



**Skate
Ontario**

2024-2025 Skate Ontario Events Application to Host Package

STAR 1 - 4 Series

Deadline to submit online application to host: March 10, 2024

CONTACT INFORMATION

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Manager, Events

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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 collaboration with Skate Ontario to establish consistency in the delivery of all STAR 1-4 Series competitions across the province of Ontario.

Overview

Skate Ontario supports the growth and development of Skate Ontario athletes on the Podium and STAR pathways. In preparation for the 2024-2025 Events Season, Skate Ontario is opening the Bid Application process for the awarding of select events in the 2024-2025 season. This is the first year since the pandemic that Skate Ontario has had the benefit of a full season to engage with stakeholders and plan the event calendar for the following season. This allows for a more streamlined bid process than in the past.

Skate Ontario Competition Pathway					
Long Term Development Stages	Competition Series	Categories Offered	Competition Series Qualifying Categories	Qualifying Structure	Competition Series Championships
Train to Compete	Sectional Series	STAR 5-Gold, Pre-Juv to Senior, Singles, Pair & Dance	Pre-Novice-Senior	Best Score qualifies you to Sectionals	Sectional Championships
Train to Train	Provincial Series	STAR 5-Gold, Pre-Juv -Juv. Some events have STAR 1-4, some Pre-Novice-Senior	STAR 5-Gold, Pre-Juvenile-Novice	Best Score qualifies you to Provincials	Provincial Championships
Learn to Train	STAR 1-4 Series	STAR 1-4 & supplementary	None	None	Not needed at this development stage
Fundamentals	No competitions	No competitions	None	None	CanSkate

This application is for the awarding of events in the STAR 1-4 Series. The Bid Application requires the completion of an online form application.

Proposed 2024 – 2025 STAR 1-4 Event Calendar

The structure of the events calendar is based on Sport for Life and Skate Canada Long Term Development (LTD). Each stage of development has a focused set of principles that we have considered to maximize the growth and development of the Skate Ontario athletes on the Podium and STAR pathways. A balance between appropriate event timing, number of events, training time, and recovery time required was carefully planned in the design of the 2024-2025 schedule to ensure there are opportunities for skaters of all ages and in all geographic areas.

Geographic Area	Dates
GTA	December 6-8, 2024
West of GTA (may include K-W west & Niagara region)	December 6-8, 2024
East of GTA (may include Bowmanville to Prescott area)	December 6-8, 2024
GTA	January 17-19, 2025
Huntsville to Sudbury Area	January 17-19, 2025
Ottawa Area	January 24-26, 2025
London to Kitchener- Waterloo Area *	January 24-26, 2025
GTA	January 24-26, 2025
Fort Frances	January 25, 2025
Schreiber-Terrace Bay Area	February 8-9, 2025
East (may include Whitby east to Brockville)	February 7-9, 2025
Southwestern Ontario (may include, Sarnia, Windsor, Chatham Areas)	February 21-23, 2025
Grey and Bruce County Areas	February 21-23, 2025
GTA	February 28-March 2, 2025
GTA	March 7-9, 2025
Ottawa Area	March 14-16, 2025

*May include Middlesex, Norfolk, Perth, Waterloo regions

Note: If there is an event that does not receive a bid, Skate Ontario will endeavor to find a host club or school. If one cannot be found, the event may be cancelled.

Event Specific Details

- Skate Ontario will determine the minimum and maximum number of skates per event
- Minimum and maximum number of skates will be determined on a 12-hour day schedule (8:00am – 8:00pm)
- STAR 1-4 free skate will be offered at each event. Supplementary categories will be offered if space allows. Host clubs may choose supplementary categories
- Successful host clubs will have guaranteed pre-registration spots for skaters, at the event the club(s) is hosting
- The host club is not required to host the event at their home club arena
- 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 identified geographic location or date. Contact Michelle Hunsley, Manager, Events, prior to submitting your bid application
- Skate Ontario reserves the right to alter the dates and geographic location of events

Hosting Requirements

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
- Production of strong, lasting relationships between Skate Ontario, host clubs and venues

Minimum Requirements

The following minimum standards are required to host a STAR 1-4 Series event. Full list of hosting requirements is in the Skate Ontario Competition Manual.

