



SKATECANADA
MANITOBA
NORMAN REGION

OPERATIONAL POLICY MANUAL



POLICY MANUAL
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*"When a team of dedicated individuals makes a commitment to act as one...
the sky is the limit."*



WELCOME TO

Skate Canada Manitoba Norman Region

Home to: Flin Flon Skating Club, Skate Gillam
SkateThompson and The Pas Skating Club

REGIONAL OPERATIONAL & POLICY MANUAL

THE OPERATIONAL MANUAL SERVES AS A DAY TO DAY GUIDE IN THE MANAGEMENT OF THE ORGANIZATION.

IT PROVIDES CONTINUITY TO THE OPERATION, INTEGRITY OF THE CONSTITUTION AND BY-LAWS AND PROMOTES THE GOALS OF THE NORMAN REGION SKATING CLUBS CONSISTING OF FLIN FLON SKATING CLUB, SKATE GILLAM, SKATE THOMPSON AND THE PAS SKATING CLUB FOR SIMPLICITY IN THE COURSE OF DAILY OPERATIONS AND THE POLICY THE WORDS “THE REGION” WILL BE USED IN REFERENCE TO SKATE CANADA MANITOBA NORMAN REGION. HOWEVER SKATE CANADA RECOGNIZED AND LEGAL NAME SHALL REMAIN AS SKATE CANADA MANITOBA NORMAN REGION AND WILL BE USED IN ANY OFFICIAL CAPACITY AS REQUIRED.

REVISED AND APPROVED AS OF _____

MISSION STATEMENT

To encourage the instruction, practice enjoyment and advancement of all the amateur figure skating club members in the Region.



EXECUTIVE DIRECTORY 2015-16

Club E-mail – _____ Club Web Site - _____

Box _____, MB Postal Code _____

Board position	Name	E-mail	Phone
PAST PRESIDENT			
PRESIDENT			
VICE PRESIDENT			
SECRETARY			
TREASURER			
FUNDRAISING			
CanSkate			
STARSkate			
Other			
Other			
Other			
ICE SHOW			
COACH & Rep			
COACH			
COACH			
COACH			
COACH			

Submit to Regional Director by June 1 / September 15

REGIONAL FEES AND FEE PAYMENT

Norman Region Annual Club Fee

Each Club must pay to the Norman Region an annual fee of \$125.00 to be paid at the January Norman STARSkate Events / Competition. Fees collected will be used for: to help train judges in our Region, Regional Supervisors Award, Norman Awards – trophies or certificate, outgoing board member recognition gift, expenses for clinician for coach and skater training, Skate Manitoba Bursary, & club banners for Regional Events/Competition. **June 2012 / October 2014**

Norman Regional Championship Fee

Each member Club shall be entitled to all entries in each category of the January Regional Events /Competition. Each Club entering the January Regional Events & Competition will pay a fee of \$100 for each skater up to a maximum of \$300. This is to help offset the costs of the Regional Championship, which includes practice ice scheduled prior to the Regional Competition.

Each member Club that chooses not to participate in a given Regional Championship may forfeit their place on the competition grid in terms of hosting the next Regional Championship on the roster.

Norman Regional ALL STAR Seminar Fee

Each Norman Region Club will support the Norman Regional Seminar with an annual fee of \$100.00 regardless of Club attendance **January 2013**

Fee is to be mailed to host club as of October 1st. **October 2014**

Registration Fees

The Regional ALL STAR Seminar, Events/Championship and FunSkate registration fees to be set at the Regional Spring Board Meeting. **June 2012**

Grants

Travel Grants and Events Grants are available from Sport Manitoba annually but have been changing year. Check with Sport Manitoba Norman office for Grants available to Norman skaters, coaches and when host events.

Skate Canada Manitoba allots \$1500.00 to Norman Region for sectionals/provincials. The skaters competing in either event are divided into the \$1500.00 grant, to come out with the amount payable per skater.

Skaters do not have to apply – the section automatically sends a cheque to those that registered once they have competed.

Sport's Special Initiative Grants are also available - these can be used for any type of grassroots events – contact Norman Sport Manitoba Thompson office.

Club Reports

All clubs are to have reports submitted to Regional Supervisor by the following dates:

September 1st, January 15th, March 1st

(Regional Supervisor is required to submit written report to Skate Canada MB for the above request)

SPECIAL FUNDS

Norman Regional Board collects funds from each club to help run the regional board. They intern allocate money each season to the special funds/finance committee. To allocate funds, requires presentation at designated regional meeting. Funds to be awarded will vary, based on the funds available for distribution.

