



# Skate Ontario

# BOTF MANUAL

Updated: March 2026



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## Introduction

This manual provides an organized framework to assist host clubs in planning and executing Bring On The Fun events in the province of Ontario.

The goal of these events is to create meaningful athlete experiences in fun, fair, and safe environments. Competitions will foster a community spirit through athlete, official, volunteer, and club development and encourage respect and dignity for all participants regardless of their role and/or responsibility for the event.

All Skate Ontario events will be conducted in accordance with the regulations as set forth in the Skate Canada Event Management Handbooks and Skate Canada Rules of Sport for competitions: <https://info.skatecanada.ca/index.php/en-ca/rules-of-sport/54competitions.html>

## SECTION 1: Pre-Event Planning

The Skate Ontario Event Staff members are available as a resource for your competition. At least one Event Team staff member will be assigned as the **Skate Ontario Single Point of Contact (SOSPOC)** for every competition in Ontario and will participate in the Organizing Committee planning meetings. This information will be included in each competition's workplan.

### Skate Ontario Event Team

Stephanie Lafleur  
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### Organizing Committee Members

#### Skate Ontario Event Staff

- The name and contact info of the assigned SOSPOC staff member will be provided to each Host Club prior to the first Organizing Committee Work Plan Meeting
- Responsible for creating the event schedule
- Responsible for creating athlete groupings and start orders

#### Host Club Chair(s)

- Represents Host Club on Organizing Committee
- Ensures all major host club roles/positions are filled
- Signs and manages ice and room contract with the facility
- Secures working space
- Ensures that all required supplies are on site
- Work with SOSPOC to finalize on site meal planning



- Manages monetary payments if spectators are in attendance
- Submits post competition documents as required
- Responsible for securing judges and creating judge panel schedules
- Attends Organizing Committee meeting

### 1.1 Host Committee Roles & Responsibilities

There are a variety of roles and responsibilities involved in hosting a competition. The size of the Host Committee will vary with each competition based on the needs of the event, the availability of volunteers, and the expertise of the volunteer base.

Refer to **Appendix 1** for a description of Host Committee Roles and Responsibilities

### 1.2 Budget

BOTF Host Clubs are encouraged to create a draft budget.

### 1.3 Announcement

- Event Announcements will be created and posted on the Skate Ontario website by Skate Ontario Events Team with information provided by the Host Club
- Announcements will be posted on the Skate Ontario website 8-10 weeks prior to the event start date
- Host Club to send SOSPOC event specific information that pertains to the Event Announcement

### 1.4 Organizing Committee Work Plan Meetings

- There will be a minimum of one planning meeting for BOTF events
- These meetings should include representatives from the host club including the Chair, Logistics and Volunteer coordinators, the assigned SOSPOC
- These meetings will be scheduled 2-3 weeks after registration closes

### 1.5 Venue Requirements

- Adequate registration space
- Adequate number of rooms including space for volunteers
- Confirm on and off the ice door
- Confirm where music and announcing will set up
- Type of sound system in the arena, where connections to the sound system are located
- Number of zambonis and available drivers
- If glass may be removed to facilitate coach/athlete interaction (if required)
- Confirm where meals will be served for volunteers

### 1.6 Evaluator's Location

Officials stand is not required for BOTF. Evaluators are encouraged to sit or stand in the players



bench.

- It is recommended that host clubs provide blankets for the evaluators
- It is recommended that evaluators be located near music and announcing
- Should be able to interact with skaters

## 1.7 Room Requirements/Venue Map

In preparation for your event, the following rooms and/or spaces are required on-site. Depending on the facility, the Host Clubs may have to be creative with the space available in the facility.

- **Volunteer Room** – Location where volunteers sit to warmup, and can leave their personal belongings. If a private room is not available, a draped off section of a larger room is acceptable.
- **Results Area** – Location where the results paperwork and ribbons can be sorted
- **Hospitality Room** – Location where volunteers eat their meals
  - The Hospitality/Volunteers room can be in the same space. Preferred option if space allows.

## 1.8 Medical

All Skate Ontario sanctioned competitions must have at least 1 medical personnel at rink level during competition times.

**Medical Personnel must be First Responder Certification or equivalent qualified.**

BOTF Series Host Clubs are responsible for arranging medical services.

Refer to **Appendix 3** for minimum medical requirements.