- Ice availability for proposed event dates
- Guarantee that ice can be released 7 weeks prior to event start date
- Meet all minimum venue requirements (Appendix 3)
- Meet the minimum and maximum pad requirements (Appendix 1)
- Meet the minimum and maximum day requirements (Appendix 1)
- Accept the terms of the finance model
- Agree to use the Skate Ontario online event registration system
- Ensure hotel is within a 20-minute drive from venue and has capacity for up to 15 rooms per night for officials
- Have a Local Organizing Committee that is comprised of at least (LOC leads may fill more than 1 role): Host Club Chair, Volunteer Coordinator, Logistics Coordinator, On-Site Registration Coordinator
- Strong volunteer base to fill all positions required over the duration of the event. Host club(s) will be responsible to recruit all volunteers for the event excluding officials (judges, technical panel, data specialists, technical representative). Refer to Skate Ontario Competition Manual for all volunteer roles and duties.
- Demonstrated commitment from the host club (See Appendix 7)

Local Organizing Committee

The 2043-2025 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 events hosted in Ontario meet the quality standards of Skate Ontario and Skate Canada. Each Sectional, Provincial, and Synchro Series event will be supported by a Skate Ontario Events staff member.

*Organizing committee consists of the following individuals (LOC leads may fill more than 1 role):

- Skate Ontario Single Point of Contact (SOSPOC)
- Host Club Chair
- Volunteer Coordinator
- Logistics Coordinator

- On-Site Registration Coordinator
- Technical Representative(s)
- Chief Data Specialist
- Computer Data Specialist

Venue Specifications

To ensure a successful hosting of the event, there are minimum venue specifications required to support the operation. Complete list of requirements is listed in the following appendices:

- Venue Requirements – Appendix 3
- Officials' Stands – Appendix 4 (not required)
- Sounds System – Appendix 5

To further understand the proposed venue, a venue map is required as part of your bid application. Refer to Appendix 6 for list of items to be included in your venue map. Venue Maps can be hand drawn sketches.

Finance Model

A hosting agreement outlining the roles and responsibilities of each party will be signed between Skate Ontario and the host club. Skate Ontario will retain 25% of the entry fee revenue for STAR 1-4 Series events and host clubs will retain 75% of the entry fee revenue. All other revenues generated by the host club will be retained by the host club. The host club will be responsible for the payment of all event expenses and for submitting a post-event finance report to Skate Ontario within 45 days of the event.

It is the sole responsibility of the host club to prepare budgets for STAR 1-4 Series events. The host club will also be required to submit a post-event finance report, using the template provided by Skate Ontario.

Detailed hosting agreements will be finalized with each host club by **June 28, 2024**.

The Host club may have the right to undertake fundraising activities and retain 100% of profits generated from those activities, subject to approval by both parties.

Evaluation

Selection Committee

Skate Ontario has established a selection committee who will evaluate the submitted bids and award the 2023-2024 events to the successful host clubs.

Bids must clearly demonstrate that your club is prepared and committed to host a meaningful and athlete-focused competitive experience in accordance with the criteria outlined herein.

Criteria

- All bid applications will be reviewed and evaluated
- Applications will be consideration based on venue requirements, geographic locations, and event dates
- In the event there are no applications submitted for an event, Skate Ontario will endeavour to find a host club/skating school. If a host club/school cannot be secured, the event may be cancelled

In the selection of Host Club(s), Skate Ontario will evaluate bids based on the following criteria:

1 – Mandatory Documents/Documents Submitted	40%
2 – Venue	30%
3 – Financials/Costs	10%
4 – Letter of Commitment	20%
	<hr/>
	100%

Bid Application Timeline and Process

Bid Applications Open	January 31, 2024
Bid Applications Close	11:59 pm EST on March 10, 2024
Bids will be reviewed and evaluated by the bid committee and will be ranked	By April 7, 2024
Shortlisted applicants will be contacted to review bid and discuss next steps	By April 14, 2024
Final decisions for STAR 1-4 Series events will be made and communicated to successful host clubs	By May 17, 2024
Calendar of all STAR 1-4 and Provincial events will be confirmed	By mid-July, 2024

Deadline for Submission

Online bid applications must be submitted by 11:59 pm EST on March 10, 2024. Late submissions will not be considered.

