



SKATECANADA
NEWFOUNDLAND & LABRADOR

COMPETITION HANDBOOK

A Competition Help-Book for
Event Host Committees (HC) &
Local Organizing Committees (LOC)

Each Club will use different organizational styles; however, most of these organizational handbook are adaptable to all competitions.

The degree of success of any competition is determined the effectiveness of communication and the ability of committee members to work together as a team. It is hoped that this document will assist you in your efforts.

Please keep in mind this document serves as a *guideline*, it is not the final word on all things related to competitions.

(April 2017)

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**For a current list of all Skate Canada
NL Board of Directors please refer
to the website**

www.skating.nf.ca

RESOURCES

A	Handbook for Announcements
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COMPETITION OVERVIEW

1) BASIC PRINCIPLES OF COMPETITION ORGANIZATION

There are three consistent strategies that will assist competition hosts as they volunteer their time to organize a figure skating competition.

***PREPARATION**

***COMMUNICATION**

***DELEGATION OF TASKS**

PREPARATION

Perhaps the most important thing you can do that will result in a successfully completed figure skating competition is to be prepared. It's obvious that you should be prepared, but by doing the research and preparing as far as possible ahead of the competition date you free up time at the last minute to deal with the unexpected – and there will *always* be unexpected surprises no matter who you are or how much experience you have!

~ read through all materials given to you by THE EVENTS DIRECTOR. Host committees and Local Organizing Committees will receive documents to assist them with their planning. The **event agreement** is a 'contract of sorts' which outlines in detail the various responsibilities of both section and the host committee with respect to specific competitions. This **competition handbook** is a more generic all-encompassing booklet designed to give the host of any competition helpful hints for hosting a figure skating competition. The current Skate Canada Newfoundland and Labrador **Technical Package** contains regulations for competitions in our section that must be followed.

Familiarizing yourself with these materials as soon as you receive them gives you time to think about what you have read, to realize what you do understand and what needs clarification. You may even have a suggestion as to how to do something better! The sooner you note things like this the more likely an answer or solution can be found in time.

- Prioritize your to-do list. Some things cannot wait, and some can be done the week before. Even though it's best to get everything done as far as possible ahead of time, we are all human, and we have many other responsibilities and demands on our time. Note which tasks require the most time and attack them first. Your priority list will be unique to your competition because your location and experience will determine the time you and your committee need to accomplish each item.
- The longer you wait the more things pile up, the more stress you will feel, and the less enjoyable the experience will be for you. In a small measure, this feeling will transfer to those around you as well. You can do it! You will succeed! You volunteered for the task in the first place so you must have a passion for skating. Let that passion give you the confidence to go for it! For the athletes!

COMMUNICATION

Ask lots of questions. You are surrounded by many people who have a variety of experiences and extensive knowledge in specific areas. The Events Director can help you by either finding the answer

to your question or directing you to the person who can answer your question. Obtaining this help will alleviate the pressure you will feel from trying to figure it out all on your own, and it will give you the confidence that you are doing it correctly.

Inform people of what is going on and how it is progressing. When people are well informed in a timely manner they feel they are respected; they feel they are important and they play a significant role in the success of the competition.

- *Communicate with the section's Events Director, Officials Director, Branding & Productions Director, and in the case of synchro competitions the Synchronized Skating chair.* They are your liaisons with Skate Canada Newfoundland and Labrador. If you are hosting one of the 10 Skate Canada NL property events, the Events Director will first contact you and will be the general 'go-to' person for help. The Officials Director and/or Judges/Evaluator committee chair will contact you with the list of assigned officials for your competition as soon as they have confirmed their availability. These people will be able to assist you in any way they can especially within their field of expertise.
- *Communicate with your officials; competition technical representative (TR), chief data specialist, judges, technical panel, data specialists and data input officers.* As soon as you receive the names of officials assigned to your competition, you should refer to your Event Agreement regarding your responsibilities. You should ask the TR and the chief data specialist what they will require to do their job. As usual, stay in touch regarding any changes and issues that may come up.
- *Communicate with your club's event volunteer committee.* Have regular meetings and forward all new information regarding the competition to your committee. They need to stay on top of what is going on even if it is not something they are responsible for. Outsiders will assume everyone on the committee knows everything about the competition and will ask any member any question. As well, each member of your committee will feel they are part of a unified whole, that each one of them has an important part to play in the success of the competition and they will work a little harder to put their best effort forward.
- *communicate with your club and volunteers.* Sending off the occasional group email to the general membership of your club keeps the competition fresh in their minds. They are more likely to volunteer their time when called upon to do so, and they are more likely to do so happily! Hosting a competition with lots of club membership involvement strengthens the club, instilling a sense of pride in one's home club.
- *communicate with your arena staff.* You need these people. They are a valuable resource – they have worked for many major events of all kinds in your arena, and may have solutions 'outside the box'! Keep them informed of how many skaters and spectators you are expecting, what your onsite needs will be, and of course your schedule with floods etc. Ask them what they think. They may have an alternative idea or they may confirm that what you have done is great – which in turn gives you confidence with your decision!
- *communicate with the skaters who are competing, their coaches, and their parents.* There are obvious things the skaters, coaches and parents need to know: the announcement, the schedule, what they need to bring and how to get to the rink to name a few. Assign someone on your committee, usually the person taking care of registration, as a contact for these

people. They will have important questions about things you may have forgotten to do, and they will have questions which may seem trivial to you, but are important to them. It could be that skater's first time competing and they have no idea what to expect. Getting those questions answered could ease any anxiety they feel about going to an unfamiliar arena in an unfamiliar location.

DELEGATION OF TASKS

The single biggest mistake with many competition is the situation where the event leader tries to do too much of the work him or herself. Sometimes it's just easier to do it yourself, sometimes you don't want to bother someone else to do it, sometimes you think that you're the only one who can do it the way you want it done, and sometimes host club committee chairs think they should be doing all the work, that their committee is only there to assist. NO! NO! NO! It can't be done by one person; one person CANNOT handle all the responsibility. When one person tries to do the bulk of the work it only leads to rush jobs and volunteer burn out. Not to mention that things get overlooked more easily. Even more important, on competition day you must be free to deal with the unexpected because unexpected things *will* happen. You cannot be burdened with busy work during the competition. Delegate, delegate, delegate! Gather a committee and give them specific responsibilities. And trust them to do it. Your volunteers need to know you have faith in their abilities. This **competition guideline** has a complete list of possible committee members and their duties.

2) THE TO DO LIST; WHAT MUST BE DONE AND WHAT WOULD MAKE THE COMPETITION AN EVEN BIGGER SUCCESS

When hosting a figure skating competition there are basically two types of tasks involved;

****TASKS THAT MUST BE DONE***

****TASKS THAT ARE OPTIONAL***

TASKS THAT MUST BE DONE

Most of these points are taken from the **event agreements** and the **technical package**. Please consult www.skating.nf.ca for a full listing of the Skate Canada NL volunteer Board of Directors

HOST COMMITTEES(HC) & LOCAL ORGANIZING COMMITTEES(LOC)

For each of the 10 SCNL property events only, host committees and local organizing committees will receive an Event agreement outlining responsibilities for both the committee and SCNL.

