



Welcome Letters for Skaters and Officials

Each host committee should supply Welcome Letters to the Officials and Skaters. Please forward your letters to Skate Canada Manitoba for approval and distribution prior to the competition. The Host Committee for Regional Competitions will be responsible for distributing letters to skaters and officials for their event.

Officials

This letter should provide important information to all officials participating in the competition. Details of the letter should be discussed with the Technical Representative or Chief Referee and the Skate Canada Manitoba office.

Information to include in the letter...

- Welcome
 - Name and date of competition
 - Thank you for volunteering time to the event
- Please find enclosed a competition schedule and judging schedule
- Accommodation details (include directions, name, address and phone number of the hotel)
 - Officials who require changes or cancellation of their accommodations should notify the Technical Representative or Chief Referee. Failure to do so will result in a charge for any expenses incurred by the Host Committee
- Names and phone numbers of the Technical Representative or Chief Referee
- Transportation information (include name and number of Transportation Coordinator if applicable)
- Meal Arrangements (include when and where meals will be provided)
- Special diet request (i.e.: If you require special meal arrangements due to a food allergy, please contact ...)
- Where expense forms will be available
- Name and number of volunteer in charge of Officials Hospitality
- Directions to the Event location
- Closing

Skaters

Information to include in the letter...

- Welcome
 - Name and date of competition
- Please find enclosed a copy of competition schedule. The events you registered in will be highlighted. If you are competing in an event with more than 1 flight, the flights will be listed in alphabetical order. **All** other single group events will be posted at the competition.
- Contact Skate Canada Manitoba (Provincial Competitions) or Regional Host Committee (Regional Competitions) if the events you are registered in are incorrect.
- Contact information for Skate Canada Manitoba office (Provincial Competitions) or Regional Host Committee (Regional Competitions) in case of withdrawal from an event
- Directions to Event location
- General information about the community
- Registration information
 - Times
 - Location
- Closing