1. Funds are to be allocated at the January regional meeting to disrepute as bursaries to: Single, Synchronized, Dance or Pair Skaters that declare their home club within the Norman Region. For skaters who attend: Manitoba Sectionals, Western Challenge, Provincial STARSkate, and Canadian Championships.
2. When there is a skater(s) eligible to attend the *Skate Canada Manitoba Grassroots Bursary Awards Dinner and Ice Show* sponsorship of skaters will be put forth. When there is no skater(s) the region will make a monitory contribution to the Skate MB Grassroots Bursary fund. *Amount: \$50.00 per skater to a maximum of \$300.00 annually*
3. Funds are to be allocated at the Fall meeting to purchase medals when required for the regional FunSkate. Medals will be purchased from the host club with reimbursement to back to the region.
4. Funds are to be allocated at the Fall meeting to purchase ribbons when required for the regional FunSkate. No reimbursement will be required.
5. Funds are to be allocated at the Fall /Spring meeting to help a regional club member attend training to become a judge /evaluator or a data specialist. Applications must be received by the judge's bureau coordinator by March 20 of given year of training.
6. Funds are to be allocated at the Fall meeting to purchase certificates for regional awards nominees and plaques for regional winners.
7. Funds are to be allocated at the Fall /Spring meeting to any regional club member towards training as a Data Specialist. Applications must be received by the judge's bureau coordinator by March 20 of given year of training.
8. Funds are to be allocated at the Spring meeting to help the host regional club towards expenses of the skaters development weekend. (Norman Regional Seminar) April 2013

The **Skate Canada Manitoba Grassroots Bursary Fund** was initiated in 1984 by a group of dedicated volunteers to support the training and development of elite skaters in Manitoba. Since its inception, the bursary fund has distributed scholarships to over 400 skaters who

have earned a berth to compete at Western Canadian, Canadian and International Championships. The **Skate Canada Manitoba Grassroots Bursary Fund** supports skaters from the Juvenile (Canada's entry competitive level) through to the Senior Level (skaters on their way to Canadian and world events). Each year 25 – 30 skaters are awarded scholarships through the fund. Annually, the fund hosts a **Skate Canada Manitoba Grassroots Bursary Awards Dinner and Ice Show** to recognize and honor the skaters who will receive bursaries. As trustees of the fund, we are committed to ensuring that all bursary funds go directly to skaters and that the fund itself is not used for administrative costs. At this time we are asking for your support in sponsoring a skater's attendance at the dinner and/or contributing to the fund.

TEST DAY PROTOCOL FOR ALL REGIONAL CLUBS

The host club is responsible to send an invite out to all clubs in the region and that all clubs will follow the same procedures when organizing a test day in the Norman Region **January 2012 / October 2014 Appendix A**

That there is to be a 10 test minimum to go through with the test day, barring unforeseen circumstances. **January 2013**

Evaluators Expenses – 50% of the evaluator's expenses would be charged to the Regional Test Day at the rate of 1 Judge for 4 hours. **January 2013**

Request for Test Days

Are to be submitted to Regional Judges Bureau Rep by April 15.

Change of dates once posted must go through the Regional Judges Bureau Rep. **October 2014**

FEES Skate Canada Test Fees, Ice Rental , Evaluators Expenses & Partner Fees

All Fees are to be paid by one cheque from the home club of the skaters.

This cheque is to be made out to the host club and is due upon arrival at the test day.

A detailed expense sheet will be compiled for each skater by the host club test chairperson.

It would most help full if the detailed skater's expenses can be completed before the test and forward each clubs test chairperson.

If test bills are not ready before or during the test then they are to be forwarded onto each club test chairperson to collect the amount owed.

It is then the responsibility of the home club to collect the amount owed by each skater.

HOME CLUB TEST CHAIRPERSON

Each Club is responsible to have skaters test sheets & test summary sheets filled in and turned in to host test chairperson upon arrival of test day.

Test Day Summary Sheets, Pink copy (with test tops) - to Home club of skater(s), Send with club executive member or with Coach to home club.

Skate Canada Manitoba Norman Region

TEST DAY PROTOCOL FOR ALL REGIONAL CLUBS

Host club is to send an invite out to all clubs in the region with the following information.