Please refer to your event agreement in planning your event.

HOST Committees (HC)	Rebecca Pack Memorial Friendship Skate Agnes Thistle Star Invitational Divisional Events (Eastern, Western & Labrador) Elizabeth Swan Memorial Synchro Skate
LOCAL Organizing Committees (LOC)	SCNL Sectional Championships SCNL Provincial Championships SCNL Provincial Synchro Championships SCNL Star Provincials

Event Agreement Highlights

Event Agreement Responsibility	Event agreement with HC		Event agreement with LOC	
	Host Committee	SCNL	Local Organizing Committee	SCNL
1 st Announcement	X			X
2 & 3 Announcement	X		X	
Set Registration Fees		X		X
Collect & Process Registration Fees	X			X
Provide list of Entries	X			X
Present Medals & Awards	X			X
Operational Costs: ice,	X			X
Order Medals & Keeper Plaques	X			X
Assign Officials		X		X
Official expenses	X			X
Section Assigned Board Members		X		X
Thank you to Officials	X			X
Prepare Competition Schedule		X		X
Media & Broadcast Information		X		X
Receive Hosting Grant			X	
Volunteers (organizing committee and event day)	X		X	
Collect Door Admission Funds for SCNL			X	
Sponsorship		X		X

Vendor Agreements		X		X
Receipt Vendor Fees	X			X
Fundraising	X		X	
Financial Statement	X		X	X

BIDDING & SANCTIONS

- To host or be the local organizing committee of a Skate Canada NL event, a club must submit a bid to Section for the competition you are interested in hosting with all information requested supplied. Bidding forms are distributed to the Regional Directors about 6 weeks before the Skate Canada NL AGM.
- Skate Canada NL property events are as follows:
 - Skate Canada NL may seek interested clubs to be the Local Organizing Committee for
 - **SCNL Sectionals**
 - **SCNL Provincial Skating Championships**
 - **SCNL Provincial Synchronized Skating Championships**
 - **SCNL Star Provincials**
 - Skate Canada NL may seek interested clubs to the Host Committee for
 - **Rebecca Pack Memorial Friendship Skate**
 - **Agnes Thistle Star Invitational**
 - **Divisional Events (Eastern, Western & Labrador)**
 - **Elizabeth Swan Memorial Synchro Skate**
 - All event dates are predetermined by Skate Canada NL
- When ready to bid – the host club must confirm/book the ice in writing
- Block sufficient hotel space for your competition before dates are announced to the public. (See event specific information in this document)
- The announcement of host clubs and local organizing committees for all Skate Canada NL events is made at the Skate Canada NL AGM or as soon as possible thereafter
- ALL competitions require the host club must apply to section for a sanction to host an event. Sanction forms are submitted online <https://skatecanada.wufoo.com/forms/x1fla3ze0g9p1qc/>
- Should your club want to host their own general competition, you must submit a sanction request to Skate Canada NL and be aware of blackout dates (two weeks on either side of Christmas).

EVENT AGREEMENTS

- Should your club be successful in hosting OR becoming the local organizing committee for a Skate Canada NL property events (10 EVENTS outlined above), you will be required to sign an event agreement. The Events Director with SCNL will send you the event agreement following the Skate Canada NL AGM prior to the beginning of the next skating season. This form must be signed and returned to Skate Canada NL office.

OFFICIALS

- If your competition sanction is approved by the Section office, the officials are automatically assigned by section. The Officials Director and/or Judge/Evaluator Committee Chair shall provide the names of the officials assigned to your approved competition. Dates of main Skate Canada NL events are pre-determined, please refer to website www.skating.nf.ca
- **Hosting Committees:** Once you receive the list of officials assigned to your competition you must contact them to make travel arrangements. Ask the Technical Representative and Chief Data Specialist assigned to your event what they require for your competition.
 - It is standard practice to *give a thank you gift* to your officials. The most appreciated gift is a gift certificate from a common store that is located in many municipalities – generally valued at \$25/day for each day volunteering.
 - Host committee must provide *per diems* for your officials. Skate Canada NL rates are as follows: (\$10 Breakfast,\$5 incidental, \$10 lunch and \$25 Dinner =\$50/day max) Consider the hospitality provided to them at the rink when calculating.
- **Local Organizing Committees:** SCNL will assume responsibility for officials.
- **The Data Specialists will provide the organizers with the official start list upon arrival at the event for postings, ice captains, announcer, music room, registration, etc. Host Committee should refrain from printing these lists from the website as things are subject to change.**

EVENT ANNOUNCEMENTS

- SCNL will assume responsibility to issue all event announcement for all SCNL property events in consultation with host committee and Local Organizing Committee
- 2nd and 3rd Announcements can also be issued by any HC or LOC if necessary
- Clubs can access Announcement Templates for general events by contacting Events Director or Section Office.

REGISTRATION FORMS

HOST COMMITTEES

- It is the HOST Committees responsibility to FULLY CHECK each entry form as it is received to ensure that all information requested is provided. Check that the photocopy of the membership card is included and that it is current.
- The Officials Director and/or Chief Data Specialist will provide **host committee** with an Excel Spreadsheet to complete with entrants information. This list of entries must be sent to your Technical Representative by the designated deadline (see Event Agreement). Entry list/Start orders/Schedule will then posted by Section on website as soon as it is available.

LOCAL ORGANIZING COMMITTEES

- All registration and entry fees are processed by SCNL. SCNL will provide and post list of entries
- The Data Specialists will provide the Host Committees and Local Organizing Committees with the official start list upon arrival at the start of the event for postings, ice captains, announcer, music room, registration, etc. **Host Committee should refrain from printing these lists from the website as things are subject to change.**

FINANCIAL STATEMENTS

- Collect the 'Officials and Technology Development Fee' from each skater and submit such to section upon completion of the competition. This applies to all competitions.

- Please consult your Event agreement to determine responsibilities and deadlines.

VOLUNTEERS

- recruit a competition committee as per the suggested organizing committee structure
- assign tasks
- recruit extra volunteers to help out on competition day
- The host club and local organizing committee is responsible to check the accreditation of all coaches at competition registration the day of your event.
- Provide hospitality for your competition volunteers. This will include your invited guests, all assigned officials, and your local volunteers.

BRANDING & PRODUCTION

Logos

- All logos for SCNL property events have been determined and cannot be altered in any way
- All merchandise printing that contains SCNL logos or SCNL event logos must be pre-approved by the Branding & Productions Director.

