



Skate Ontario

2024-2025 Skate Ontario Events Full Application to Host Package

(FOR CLUBS/SCHOOLS WHO HAVE NEVER HOSTED AN EVENT OR WHO HAVE HOSTED FEWER THAN 3 EVENTS FROM ANY SERIES SINCE JULY 2017)

Sectional, Synchro & Provincial Series

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

CONTACT INFORMATION

Michelle Hunsley

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 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 second 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 that is further streamlined from interested partner clubs and schools that have hosted at least three events since the 2017-2018 season.

This document outlines the requirements that will be considered, and the process Skate Ontario will follow to award events in the Sectional, Provincial, and Synchro Series. The Bid Application requires the completion of an online form application.

Proposed 2024-2025 Event Calendar

The structure of the events calendar is based on Sport for Life and Skate Canada Long Term Development (LTD) principles. 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 has been carefully considered in the design of the 2024-2025 schedule to ensure there are opportunities for skaters of all ages and in all geographic areas.

Anchored Events

Skate Ontario is fortunate to have several experienced host clubs and schools who have run very successful events that align with our guiding principles and Sport for Life and the LTD. **The following events are anchored and undergo a separate confirmation process and as such, are not included in this bid package.**

Sectional Series	Synchro Series	Provincial Series
August 16-18, 2024 – Kitchener-Waterloo	February 6-9, 2025 - Oakville	November 22-24, 2024- Keswick
October 16-20, 2024- Barrie		December 13-15, 2024- Stratford
		January 10-12, 2025-Sault Ste. Marie
		January 17-19, 2025-Milton
		February 7-9, 2025- Brampton
		February 14-16, 2025- Gloucester
		February 28-March 2, 2025 Thunder Bay

*Sectional Series July bid application is complete and will be hosted in Ottawa, July 19-21, 2024

Based on your geographical location, a host club or group of clubs or skating school, can bid on the following events:

SERIES	LOCATION	DATES
Sectional Series		
Sectional Series – November-Junior & Senior Sectional Championships	Flexible	November 7-10, 2024
Sectional Series – December Pre-Novice & Novice Sectional Championships	Flexible	December 5-8, 2024
Provincial Series		
Provincial Series – Adult Only Event	Flexible	November 15-17, 2024
Provincial Series	Northeastern Ontario- may include areas north of Perry Sound & the Greater Sudbury Area	November 29-December 1, 2024
Provincial Series	Ottawa Area	November 29-December 1, 2024
Provincial Series	Thunder Bay Area	December 13-15, 2024
Provincial Series	Easter Ontario- may include areas from Whitby east to the Greater Ottawa Area	January 10-12, 2025
Provincial Series	Windsor Area	January 31-February 2, 2025
Provincial Series	Timmins & Surrounding Area- may include areas from Timmins north to Hearst	January 31-February 2, 2025
Provincial Series	Southwestern Ontario- may include Kitchener-Waterloo & London areas	February 14-16, 2025
Adult Championships	Flexible	February 28-March 1, 2025
Provincial Championships	Flexible	March 21-23, 2025
Synchro Series		
Synchro Series- December	Flexible	December 6-8, 2024
Synchro Series – January (Regional Championships)	Flexible	January 24-26, 2025

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 offered in a different format such as being officiated remotely, or 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 14-hour day schedule (8:00am – 10:00pm)
- Practice ice opportunities may be organized outside the 8:00am – 10:00pm event schedule each day
- Categories for each event will be determined by Skate Ontario
- 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 Sectional, Provincial, or Synchro Series event. The 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 30 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, live streaming personnel where applicable). 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 2024-2025 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
- Event Technician (specific events only)

Venue Specifications

To ensure 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
- 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. The hosting agreement will also include all eligible and ineligible revenues and expenses that will determine the calculation of the net profit. Skate Ontario and the host club will each receive 50% of the net profit from the event.

For categories of revenues and expenses, see below.

Revenues	Expenses
Entry Fees Admissions Other Revenues – Sponsorship/donations – on a case-by-case basis per hosting agreement	Officials – Travel/accommodations/meals Venue – Ice time/other related venue charges *(1) Video Replay – Cost for Service Provider Equipment Shipping Equipment Rentals Medals Medical Services Other Expenses as defined in the event budget

In the unlikely event a financial net loss is predicated after the closing of event registration, Skate Ontario reserves the right to cancel the event.