Information Sessions

There will be an online information session held on February 13, 2024. This session will guide clubs through the bid package documents and online application process. Clubs will also have an opportunity to ask questions. This information session will be recorded and posted on the Skate Ontario website for your reference.

- February 13, 2024 – 7:30 pm EST

Pre-registration is required. [REGISTER HERE](#)

Submitting your Bid Application

Bid applications will only be accepted online, emailed submissions will not be accepted.

If a Host Club(s) is applying to more than 1 event, only 1 application is required to be submitted. If a Host Club(s) is applying for multiple events in the same Series at different venues, bid applications will need to be submitted for each venue location.

1. Prior to completing the [APPLICATION FORM](#), review the following:
 - a. All documents and appendices included in the Skate Ontario Events Bid Application Package
 - b. Skate Ontario Competition Manual
 - c. 2024-2025 Proposed Event Calendar
2. Schedule a meeting with a local venue about hosting an event, to review possible dates and discuss venue requirements (Appendix 3)
3. Complete a letter of commitment from host club (Appendix 7)
4. Submit the online bid application and all required documents

Application Documents to Submit

The following documents are required to complete and submit your Bid Application. All documents will be uploaded into the online Application Form.

1. [APPLICATION FORM](#) (Questions listed in Appendix 2)
2. Quote from Venue for Ice Requirements

3. Quote for Officials' Stands (stands not required but may be used if host club/school wishes)
4. Venue Diagram (refer to Appendix 6 for details)
5. Description of Venue's music sound system, may include photos for clarity (refer to Appendix 5 for details)
6. Letter of Commitment from Host Club(s) (refer to Appendix 7 for details)

Files must be saved with the following file format: Hostclub_docname

Example: Skateclub_LetterOfCommitment

Any of the following formats will be accepted; PDF, DOC, DOCX, JPG, JPEG

Contact Skate Ontario Events Team

Contact Michelle Hunsley mhunsley@skateontario.org if you have any questions, such as:

- Questions about requirements
- Want to host but may not fit all the requirements
- Want to host an event but the dates don't work (i.e. ice conflict)

Appendix 1: Number of Days & Ice Pad Requirements

Geographic Area	Dates	Number of Pads Required	Number of Days Required
GTA	December 6-8, 2024	2	3
Kitchener-Waterloo West, may include Niagara Area	December 6-8, 2024	2	2-3
East of GTA, may include Bowmanville east to Prescott Area	December 6-8, 2024	2	2-3
GTA	January 17-19, 2025	2	3
Huntsville to Sudbury Area	January 17-19, 2025	1-2	2-3
Ottawa	January 24-26, 2025	2	2-3
London to Kitchener-Waterloo Area*	January 24-26, 2025	1-2	2
GTA	January 24-26, 2025	2	3
Fort Frances	January 25-26, 2025	1	1-2
Schreiber-Terrace Bay Area	January 25-26, 2025	1	1-2
East (may include Whitby east to Brockville)	February 8-9, 2025	1-2	2-3
Southwestern Ontario (may include Sarnia, Windsor & Chatham areas)	February 21-23, 2025	1-2	2-3
Grey and Bruce County areas	February 21-23, 2025	1-2	2-3
GTA	February 28-March 2, 2025	2	3
GTA	March 7-9, 2025	2	3
Ottawa Area	March 14-16, 2025	2	2-3

*May include Middlesex, Norfolk, Perth, Waterloo Regions

Appendix 2: Events Application Questionnaire

Please find below the list of information you will need to gather in to complete your online application for a 2024-2025 Skate Ontario Events Application. Once you have the required information, please complete the application by the deadline: March 10, 2024. The application can be found [APPLICATION FORM](#)