Broadcasting

- Various SCNL property events may be broadcasted either on television or online streaming. Coordinator for any broadcast must be done in consultation with the Branding & Productions Director

Sponsorship

- Only designated Skate Canada NL board members and/or section staff can negotiate with prospective event title sponsors. If you have contact information for a potential sponsor, please advise the Events Director and Branding & Production Director.
- Should the competition you are hosting have a confirmed sponsor the Branding & Production Director shall ensure that the items in the sponsor agreement are carried out and that they are involved with your event

Vendor Agreements

- From time to time, SCNL, local organizing committees (LOC), host committees (HC) and skating clubs are approached by vendors of various types to set up business during events. Vendors such as: photographers, videographers, broadcasting, merchandise sales etc. For the 10 SCNL property events, all requests for vendors must be forwarded to the Branding & Productions Director for approval. There is a formal agreement along with a vendor's fee that is payable. Any club hosting their own event outside of the SCNL property events and would like more information regarding vendors please contact the Branding & Productions Director.

Media

- For all SCNL property events (10) SCNL will issue a Media Advisory 2-3 days prior to the scheduled competition alerting the media of the event. Following the completion of the event SCNL may issue a News Release that may include photos and location of results and announcement of any special awards.

Any questions related to event sponsorship, media, logos, vendors, broadcasting should be directed to the Branding and Productions Director.

VENUE COMMUNICATION AND SIGNAGE

Signage may include:

- Post the medal presentation location and times,
- location of the hospitality room;
- Directions to specific dressing rooms, the location of bathrooms, music room, & registration desk, Each dressing room should also have signage for the skaters (categories)
- **The Data Specialists will provide the Host Committee with the official start list upon arrival at the start of the event for postings, ice captains, announcer, music room, registration, etc. Host Committee should refrain from printing these lists from the website as things are subject to change.**

WEATHER PROTOCOL COMMITTEE

In the event of a dangerous weather forecast, where Environment Canada along with local authorities (RNC/RCMP) issue travel advisories with potential impact to one of the 10 scheduled SCNL property skating event within SCNL, the Events Committee along with the Section Chair will activate the Weather Protocol Procedures. When possible this meeting shall be held not later than 9 pm the evening prior to the first day of competition to assess the situation and review possible changes to the event schedule.

OPENING/CLOSING CEREMONIES

- See information in Appendix A for your specific event

MEDALS/AWARDS

- Medal/award presentations can only be completed once the official result from the Data Specialists have been published.
- The SCNL Events Director – or other designate, will confirm and organize medal presentations for Sectionals, Provincials and Synchro Provincial events and will ensure trophies are onsite at these events only. Please contact Regional Directors for Divisional Trophies.
- AWARDS: Calculation of award winners will be the responsibility of the Data Specialists
- See information in Appendix A for your specific event and additional information

HOTELS

- See information in Appendix A for your specific event

TASKS THAT ARE OPTIONAL

Following are examples of the little things that make the competition special. You are not *required* to do them, but they include great ideas:

- Registration loot bags
- Decorating the medal presentation area.
- Theme
- Formal invitations
- *Hang a large welcome sign* somewhere near the front entrance and one in the rink as well, somewhere that can be seen from most seats.
- *Name tags*: For special guests, volunteers, skaters, arena staff
- Strongly help identify your volunteers ie: club jacket, a vest, or a competition logo sweatshirt or fleecy or hat instead of the usual nametag.
- if you plan to read advertisements during the competition, a pre-recorded ad by a professional (local radio host) is an option

- *Participation certificates.* It goes a long way to present them at the medal presentations instead of at registration. Some competitions are required to present these certificates as outlined in the specific event agreements.
- *Welcome gifts* for your officials and/or special guests upon arrival at the hotel or at registration. A personalized welcome basket (containing snacks, water, some coupons, hand cream, a few bandages, tourist information, etc.)
- Hand-written thank you cards for officials with a small box of chocolates as well.
- *Send a follow up email or phone call* to your officials, just to see that they arrived home safely and thank them again for their help. Let them know you enjoyed having them at your competition. Ask them if they have any suggestions for future competitions to please send them along. You may wish to present their suggestions in your final report
- *Hand-written* thank you cards for your volunteers as well is also nice.
- Provide staple items in *the dressing rooms ie:* box of tissues, band aids, water jug, safety pins, some orange slices, etc.
- Offer a variety of fund raisers for additional revenue (50/50,ticket draws, door prize etc)
- *decorate the judges' table*, tablecloth or skirt. Place some candy, some extra pencils and some scrap paper . Check to see if it is cold under the table. You can provide a small heater or some blankets
- Play music during the practices and/or warm-up.

VOLUNTEER RESPONSIBILITIES

Every competition needs a complete contingent of volunteers to run the competition. When tasks and responsibilities are distributed among many people the tasks become easier. A suggested list of host committee members is as follows:

- Event Leader
- Secretary
- Treasurer
- Registration
- Officials' Liaison
- Accommodations and Transportation
- Facilities
- Ice Captains
- Opening and Closing Ceremonies
- Awards
- Hospitality
- Media
- Sponsorship and Fund Raising
- Booklet/Program
- Music and Announcer

VOLUNTEER RESPONSIBILITIES (Please alter as necessary)

Event Leader:

- Draw up organizing committee. Ask each member to develop a small committee to share the responsibilities.
- Photocopy list of responsibilities for each position. Add and delete items as necessary for your competition.
- Review the tasks with each chair as to progress and completion.
- Prepare agendas for meetings.
- Prepare announcement If applicable – refer to event agreement.. See 'Resources' section for announcement..
- Second and third mailings may be necessary. Date all correspondence.
- Constantly refer to the current Skate Canada Newfoundland and Labrador Technical Package and the Event agreement for your competition.
- Arrange an occasion to say thank-you to all the volunteers.
- Provide a final report, both written and financial, as outlined in the event agreement, include recommendations for the next host committee.
- Consult with Events Director & Branding & Productions Director regarding your event.
- Work with the Events Director to ensure that commitments to sponsors are completed
- Coordinate pick up and placement of sponsor banners with Branding & Productions Director for display them during the event.
- Be responsible for banners before, during and after competition. Standing banners should be moved back and forth from reception rooms to rink.
- Coordinator the return of sponsor banners with Skate Canada NL Branding & Productions Director.

SECRETARY :

- Inform organizing committee members of meetings.
- Keep minutes of meetings and record correspondence.
- Create written/printed formal invitations as outlined in the event agreement.
- Create written/printed formal thank-yous.
- Prepare nametags in co-ordination with the officials' liaison and the registration chair as outlined in the event agreement.

TREASURER :

- Draft a tentative budget and keep a running account.
- Pay bills and take care of per diems.
- Request committee members to supply treasurer with receipts.
- Submit officials and technology development fee and other fees to section office.
- Submit financial statement as outlined in the event agreement.