In the unlikely event the event incurs a financial net loss, Skate Ontario will absorb this loss. In this case, the host club will only recover direct expenses related to the event.

***(1) – For the two Sectional Series “Section Championships” events (November and December 2024) the host club is guaranteed a minimum “share” of \$7500.00. In the circumstance that the “Section Championship” does not generate enough net profit to meet this minimum threshold, Skate Ontario will subsidize the club share in order to guarantee the minimum \$7500.00 “share” to the club.**

Skate Ontario has implemented an entry number/entry fee model that requires a minimum number of entries per event. To minimize the risk of incurring a financial loss, an event will not run if the minimum number of entries is not achieved by the entry deadline.

Skate Ontario will pay all expenses directly to suppliers, service providers, officials, and any other direct event expenses. In cases where the host club arranges for the purchase and provision of hospitality supplies (at the amount provided for in the budget), Skate Ontario will reimburse the club and record that payment as an event expense in the final financial report. Skate Ontario will not be providing any “up front” monies to the host club, including a float for hospitality.

Budgets will be drafted by Skate Ontario for discussion with the host club and will be vetted and amended (if necessary) by the organizing committee and approved by the Skate Ontario Chief Operating Officer.

The Host club may have the right to undertake fundraising activities, vendor agreements, practice ice sales and retain 100% of net profits generated from those activities, subject to approval of the Skate Ontario Chief Operating Officer.

Evaluation

Selection Committee

Skate Ontario has established a selection committee who will evaluate the submitted bids and award the 2024-2025 events to the successful host clubs.

Bids must clearly demonstrate that your club is prepared and committed to hosting 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 endeavor to find a host club/skating school. If a host club/school cannot be secured, the event may be removed from the Events Calendar

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

1 – Mandatory Documents/Documents Submitted	30%
2 – Venue	30%
3 – Judges Stands	15%
4 – Financials/Costs	15%
5 – Letter of Commitment	10%
	<hr/> 100%

Bid Application Timeline & 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 Sectional & Synchro Series events will be made and communicated to successful host clubs	By May 10, 2024
Final decisions for Provincial Series events will be made and communicated to successful host clubs	By May 17, 2024
Calendar for Sectional & Synchro Series will be confirmed	By May 31, 2024

Calendar of all Provincial events will be confirmed	By mid-July, 2024
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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 through the following link: Skate Ontario 2024-2025 Events Bid Application (emailed submissions or submissions sent via regular post will not be acknowledged or 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 [FULL BID 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. [FULL BID APPLICATION FORM](#) (Questions listed in Appendix 2)
2. Quote from Venue for Ice Requirements
3. Quote for Officials' Stands
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

Series	Proposed Dates	Number of Days	Number of Pads
Sectional Series – November	November 7-10, 2024	4	2
Sectional Series – December	December 5-8, 2024	4	2
Synchro Series-December	December 6-8, 2024	3	1
Synchro Series – January	January 24-26, 2025	3	1
Provincial Series – Adult Only Event	November 15-17, 2024	3	1-2
Provincial Series – Northeastern Ontario	November 29-December 1, 2024	3	1-2
Provincial Series – Ottawa Area	November 29-December 1, 2024	3	2
Provincial Series – Thunder Bay Area	December 13-15, 2024	2-3	1
Provincial Series – Eastern Ontario	January 10-12, 2025	3	2
Provincial Series – Windsor Area	January 31-February 2, 2025	3	2
Provincial Series – Timmins & Surrounding Area	January 31-February 2, 2025	2-3	1
Provincial Series – Southwestern Ontario	February 14-16, 2025	3	2
Adult Championships	February 28-March 1, 2025	3	2
Provincial Championships	March 21-23, 2025	3	2

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 for clubs/schools who have not hosted any or fewer than 3 events from any series since July of 2017 can be found: [FULL BID 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
- Confirmation that Skate Ontario is able to patch into the Venue internet (hardline not wireless) for livestreaming purposes OR confirmation that Skate Ontario will be able to bring in an Internet Drop (at Skate Ontario's cost) to Livestream the event at Skate Ontario's discretion. The target upload/download speed is 100mbps. Please conduct an internet speed test and include the result with your submission.