If you have any questions at all please reach out to Michelle Hunsley, Manager, Events at mhunsley@skateontario.org

APPLICANT INFORMATION

- Skate Canada Club/Skating School or Organization name
- Contact person name
- Role in Club/Skating School
- Telephone number
- Email address
- List of past events hosted
- Estimated number of skaters from applying host club(s) that would compete in the hosted event

EVENT SPECIFIC INFORMATION

- Event(s) you would like to bid for
- Host club agrees to run the event on the dates specified

VENUE INFORMATION

- Venue Name
- Venue Address (Street/City/Postal Code)
- Ice cancellation policy – include dates and fees associated; Guarantee that ice can be released 7 weeks prior to event start date
- Number of pads available for event dates selected
- Ice Dimensions (W x L)
- Seating Capacity of each ice surface
- Parking capacity at Venue
- Number of Standard Dressing Rooms per Ice Surface
- Describe warm up space options available at the Venue (i.e., Gym, Hall, Concourse, lobby etc.) – Including photos
- Size of Lobby and photos
- Number of Meeting Rooms Available in Venue
- Describe your club's current music setup and what your music playing capabilities (i.e., are you able to play CDs or is another method preferred)
- Photos of Facility (i.e., Lobby Space, Dressing Rooms, Meeting Spaces, Stands, Players Box, Music Speakers in Facility)
- Concerns from the Venue Requirements Form

OFFICIALS' STANDS (not required for STAR 1-4 events)

- Identify if your club owns or has access to an officials' stand designed for the specified Venue. Officials' stands are not required for STAR 1-4 Series events
 - a. If NO, please select the following response that best suits your Venue:
 - i. We plan to rent officials' stand(s)
 - ii. We plan to build officials' stand(s)
- Does the Venue meet the electrical requirements for the officials stand: One (1) 15 amp/110-volt outlets at the officials' stand (YES/NO)

FINANCIALS – COSTS

- Quote from the Venue taxes included. Quote must include:
 - Estimated hourly ice costs
 - Estimated setup & teardown costs
 - Estimated meeting room costs, if applicable
 - Any mandatory venue requirements that have additional costs that are not included in above rates (i.e., Zamboni Drivers, Lobby Space, Glass Removal, etc.)

HOSPITALITY / LOCAL ACCOMMODATIONS

- What is the expected service provider for hospitality? (Club Volunteers, Catering Company, Venue required Catering Company)
- Hospitality Costs (Food) – 3 meals per competition day for 15-30 people and snacks throughout the day
- Recommend 1-3 local hotels within 20 minutes of the Venue to host officials.

Appendix 3: Venue Requirement Form

MANDATORY VENUE REQUIREMENTS:

