



# **COMPETITION HOSTING APPLICATION PACKAGE**

## **2024-2025 SKATE AB | NT | NU COMPETITIONS**

**Deadline to submit online application: January 15, 2024, at noon**

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**Application to Host Inquiries:**  
Skate AB | NT | NU Section Office  
Coaching & Events Coordinator  
780-415-0610 / Toll Free 1-866-294-0663  
[events@skateabnwtun.ca](mailto:events@skateabnwtun.ca)

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## **Locally Organized Competition Application Process**

Skate AB | NT | NU (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 locally organized competitions with central registration, local organizing committee support, coaches registration and officials assistance.

The Section reserves the right to amend the competition process based on Municipal and Provincial health regulations. The Section also reserves the right to not award a competition, adjust the date of a competition and to alter the format (if required) to be live streamed or through video submissions.

### **TYPES OF LOCALLY ORGANIZED COMPETITIONS**

*(Complete details are within the Section Technical Package)*

Competitive (Podium Pathway) Invitational: offers competitive categories, held as the Fall Invitational.

Synchronized Skating Invitationals: Two competitions held per season.

Combined Invitationals: Offers a combination of Star and Podium Pathway categories.

Star Series: Offers Star and Star supplementary categories.

### **PROPOSED 2024-2025 COMPETITION CALENDAR**

The competition calendar is designed each season to best align with Long Term Development (LTD) 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 2024-2025 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:**

- Prior to completing the online form, please review:
  - o 2024-2025 Proposed Competition Calendar
  - o Application to Host Package
  - o Section Competition Policy
- Contact your 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 2024-2025 calendar. (If an applicant wishes to apply for an alternate date than what is proposed on the 2024-2025 competition calendar, they may provide that information on the online application form. *(Applicants are encouraged to apply for the pre-determined dates on the proposed competition calendar.)*
- Submit one application per competition.



#### **SECTION REVIEW PROCESS:**

- Only completed applications will be considered.
- The Section Competition Committee reserves the right to alter the timing and geographic location of competitions.
- Applications will be considered based on facility requirements, geographic locations, and competition dates.
- In the event there are no applications submitted for a competition the Competition Committee may elect to seek out a host club/skating school or cancel the competition.

### **Application Process for all Competitions**

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

- Skate Canada Club/Skating School or Organization name
- Name of previously held competition (if applicable)
- Contact person name, telephone number & email address
- Role in Club/Skating School
- Confirm the club/skating school can host the competition on the specified date as detailed on the proposed 2024-2025 competition calendar (Provide alternate date of competition if required)
- Has ice been secured for the preferred competition date? (Locally Organized competition only)
- Facility Name and Address
- Size/dimensions of each ice surface
- Seating capacity of each ice surface
- Number of standard dressing rooms per ice surface
- Size of lobby
- Does the facility meet the electrical requirements for the officials stand: 3 separate electrical circuits are required as per the Competition Reference Manual?
- Number of Meeting Rooms available in the facility
- Is there sufficient space for the officials stands? (Please see *Officials Stand* notes above for dimensions)
- Hard line internet specifications in the facility for live streaming, data specialist posting of results. (location of direct internet connection port, upload speed, download speed)

#### **Officials Stand Requirements**

When applying for a competition, the applicant will confirm there is sufficient space to accommodate the officials stand for each rink.

Requirements are:

- A flat platform with a minimum width of 5.5 feet and allowing for a minimum of 2 feet width per official on the panel. (minimum 13 people on panel)
- 18" deep tables are to be provided on the stand
- Glass must be removed in front of the panel for the Officials Stand



All competitions require 2 ice surfaces to accommodate the competition schedule, except for Synchronized Skating Invitationals, and Mountain Regional Synchronized Skating Championship.

## **Section Hosted Championships Application Process**

### **Section Hosted Championships**

Skate AB | NT | NU (Section) plans, organizes, and hosts the following competitions:

- Sectional Championships (annually)
- Mountain Regional Synchronized Skating Championships (bi-annually in even years)
- StarSkate & Adult Championships (annually)

These championships are the premier competitions for Podium Pathway, SynchroSkate, Star and AdultSkate within the Section.

The locations of Section Hosted Championships are determined by the Section Office. Applications are accepted for host clubs to provide the Local Organizing Committee.

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

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

### **Volunteer Recruitment Responsibilities**

The host club is responsible for securing volunteers for the event. The host club must provide a Leadership Team which consists of the following positions:

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

To effectively execute the event onsite, an additional 50-80 volunteers are required to fill volunteer positions throughout the event.