



SKATE ONTARIO
SKATECANADA

2020-2021 Sectionals Series Bid
Package



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Purpose: To host a meaningful and athlete-focused competitive experience in a fun, fair and safe environment and to work in partnership with Skate Ontario to establish consistency in the delivery of all Sectionals Series competitions across the province of Ontario.

Eligibility: To be eligible to submit a bid, the club or clubs must be in good standing with Skate Canada and Skate Ontario and meet all requirements as defined herein.

The bid application process provides an organized framework that supports the:

- process of planning and scheduling;
- allocation of resources;
- development of volunteers;
- building of community;
- exposure for skating; and
- production of strong, lasting relationships between Skate Ontario, host clubs and venues.

Overview: The Sectionals Series will consist of five (5) events (including Skate Canada Skate Ontario Sectionals) between July 23 and November 8, 2020. Sectionals Series events will be used as qualifiers for the Skate Canada Skate Ontario Sectionals for singles, pair and ice dance in the following categories:

- Pre-Novice
- Novice
- Junior
- Senior

The following **non-qualifying** categories will be included in some Sectionals Series events:

- STAR 5-Gold
- Pre-Juvenile
- Juvenile

Based on your geographical location, a host club, or group of clubs, can bid on the following Sectionals Series events. Please refer to Appendix 1 when looking at events you can bid on. [Bidding Area Boundary Map](#)

- Sectionals Qualifier #1 - July 23-26, 2020
- Sectionals Qualifier #2 - August 13-16, 2020
- Sectionals Qualifier #3 – September 24-27, 2020
- Sectionals Qualifier #4 – October 15-18, 2020
- Skate Canada Skate Ontario Sectionals Championships – November 5-8, 2020.

At this time, Skate Canada and Skate Ontario have not yet confirmed the designation of 2020 Skate Canada Summer Series events.

Important Details:

- The host club is not required to host the event at their home club arena.
- Skate Ontario will determine the minimum and maximum number of skates per event.
- Minimum and maximum number of skates will be determined on a 14-hour day schedule (8:00 am – 10:00 pm).
- Practice ice opportunities may be organized outside the 8:00 am – 10:00 pm competition schedule each day at the competition venue. Additional practice ice opportunities may be organized at other facilities at the discretion of the host club.
- It is acceptable for two or more clubs to work together on a bid.



- Bids may still be considered even if your club falls just outside the borders of an identified hosting area. Prior to submitting your bid application, contact Skate Ontario for confirmation (please refer to Appendix 1).
- If bidding on multiple Sectionals Series events, a separate submission is required for each bid.
- All bid applications will be reviewed and evaluated.
- Equipment requirement – Skate Ontario will not be providing tables to clubs for the 2020-21 season. Host clubs will be required to find and rent tables for officials' stands.
- Successful host clubs will secure guaranteed pre-registration spots for skaters from host club(s) at the competition the club is hosting. This process will be discussed with shortlisted bidding clubs and finalized at the time of signing event hosting agreement.
- Skate Ontario will provide a \$5,000 hosting grant to the host club of the Sectionals Series Championships scheduled for November 5-8, 2020. The Sectionals Series financial model does not apply to the Sectionals Series Championships.
- Bid applications will only be accepted through the following link: [Sectionals Series Bid Application](#) **(emailed submissions will not be accepted)**.

Selection Committee:

Skate Ontario has established a selection committee who will evaluate the submitted bids and award the 2020-21 events to the successful host clubs.

Bids must clearly demonstrate that your club is prepared and committed to host a fun, fair and safe competition in accordance with the criteria outlined herein.

Sectionals Series Minimum Requirements:

The following minimum standards are required to host a Sectionals Series event. These requirements pertain to both venue and human resource capacity. Bids will be evaluated based on the following criteria:

- Complete the venue requirement form (Appendix 4)
- Meet the minimum and maximum pad requirements (please reference Appendix 2, Sectionals Series Category Listing)
- Meet the minimum and maximum day requirements (please reference Appendix 2, Sectionals Series Category Listing)
- Agree to use the Skate Ontario online event registration system
- Accept the terms of the finance model (Appendix 9 & 10)
- Confirm local hotel capacity for 30 rooms per night for officials**
- Confirm local hotel capacity for anticipated athletes**
- Ensure hotel is within a 20-minute drive from venue**
- Name individuals to the following positions:
 - Host Club Chair
 - Volunteer Coordinator
 - Logistics Coordinator
 - Registration Coordinator

*Please note the host club(s) will be responsible to recruit all volunteers for the event excluding officials (judges, technical panel, data specialists, technical representative)

** Please note that the bidding clubs are NOT to secure hotel blocks for the respective event. For the purposes of the bid submission, Skate Ontario simply requires confirmation that there is local hotel capacity. All solicitation and booking of hotel contracts for officials will be managed strictly by Skate Ontario.