REGISTRATION :

- Receive entries if applicable – refer to event agreement.
- Act as the caretaker of the registration forms. They must be at the rink throughout the competition.
- Assemble a list of skaters registered for the competition by category, and send this list as soon as possible after the entry deadline to the Technical Representation, the chief data specialist,
- Double check entry forms and eligibility for accuracy and completeness. Contact the club contacts to provide any missing information. Entry forms must be fully completed. A copy of the current Skate Canada membership card must be included.
- Seek volunteers to man the registration desk prior to and during practices and competitions.
- Prepare nametags for competitors.
- Supply a registration kit (loot bag optional) for each entry. Work with fund raising chair.
- Data specialists will supply start orders for the registration desk
- Check coach accreditation at registration. Note the year and first aid expiry date
- Check vendor accreditation at registration.
- Collect music CDs at registration. Use rubber bands to keep master and copy together. Ask skaters to sign music “in” and “out” at the registration desk. A sample sign in sheet is included in the ‘Resources’ section.
- Have boxes (one labeled for each event) to collect music and after all music is registered for one category send the box to the music room.
- After each category is finished skating, the CDs should be picked up from music room and brought to the registration desk to be signed out by skater.
- Any pertinent information for competitors, parents, and coaches should be available at registration desk (e.g. program, list of nearby restaurants, schedule, request forms for photos/videos
- Keep a Lost and Found Box at the Registration Desk.

OFFICIALS' LIAISON:

- Refer to Event agreement for responsibilities regarding Officials
- Contact all officials assigned to your competition. Work with them to arrange transportation/accommodations. .
- Acquire sufficient walkie-talkies or other method of communication for chief referee, ice captain, chief data specialist, technical representative, music person and host committee

chair or more as required. Make sure all are in working order and there are replacement batteries available.

- Provide a cash per diem for each official when they arrive to cover meals not served on site at rink. It is a suggestion to place cash in a labeled envelope and enclose a welcome letter, reception or banquet invitations. Include a current Skate Canada Newfoundland and Labrador expense claim form, available in the 'Resources' section. Collect completed forms before the end of the competition and distribute any cheques as needed.
- Provide an appreciation gift for all officials (gift certificate or gift within your budget). They are volunteers too. Some ideas are outlined in the overview. Perhaps something extra could be provided for the following: technical representative, chief referee, chief data specialist, and computer data specialist who put in many volunteer hours before the competition begins.
- Ask referee if they will require a stopwatch and whistle or any other item(s).
- Provide blankets/heater/hot seats for judges in cold stadiums.
- Distribute and collect expense claims.
- Provide table and chairs in judges' room.
- Select runners (young skaters not competing) to bring chits from the judges' platform to the data specialists room. Set up a schedule for them. Provide a small token of appreciation to the runner e.g. a loot bag that you give the competitors or a lunch voucher at the canteen.
- Check periodically with the judges in the judges' room to see if they need anything including snacks and drinks.
- Prepare data specialists' room with equipment and supplies. Contact the chief data specialist for a complete list including quantities. A list of possible requirements is in the 'Resources' section.
- Check periodically for any needs in the data specialists' room including snacks and drinks.
- Clean up data specialists' room and return all items after the competition.

ACCOMMODATIONS AND TRANSPORTATION:

- Compile a list of available hotels and accommodations with addresses, contact information and prices to be included in the announcement.
 - Pre book hotel for all officials and board representatives, provide a rooming list for the hotel.
 - Pre book a block of rooms in the host hotel for skaters. Each skater is responsible to make their own hotel reservations and pay their own bill.
 - Co-ordinate with officials' liaison to provide transportation to and from airport and to and from rink for officials if needed.
 - Co-ordinate with Section regarding requirements for Skate Canada NL Board members
 - Provide transportation to and from banquet for officials and skaters, if necessary.

FACILITIES:

- Work with arena staff to construct a platform for officials (judges stand). Be sure to confirm with the TR and chief data specialist, but generally the platform should be 24-32 feet long - to seat 12 people comfortable with ample space for computer equipment. It should have a good view of the ice surface, be centered and visible to announcer and music room, and have sufficient room for technical equipment if used.
- Provide long, narrow table with skirting and sufficient comfortable chairs for those officials on the platform which should seat 12 people comfortably.

- Provide a location for media coverage. No flash pictures.
- Check that there are sufficient and adequate sized dressing rooms for skaters/teams.
- Allocate individual rooms/locations for: judges, data specialists, coaches, hospitality, registration, photos, and host organizing committee. Label all rooms.
- In conjunction with the chief data specialist choose a results posting area which is not too congested and is preferably near the data specialists room.
- Check room for music person and announcer only.
- Provide area where coaches can coach during practices.
- Provide rink attendants with a schedule of floods. Make sure persons are available at all times to repair ice, when needed. TR often adjusts flooding schedule so be sure the arena staff are aware it can be changed.
- Locate the medal podium and ensure it is painted and in good condition.
- Arrange to have first aid/medical assistance available in the rink during practices and competition. The first aid room should be clearly marked and the ice captain informed of its location.
- Decorate rink, to provide a welcome to all skaters and visitors.
- Assign a clean up crew for after the competition.

ICE CAPTAINS:

- Assign ice captains (groups of two may be necessary) in reasonable shifts for practices and competition.
- One ice captain will remain at the entrance gate, and the second can float from the gate to the dressing room, locating skaters.
- Ice captains are also required for opening and closing ceremonies.
- The music person, announcer, referee and ice captain will all work together to keep the competition on schedule.
- Read and post in the dressing rooms the referee's Instructions to skaters, available in the 'Resources' section.
- Check to see that all competitors are in the rink.
- Inform TR and data specialists' room of any missing competitors.
- Assign someone to open the exit gate for skaters leaving the ice.
- Make sure walkways to ice surface are clear for skaters. If necessary rope off the area from the general public (including parents!).
- For warm up, have all skaters at gate, ready to go at the same time.
- When warm up is over, put first skater on ice immediately.
- Next skater is permitted on ice, immediately after previous skater has finished. Skater will take starting position when name is called.
- Assign dressing rooms. Prepare signs for dressing room doors to indicate which categories/teams are assigned to each dressing room.
- Data Specialists normally supply clipboards with start orders.

OPENING AND CLOSING CEREMONIES:

- Prepare list of on ice/off ice guests. Check with host secretary about invitations.
- Inform guests with a time and place to meet. Perhaps the registration desk is a good place where they can also receive nametags and perhaps an event program.
- Be sure someone is designated to meet and assemble the 'on ice' invited guests.
- Confirm with section competitions chair your order of ceremonies.
- Arrange MC for the ceremonies and check PA System.
- Organize on ice seating (if used) and carpet for special guests.

- Check out the carpet. Make sure it will not slip.
- Organize “on ice” parade of skaters and banners.
- Decide who will “open” the Competition and who will sing/play the National Anthem.
- Decide who will read the Officials’ and Skaters’ Oaths in both languages. Oaths are available in the ‘Resources’ section.
- Plan decorations e.g. floral / balloons
- Ask someone to organize the skaters and banners off ice for the on ice ceremonies
- Recorded background music adds a nice touch when the skaters parade on and off the ice. The section competitions chair can supply music if you request it.
- See suggested order for opening ceremonies in the ‘Resources’ section.