Host _____ Skating Club

Contact Name _____

Phone H - _____ C- _____

Email _____

DATE: _____ ARENA: _____ TIME: _____

PARTNER will be _____ and will partner all dances or Jr. Bronze & up

PRACTICE TIME with Partner will be scheduled for: Day _____ Time _____

PRACTICE TIME for Skills & Free Skate will be: _____

Partner: Cost per 10 minute practice _____ Cost per 15 minute practice _____

Cost per dance test _____

If you require a partner and practice ice you must indicate on the Pre-Estimates list 4 weeks prior to the test day. List the date & time example Tuesday Nov.12 by 6pm

Jan.2012

APPENDIX A-2

Skate Canada Manitoba Test Day Regulations

1. A Norman Host Club may request a four-week and three-week deadline test list rather than the traditional three-week, and two-week test list. **All test lists must be a realistic and not a wish list.** A hard copy of the estimated test lists, including all candidate names, and test to be tried must be submitted to the Region Judges Bureau Representative THREE Weeks prior to the scheduled test date by the HOST CLUB. This list must include whether dances are to be Skated Solo or Partnered if applicable. No test can be added after that date without permission of the Judges Bureau Representative and the Evaluator/Judges Chairman. This information is to be sent from your club to the Host Club by: Date _____ Time _____
2. Final Test Lists, including names, and whether dances are to be partnered or soloed (if applicable), must be confirmed with the Region Judges Bureau Representative **14 days** prior to the scheduled test date by the HOST CLUB. **A test deleted after this date will be considered “not tried” and the test fee and ice fee (as applicable) submitted.**
Skate Canada Technical Handbook – Section I, 4.0 page 58
This information is to be sent from your club to the Host Club by:
Date _____ Time _____
3. If the test list is not confirmed by host club, the test day will be canceled.
4. **Communication** – It is important that everyone use the proper channels to ensure success for our skaters to attend test days.
 - a. Host club test chairperson sends invite to Regional clubs test chairperson
 - b. Home club test chairperson to Coach
 - c. Coach to parents and skaters
 - d. Coach to home club test chairperson
 - e. Home club test chairperson to test day host club test chairperson
 - f. Host club test chairperson to Region Judges Bureau Representative
 - g. Host club test chairperson to Evaluator(s)
5. All Norman Test Days will be held with a minimum of 10 tests barring unforeseen circumstances. Jan.2012



NORMAN REGION TEST DAY

Word did not find any entries for your table of contents.

APPENDIX A-3

Host: _____ **Skating Club**

Skater's Copy

Date: 20 ___ **M** ___ **D** ___

Skater: _____

Home Club: _____

ADMINISTRATION & JUDGES:

_____	----	_____	=	_____
(total expenses)		(#of skaters)		(Skater's Share)

TEST ICE FEE :

_____	---	_____	X	_____	=	_____
(total)		(#test)		(#tests taken by skater)		(Skater's Share)

DANCE PARTNER EXPENSES:

_____	---	_____	=	_____
(mileage/meals)		(#of skaters)		(Skater's Share)

_____	X	_____	=	_____
(dance test fee)		(#of dances taken by skater)		(Skater's Share)

_____	X	_____	=	_____
(15 minute Practice Fee)		(#of practices taken by skater)		(Skater's Cost)

PRACTICE ICE FEE:

_____	---	_____	=	_____
(total)		(#of skaters)		(Skater's Share)

TOTAL \$ _____

Please make cheque payable to:

Paid: Cash _____ Cheque _____



NORMAN REGION TEST DAY SKATERS EXPENSES

APPENDIX A-4

Host: _____ Skating Club

Club Copy

Date: 20 __ M __ D __

Skater: _____

Home Club: _____

ADMINISTRATION & JUDGES:

_____	----	_____	=	_____
(total expenses)		(#of skaters)		(Skater's Share)

TEST ICE FEE :

_____	---	_____	X	_____	=	_____
(total)		(#test)		(#tests taken by skater)		(Skater's Share)

DANCE PARTNER EXPENSES:

_____	---	_____	=	_____
(mileage/meals)		(#of skaters)		(Skater's Share)

_____	X	_____	=	_____
(dance test fee)		(#of dances taken by skater)		(Skater's Share)

_____	X	_____	=	_____
(15 minute Practice Fee)		(#of practices taken by skater)		(Skater's Cost)

PRACTICE ICE FEE:

_____	---	_____	=	_____
(total)		(#of skaters)		(Skater's Share)

TOTAL \$ _____

Please Make cheque payable to:

Paid: Cash _____ Cheque _____

Norman Regional Awards and Committee

Skate Canada Manitoba Norman Annual Achievement Awards Program booklet is distributed to all the clubs each season at the regional seminar or by email to club executive in the month of October. Each club is asked to read over the criteria carefully and look at present membership for nomination. Any Skate Canada member can nominate another member. Find someone who can write well to produce all of the nominations documents.

