



HOW TO HOST A SEMINAR - FIELD TRAINING

APPLICATION PROCESS:

Any Club has the ability to, and is encouraged, to hold a field training seminar for their skaters at any time. Your club is expected to invite surrounding clubs to join in.

If your club wishes to apply for the \$500.00 subsidy from CNC Region, there is an "Application to Host" form that must be completed and submitted. All clubs within your area (West, North or Central) must be invited in order to obtain funding.

In order to apply for the subsidy, your "Application to Host" must be received by your Area Rep no later than 45 days prior to the event. This allows time for it to be approved and the notice to go out to all the clubs in your area.

REVIEW OF APPLICATIONS:

The CNC Region has funding set aside yearly to assist with funding of seminars within this region. All applications for funding assistance for seminars will be brought forward to the CNCR Board of Directors for review.

THE ORDER OF THINGS:

- 1. You will need to set up a committee, including chairperson, and decide what type of seminar your club wishes to host. (For example: Dance or a Freeskate seminar).
- Your Committee should decide on the focus of the seminar (ie: choreography, jump technique, etc.) and a moderator should be selected that will help your club achieve this focus. If you need help finding a moderator, you may contact the CNCR Skater's development director for suggestions.
- 3. Decide on suitable dates for the seminar.
- 4. In consultation with your coaches, decide on level of skaters to be invited. To apply for CNCR funding, you MUST invite all clubs within your area. Your moderator/coaches can help you with a schedule for the seminar.
- 5. Your Committee should decide on off-ice activities (your moderator/coaches may have suggestions of suitable off-ice events) and book the off-ice instructors and off-ice facilities.

- 6. Set up a Budget for the seminar, indicating expected Revenue and Expenses. The Region supplies a budget format in Excel that is to be followed.
- 7. Fill out "Application to Host" and forward to your Area Rep for consideration of funding opportunities.
- 8. After CNCR Board approval, book your ice time accordingly (the normal is two days).
- 9. Mail registration forms to clubs in your area and provide registration forms for your club skaters.

COMMITTEE:

There are a number of ways to structure a successful organizing committee; the following is a suggestion. The organizers, under the direction of a CHAIRMAN, should be structured into a Committee with sub-committees (if necessary), each responsible for a major function.

THE COMMITTEE:

A Committee consisting of key individuals involved in the day-to-day planning, coordination and control of the event should be formed. This committee should meet on a regular basis.

PURPOSE:

- to formulate local policy within Skate Canada guidelines
- to supervise and provide detailed direction to groups/committees
- to exercise financial control

COMPOSITION:

- Chairman
- Secretary/Treasurer
- Registrar
- Facilities/Ice Chairman
- Hospitality/Services Chairman

Each Chairman may form sub-committees under their area to execute specific functions during the event and to coordinate the activities relative to that function. If a person is capable, willing, and able, there is no reason that one person cannot "wear more than one hat", depending on the size and demands of your event.

CHAIRMAN - TERMS OF REFERENCE

The appointment of this person is of great importance to the success of the event. The individual acting as CHAIRMAN really makes or breaks the event. It is essential that the CHAIRMAN be skilled in handling people. He/she must be able to gather and coordinate the activities of volunteers

TERMS OF REFERENCE:

- ORGANIZE the event overall.
- Assign and coordinate jobs of the committees.
- Give direction and exercise control over the committee during the planning, organization and conduct of the event.
- Implement Skate Canada and CNCR policies with regard to the event.
- Take a personal interest in the financial aspects of the event.
- Consider and recommend any changes to the budget as required. These must be submitted throughout the planning stages.
- Monitor and control expenditures by committees within the approved budget.
- Negotiate the following contracts:
 - Rink rental contracts for seminar.
 - Off-Ice facilities rentals.
 - Moderator (and assistants, if necessary) contract(s).
 - Off-ice instructor(s) contract(s).
- Preside over all meetings of the Committee.
- Keep a running check on the progress of each group and committee and consider projects recommended by each for approval.
- During the planning process, keep in touch with the appropriate professionals (Moderator, Assistant Moderator, Instructors) to report progress and seek advice and assistance.
- Supervise the wind-down following the event: Ensure a Revenue/Expense report is prepared and a final report is prepared for your club (and the CNCR if funding has been granted).

REGISTRAR - TERMS OF REFERENCE

- Prepare a registration package for distribution to your skaters and to all clubs within your area.
- Familiarizes themselves with the schedule and seminar information, in order to answer questions that will be directed at them.
- Receives registration forms by deadline date.
- Upon receipt of Registration Forms, divide forms into respective skater levels, prepare list of skaters and levels.
- Contact the moderator with number of skaters so moderator can "fine tune" schedule.
- Once seminar schedule is completed, send schedule to all clubs who are sending skaters.
- Make up report as to registration fees collected.
- Prepare Name Tags for participants.
- Set up a registration area for the first morning of the seminar in order to have skaters sign in and receive their personal schedule of events, name tag and any other information they will require.

SECRETARY/TREASURER - TERMS OF REFERENCE

Secretary

- Attend all meetings, record and distribute minutes.
- Prepare any letters and reports as required by the Committee.
- Ensure "Thank You" cards are distributed.

Treasurer

- Exercise financial control over the seminar.
- Prepare and maintain the budget. (CNCR required budget format is in Excel and is in a separate document)
- Explore all possible sources of revenue
- Maintain control over expenditures by all committees
- Review and make recommendations to the CHAIRMAN regarding extraordinary expenditures not included in the budget.
- Produce statements of income and expenditures to date in relation to the budget.
- Receive and deposit funds for registration fees and during the seminar.
- Pay all bills, collect all outstanding income.
- Prepare a final statement after the event. (CNCR required statement format is in Excel and is in a separate document)

FACILITIES/ICE CHAIRMAN

This person looks after many of the physical conditions of the event, including the ice, dressing rooms, off-ice rooms/facilities, medical and security needs.

- Assign dressing rooms in the ice arena:
- Dressing room supplies (emergency supplies, feminine products, etc)
- Responsible to check condition of the ice
- Ensure required patching & flooding is done, advise ice arena of flood/event schedule
- 1st aid room is stocked, medical personnel available
- Security for safety of skaters and skater's belongings. (dressing rooms)
- Confirm Ice booking for seminar, cost of ice.
- Post schedule at visible sites throughout dressing rooms and arena.
- Responsible for any music and announcing function required.
- Provide volunteers for playing music and announcing, if required.
- Set up schedule for volunteers

HOSPITALITY/SERVICES CHAIRMAN

- Check rates at hotels for out-of- town skaters.
- Book hotel rooms for the moderator (and assistant moderator if required).
- Make arrangement for payment of moderator's hotel room.
- Provide food and drinks for volunteers and skaters at rink.
- Provide food for moderators.
- Provide transportation for moderator to/from airport to hotel and from hotel to arena.
- Ensure that concession is open for spectators and competitors.