AWARDS :

- Please refer to Event agreement to determine your responsibilities**
- If you are responsible for ordering medals place the order for sufficient quantities. Be sure to order extras for ties and pair/dance entries. When they arrive, check that you have the correct medal and quantity. **Medals for Sectionals, Provincials and Synchro Provincials must be ordered and purchased from SCNL.**
- Decide if awards are to be presented “on ice” or “off ice”. This should be in consultation with the competitions committee chair.
- Check that all skaters have been informed (in the announcement, the program booklet perhaps, and through posters) when and where the medal presentations will take place. All medalists should be dressed in skating attire.
- Consult the section Events Director, who will organize the awards presentation for Sectionals, Provincials and Synchro Provincials.
- Be available to assist the section Events Director on/off ice, when needed.
- Work with the section Events Director as to who to ask to present medals and how this will be done for Sectionals, Provincials and Synchro. Include sponsor, section chairperson, mayor etc in award presentations.
- Select and ask all presenters. Give time and place. When they arrive at the rink, explain how the presentations will be done.
- Supply an announcer.
- Use a form to organize Award Presentations, see sample in ‘Resources’ section. Two copies will be needed to help the award presentation run smoothly, one for the announcer and one for the section Events Director, who will look after this for Sectionals, Provincials and Synchro.
- Host committee must consult with the Chief Data Specialist and confirm who will be responsible for calculating points for some awards such as most points award and most improved award. The Data Specialists may calculate these awards but this should be confirmed with the Chief Data Specialist.
- Provide a presentation table.
- Arrange medal bearers if desired.
- If medal presentations take place on ice, ask 3-6 young skaters (not competing), dressed appropriately “without” skates to assist the medal presenters at Sectionals, Provincials, and Synchro. Assist in organizing these young skaters during the medal presentations. A cushion can be used for the individual medals, but the skater’s arm can be used to hold medals for an entire synchro team.
- Check with host facilities chair about the medal podium for on ice /off ice medal presentations. Carpet can be arranged for presentation of medals to the synchro teams.

- Provide time for photographs and inform the spectators and photographers when pictures can be taken.

HOSPITALITY:

- Assemble a committee and perhaps assign specific tasks as suggested in the following notes;
- Meals for officials during the competition (Please read “Thoughts on Providing Hospitality” in the Resources section).
- Snacks and drinks available to officials and volunteers. Provide most of the refreshments in a hospitality room, but keep some snacks and drinks in each of the officials’ rooms and the music room. Arrange volunteers to stay in the hospitality room (to keep it organized, clean, well-stocked and to check on supplies in the officials’ rooms).
- Check into canteen services for the public.
- If you are arranging a reception for adults:
 - Book room.
 - Arrange food.
 - Check invitations with host secretary.
- If you are having a skaters’ fun night:
 - Book facility
 - Arrange food and entertainment.
 - Pre order tickets (in announcement). Perhaps have extra tickets available at the registration desk
- Regarding the banquet at Sectionals:
 - Book hall, post location and time (in announcement).
 - Catering
 - Provide an MC
 - Invitations for invited guests. Co-ordinate with host secretary.
 - Pre order tickets (in announcement). Perhaps have extra tickets available at the registration desk
 - Decorations in all
 - Arrange seating.
 - Section competitions/chairperson will set up awards table.
 - Entertainment? Guest Speaker?
 - Grace
 - Thank-you s

FUNDRAISING:

- Check with Branding Productions Director for Skate Canada Newfoundland and Labrador Sponsors – to avoid conflict.
- Fund Raising;
 - Community Partners- must be approved through Events Director
 - Flowers, wrapped – not to be thrown on ice.
 - Pins
 - Skating supplies (puffy covers, etc)
 - Ticket draws, 50/50, basket, print
 - Clothing merchandise
 - Provide a cash float
 - Co-ordinate with registration chair the loot bags for competitors.

BOOKLET/PROGRAM:

- Collect ads from Skate Canada NL confirmed sponsors
- Community partners and others.
- Collect messages from Skate Canada Chairperson, Skate Canada NL chairperson, club president, host organizing committee chair, Government (provincial, municipal)
- List categories, competitors, clubs, and coaches.
- Include skaters' pictures.
- Include schedule.
- List all officials and host organizing committee members.
- Prepare layout and printing.
- Print program with schedule for distribution, perhaps charging the general public but giving away to skaters, officials and guests.

MUSIC AND ANNOUNCER:

- The data specialists will supply the competition skating orders for the music.
- Schedule shifts for those who will announce and those who will play the music for both practices and competition. You need two people, one person cannot announce and play music.
- Check that CD equipment is in good working order.
- A back up system is recommended.
- Check PA System.
- Provide written instructions for the announcer and the person playing the music, available in the 'Resources' section.
- Check that correct compulsory dance music is available.
- Post a competition schedule in the music room.
- Provide a stopwatch for the music person during the practice and the competition.

Music Person:

- Record time of skater's music during practice, if possible.
- Check to make sure that CDs are in perfect condition, clear of scratches and dust and dirt free.
- Place CDs in playing order for practice and after the practice place the CDs in the starting order for the competition. Not all competitions play program music during practices.
- Keep master and copy together with elastic band.
- If the referee says to stop the music, push "**Pause**", not "Stop".
- Refer to the handbook included in the 'Resources' section.
- The music person, announcer, referee and ice captain will all work together to keep the competition on schedule.

Announcer:

- The announcer can follow a written script; a sample is in the 'Resources' section.
- Use taped sponsor ads if supplied, check with Skate Canada NL Competitions chair. Play before competition starts and during floods, throughout the practice and competition, when it doesn't interfere with the flow of the event.
- Welcome everyone to the competition at the beginning of each practice day and each competition day. Thank everyone involved in the competition at the end of the competition. For example the skaters, parents, coaches, officials, host organizing committee, sponsors, rink staff.....

- Refer to the handbook included in the 'Resources' section.
- The music person, announcer, referee and ice captain will all work together to keep the competition on schedule.

Competition Announcements:

Skate Canada NL can provide template event announcements. For all SCNL property events – SCNL will prepare and issue first announcement.

BY SKATE CANADA:

(as outlined on page 7000-4 in the 'Event Management' portion of the Skate Canada Rule Book):

“1.4 ANNOUNCEMENTS

(1) The announcement of a competition shall include the following information:

(a) The name of host club(s)/host Section.

(b) That the competition is sanctioned by Skate Canada (except in the case of club competitions).

(c) That the competition is held under the rules of the Association.

(d) The place and dates of the competition.

(e) The dimensions of the ice surface.

(f) The date of closing of entries shall be as prescribed from time to time by the relevant sanctioning jurisdiction. See also notes for specific championship in question.

(g) The applicable entry fees.

(h) A sample entry form, including instructions for filing.

(i) The specifications for each event and the qualifications for entry.

(j) The music requirements.

(k) The host club(s)/host Section may include supplementary regulations if these do not conflict with the rules of the Association.”

