release to local media	February	Section / Host	<input type="checkbox"/>
Distribute expense forms to all officials	February	Section	<input type="checkbox"/>
Pay all competition expenses	February	Section	<input type="checkbox"/>
Submit a post competition report	March	Host	<input type="checkbox"/>
Submit a complete financial report	March	Host	<input type="checkbox"/>



## Host Committee Guidelines Skate Canada Manitoba STARSkate Championships

Item	Time Line	Responsibility	Completed
Award of Event	April	Section	<input type="checkbox"/>
Facilities booked/confirmed – ice & hotel	June	Host	<input type="checkbox"/>
Complete and return competition questionnaire to Skate Canada Manitoba	August 1	Host	<input type="checkbox"/>
Prepare a budget and return to Skate Canada Manitoba	September 1	Host	<input type="checkbox"/>
Complete and return Application for Sanction to Skate Canada Manitoba	September 1	Host	<input type="checkbox"/>
Competition Announcement emailed to clubs & coaches and posted on Skate Canada Manitoba website <a href="http://www.mbskatse.ca">www.mbskatse.ca</a>	October	Section	<input type="checkbox"/>
Meet, phone or email to communicate with Skate Canada Manitoba Office Staff and Chairperson of Events Management	December	Section / Host	<input type="checkbox"/>
Meet, phone or email to communicate with Marketing Chair	December	Host	<input type="checkbox"/>
Meet, phone or email to communicate with Publicity Chair	December	Host	<input type="checkbox"/>
Entry deadline	January 31	Section	<input type="checkbox"/>
Registration complete	February 3	Section	<input type="checkbox"/>
Provide a welcome letter for officials and skaters to Skate Canada – Manitoba	February 3	Host	<input type="checkbox"/>
Registration Information to Host Committee, Tech Rep and Chief Data Specialists	February 3	Section	<input type="checkbox"/>
Schedule and X and O sheet completed	February 10	Tech Rep	<input type="checkbox"/>
Competition details sent to skaters, coaches and officials	February 15	Section	<input type="checkbox"/>
Order medals from Section	February	Host	<input type="checkbox"/>
Program design (approved by Section) and printing	January	Host	<input type="checkbox"/>
Media release to local media	February	Section / Host	<input type="checkbox"/>
Distribute expense forms to all officials	March	Section	<input type="checkbox"/>
Pay all competition expenses	March	Section	<input type="checkbox"/>
Submit a post competition report to Skate Canada Manitoba	March	Host	<input type="checkbox"/>
Submit a complete financial report to Skate Canada Manitoba	March	Host	<input type="checkbox"/>



## Host Committee Guidelines Crocus Synchronized Skating Competition

Item	Time Line	Responsibility	Completed
Award of Event	April	Section	<input type="checkbox"/>
Facilities booked/confirmed – ice & hotel	June	Host	<input type="checkbox"/>
Complete and return competition questionnaire to Skate Canada Manitoba	August 1	Host	<input type="checkbox"/>
Prepare a proposed budget and return to Skate Canada Manitoba	September 1	Host	<input type="checkbox"/>
Complete and return the “Application for Sanction” to Skate Canada Manitoba	September 1	Host	<input type="checkbox"/>
Competition Announcement emailed to clubs & coaches and posted on Skate Canada Manitoba website <a href="http://www.mbskates.ca">www.mbskates.ca</a>	October	Section	<input type="checkbox"/>
Meet, phone or email to communicate with Skate Canada Manitoba Office Staff and Chairperson of Events Management	December	Section / Host	<input type="checkbox"/>
Meet, phone or email to communicate with Marketing Chair	December	Host	<input type="checkbox"/>
Meet, phone or email to communicate with Publicity Chair	December	Host	<input type="checkbox"/>
Entry deadline	February 6	Section	<input type="checkbox"/>
Registration complete	February 10	Section	<input type="checkbox"/>
Provide a welcome letter for officials and skaters to Skate Canada Manitoba	February	Host	<input type="checkbox"/>
Registration information to Host Committee, Tech Rep and Chief Data Specialist	February	Section	<input type="checkbox"/>
Schedule and X and O sheet completed	March	Tech Rep	<input type="checkbox"/>
Competition details sent to skaters, coaches and officials	March	Section	<input type="checkbox"/>
Order medals from Section	February 10	Section	<input type="checkbox"/>
Program design (approved by Section) and printing	February	Host	<input type="checkbox"/>
Media release to local media	February	Section / Host	<input type="checkbox"/>
Distribute expense forms to all officials	March	Section	<input type="checkbox"/>
Pay all competition expenses	March	Section	<input type="checkbox"/>
Submit a post competition report to Skate Canada Manitoba	April	Host	<input type="checkbox"/>
Submit a complete financial report to Skate Canada Manitoba	April	Host	<input type="checkbox"/>



## Host Committee Guidelines Prairie Regional Synchronized Skating Championships

Item	Time Line	Responsibility	Completed
Award of Event	April	Section	<input type="checkbox"/>
Facilities booked/confirmed – ice & hotel	June	Host	<input type="checkbox"/>
Complete and return competition questionnaire to Skate Canada Manitoba	August 1	Host	<input type="checkbox"/>
Prepare a proposed budget and return to Skate Canada Manitoba	September 1	Host	<input type="checkbox"/>
Complete and return the “Application for Sanction” to Skate Canada Manitoba	September 1	Host	<input type="checkbox"/>
Competition Announcement emailed to clubs & coaches and posted on Skate Canada Manitoba website <a href="http://www.mbskates.ca">www.mbskates.ca</a>	October	Section	<input type="checkbox"/>
Meet, phone or email to communicate with Skate Canada Manitoba Office Staff and Chairperson of Events Management	December	Section / Host	<input type="checkbox"/>
Meet, phone or email to communicate with Marketing Chair	December	Host	<input type="checkbox"/>
Meet, phone or email to communicate with Publicity Chair	December	Host	<input type="checkbox"/>
Entry deadline	December	Section	<input type="checkbox"/>
Registration complete	December	Section	<input type="checkbox"/>
Provide a welcome letter for officials and skaters to Skate Canada Manitoba	December	Host	<input type="checkbox"/>
Registration information to Host Committee, Tech Rep and Chief Data Specialist	December	Section	<input type="checkbox"/>
Schedule and X and O sheet completed	January	Tech Rep	<input type="checkbox"/>
Competition details sent to skaters, coaches and officials	January	Section	<input type="checkbox"/>
Order medals from Section	January	Section	<input type="checkbox"/>
Program design (approved by Section) and printing	January	Host	<input type="checkbox"/>
Media release to local media	January	Section / Host	<input type="checkbox"/>
Distribute expense forms to all officials	February	Section	<input type="checkbox"/>
Pay all competition expenses	February	Section	<input type="checkbox"/>
Submit a post competition report to Skate Canada Manitoba	March	Host	<input type="checkbox"/>
Submit a complete financial report to Skate Canada Manitoba	March	Host	<input type="checkbox"/>