OFFICIALS' STANDS

- Identify if your club owns or has access to an officials' stand designed for the specified Venue
 - 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)
- What permits, if any, are required by venue to build judge stands
- Does the Venue meet the electrical requirements for the officials stand: Four (4) 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.)
- Quote for Officials' Stands – Must include materials, labour, rental costs, municipal permits

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 30-60 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

- Rink side power requirements for scoring, music, and announcing:
 - Four (4) 15 amp/110 volt outlets at the officials' stand
 - Each outlet requires its own breaker (an alternate option is a "show panel", typically a 30 amp/3 phase panel that supports up to 6 different outlets)
- Off ice space for registration and medal presentations
- Dressing room requirements – for Singles, Pair & Dance – three (3) dressing rooms per pad
For Synchro – five to eight (5-8) dressing rooms
- Maintenance time for installations, i.e., officials' stands, music networking, hospitality
- Installation of officials' stands – additional details below
- Removal of glass at the following locations
 - Player's bench for officials' stands
 - Interior dasher partition removal (around timekeeper's/players' bench area if required)
 - Coach access during warmups
- Ability for Skate Ontario to patch into venue internet (hardline not wireless) or the ability for Skate Ontario to bring in an internet drop (at Skate Ontario's expense) to livestream events, if applicable
- Ice resurfacing staff to support flood schedule
- Loading dock or entrance ramp with access to elevator to move equipment if on a different level
- Space to accommodate approximately 30-60 people for 2-3 meals/day
- Good quality, reliable sound system with professional interface at rink side
- Tables and chairs for judges, data specialists, and hospitality

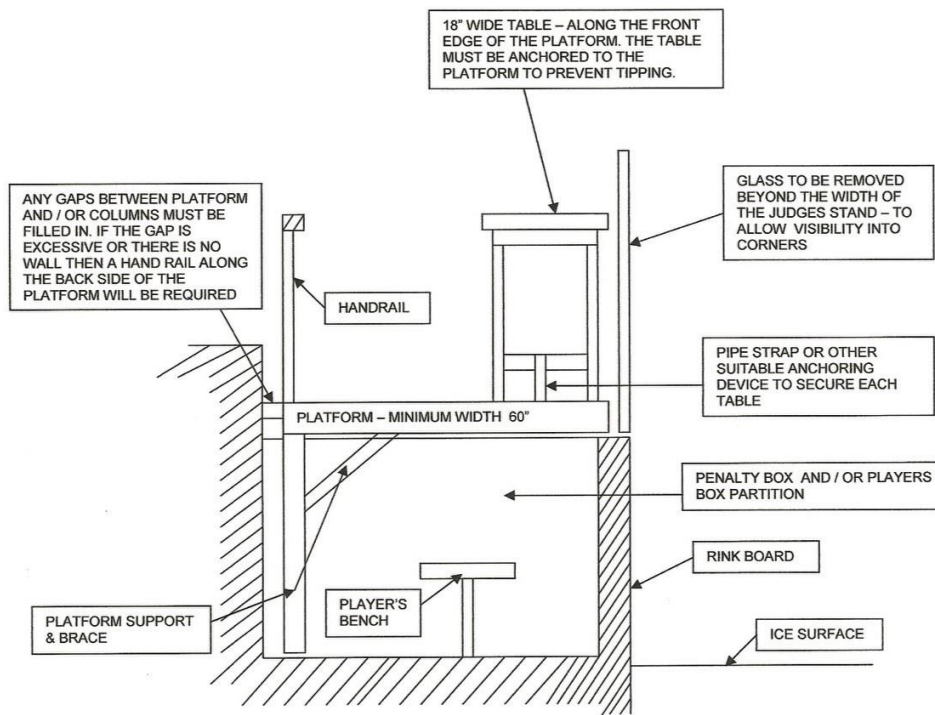
The venue will support the temporary installation of officials' stands with the following requirements:

- The officials' stands will be situated at the edge of the ice surface, placing the judges and tech panel at a height sufficient to allow a clear view of the entire ice surface (ensure any glass panels around the boards will not impact the field of view)
- Officials' stands must be sufficiently long enough (48'-60') to enable each official working space and enough space to enter and exit behind the table (approximately 10-15 individuals)
- Ensure officials' stands are of sufficient size to accommodate tables up to 8' in length and 18-24-inches wide (48-inch width tables are not acceptable)
- Ensure tables are securely fastened to the stand platforms
- Ensure hand railings are connected to the stairs