GENERAL SUGGESTIONS FOR ALL ANNOUNCEMENTS: (not 'required')

*most announcements will state when the schedule will be available and how that information will be distributed. In most cases our section will post that information online. It's a good idea to say that the schedule will be available a week or so after the entry deadline, that way you won't be bombarded with inquiries the day of the deadline.

- for competitions other than the 10 SCNL competitions you will need to state which categories you will have. The categories for 10 SCNL competitions listed above are listed in the current Technical Package.
- Host committees often refer to previous announcements as a guideline to follow when typing up the announcement for the competition they are hosting.
- Event Announcements should include the following information:
 - Host club, location, arena name, size, interior with location of judges platform, music room, dressing rooms and ice entrance and exit
 - Entry form
 - Club summary form
 - Mailing address and deadline for completed entry form to be received.
 - Tentative schedule (dates)
 - All ordering forms (hotel, photo, video, merchandize, banquet, entertainment)
 - Place and times of registration
 - Admission

- Music requirements (remind skaters that CDs should be clean and in excellent condition)
- Place, date and time of award presentations
- A request for a skater's profile, if needed
- Request a photo for booklet
- A second mailing with more information may be required.
- Synchro announcement requires other specific information; please contact the chair of the section synchro committee for more information.



SKATECANADA
NEWFOUNDLAND & LABRADOR

Sample Competition Entry Form

Competitor's Name			
Home Address and Postal Code			
Telephone Numbers and Email Address	Home:	Other:	Email:
Skate Canada Number			
Date of Birth	Month	Day	Year
Age on July 1 st 2017			
MCP Number			
Name of Home Club			
Signature of Home Club Officer			
Club Contact Person			
Club Contact's E-Mail			
Name of Coach			
Coach's Skate Canada Number			
Category Entered	(ex; STAR 5 Girls U13)		
Highest Applicable Test Passed	Competitive: _____ Singles: _____ Dance: _____		
Name of Partner (if applicable)			
Music Times for Program			

- NOTE:**
- 1) Competitors entering in more than one category must complete an entry form for EACH category.
 - 2) Entries **MUST INCLUDE** a copy of the above named skater's current Skate Canada Membership Card.
 - 3) At the onsite registration, skaters must hand in music and completed program content forms.
 - 4) Be sure this entry form is filled out completely and accurately.

INDIVIDUAL SKATERS PLEASE RETURN ENTRY FORM AND PAYMENT TO: your home skating club

CLUBS RETURN ALL MEMBERS' ENTRY FORMS AND ONE CLUB CHEQUE TO:

ENTRY FEES: \$ plus \$8 officials and technology development fee.

INDIVIDUAL CHEQUES PAYABLE TO: your home skating club

CLUB CHEQUES PAYABLE TO:

Participant's Release

By my participation in this event, I consent to the known and foreseeable physical risks inherent in the sport of figure skating. These risks include, but are not limited to: travel to and from the arena, ice conditions, equipment failure, and falls, collisions with other participants and/or instructors, and facility conditions. In assuming these risks, I, the undersigned, forever release, for myself, my heirs, and any person acting on my behalf, the Host club and Skate Canada Newfoundland and Labrador, and its directors, employees, volunteers, coaches, officials, instructors, independent contractors, agents and sponsors, from any claim arising from any illness or injury to my person as a result of my participation in this activity.

The above skater is registered in the correct category, Coach's Signature:	Competitor/Parent/Guardian's Signature: (Parent/Guardian Signature Required if competitor under 18 years)
Date:	Date:

(Sample entry form, JUNE 2017)

Data Specialists' Room Equipment and Supplies

SCNL **Officials Director** will assign data specialists to all competitions at the beginning of the skating season. The number of data specialists assigned will depend on the competition size and categories.

The data specialists will require a heated room in the arena with adequate lighting large enough to 5 people. There will be assigned to your event a Chief Data Specialist_ who will be in contact with you regarding supplies that will be required for the Data Specialist Room

Must be provided by HC or LOC	Could be required – (as requested by the Chief Data Specialist)
<ul style="list-style-type: none"> <input type="checkbox"/> three 8 foot tables <input type="checkbox"/> electrical outlets <input type="checkbox"/> an office quality photocopier <input type="checkbox"/> power bars and extension cords <input type="checkbox"/> clipboards <input type="checkbox"/> 6 packages of copy paper <input type="checkbox"/> Judges stand should be 8ft X 36ft platform with a cloth and skirt and electrical access. 	<ul style="list-style-type: none"> <input type="checkbox"/> walkie-talkies <input type="checkbox"/> paper <input type="checkbox"/> pencils <input type="checkbox"/> highlighters <input type="checkbox"/> masking tape <input type="checkbox"/> paper clips <input type="checkbox"/> scissors <input type="checkbox"/> regular stapler and staples <input type="checkbox"/> white out <input type="checkbox"/> black marker



Opening Ceremonies

Formal invitations should be extended to the guests listed below, and as may be indicated in the event agreement. An invite to say a few BRIEF words should be extended to the invited guests at the time of the formal invitation.

Check to see if your arena has carpet that is used on ice for such ceremonies. It is dangerous to step on the ice in regular footwear.

Suggest order of events:

1. Special guests take their position on ice (Background music).
2. MC welcomes everyone to the competition, and announces the names of the regions and clubs as each enters the ice with their banner. All skaters participate excluding synchro. Be sure to turn down the music while the announcer is speaking.
- 3.
4. O Canada (invite skaters from your host club, a cappella or with a recorded accompaniment.)
- 5.
6. Introduction of on ice special guests (not necessarily in this order)
 - i. Government (federal, provincial, municipal)
 - ii. Chair, Skate Canada-Newfoundland & Labrador
 - iii. Sponsor – if applicable
 - iv. President of the host club and/or Event Chairperson
 - v. Officials' oath (English, French also at Provincial events)
 - vi. Skaters' oath (English, French also at Provincial events)
 - vii. Someone (?) to officially declare the competition open (SCNL Events Director, Host Committee or Local Organizing Committee Leader or another)
7. Special guests leave the ice, followed by the skaters.
(Background music is suggested while guests and skaters are leaving the ice.)



SKATE CANADA SKATERS' PLEDGE

We promise to enter this Competition in the true spirit of sportsmanship, participating with courage, with humility and with respect for our fellow competitors and the rules of the sport. We appreciate that in addition to physical development, discipline and dedication are necessary at this level of competition. May our efforts here contribute to excellence in figure skating in Canada.



Serment des patineurs de Patinage Canada

Nous nous engageons à prendre part à ces compétitions dans un véritable esprit sportif, avec courage et humilité, dans le respect des autres concurrents et des règlements du sport. Nous comprenons parfaitement qu'à ce niveau de compétition, la discipline, un travail ardu, l'oubli de soi-même, la connaissance de nos propres limites, le perfectionnement physique, sont des conditions nécessaires. C'est avec espoir et dignité que nous apportons notre contribution à l'avancement de l'excellence dans le patinage artistique au Canada.



