

HOSTING REQUIREMENTS ADULT / HIGH SCHOOL / SYNCHRO COMPETITION

ARENA

One ice facility within a fifteen minute drive of the host hotel. The size of the ice surface must be a minimum of 85 feet by 190 feet.

Ice Requirements: 3 days of ice from 7am – 10pm. 1 day of ice 8am – 3pm.

Rooms / Facilities Required:

- 1 Judges room for approximately 10 judges
- 1 Data control room for approximately 5 accountants
- 1 Lounge for Officials meals
- 1 Operations Centre
- 1 Restaurant / Snack Bar
- 4 Skater dressing rooms
- 1 Medical room

Music Requirements: The LOC will be responsible for supplying a music/PA system and music players for the competition.

HOTELS

Host hotel to provide accommodations for Officials and skaters – approximately 2 nights. You will need 10 rooms for Officials, possibly 30- 50 rooms for skaters.

TRANSPORTATION

The LOC will provide and support the cost of transporting all Officials (who do not have their own transportation) to and from the airport to the Official Hotel and to and from the arena and hotel whenever necessary.

MEALS

The LOC is responsible for providing meals to all Officials. They are to be provided at the arena as it is where the Officials will spend most of their time. The LOC is responsible for a breakfast snack, lunch, dinner, coffee breaks and snacks throughout the day.

EXPENSES

The LOC would be responsible for the following:

- Transportation as listed above
- Meals for Officials
- Arena décor
- Administration / Data control room costs (paper, photocopier)
- Design and production of the event program
- Design of event logo
- Medals
- Registration and accreditation
- Facility rental

The BC/YT Section would be responsible for:

- Travel costs of all Officials
- Hotel costs of all Officials
- Distribution of the competition announcements and schedules
- Shipping of CSS judging equipment

PROFIT SHARING

An initial start up loan of \$2500.00 will be lent to the hosting committee if requested. A budget should be submitted to the Section with this request. If there is a loss it will be shared 50/50 by the BC/YT Section Executive and the host committee as long as the following conditions have been met:

- 1) All budgets are approved by the BC/YT Section Executive on the advice of the Competition Chairman and a monthly statement is reported.
- 2) Any socials are the responsibility of the LOC who are hosting the Championships. Therefore any social events will be removed from the final financial statement when determining a loss.

If there is a profit, 10% of the profit will be donated by the LOC to the BC/YT Section Athlete's Trust.

REGISTRATION

The LOC will be responsible for collecting all entry fees. A statement of the fees collected plus 10 % of the total entry fees are to be forwarded to the BC/YT Section office.