

2026-2027 Skate Ontario Events Application to Host Package



STAR 1-4 Series

Deadline to submit online application to host: March 8, 2026

CONTACT INFORMATION

Michelle Hunsley
Manager, Events
mhunsley@skateontario.org

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 2026-2027 Events Season, Skate Ontario is opening the Bid Application process for the awarding of select events in the 2026-2027 season.

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.

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. For the first time in Skate Ontario history, we are anchoring the following STAR 1-4 events.

These events are anchored and have undergone a separate confirmation process and as such, are not included in this bid package:

- STAR 1-4 Niagara, December 4-6, 2026
- STAR 1-4 Border (Fort Frances), January 23-24, 2027
- STAR 1-4 Schreiber-Terrace Bay, February 6-7, 2027
- STAR 1-4 Ottawa Area, March 5-7, 2027

Proposed 2026 – 2027 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 2025-2026 schedule to ensure there are opportunities for skaters of all ages and in all geographic areas.

Geographic Area	Dates
East of GTA (may include Bowmanville to Prescott area)	December 11-13, 2026

GTA	January 15-17, 2027
Huntsville to Sudbury Area	January 15-17, 2027
Ottawa Area	January 22-24, 2027
Kitchener- Waterloo - Windsor Area	January 22-24, 2027
GTA	January 22-24, 2027
GTA	January 29-31, 2027
East (may include Whitby east to Brockville)	February 5-7, 2027
Southwestern Ontario (may include Sarnia, Windsor, Chatham Areas)	February 19-21, 2027
Grey and Bruce County Areas	February 19-21, 2027
East GTA to Kingston Area	February 26-28, 2027
GTA	March 5-7, 2027
Sudbury Area	March 5-7 or March 12-14, 2027

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, mhunsley@skateontario.org 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, skating school or clubs must meet the following:

- Be in good standing with Skate Canada

- All members of the applicant's Board of Directors are registered, in that capacity, with Skate Canada. The bid submission will require a list of the applicant's Board of Directors.
- The applicant has an active account with an updated profile in the Skate Ontario Members' Lounge.
- The applicant has satisfied Skate Ontario's Member Accountability Requirements as outlined in the Skate Ontario Membership MOU.

Preference may be given to applicants who fulfill the following requirements:

- The applicant has achieved, at a minimum, engaged status in the CanSkate Excellence Program.
- The applicant has achieved, at a minimum, engaged status in the STAR 1-5 Excellence Program.

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. 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 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 for recruiting all volunteers for the event, including officials (judges, technical panels, data specialists, and technical representatives). 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 2026-2027 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
- Music Coordinator
- Hospitality Coordinator
- Technical Representative(s)
- Chief Data Specialist
- Computer Data Specialist

Volunteer Screening Requirements

Starting in the upcoming 2026–2027 season, all event volunteers will be required to complete a volunteer screening process. The type of screening will vary based on the specific volunteer role. Skate Ontario recognizes that this is a new requirement and that it may introduce additional work for LOCs. To support this transition, SO will offer Volunteer Screening information sessions, including process recommendations and resources, to help LOCs complete and track screening requirements effectively. Please read the Skate Ontario Screening Policy for Volunteers and Officials – Appendix 8.

Venue Specifications

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

- Venue Requirements – Appendix 3

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

Preference may be given to bids where the facility has a hard-wired internet connection in the facility that we can use for the entirety of the event.

To further understand the proposed venue, a venue map is required as part of your bid application. Refer to Appendix 6 for a 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 30, 2026**. 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 2026-2027 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 considered 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 40%

Submitted

2 – Venue 30%

3 – Financials/Costs 10%

4 – Letter of Commitment 20%

100%

Bid Application Timeline and Process

Bid Applications Open	January 26, 2026
Bid Applications Close	11:59 pm EST on March 8, 2026
Bids will be reviewed and evaluated by the bid committee and will be ranked	By March 27, 2026
Shortlisted applicants will be contacted to review bid and discuss next steps if required	By April 3, 2026
Final decisions for STAR 1-4 Series events will be made and communicated to successful host clubs	By April 24, 2026
Calendar of all STAR 1-4 and Provincial events will be confirmed	By mid-July 2026 at the latest

Deadline for Submission

Online bid applications must be submitted by 11:59 pm EST on March 8, 2026. Late submissions will not be considered.