Judges and Officials Oath

In the name of all Judges and Officials, I promise that we will officiate in the «**EVENT NAME**» with complete impartiality, respecting and abiding by the rules which govern them, in the true spirit of sportsmanship.

GOOD LUCK!!



Serment des juges et des officiels

Au nom de tous les juges et officiels, je promets que nous remplirons nos fonctions avec la plus grande impartialité «(au ou à la) NOM DE LA COMPÉTITION», respectueux des règlements et fidèles aux principes du véritable esprit sportif.

Bonne chance aux concurrents

Instructions For Announcers during Practices

1. Announce: “Practice for _____ (example: “Pre-Novice Ladies Short) will now begin.”
2. Announce: “Will the following skaters please take to the ice for the **20 minute** practice (or the time determined for practices at your competition)”, and then announce the names of the skaters. A list of the names and order of entry will be provided by the data specialists and/or the TR for the competition.
3. Record the time the practice started. Announce when there is one minute remaining in the practice.
4. 10 seconds before practice is over announce that “Practice has ended please clear the ice.”
5. When most skaters are close to the gate or off the ice, immediately announce the next practice.

SYNCHRO

Only one team is on the ice per practice. Announce the category and the name of the team about to practice. Record the time the practice started, and announce the one minute remaining and the conclusion of the practice in a similar manner as above.

Instructions For Announcers during Competition

WARM-UP:

1. Announce: "Warm-up for _____ (example: " STAR 5 Girls U10") will now begin."
2. Time the warm-up from the time the last skater steps on the ice - 5 minutes or whatever is stipulated for your competition.
3. Announce: "Will the following skaters please take to the ice for their 5 minute (or ?) warm-up" and name the skaters in the start order provided by the data specialists. Check to see if the category has been split into more than one warm-up group.
4. After all the skaters are on the ice, announce the officials for the category. The names should be listed on the start order.
5. Announce when there is one minute remaining in the warm-up.
6. 10 seconds before warm-up is over announce: " The warm-up is now over, please clear the ice "
7. When most skaters are close to the gate or off the ice, immediately announce the first skater for competition. "The first skater, from the _____ club, _____ (name of skater)".

COMPETITION :

1. Announce: "The first skater, from the _____ club, _____ (name of skater)".
2. Music person plays music immediately when skater is in position.
3. When each skater is finished, keep your eyes on the chief referee or listen through the walkie-talkie/headset. He/she will indicate when the officials are ready for the next skater.
4. Immediately announce the next skater.
5. When the last skater is finished, announce the conclusion of that category and announce the warm-up for the next category (or flood, or break, or opening ceremonies, whatever is on the schedule).

SYNCHRO

There is no separate warm-up for synchro (they are permitted 1 minute to skate around the ice before beginning. When indicated by the chief referee, announce the category and the name of the team/club.

Music Playing Guide

1. Look at each CD to be sure it is free of scratches and is dirt and dust free.
2. Check each CD to be sure it is the better copy. At Sectionals if music is used at the practice makes notes of the volume level etc
3. Put CDs in order of skating.
4. Have backup CD ready at all times.
5. Play music as soon as skater is in place.
6. DO NOT stop music unless told by referee.
7. If referee says to stop music, push “**pause**” not “stop” for a CD.
8. If playing dance music, watch the skaters and the chief referee for the cue to stop the music. It sounds better to gradually phase out the music by turning the volume down slowly and then turning it off. You will need to start at the beginning of the music for the next dance team.
9. Keep the music organized. Place an elastic around the master and copy of music for each entry, and place back in the box for that category.



SKATECANADA
NEWFOUNDLAND & LABRADOR

EXPENSE REPORT

Name: _____
 Competition/Test Day/Event: _____
 Address: _____
 Date of Above: _____
 Signature of Claimant: _____
 Date: _____

Original receipts must be attached for all expenses, except private car usage. For air travel, the original passenger copy of ticket must be submitted. Expenses claimed should have the HST included.

DATE							TOTAL CLAIMED	OFFICE USE ONLY
Mileage KM Amount								
Taxis								
Air Travel								
Other Travel								
Parking								
Shuttle								
Accommodation								
Meals								
Telephone								
Postage								
Other (specify)								
TOTAL								

PLEASE NOTE: As per Skate Canada Newfoundland & Labrador, Board of Directors Handbook, the price paid for mileage is 48 cents/km. The cost for per diem is \$50.00 per day - \$10.00 (Breakfast); \$10.00 (Lunch); \$25.00 (Dinner); \$5.00 (Incidentals).
 (Sample, October 2015)

Sample Medal Presentation Chart

DATE OF THE PRESENTATIONS

CATEGORY	MEDALS	SKATER	CLUB	PRESENTER
PRENOVICE WOMEN	Gold			
	Silver			
	Bronze			
PRENOVICE MEN	Gold			
	Silver			
	Bronze			
NOVICE WOMEN	Gold			
	Silver			
	Bronze			
NOVICE MEN	Gold			
	Silver			
	Bronze			
JUNIOR WOMEN	Gold			
	Silver			
	Bronze			
SENIOR WOMEN	Gold			
	Silver			
	Bronze			

Hospitality

OFFICIALS/ON SITE VOLUNTEERS

Meals must be provided to your officials, whether financially with a per diem (in compliance with Skate Canada NL) or with meals on site. How it is handled is really up to the host committee. Please check with the Chief Data Specialist and Technical Representative for dietary restrictions.

Here's the minimum:

-Suggested items for hospitality room:

- hot drinks (coffee, tea, hot chocolate)
- cold drinks (milk, pop, juice, water)
- breads (sliced bread, bagels, muffins, buns, crackers)
- condiments (jam, margarine, peanut butter, etc)
- fresh fruit variety
- veggie tray (could include dip and/or cheese)
- individual yogurt containers perhaps
- Other snacks (cookies, muffins, granola bars, donuts, etc)
- appropriate supplies like napkins, plastic cutlery, paper plates etc
- garbage can, kettle, toaster,

- provide a hot lunch and/or dinner.
 - Soup
 - Chili
 - Casserole
 - Trays of sandwiches, etc.

The general hospitality room will be for officials and volunteers only. A sign on the door stating "For officials and volunteers only" is recommended.

Donations

- solicit parents of all registered skaters in the event for food donations – be specific
- solicit host committee and club volunteers
- Once that is complete – you can determine the items needed to be purchased.

SCNL will provide LOC with a hospitality grant to help offset the costs of hospitality. See event agreement for details.

COACHES

Where possible, having a separate room for coaches is not required, but is appreciated.

