



# Application to Host Package

2019-2020 Competition Season

**Deadline Date: December 3, 2018**

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## Club Hosted Competition Application Process 2019-2020 Season

Skate Canada: Alberta-NWT/Nunavut (Section) offers a variety of competitions each season to support the development of our athletes. Hosting a competition creates opportunities for athletes to compete in their home Club/Region and showcase their talent in their community. The Section office provides support to club/skating school hosted events with central registration, local organizing committee support, coaches registration and officials assistance.

### **TYPES OF CLUB/SKATING SCHOOL HOSTED COMPETITIONS** *(complete details are within the Section Technical Package)*

Competitive Invitational: Held as the Fall Invitational offering competitive categories.

Synchronized Skating Invitationals: Two competitions held per season

Combined Invitationals: Offers a combination of STAR and Competitive categories

STARSkate Invitational: Offers STAR and supplementary events such as Team, Interpretive, Skating Skills

### **PROPOSED 2019-2020 COMPETITION CALENDAR**

The competition calendar is designed each season to best align with Long Term Athlete Development (LTAD) and to provide optimum opportunities for skaters of all ages and in all geographic areas. To best meet the needs of all members, the Competition Committee has developed the proposed 2019-2020 Competition Calendar. The dates and geographic areas have been identified to provide the best competitive season for the skaters.

### **COMPETITION APPLICATION PROCESS STEPS TO FOLLOW:**

- Those interested in hosting a competition, prior to completing the online form please review the 2019-2020 proposed Competition Calendar, Application to Host Package and the Section Competition Policy
- Contact your Local Region Representative to discuss the potential facility options in your area to host a competition
- Submit applications based on the dates proposed in the proposed 2019-2020 calendar.
- If an applicant wishes to apply for a competition on an alternate date than what is detailed on the proposed 2019-2020 competition calendar, they may detail that information on the online application form.
- **IMPORTANT:** applicants are to make all efforts to apply for dates that are detailed in the proposed competition calendar.
- Submit one application per competition

### **SECTION REVIEW PROCESS:**

- Only completed applications will be processed.
- The Section Competition Committee reserves the right to alter the location, timing and geographic placement of competitions to allow for the best competitive season for skaters.
- Applications will be accepted based on: facility requirements, geographical locations and dates.



- Each Region has the opportunity to host a STARSkate Invitational per season with the exception of the NW/NE being combined.
- In the event there are no applications submitted for a competition or Region, the Competition Committee may seek out a host club/skating school in any area of the Section to host the competition. In this case, the competition may change locations or regions.

## **Section Championship Event Application Process 2019-2020 Season**

### **Section Hosted Championship Events**

Skate Canada: Alberta-NWT/Nunavut (the Section) plans, organizes, and hosts the following competitions:

- Sectional Championships
- Mountain Regional Synchronized Skating Championships
- STARSkate & Adult Championships

These events are considered to be the premier events for CompetitiveSkate, SynchroSkate, STARSkate and AdultSkate within the Section.

The locations of Section hosted competitions are determined through an application process. Applications are submitted by potential host clubs and reviewed by the Section's Competition Committee who recommend the locations to the Board for final approval.

### **Important Items to Note:**

- The Section retains all decision-making and financial responsibility for the events
- The Host Club must provide a Local Organizing Committee that will be responsible for securing the volunteers required to prepare and execute the event
- The Host Club is provided a hosting grant of \$5000 in exchange for securing the facility and ensuring the full complement of volunteers is met. The club will be permitted to participate in additional fundraising opportunities (ex. raffle table, 50/50, etc.)

### **Officials Stand**

In applying for a Section hosted event, the applicant club is confirming there is sufficient space to accommodate the following dimensions for the officials stand for each rink:

- a 40-foot-long platform close to board height
- platform is to be 4 to 5 feet deep with 4 to 5 – 8' long by 18' deep tables
- glass must be removed in front of the panel for the Judges Stand and at ice entry and exit

### **Volunteer Recruitment Responsibilities**

It is the host club's responsibility to recruit volunteers for the event. In recognition of the volunteer support for the event, the Section provides a \$5000 hosting grant to the host club. Further details



would be provided from the Section office, once the host club is in the process of being confirmed. The host club must provide a Leadership Team which consists of the following positions:

- Sectionals Leadership Team Chair
- Properties Team Leader
- Volunteer Team Leader
- Operations Team Leader
- Hospitality Team Leader
- Medals & Ceremonies Team Leader

The Leadership Team requires 5-15 volunteers to lead the volunteer team. To effectively execute the event onsite, an additional 80 volunteers will be required to fill volunteer positions throughout the event.

## **Application Process for all Competitions**

The following information is required when completing the online application form:

### **Provide the following information:**

- Skate Canada Club/Skating School or Organization name
- Previous competition hosted
- Name of previously held competition (if applicable)
- Contact person
- Role in Club/Skating School
- Telephone
- Email
- Confirm the club can host the competition on the specific date as detailed on the proposed 2018-2019 competition calendar (Provide alternate date of competition if required)
- Has ice been secured for the preferred competition date?
- Facility Name and Address
- Size/dimensions of each ice surface
- Seating capacity (each surface)
- Number of standard dressing rooms per ice surface
- Size of lobby
- Does your facility meet the electrical requirements for the officials stand: 2-3 separate electrical circuits are required as per the Competition Reference Manual?
- Number of Meeting Rooms in facility available

All competitions require 2 ice surfaces to accommodate the competition schedule (with the exception of Synchronized Skating Invitationals, NWT STARSkate Invitational and Mountain Regional Synchronized Skating Championship).