



Bid Information And Hosting Guidelines

Jean Norman Open Dance and Free Skate Competition

Please send completed Bid Packages to:

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Overview

Jean Norman Open Dance and Free Skate Competition is a provincial competition held annually in Saskatchewan. The event allows Skate Canada – Saskatchewan to provide a provincial competition for all ages and ability. This event also provides Skate Canada – Saskatchewan with the opportunity to profile its provincial corporate sponsors.

The event typically attracts approximately 300 skaters, 150 coaches, 30 Officials and 100 volunteers.

For the athletes and their support team, the focus at this competition is making the most of this special learning opportunity for both on and ice development.

Jean Norman Open Dance and Free Skate Competition has been hosted by the following clubs:

2012	Swift Current SC
2011	Moose Jaw SC
2010	Prince Albert SC
2009	Kindersley SC
2008	Skate Saskatoon
2007	Moose Jaw SC
2006	Kindersley SC
2005	Swift Current SC
2004	Skate Saskatoon
2003	Weyburn SC

The bid process and site selection for the Jean Norman Open Dance and Free Skate Competitions will be managed by the Skate Canada – Saskatchewan Competition Committee and Board of Directors.

General Information

Jean Norman Open Dance and Free Skate Competition is open for bidding by all interested Local Organizing Committees (LOC). Bid Packages are due **March 1st**.

Jean Norman Open Dance and Free Skate Competition is the property of Skate Canada - Saskatchewan. As such, Skate Canada – Saskatchewan will generally oversee all aspects of the championships but will, by written agreement, delegate the organization, management, and execution of the competition to the LOC. By signing the hosting agreement, the LOC agrees to abide by the conditions outlined in the agreement in addition to complying with the most recent version of the Skate Canada Rulebook including any changes and/or updates.

The LOC is defined as a Skate Canada Region or Club. The Club must be in good standing with Skate Canada – Saskatchewan. The LOC will serve as the local hosts of the Jean Norman Open Dance and Free Skate Competition under the guidance of Skate Canada – Saskatchewan.

GENERAL REQUIREMENTS OF HOST COMMUNITY

- Demonstrated commitment and ability to host a provincial event abiding by all rules, regulations and specified terms of delivery of Skate Canada - Saskatchewan, including but not limited to signing and adhering to the Skate Canada - Saskatchewan hosting agreement and respecting Skate Canada - Saskatchewan's provincial sponsorships'/ title sponsor's requirements and obligations.
- Ability to provide an adequate volunteer contingent to staff all competition committees.
- Ability to provide financial support to help offset competition expenses, either through value in kind (e.g. hospitality, meals, supplies, services) or cash contributions from the local community.
- Utilization of the official event title and logo and other program marks in all marketing and promotional efforts by the LOC.
- Promotion of the event within the host community and region through locally focused press releases, local sponsorship packages, etc.
- Provision of a postevent report that includes, but is not limited to statistical information including economic impact on the host community.

MINIMUM VENUE REQUIREMENTS

1. Exclusive use of one standard ice surface is required.
2. Ability to construct and install officials stand.
3. Adequate dressing rooms for approximately 300 skaters
4. One room each for Judges and Data Specialists
5. Trade Show may be held if lobby space permits

MINIMUM HOTEL(S) SPECIFICATIONS

1. Adequate accommodations for officials (approximately 25 double rooms) and competitors (approximately 300) for Friday and Saturday. Some may require accommodations on Thursday depending on the competition schedule.

BUDGET

1. The LOC will develop the final expense and revenue budget for the championships.
2. Skate Canada - Saskatchewan will collect all entry forms and fees at the Section Office and will send all registration information and entry fees** collected to the Chair of the LOC within 2 days of the registration deadline.

**Skate Canada – Saskatchewan will retain \$3,500 of the entry fees as an administration charge.

Administration Charge will cover expenses related to the following:

- Registration processed through the Section Office
- Announcement Template
- Printing & mailing of the competition announcement to all registered Skate Canada clubs in Saskatchewan
- Appointment of the Technical Representative and Assistant Technical Representative

- Securing all officials for the competition (Judges, Technical Panel and Data Specialists)
- Provide music equipment and personal
- Provide CPC equipment

Approx value of the above items \$4,430.

10% of the entry fees will be withheld until all follow-up reports and fees has been submitted to Skate Canada – Saskatchewan. Once all follow-ups reports and monies have been received the remaining entry fees will be released.

3. The LOC should budget for 30 qualified officials.
4. The expenses must include the overall cost of the arena (including rent and staffing). As well, travel, meals, ground transportation, and shared lodging for the officials must be accounted for in the budget.
5. The LOC will retain all revenue generated from local cash sponsorship procured solely by the organizing committee.

BID PROCESS

Jean Norman Open Dance and Free Skate Competition is usually held the first weekend in March.

Interested clubs are invited to complete the Bid to Host Package and submit it to Skate Canada – Saskatchewan on or before **March 1st**.

Bid to Host Packages may be submitted via mail, fax or email.

Skate Canada – Saskatchewan
2205 Victoria Ave
Regina, Saskatchewan
S4P 0S4

Fax (306) 780-9242

Email; sk.skate@sasktel.net



BID TO HOST

Jean Norman Open Dance and Free Skate Competition

20____

Host Club: _____

Event Chairperson: _____

Address: _____

Phone: _____ Fax: _____

Marketing / Sponsorship Contact: _____ Phone: _____

Date: Proposed Date: _____

Alternate Date: _____

Do you have Competition and Practice Ice booked? _____

Facilities:

Competition Rink: _____

Address: _____

Phone: _____ Fax: _____

Size: _____ Seating Capacity _____

Distance from Host Hotel: _____

Can Judges, Music & Announcer be located on the same side of the rink? _____

Rooms available for competition: (if possible, please include a plan of the rink)

____ Judges ____ Data Specialists ____ Dressing Rooms
(Men / Women)

Parking: Yes No

Sound System Suitable for Music: Yes No

Advertising: Any limits to advertising? _____

Is Rink Board advertising permitted? _____

Hotels:

Official Hotel: _____

Address: _____

Phone: _____ Fax: _____

Web Site: _____

Number of Rooms Available: _____

Room Rates: _____ Single _____ Double

Dining Room / Coffee Shop Hours: _____

Other Hotels in the Area:

Name: _____

Phone: _____ Fax: _____

Web Site: _____

Rates: _____

Name: _____

Phone: _____ Fax: _____

Web Site: _____

Rates: _____

Transportation:

Is transportation provided for officials to & from the rink? Yes No

Social Functions:

Are you planning an opening function? _____

Any closing function? _____

Any other functions? _____

Proposed Budget

Income:

Entry Fees:		_____
(based on	_____ per skater/pair (1 st event)	
	_____ per skater (additional events)	
	\$20.00 per skater LTAD Spin Event	
	\$20.00 per skater LTAD Jump Event	
Program Advertising		_____
Program Sales		_____
Souvenir Sales		_____
Grants		_____
Donations / Sponsorship		_____
Trade Show		_____
Miscellaneous:		
	_____	_____
	_____	_____
	_____	_____

Total Income: _____

Expenses:

Ice Rental		_____
Program Printing		_____
Transportation		_____
Office Supplies (postage, phone, etc)		_____
Hospitality		_____
Advertising		_____
Medals		_____
Officials (Travel, Meals, Accommodations)		_____
Competition Sanction Fee (\$3 / skater)		_____
Administration Fee		\$3,500
LTAD Event (60% to Section)		_____
Miscellaneous:		
	_____	_____
	_____	_____
	_____	_____

Total Expenses _____

Net (Loss) Profit _____