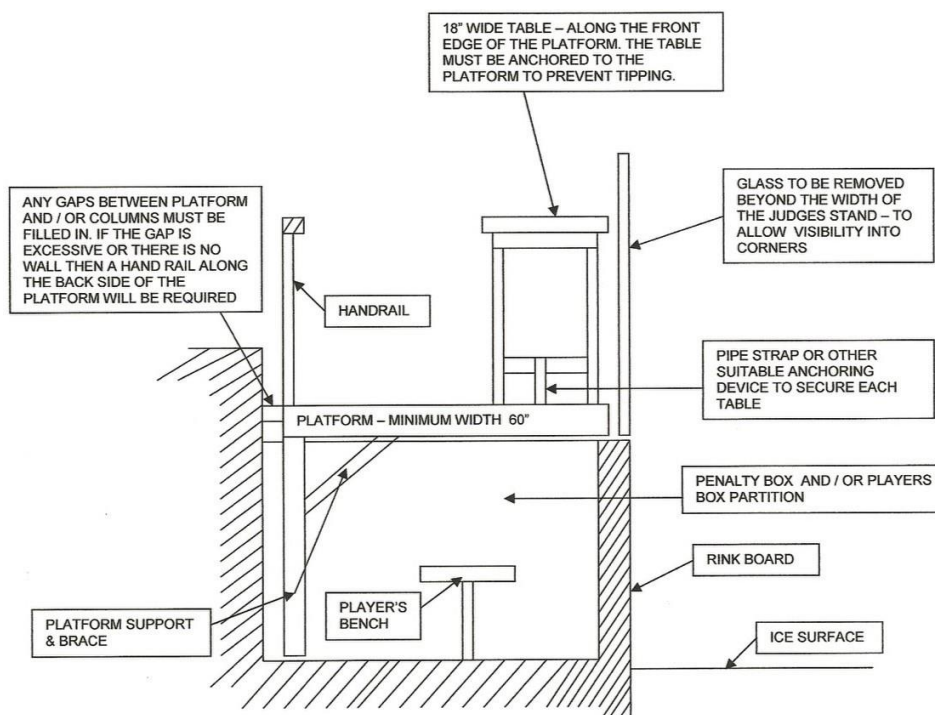
- If using officials' stands: Rink side power requirements for headsets**
 - One (1) 15 amp/110-volt outlets at the officials' stand
- Off-ice space for registration and medal presentations
- Dressing rooms requirements - For Singles, Pairs, and Ice Dance - Three (3) dressing rooms/pad
 - Synchro – Five - eight (5-8) dressing rooms
- Installation of officials' stands, if applicable - Additional details below
- Ice resurfacing staff to support resurfacing schedules
- Removal of glass at the following locations:
 - Players' bench for officials' stands, if applicable
- Space to accommodate approximately 15-20 people for two to three meals a day
- Good quality, reliable sound system
- Tables and chairs to support judges, data specialists, hospitality, and music

Appendix 4: Officials' Stands Specifications

- The officials' stand must be situated at the edge of the ice surface, placing the judges and technical panel at a height sufficient to allow for a clear view of the ice surface (ensure any plexiglass panels around the boards will not impact the field of view)

- Ensure the view of the entire ice surface will not be impeded by any plexiglass panels around the boards
- Officials' stand must be sufficiently long enough (48'-65') to enable each official, including judges, technical panel, data specialists and event technicians (music player and announcer) to have a separate chair for his/her use with enough space to enter and exit behind the table
- Ensure officials' stand can hold tables up to eight feet in length and 18 to 24-inches wide (48-inch width tables are not acceptable)
- Ensure tables are securely fastened to the stand platform
- Ensure hand railings are connected to the stairs

The following diagram specifications are not mandatory but are intended to be referenced as best practices. Building specifications are subject to the venue.



NOTES:

- 1) Judges platform must be continuous, no gaps between sections are allowed
- 2) Access Stairs, 2 sets, 1 at each end of platform.
Steps must not be narrower than 30 inches.
Minimum step width to be 7.5 inches.
Maximum rise per step to be 9 inches
3 or more risers will require a hand rail
- 3) Hand rails on the front and sides of the Judges platform, if required, must not exceed the height of the Judges table.
- 4) The length of the Judges platform is to be determined by the Competition Technical Representative in consultation with all concerned and will include space for the Music and Announcing Team.

Appendix 5: Sound System Information

Diagram 1



Diagram 1 is an image of a rink side sound system user input. This is an example of the photo that is required in the bid application.

Diagram 2



Diagram 2 is an image of an ice surface that displays the arena sound system.