## 1.9 Event Insurance

- BOTF Series must obtain event insurance from BFL. For a copy of the BFL Certificate of Insurance Request Form please email your SOSPOC
- There is no charge for this insurance

## 1.10 Evaluator's Accommodations

- The Host Club for BOTF Series are not responsible for covering evaluator's accommodation. This can be done as a courtesy for volunteers but is not a requirement.

## 1.11 Vendors (Including Photographer & Videographer)

- It is at the discretion of host clubs whether they will have vendors on site. Host clubs must confirm with their facility whether this is permitted or not. Host Clubs are responsible for soliciting and on-site management of vendors.
- **Vendor Fees**– Management of vendors will be the responsibility of the host club. \*All revenues generated by the sale of vendor sites will be retained by the club. This revenue must be reported to Skate Ontario for information purposes only for the 2026-



2027 season. Vendors must be pre-approved by Skate Ontario.

- Host Clubs are required to provide a list of vendors to the SOSPOC to ensure that there are no conflicts with current Skate Ontario partners.
- The Host club may have the right to undertake fundraising activities and retain 100% of profits generated from those activities.

## 1.12 Sponsorship/Fundraising

The host club(s) may secure sponsorship or value in kind (VIK) donations of goods or services. All local sponsorship is subject to the approval of Skate Ontario to ensure no conflicts with a Skate Ontario sponsor. The club must advise Skate Ontario, in writing, when a local sponsor is secured no later than 3 weeks prior to the event and prior to entering any agreement with a local sponsor. Skate Ontario will then confirm any sponsor conflicts.

Examples of potential VIK donations of goods or services: Meals/Snacks, Rental Equipment, Awards Decorations, Stationary Needs, Raffle/Door Prize, Skater Goodie Bags, Officials Gifts, Music Equipment, Radios, Pipe & Drape, Table Linens, Tables/Chairs.

## SECTION 2: Event Execution

### 2.1. Accreditation and Registration

Below outlines the accreditation and on-site registration process. If there are any on-site concerns about an individual's accreditation or what venue access should be provided, the Host Club should immediately consult or contact the SOSPOC.

#### Athletes

- Athletes are required to register on site prior to their skate
- Athletes are not required to carry/show accreditation at BOTF events. Host clubs are not required to provide athlete accreditation; however, they may choose to do so.
- Recommended that athlete registration be close to the arena entrance. Dressing room assignments should be available at Skater Registration
- Athletes are required to check in daily for any skates they have.

#### Coaches

- Each competitor is entitled to be accompanied by TWO coaches
- Certification requirements shall be as defined by Skate Canada
- Skate Ontario Coaches must present their Skate Ontario accreditation tag. For any Skate Ontario coach that does not have their accreditation tag or are not listed on the Coach list provided by the SOSPOC are required to show their Skate Canada Coach Dashboard to confirm that they are in Good Standing.
- Coaches must present their proof of good standing if requested by a member of the Host Club.
- Coaches from sections outside of Ontario must provide proof that they are a registered Skate Canada Professional Coach in Good Standing
- SOSPOC will provide a printed Coach Sign-In sheet



**Volunteers**

- All volunteers should be required to sign in and out for shifts, providing their name and area where they are volunteering
- Host clubs should decide how others may identify volunteers i.e., vests, arm bands, volunteer tags etc.

**Skate Ontario Staff**

- All Skate Ontario staff will have a Skate Ontario Staff accreditation tag

**2.2. Dressing Rooms**

Dressing room access is limited to just athletes and accredited coaches. Host Clubs can setup a skate tying area in the lobby for parents to assist their skaters.

**2.3. Cash Management**

It is essential that the Host Club establishes sound processes for tracking and storing cash at all events. This includes floats and admission proceeds.

**2.4. Hospitality (Meals & Snacks)**

- Meals must be provided for volunteers on-site.
- Catering to dietary preferences (i.e., vegan, or low/no carb) is at the discretion of the host club.

