

## **HOSTING REQUIREMENTS OPEN SYNCHRO CHAMPIONSHIPS**

### **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. The Arena should seat approx. 1500 people.

**Ice Requirements:** approximately 2 days (6 am Saturday to 7pm Sunday). Be sure to include set up and tear down time. We may have to build the judges / music stand on Friday evening, however the ice will not be needed. An off ice area will need to be set up for Registration to begin Saturday morning.

### **Rooms/Facilities Required at Competition Arena:**

- 1 Judges room for approximately 25 judges
- 1 Data control center for approximately 6 accountants
- 1 Operations Center
- 1 Kitchen/Food preparation area
- 1 Restaurant/Snack Bar
- 1 Lounge for Officials meals
- 4 Skater dressing rooms
- 1 Medical Room

### **HOTELS**

Competitions held outside the Lower Mainland:

Approx. 200 rooms are needed to accommodate Skaters, Coaches, Team Leaders, Officials and Parents.

If more than one hotel is used, then the main hotel (Official Hotel) should have approximately 20 rooms to accommodate Officials.

In the Lower Mainland there would not be as many rooms needed. Minimum of 20 rooms for Officials and 100 rooms for out of town skaters, parents, and team leaders.

### **TRANSPORTATION**

The Local Organizing Committee will provide and support the cost of transporting all officials (who do not have their own transportation) to and from the airport or ferry to the Official Hotel.

The LOC will also provide and support the cost of transporting Officials to and from the Official Hotel and arena.

### **MEALS**

The LOC is responsible for providing meals to all Officials.

They are to be provided at the arena as this is where 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 (approximately 30 people)

- \* Arena décor
- \* Administration costs (paper, photocopiers)
- \* 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 music equipment and CSS judging equipment

### **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.

### **REGISTRATION**

The LOC will be responsible for collecting all entry fees. A statement of the fees collected plus 10% of the total entry fees (do not include practice ice monies) is to be forwarded to the BC/YT Section office.