Diagram 1

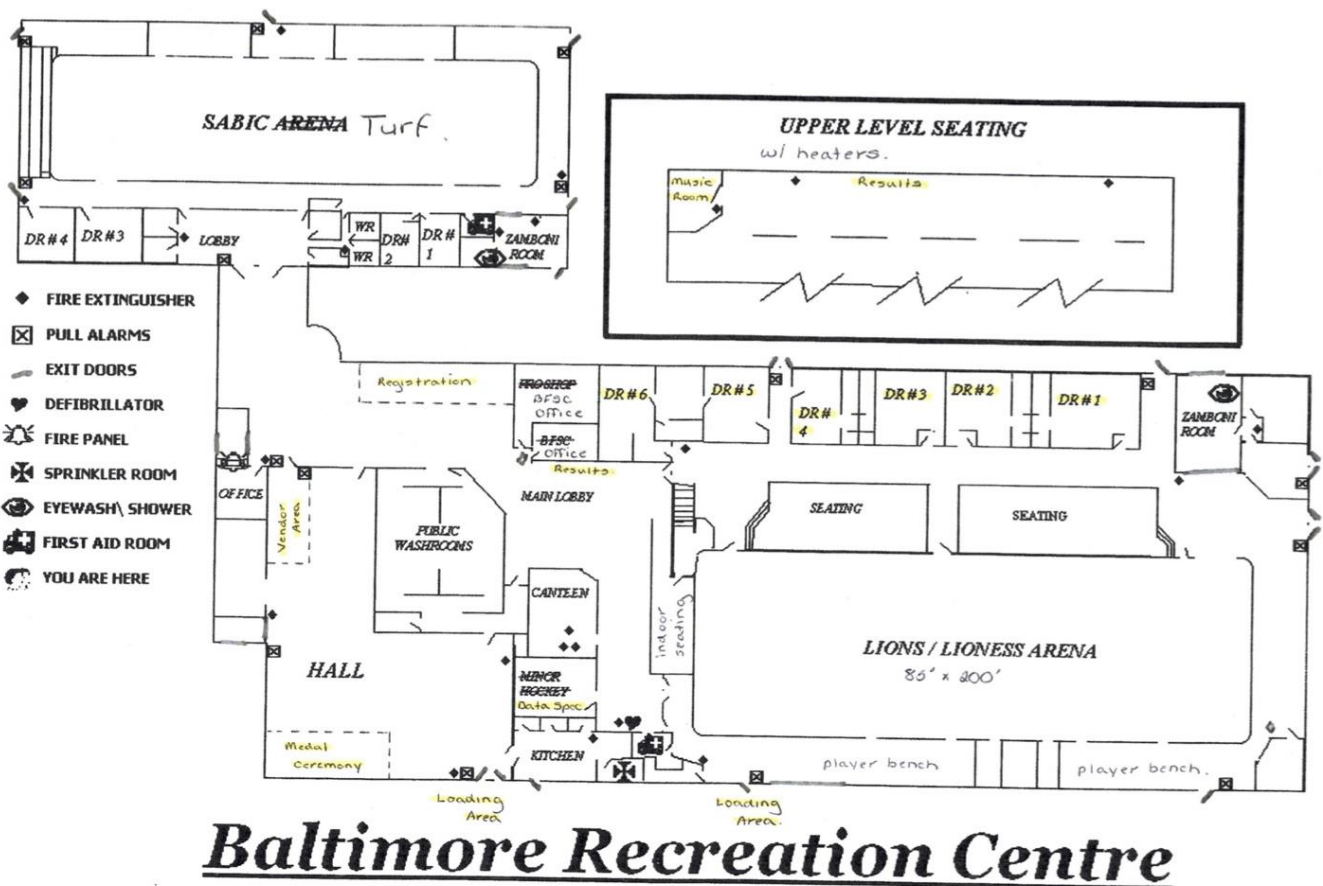


Diagram 3 is an image of an arena roof that supports the installation of additional speaker systems. The white round speaker is a typical Skate Ontario installation.

Appendix 6: Venue Diagram

Venue Diagram should include, at a minimum, the items listed below. A hand sketch of venues are acceptable.

1. Registration area
2. Dressing rooms
3. Medal ceremony location
4. Space for data specialists
5. Music room (if applicable)
6. Hospitality
7. Area for results
8. Warm up spaces (if applicable)



Appendix 7: Letter of Commitment from Host Club

The letter of commitment from the host club must include the following information:

- Explain why your club wants to host an event
- Outline how hosting an event will benefit your club
- Demonstrate that your club will commit to recruiting the required number of people to support an event
- Explain how hosting an event will create a meaningful event experience for local athletes
- Briefly describe any previous event hosting experience (if applicable)
- Confirm understanding and acceptance of the finance model
- Signed by an authorized representative of the club