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

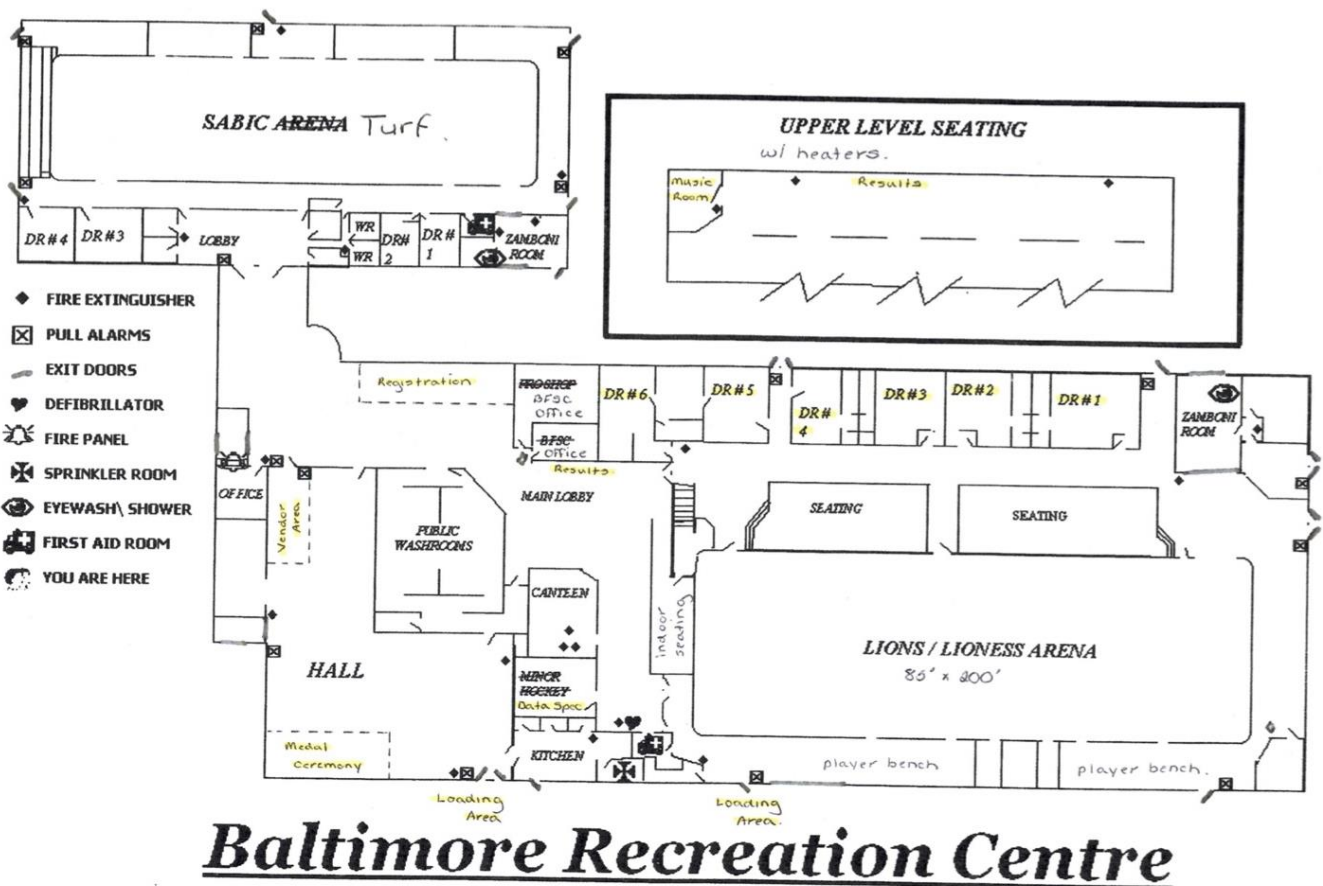


Diagram 3 is an image of an arena roof that supports the installation of additional speaker systems. The white round speaker is a typical Skate Ontario installation.

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