

HOSTING REQUIREMENTS SKATE CANADA BC/YT SECTIONALS

ARENAS

Two ice surfaces are required. Ideally both ice surfaces should be in the same facility however if a second facility must be used they should be within a fifteen minute drive of each other. The size of each ice surface must be a minimum of 85 feet by 190 feet. The main competition arena should seat approximately one thousand people.

ICE #1 - Competition Arena, required from Wednesday 6:00 am to
Sunday 6:00 pm

ICE #2 - Practice Arena, required from Wednesday 6:00 am to Sunday
10:00 am

Set up Tuesday 8:00 am (Competition Arena)

Rooms/Facilities Required at Ice #1, Competition Arena :

- 1 Judges room for approximately 17 judges
- 1 Technical panel room for approximately 10 people
- 1 Data Control Center for approx. 10 accountants
- 1 Operations Center / Music Library
- 1 Kitchen/Food preparation area
- 1 Restaurant/Snack Bar (open to the public)
- 1 Skating lounge for access to skaters, coaches, team leaders & officials
- 4 Skater dressing rooms
- 1 Medical Room
- 1 Area for Transportation/Information
- 1 Media Room
- 1 Equipment storage room

Rooms Required at Ice #2, Practice Arena:

- 1 Restaurant/Snack Bar (open to the public)
- 4 Skater dressing rooms
- 1 Medical Room
- 1 Area for Transportation/Information

HOTELS

Competitions held outside the Lower Mainland.

Approximately 200-250 **no smoking double / double rooms** are needed to accommodate Skaters, Coaches, Team Leaders, Officials and Parents. One hotel is preferable but not always possible.

If more than one hotel has to be used, then the main hotel (Official Hotel) should have approximately 115 rooms to accommodate Skaters, Team Leaders and Officials. Approximately 85 rooms should be available at another hotel.

In the Lower Mainland there would not be as many rooms needed. Min. of 30 rooms for Officials and 150 rooms for out of town skaters, parents and team leaders.

BANQUET

The opening banquet or reception is held on the Thursday. A facility is needed that is able to accommodate approximately 400 guests.

AIRPORT

It is very important that the host community be within an hours drive of a major airport. Provide information regarding shuttle services between the airport and hotels.

TRANSPORTATION

The Local Organizing Committee will provide and support the cost of transporting all Officials to and from the airport to the Official Hotel.

The Organizing Committee will also provide and support the cost of transporting Skaters, Officials, Coaches and Team Leaders to and from the Official Hotel(s) and arenas.

Parents and Guests should have the option to use this service and the Organizing Committee may charge them for this service.

MEALS:

The Organizing Committee is responsible for providing meals to all Officials including the cost of the Officials banquet / reception ticket (approximately 40 people).

If you choose to provide meals, they are to be provided at the arena as this is where Officials will spend most of their time, otherwise the LOC must provide the Officials with daily meal per diems.

The Organizing Committee is responsible for lunch, dinner, coffee breaks, snacks throughout the day and a breakfast snack.

EXPENSES:

The Organizing Committee will be responsible for the following:

- Transportation as listed above
- Meals for Officials (approximately 60 people)
- Arena Décor
- Administration/ Data Room Costs (paper, photocopiers)
- Design and production of the event program
- Skate Canada Medals and winner certificates
- Registration (on site) and Skater Accreditation
- Facility rental
- Plastic skirting to cover rink boards

The BC Section would be responsible for:

- * Travel costs of all Officials
- * Hotel costs of all Officials
- * Distribution of the competition announcements and schedules
- * Shipping of music equipment and CSS judging equipment
- * Entry registration will be done in the Section office. 20% of the entry fees will stay with the Section.

PROFIT SHARING:

An initial start up loan of \$2500.00 will be lent to the hosting committee if requested. 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 or banquets 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.