The following are suggestions for Host Clubs looking for meal recommendations:

<b>Breakfast</b>	Coffee/Tea/Juice/Water Muffins/Bagels/Bread Pastries Dry Cereal/Oatmeal Cold Hard-Boiled Eggs Whole Fruit/Fruit Tray Yogurt & Granola Pancakes/French Toast
<b>Lunch</b>  Not limited to the list here - Can also offer any Dinner option at Lunch time	Soup Chili Sandwiches Wraps Salad
<b>Dinner</b>  Fresh HOT meal	Stir-fry & Rice (Chicken & Veggie option) Taco or Fajita Bar Pasta – Penne/Lasagna/Stuffed Shells/etc. Shephard’s Pie Pizza



<b>Snacks (Energy Boosters)</b>	Veggies & dip Fruit Cheese & Crackers Charcuterie Board Baked Goods Individually packaged snacks (chips/granola bar/etc.) Candy/Chocolate Pop, Sparkling Water, Juice Coffee, Tea, Hot Chocolate
Available throughout the entire day	

#### Coach Hospitality

Host Clubs may offer coaches hospitality on-site. **NOTE:** This is not a requirement.

## 2.5. Volunteers

- Refer to **Appendix 4** for list of volunteer roles. Roles have been listed in the order of importance
- Various tools to organize volunteers – paper sign up, online sign-up tools (Example: [www.signup.com](http://www.signup.com))
- If you are concerned about having enough volunteers, consult your SOSPOC and they will be able to provide recommendations and assist
- Number of volunteers will vary based on the layout of the facility

### **Skate Ontario Volunteer Code of Conduct**

All volunteers are expected to follow the Skate Ontario Volunteer Code of Conduct to ensure a safe environment for all volunteers and participants. Host Clubs are highly encouraged to share the Skate Ontario Volunteer Code of Conduct poster in advance with their volunteers. In addition, Host Clubs are required to post the Skate Ontario Volunteer Code of Conduct on-site. The poster should be posted, at minimum, the Volunteer Sign-in and in high traffic areas in the arena.

The poster can be found in Skate Ontario Host Club Resources SharePoint Folder: [Skate Ontario Host Club Resources](#)

Any questions about Skate Ontario's Volunteer Code of Conduct can be directed to Kelsey Bennett, Director, Event Systems at [kbennett@skateontario.org](mailto:kbennett@skateontario.org).

## 2.6. Music & Announcing

Skate Ontario will **NOT** be collecting music files at time of registration for all events. Music files will be submitted to the host club in their preferred method (i.e. Google form). The Skate Ontario Events team will assist the host club in acquiring all pieces of music. SOSPOC will post music submission link and instructions on the detailed events page.

Host clubs are responsible for organizing music into groupings and start orders.

If Host Clubs have any questions about Music & Announcing, they should reach out to their SOSPOC.



### **Host Club Music & Announcing Responsibilities**

- Identify a lead for music & announcing – you may choose to select 1 or 2 people to fill this role
- Have a computer or tablet per pad to play music. This device must have the ability to play music from a USB stick, as this is the method of music backup for skaters.
- A backup device per pad should be available in the event of technical errors.
- Music files preparation
  - The SOSPOC will post music submission link on the detailed events page
  - Host Club is responsible for ensuring each piece of music plays
    - In the event a music file is corrupt, the Host Club should notify the SOSPOC to contact the skater for a new file. This should be completed at least 1 week prior to the event
  - Host Club is responsible for sorting the music based on start order to minimize errors during the event
    - Start orders are published 2 weeks prior to the event. On request, the SOSPOC can provide an excel copy of the start orders.
  - Gather other music required – a full list of music needs are listed below
  - Update music files as required.
- Work with facility to identify music equipment required (ie. microphone, sound mixer, speakers, etc.) and source any required equipment
- Recruit, schedule, and train music and announcing volunteers
- Update announcing scripts to include event specific information
  - Sample announcing scripts are available for download in the Skate Ontario Host Club Resources SharePoint Folder : [Skate Ontario Host Club Resources](#)
- Test music equipment a few days prior to the event to ensure it is operational and provide time if troubleshooting is required

The Host Club is responsible for supplying the following music:

- Warm-up music
- If offering Dance: Series 8 Dance music must be played during warm-up. This music is available for download from the Skate Ontario Materials Catalogue.
- STAR 1 creative expression music clips (30 seconds)

### **2.7. Awards**

- The Host Club is encouraged to provide an awards presentation area.
- SOSPOC will provide ribbons and host club will be billed for what is used.

