



Competition Report Form

Please complete the attached form and submit to info@skateabnwtun.ca.

General

Name of Competition: _____

Name of Hosting Club or Region: _____

Name of Competition Chair: _____

Telephone No. (_____) _____ Email: _____

Address: _____

Location of Competition: _____ # of Ice Surfaces Used: _____

Competition Executive & Organizing Committee

Please attach a list of your organizing committee. Include the position and name of the person who volunteered in that position. For example: Chair, Co-Chair, Treasurer, Registration, Music, Hospitality, Dressing Room/Ice Captain, Volunteer Coordinator, Publicity, Awards/Medals etc.

If any member of the executive committee or committee chairs are interested in providing feedback (eg. suggestions on how a committee could be improved, what worked well, what did not work well, potential problems that occurred and how they were dealt with etc.), please have them attach a comment to this report.

Registrations

Total number of entries registered: _____

Finances

Please attach a complete financial statement including budget and actual expenditures.

Did this event make a profit? Yes _____ No _____

Who received the profit from this event? _____

Were their unexpected losses incurred during this competition? Yes _____ No _____

If yes, please explain the reason and the amount lost:

Medals

Number of medals ordered: _____

Did you order medals through the Section Office: Yes _____ No _____

If no, name the company that made the medals: _____

Cost per medal: _____

Food

What types of food services were available for skaters and spectators? Check all that apply:

Concession stands

Snack tables with various items for sale

Dining room with items available for purchase

Other (please describe)

What types of food were available for volunteers and officials?

Was a caterer used? Yes _____ No _____

If yes, please name caterer: _____ Cost per person/meal: _____

Skating Boutiques/Local Merchants

Were individual merchants/groups allowed to sell products at the Event? Yes _____ No _____

How many in total were present? _____

Were they charged a fee or percentage to sell their merchandise? Yes _____ No _____

If yes, what amount were they charged? _____ per day _____ or per entire competition

Were any profits returned or donated to the competition? Yes _____ No _____

Sponsors

Did you solicit any major sponsors? Yes _____ No _____

How many did you get? _____

Did any sponsor have a product or an information table at the event? Yes _____ No _____

What types of contribution were made by sponsors: Please check those that apply.

- Money
- Food
- Water
- Prizes/Gifts/Merchandise
- Gift in Kind
- Other

DRESSING ROOMS

Number of Dressing Rooms required: _____

Was this a satisfactory number of Dressing Rooms? Yes _____ No _____

Did the facility have enough Dressing Rooms to accommodate all the skaters' needs? Yes _____ No _____

Volunteers

Approximately how many volunteers did you have? _____

How did you find enough volunteers for your event?

Technical Representative

Did the Tech Rep attend committee meetings? Yes _____ No _____

Did the Tech Rep provide background information for all Committee Chairs? Yes _____ No _____

Was the Tech Rep the first line of information for all areas of the competition? Yes _____ No _____

Thank you for taking the time to fill out this questionnaire on your event. Your thoughts and ideas will prove to be helpful for those volunteers who follow in your footsteps for upcoming skating seasons.