- Include a venue diagram (only a sketch is required) – Appendix 7 is provided as an example
 - Plot the following:



- Registration area
 - Dressing rooms
 - Vendor area including power availability and number of spaces that fit the following dimensions:
 - a. 50 square feet
 - b. 10 feet x 10 feet
 - c. 20 feet x 10 feet
 - Medal ceremony location
 - Space for data specialists
 - Music room
 - Hospitality
 - Loading dock
 - Area for results
- Guarantee that ice can be released once registration has closed (10 weeks prior to the event start date)
 - Demonstrate commitment from the host club (See Appendix 8)

Instructions to Complete the Bid Application:

*Please note that the online bid application must be completed in one sitting. You will not be able to start your bid and return to it at a later time (your information will not be saved). It is highly recommended to have all documents and information ready to complete the bid application before starting the online process.

1. Review all documents and appendices included in the Skate Ontario Sectionals Series Bid Application Package.

Please note that 2020-21 events will be executed and organized in partnership between the host club, Skate Ontario and the organizing committee*. Skate Ontario's mandate is to ensure that all Sectionals Series events meet the quality standards of Skate Ontario and Skate Canada. Each Sectionals Series event will be supported by a Skate Ontario Events staff member.

*Organizing committee consists of the following individuals:

- Skate Ontario Single Point of Contact (SOSPOC)
- Host Club Chair
- Volunteer Coordinator
- Logistics Coordinator
- Registration Coordinator
- Technical Representative
- Chief Data Specialist
- Computer Data Specialist
- Event Technician

Please review the following appendices that contain event planning and execution resources that will be used throughout the bid application process:

- Appendix 1: Bidding Area Boundary Map
- Appendix 2: Sectionals Series Category Listing
- Appendix 3: Roles and Responsibilities of organizing committee
- Appendix 4: Venue Requirement Form
- Appendix 5: Officials Stands Specifications
- Appendix 6: Sound System Specifications
- Appendix 7: Venue Diagram Template



- Appendix 8: Letter of Commitment from Host Club
 - Appendix 9: Competition Finance Models
 - Appendix 10: Budget/Finance Report Template
2. **Recruit the following volunteers to form a host club event committee** (Appendix 3):
 - Host Club Chair
 - Host Club Volunteer Coordinator
 - Host Club Registration Coordinator
 - Host Club Logistics Coordinator
 3. **Locate your club on the [map](#)** to see which events are available to host:
 4. **Select a Sectionals Series event to bid on** (Appendix 1 & 2)
 5. **Schedule a meeting with a local venue** about hosting a Sectionals Series event, to review possible dates and discuss venue requirements (Appendix 4)
 6. **Ensure a representative from the venue completes the venue requirement form.** (Appendix 4)
 7. **Complete a letter of commitment from host club (Appendix 8)**
 8. **Complete the [online bid application](#)**
 9. **You will be required to upload the following documents:**
 - Venue Requirement Form
 - Venue quote, based on venue requirements
 - Venue diagram
 - Photo of venue's music sound system
 - Letter of Commitment from host club
 - **Please save files with the following file saving format: Event#_Hostclub_doc example: Sectionals2_Skateclub_ LetterOfCommitment**
 - Any of the following formats will be accepted; PDF, DOC, DOCX, JPG, JPEG
 - **You will be required to provide the following information:**
 - Host club
 - Town or city of venue
 - Name of venue
 - Address of venue
 - Contact person at venue
 - Ice pad dimensions
 - Identify if your club owns or has access to an officials' stand designed for the specified venue (or if a rental will be required)
 - Photo and/or diagram of the officials' stand (only one photo or diagram is required)
 - Estimated cost to rent or build officials' stand
 - Catering/hospitality details: does the venue require use of their in-house catering or are outside food options permitted?
 - Closest airport to venue
 - Seating capacity of venue
 - Parking capacity at venue
 - Number of hours tentatively booked at venue and at what rate
 - Name of local hotels within 20 minutes of the venue that meet the capacity requirements outlined above.
 - Number of pads available for competition dates selected
 - Ability to return ice after registration closes