Awards: Most Dedicated Program Assistant Award, Best New Program Assistant Award, Most Enthusiastic CanSkater Award, Most Dedicated STARSkate Athlete Award, STARSkate Miss Congeniality Award, Coach Volunteer Award and Volunteer Award, and Most Dedicated Coach

December 15th nominee submission the deadline date. Submissions are to be emailed to your Norman Regional Supervisor.

Norman Regional Supervisor will form a committee of at least 2 people. Committee must consist of previous Norman Board members or Recreation Directors from the Norman Region or Skate Canada Manitoba board members.

A Previous Norman Regional winner is not eligible again for Regional Award, but can still apply for national and provincials (sectional) Awards as long as they are a current registered member.

Skate Canada and Skate Canada Manitoba Awards

Norman Nominee and Norman Award winners may qualify for nomination to the provincial and national Skate Canada Awards. Criteria can be found on Skate Canada and Skate Manitoba's website, deadline for submissions middle of February

Other Norman Region Awards

Norman Regional Supervisor's Award selected by the officials/judges *will be awarded to the skater who demonstrates the most passion and commitment during their Free Skate program*

Norman Team Spirit Award

(a certificate can be awarded to the club, chosen by the judges, examples are listed below)

- a. Cheering in the stands – awards goes to club who is the loudest and most consistent through the competition day.
- b. Clubs can make up a club cheer and shout it out at the banquet. Norman Banner may be used at the banquet for each club to use during their cheer
- c. Host club can come up with another way for skaters to display Norman team spirit
- d. The award will be presented at the end of the Events/Competition.

Meals to be supplied by Host Club

Host Club must supply meals and snacks for Officials, Coaches, Guest Skater, and Clinicians during the Regional Competition/FunSkate, Regional Seminar and for Officials during test days

- a. Meals need to be supplied to all officials, meals that cannot be supplied must be paid to officials at a rate of: Breakfast \$10.00, Lunch \$15.00, Supper \$25.00.as of Jan.2013 Check with officials for any food allergies.
- b. Any volunteer who is helping for more than 4 hours during any one time over the Regional Event weekend should be offered a meal or snack.

- c. A coaches lunch should be provide by host club on the Regional Competition day during the Norman Coaches meeting
- d. Check Skate Canada Manitoba STARSkate Regional Competition Host guidelines for a list of foods recommended.

Provincials Competitions

Practice Ice Coaches are to inform Regional Coaches Rep if ice is required by January 31st. Coaches Rep will book the ice. Skaters are responsible to pay for the ice divided among the amount of skaters attending the session. **October 2014**

Norman Host Committee Guidelines for Regional STAR1-5 Championship and FunSkate

FunSkate

CanSkate Element Event, CanSkate Team Event & STARSkate Fun Events

(These events to run as part of the Regional STARSkate 1-5 Championship)

1. Host Club does not have to ask permission each year but the Championships and Events Committee would like to know if we are holding a FunSkate in our Region and the dates and events. **April 2013 / October 2014**
2. It is up to the host committee to contact the officials (once known) to ask if they would be interested in judging the FunSkate Events. If they choose not to then another means to judge the events would need to be arranged.
3. Medals, Ribbons or Certificates need to be provided by host club, as the STARSkate medals purchased by the Skate Manitoba cannot be used for the FunSkate.
4. The events can be set up in smaller flights if needed. Single entry can be included. Host committee can award medals for single entry events and judges can give a report card (skate for comment). Single Entry events must not be cancelled. Single entry event do not all have to be scheduled at end of day.

FunSkate Medals:

- a) Each skater to receive a participant medal "Norman FunSkate Medal". Clubs will purchase required amount from Regional Supervisor
- b) Front of medal 'Skate Manitoba Norman Region FunSkate'.
- c) Sticker placed on Back Of Medal will be provided by host club to include host club's name and year of the FunSkate. Template for back of medal to be put on the host memory stick that is to be passed onto each host club

FunSkate Ribbons

- a) Each skater to receive a Norman FunSkate Ribbons for each event. Gold, Silver, Bronze and Merit Ribbons purchased from Norman Regional Supervisor
- b) Sticker placed on back Back Of Ribbon will be provided by host club to include host club's name, event and year of the FunSkate, template for sticker that is to be passed onto each host club.