Sample EVENT Budget:

Revenue	Actual	Budget
Entry Fees	\$15,785.00	\$12,000.00
Entry Fee Refunds (Medical)	-\$114.00	
Officials and Technology Development Fee (\$8)	\$1,582.00	\$1,150.00
Title Sponsor	\$2,000.00	\$2,000.00
Fun Night	\$526.00	\$0.00
Fun Night Refunds	-\$526.00	\$0.00
Clothing	\$3,552.00	\$1,500.00
Promotional Table Items & Programs Sales	\$941.30	\$970.00
Vendor: Photography Vendor (Photos) %	\$170.58	\$150.00
Vendor % of sales (clothing, videos)	\$101.00	\$100.00
Program Advertising	\$950.00	\$1,000.00
Ticket Draw 50/50	\$430.50	\$450.00
Ticket draw chocolate/jacket	\$58.50	
Ticket Draw		\$350.00
Ticket Draw - Donated Lululemon outfit	\$275.00	
Total Revenue:	\$26,016.88	\$19,970.00
Expenses		
Medals/Awards	\$660.60	\$650.00
Judges/ officials - Expense Claims/per diems	\$2,667.64	\$2,500.00
Judges/Officials/Volunteer Gifts	\$1,287.09	\$1,300.00
Judges/Officials/Hotels & Airfare	\$1,561.07	\$700.00
Program Printing	\$607.94	\$625.00
Table Rental	\$68.25	\$0.00
Accounting Room Supplies	\$271.74	\$300.00
Photocopier Rental	\$169.50	\$0.00
Judges Stand Supplies	\$229.06	\$750.00
Clothing	\$2,633.86	
Photography - advance orders	\$285.00	\$300.00
Hospitality	\$191.60	\$250.00
Miscellaneous	\$939.76	\$1,000.00
Officials and Technology Development Fee	\$1,582.00	\$1,150.00
Ice Rental (x hours)	\$6,490.00	\$6,000.00
Total Expenses:	\$19,645.11	\$15,525.00
Suplus/deficit	\$6,371.77	\$4,445.00
Skaters' Athlete Assistance Bursary Fund. 10%	\$637.18	\$444.50
Club Amount	\$5,734.59	\$4,000.50

Event	Organizers & Hotels	Medals/Awards	Award Ceremonies	Opening/Closing Ceremonies	Ice Requirements <i>Subject to change</i>
Interclub Events	Host committee to determine hotel needs	No medal presentations Host club will provide Certificates and will be presented – Gold, Silver, Bronze & Merit (report cards provided by Data Specialists)	Presentation Ceremony will be conducted by Host committee. Data Specialists will provide report cards. There shall be no public announcement of skaters level achievement (Star 1-3). Should you decide to offer events higher than Star 3, host committee must order purchase medals.	N/A	
Rebecca Pack Friendship Skate	Organized in consultation with SCNL by a Host Committee (HC) Host committee to determine hotel needs There may be Skate Canada NL Board Representatives attending your event. Please contact Section office to determine their accommodation needs.	Host committee to order medals PackFamily to ensure Trophy is onsite and provide Keeper Plaque	Host Committee to provide a suitable area for medal presentations at the arena. Medals and awards will be conducted by with Host Committee throughout the event once official Results are provided.	N/A	1.5 days
Agnes Thistle Star Event	Organized in consultation with SCNL by a Host Committee (HC) Host committee to determine hotel needs There may be Skate Canada NL Board Representatives attending your event. Please contact Section office to determine their accommodation needs.	Host committee to order medals Thistle Family to ensure Trophy is onsite and provide Keeper Plaque	Host Committee to provide a suitable area for medal presentations at the arena. Medals and awards will be conducted by with Host Committee throughout the event once official Results are provided.	N/A	1.5 days
Elizabeth Swan Memorial Synchro Skate	Organized in consultation with SCNL by a Host Committee Block Hotel Rooms for Skaters 300 rooms(Avalon) 400 rooms (outside the Avalon) There will be Skate Canada NL Board Representatives attending your event. Please contact Section office to determine their accommodation needs.	Host committee to order Medals From SCNL No trophy	Awards ceremony will be on ice at the conclusion of the event conducted by Section Events Director or designate and SCNL Synchro Committee Chair in conjunction with Host Committee.	No Opening Ceremony Closing Ceremonies Required for presentation of awards	1 Day 12 hours approximately
Divisional Events	Organized in consultation with SCNL by a Host Committee Block hotel rooms for skaters 150 approx rooms(depending on host location) There will be Skate Canada NL Board representatives attending your event. Please contact Section office to determine their accommodation needs.	Host committee to order Medals and keeper Plaques Regional Director will ensure trophies are on site	Host Committee to provide a suitable area for medal presentations at the arena. Medals and awards will be conducted with Host Committee throughout the event once official Results are provided.	Opening Ceremonies if time permits	2 day event
SCNL Sectionals	ORGANIZED WITH THE ASSISTANCE OF A LOCAL ORGANIZING COMMITTEE Block Rooms for Skaters – 50 rooms(depending on location) There will be Skate Canada NL Board representative attending your event. Please contact Section office to determine their accommodation needs.	SCNL provides medals & keeper plaques SCNL will have trophies on site	There may be an awards banquet or one ice medal presentations at the conclusion of the event conducted by Section Events Director in conjunction with local organizing committee .This banquet will held at the conclusion of the event –often in an appropriate location for a meal	Opening Ceremonies if time permits	2 day event
SCNL Provincial Skating Championships	ORGANIZED WITH THE ASSISTANCE OF A LOCAL ORGANIZING COMMITTEE Block hotel rooms for skaters - 200 Rooms approx (depending on host location) There will be Skate Canada NL Board representative	SCNL provides medals & Keeper plaques SCNL will have trophies on site	Local Organizing Committee to provide a suitable area for medal presentations at the arena. Medals and awards will be organized and conducted by Section Events Director or designate.	Opening Ceremonies if time permits	3 day event

	attending your event. Please contact Section office to determine their accommodation needs.				
SCNL Provincial Synchronized Skating Championships	ORGANIZED WITH THE ASSISTANCE OF A LOCAL ORGANIZING COMMITTEE Block hotel rooms for skaters 300 rooms(Avalon) 400 rooms (outside the Avalon) There will be Skate Canada NL Board representative attending your event. Please contact Section office to determine their accommodation needs.	SCNL provides medals & Keeper plaques SCNL will have trophies on site	Awards ceremony will be on ice at the conclusion of the event conducted by Section Events Director and Section Synchro Committee Chair in conjunction with LOC.	Opening Ceremonies Closing Ceremonies	2 day event
SCNL Star Provincials	ORGANIZED WITH THE ASSISTANCE OF A LOCAL ORGANIZING COMMITTEE Block hotel rooms for skaters – 100 rooms (depending on host location) There will be Skate Canada NL Board representative attending your event. Please contact Section office to determine their accommodation needs.	No medal presentations Certificates will be presented – Gold, Silver, Bronze & Merit Template SCNL will provide keeper plaque	Presentation Ceremony (no podium) for Star Provincials will be conducted by Local Organizing committee. Data Specialists will provide report card There shall be no public announcement of skaters level of achievement.	Opening Ceremonies if permits	