### **2.8. Camera Etiquette**

For the safety of all skaters, spectators must photograph/video for personal use only and flash photography is not permitted



## SECTION 3: Post Event

### 3.1 Post Competition Financial Documents

The host committee of BOTF Series events, is required to submit the Skate Ontario Budget Template with budgeted numbers and actuals within 30 days of completion of event to Michelle Hunsley, [mhunsley@skateontario.org](mailto:mhunsley@skateontario.org)

This financial template is a template available for download in the Skate Ontario Host Club Resources SharePoint Folder : [Skate Ontario Host Club Resources](#)

### 3.2 Remit Entandem Fees

- Entandem (formerly SOCAN) is a joint venture between Re:Sound and SOCAN, created to simplify the music licensing process. Re:Sound and SOCAN are separate organizations that represent different stakeholders in the music recording industry.
- All skating competitions must remit fees directly to Entandem through their website at <https://www.entandemlicensing.com/>. The Host Club is required to create an account to calculate the fee owed and to pay the fee. Entandem fee should be paid within 30 days following the competition.
- The Entandem fees paid are based on the total admission revenue collected.
- All inquiries should be forwarded to Entandem directly at [info@entandemlicensing.com](mailto:info@entandemlicensing.com) or by phone at 1-866-944-6223.

## SECTION 4: Resources

[Skate Ontario Host Club Resources](#) – This folder contains Host Club resources and documents.

### [By-Laws and Policies - Skate Ontario](#)

- Expense Policy
- Social Media

[Policy Skate Ontario](#)

[Privacy Policy](#)



## Appendix 1 – Host Club Committee Roles

This is intended as a guideline only; host clubs may define roles and responsibilities somewhat differently and/or have fewer/more roles

### COMPETITION EVENT CHAIR (1)

- Works with Skate Ontario staff to manage the organization of the event
- Ensures committee leads are in place
- Works with Logistics Coordinator & SOSPOC to determine layout of venue including where registration will be
- Oversees all Host Club Committees
- Submit flood schedule to arena once finalized by the SO

### TREASURER – BOTF Series (1)

- Drafts budget
- Deposits all revenues received
- Arranges payment and tracks all expenses
- Arranges required advances and floats
- Completes Budget Template with budgeted numbers and actuals within 30 days of completion of event and submits to SOSPOC. The template will be provided by SOSPOC

### REGISTRATION COORDINATOR (1)

- Receives registration spreadsheet from SO Event Team
- Responsible for ensuring all onsite registration processes are in place including athlete, coach, and volunteer registration
- Determine who will generate dressing room assignment once schedule is finalized
- Arrange for signage to be posted on dressing room doors and any other required location
- Distribute dressing room assignment list to Skater Registration and Ice Captain

### VOLUNTEER COORDINATOR (1)

- In consultation with Host Club Chair and Committee Leads confirm volunteer requirements for event
- Establish how volunteers will be recruited i.e., email campaign, posters, mandatory participation etc.
- Generate volunteer schedule or collect schedules from Committee Leads if applicable
- Collect contact info for all volunteers and inform them of process for notifying the Volunteer Coordinator if unable to complete their shift(s)
- Send reminders to all volunteers
- Confirm what accreditation method will be used for volunteers i.e., tags, vests, jackets
- Create sign in and sign out sheets
- Manage and direct volunteers during competition ensuring all volunteers sign in and out
- Send out a thank you to volunteers following the event

### LOGISTICS COORDINATOR (1)

- With Host Club Chair investigate suitability of facility



- Inquire with facility about availability and cost of necessary furniture/equipment such as tables, chairs, table etc.

### **AWARDS & MEDALS COORDINATOR (1/shift)**

- Generate and post award presentation schedule
- Consider using a microphone to enhance presentation
- Clarify with athlete, parent, or coach if unsure how to pronounce a name

## **Appendix 2 – Supply Requirements**

### **Office Supplies**

It is the responsibility of the Host Club to provide the supplies for the Volunteers/Evaluators. The quantity of items below is suitable for a BOTF event.

Confirm with your SOSPOC if all the following items are required and in what quantity:

- 1 pair scissors - 8" long or longer
- 1 standard stapler with extra staples
- 1 electric pencil sharpener
- 1 box of standard paper clips and 1 box jumbo size paper clips
- 1 roll Scotch Tape
- 1 full roll 1" painter's tape
- 3-4 dozen HB lead pencils with erasers (depending on competition size)
- 1 Highlighter
- 10 letter size clip boards

## **Appendix 3 – Medical Personnel**

### **EMERGENCY MEDICAL RESPONDER**

#### **Pre-Requisites of Emergency Medical Responder:**

Standard First Aid with Level C CPR.