Skater Loot Bags

- a) Norman Region will order an item from Inner Edge to be added to skaters loot bag \$1.50 per skater donated by Norman Region

Celebration Banquet & Norman Awards

Held on the Friday evening

(all awards are to be supplied by Norman Region and are the responsibility of the Regional Supervisor to provide them)

- a. Norman Awards are to be presented at the banquet. Make sure a microphone is available for announcer.
- b. Norman Region outgoing board members are to be recognized at banquet for service to the Norman Region
- c. Template Agenda for Banquet – see page 18

Regional Club Banners

Are the responsibility of the Regional Supervisor and brought to all Regional events to be posted. If Regional Supervisor is unable to attend banners are to be sent with a Coach from the supervisors home club.

- a. Are provided by the Norman Region and will be brought to host club by the Regional Supervisor.
The Banners will be used for:
 - :Club pictures at the celebration banquet.
 - :Banners are to be used during opening ceremonies whether the skaters carry them or banner carriers from the home club.
 - :Banners are to be hung in the area during the competition.

Regional Championship/FunSkate Program Booklet

(Regions yearbook)

- a. Include a welcome from Norman Regional Supervisor, Skate MB Chair, Skate Canada MB Sponsors
- b. Description of the Regional Supervisors Award: **Norman Regional Supervisor's Award** "*will be awarded to the skater who demonstrates the most passion and commitment during their Free Skate program*"
- c. Include any sponsors from our Region
- d. Include Gold Test Achievement from current season
- e. Past year winners for Norman Awards, Skate Canada and Skate Manitoba Award winners
- f. Any regional skater that attend Westerns/Canadian's
- g. List the regional Coaches no matter if they have skaters at the event or not
- h. Recognize Officials, Volunteers and Coaches that have served 25 years or more
- i. Where are they now Write up & photo of a skater from the region that has continued with skating as a show skater, official etc.

Opening Ceremonies

- a. Play O'Canada
- b. If time may not always permit to do an opening ceremony just before lunch break
- c. Ask a dignitary from host clubs home town to say a few words of welcome
- d. All club skaters enter the ice with club banner. Banners may later be hung up in the Arena or at ice level for the day.
- e. Have a guest skater, skaters, and synchronized team or pairs skaters from Norman Region skate a performance.

Regional Test Day

(Usually held on the Sunday of Regional Championship Weekend)

- a) The Host club is responsible to hire a dance partner if the need is required, host clubs should inquire with clubs their needs and hire a dance partner in September prior to Regional Test Day. The cost incurred by the host club in the operation of the Regional test day may be billed to home clubs of skaters provided the following procedures are followed
- b) Prior to billing, the billing is approved by the Regional Supervisor.
- c) The costs are shared by all clubs in proportion to the number of skaters per club who are testing, this includes the host club.
- d) Only moneys actually paid out by the host club are charged against the expenses of the Regional test day.
- e) 50% of the evaluator's expenses are to be charged to the Regional Test Day at the rate of 1 Judge per for 4 hours.

Norman AGM

(2 hours is needed for this meeting)

- a) must be held during the weekend, usually after the banquet
- b) Include information about the AGM in welcome letter to clubs
- c) Board members and all club presidents must attend
- d) Book a meeting room

Regional Suppliers

Medals - Cyndi Pedwell Cyndi@pedstthreads.com

Awards - Kim Dixon kim.dixon@tolko.com

Gold Test Achievement Plaques store@dundeedesigns.ca



CLUB REPORT

Please send to Regional Director September 1st, January 15th, March 1st, (Please circle report date)

Club Name

Club Website Address

Club Executive Committee Contact Information

Club Coaches/Coaches Representative Contact Information

Type Fundraising Events Club Hosts

Skate MB Day Date

Host Regional Events

Special Club Events

Club's Top Successes

Club's Top Issues

Club's Gold Test Achievers

Submitted by:

Norman Regional Banquet Agenda Template

- 1) Welcome/Introductions
- 2) Have someone say Grace
- 3) Dinner
- 4) Officials for the weekend presentation
- 5) Guest Speaker
- 6) Norman Gold Test Achievers Presentation
- 7) Norman Award Winners Presentation
 - Most Dedicated PA
 - Best New PA
 - Most Enthusiastic CanSkater
 - Most Dedicated STARSkater
 - STARSkate
 - Norman Volunteer Coach
 - Miss Congeniality
 - Norman Volunteer of the Year
 - Most Dedicated Coach
- 8) Reminders:
 - A. Norman AGM - invite all to attend (following the Banquet)
 - B. First event in the morning needs to be at the arena ½ hour before event start, all other events one hour before event start