Information Sessions

There will be an online information session held on Tuesday, February 17, 2026, at 7:00 pm ET. 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.

- Tuesday, February 17, 2026, at 7:00 pm ET

Pre-registration is required: [Bid Application Process Information Session](#)

Volunteer Screening Information Sessions

There will be online information sessions for successful applicants to cover new requirements for volunteer screening.

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 [STAR 1-4 Bid Application](#) (this link will be available on January 26, 2026) the following:

- a. All documents and appendices included in the Skate Ontario Events Bid Application Package
- b. Skate Ontario Competition Manual
- c. 2026-2027 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. [STAR 1-4 Bid Application](#) (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
- If your club/school wants to host but may not fit all the requirements
- If your club/school wants 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
East of GTA, may include Bowmanville east to Prescott Area	December 11-13, 2026	2	2-3
GTA	January 15-17, 2027	2	3
Huntsville to Sudbury Area	January 15-17, 2027	1-2	2-3
Ottawa	January 22-24, 2027	2	2-3
Kitchener-Waterloo -Windsor Area	January 22-24, 2027	2	2
GTA	January 22-24, 2027	2	3
GTA	January 29-31, 2027	2	2-3
East (may include Whitby east to Brockville)	February 5-7, 2027	1-2	2-3
Southwestern Ontario (may include Sarnia, Windsor & Chatham areas)	February 19-21, 2027	1-2	2-3
Grey and Bruce County areas	February 19-21, 2027	1-2	2-3
East GTA -Kingston Area	February 26-28, 2027	2	3
GTA	March 5-7, 2027	2	3
Sudbury Area	March 5-7 or March 12-14, 2027	1	2-3

Appendix 2: Events Application Questionnaire

Please find below the list of information you will need to gather in order to complete your online application for a 2026-2027 Skate Ontario Events Application. Once you have the required information, please complete the application by the deadline: March 8, 2026.

The application can be found

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
- A list of the club's Board of Directors.

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
- Confirm club can play MP3 music files provided by Skate Ontario
- Photos of Facility (i.e., Lobby Space, Dressing Rooms, Meeting Spaces, Stands, Players Box, Music Speakers in Facility)
- Concerns from the Venue Requirements Form
- Select what type of audio connection you have (KB to upload photos. Having trouble ATM)

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

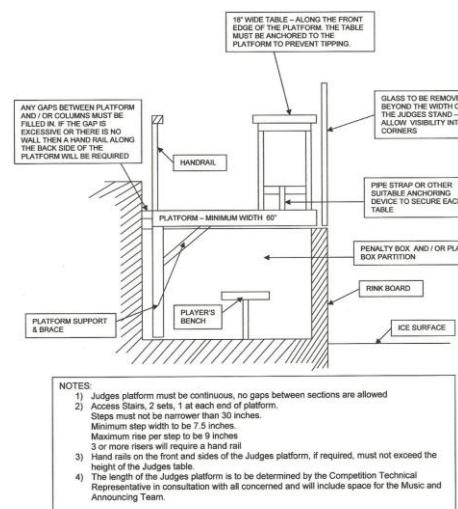
- Good quality, reliable sound system
- Tables and chairs to support judges, data specialists, hospitality, and music

Appendix 4: Officials' Stands Specifications (Not Required) If Being Used

- 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 (approximately the length of one players' bench for STAR 1-4 events) 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. ☐

Appendix 5: Sound System Information





Connector



Connector



Here are examples of common music connectors used at rinks. Please provide a photo of the music connector available at your rink.

- ◆ F
- P
- E
- ♥ D
- ☀ F
- ☒ S



Connector



 **Skate Ontario**

Appendix 6: Venue Diagram
A venue Diagram should include, at a minimum, the items listed below. A hand sketch of the venue is 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)
9. Location of hardline internet access (if applicable)

Baltimore Recreation Centre



Skate Ontario

Appendix 7: Letter of Commitment from the Host Club

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

- Explain why your club/school 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
- Explain how the club will ensure a positive experience for volunteer officials, include details on meal and snack plans
- 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

Appendix 8: Skate Ontario Screening Policy for Volunteers and Officials

To view the Policy on the Skate Ontario website, please [click here](#).