#### **Additional Requirements:**

The course requires 100% attendance, skills demonstration, 2 evaluated scenarios, and 80% min. passing grade on written exam

#### **Description:**

Course provides the knowledge and skills necessary in an emergency to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness in a pre-hospital setting.

Course is for those providing emergency response: firefighters, law-enforcement officers, and emergency medical services personnel. Meets the Paramedic Association of Canada National Occupational Competency Profile for the practitioner level of emergency medical responder (EMR).



Graduates will receive 3-year certification in Emergency Medical Responder, CPR Level HCP, and AED Course Outline:

Part 1 – Preparing to Respond

- The responder
- The emergency scene
- Preventing disease transmission

Part 2 – Establishing Priorities of Care

- Anatomy and physiology
- Assessment
- Respiratory emergencies
- Airway and ventilation
- Circulatory emergencies
- Bleeding
- Shock
- Pharmacology

Part 3 – Traumatic Injuries

- Soft tissue injuries
- Musculoskeletal injuries
- Head and spine injuries
- Chest, abdominal, and pelvic injuries

Part 4 – Medical Emergencies

- Sudden illnesses
- Poisoning
- Heat- and cold-related emergencies

Part 5 – Special Populations and Situations

- Special populations & crisis intervention
- Childbirth
- Reaching and moving patients
- Multiple casualty incidents
- Transportation Course

Duration: 10 days

## Appendix 4 – Volunteer Positions

### ICE CAPTAINS (1/ice pad)

- At the post 10 minutes before first group of the day
- Shortly before flight begins, ensures skaters are at rink side and ready to step on the ice
- Check skaters off as they arrive at the gate; if a skater does not show up, please notify the LOC chair and the evaluators panel.



- Ensure the group of skaters going on the ice for warm up is correct; make sure they wait until warm up is announced before entering the ice
- Ice captain will open the off-ice gate
- Ensures that only accredited personnel are at ice level
- Aware of where medical personnel are located

Questions you may receive from coaches:

- What skater is on the ice?
- Is the event running on time?
- Are there any missing skaters?

### **MUSIC PLAYERS & ANNOUNCERS (1 each/ice pad)**

- An announcer & one music operator is required for each event. These 2 positions work together and take direction from the evaluators panel.
- The announcer is responsible for timing the warm-up and announcing the one-minute notice prior to the conclusion of the warmup will be given. The Announcer must have current information for each event including, order of skate, scheduled floods/intermissions, corporate/local sponsor information and “Thank You” to all event officials and host committee.
- Announcer scripts for all categories are available from SOSPOC
- The Music Operator plays the correct music for each skater and plays music during warm-up.

### **SKATER REGISTRATION (1/shift)**

- Be at post when first group of skaters are scheduled to arrive (roughly 1 hour prior to event start time)
- Ensure the dressing room assignment list and start orders are at the registration table.
- Check each skater in and inform them their dressing room assignment

### **ADMISSION DESK (1-2/shift if applicable)**

- Be at post 15 minutes prior to start of first group of the day
- At the current time it is not required to provide wristbands or stamps to spectators
- It is suggested that signs with admission prices be posted
- Be aware of onsite cash management procedures

### **GUEST RELATIONS/SECURITY (Required number depends on facility layout)**

- At the post when first group of skaters are scheduled to arrive
- Ensures that only skaters/coaches/officials are in accredited areas

### **DATA RUNNER (1/rink)**

- Bring evaluator sheets to volunteer room
- Confirm with evaluators the frequency of bringing sheets into the volunteer room

### **DRESSING ROOM DUTIES (1/rink) – Optional**

- Be at post 1 hour before the start of the first group
- Ensure security of dressing rooms for authorized individuals only
- Advise Ice Captain if a skater/pair/dance/team cannot be located
- Liaise with Ice Captain to ensure skaters are prepared to go on the ice at the appropriate time



### **HOSPITALITY (1-2/shift)**

- Set up and maintain the Volunteer hospitality room with refreshments and snacks
- Ensure the room is clean, organized, and stocked throughout the event
- Monitor food and beverage supplies, replenishing as necessary

### **AWARDS (1-2/shift)**

- Assist in the preparation/organization of awards/report cards
- Assist in the presentation of awards
- Ensure each participant receives the correct award and that the ceremony proceeds according to the established protocol