



**SKATE**CANADA  
MANITOBA  
NORMAN REGION

**ALL STAR SEMINAR  
HOST GUIDELINES**

## THANK YOU

Thank you for volunteering to be a part of this exciting program! This package has been developed to help you put together the All STAR Seminar in the **Norman Region** as easily as possible!

Enclosed in these Guidelines, you will find all of the information necessary for you to host an All STAR Seminar. Each year, these guidelines will be updated to reflect best practices as suggested by hosts like yourself. Following this year's Seminar, please let your Norman Region Director know what we should be adding, changing or updating based on your experience.

**You should continue to reference this package throughout the planning of your Seminar.**

The goal of the Norman Region is to make the Norman All STAR Seminars more successful by offering our skaters additional opportunities. We feel that this will have a positive effect on the skaters and coaches in our Region, and will ensure that Skaters at all stages of their careers are being offered quality programs and opportunities.

If you have any questions regarding this program, contact the Norman Regional Director.

Volunteers such as you continue to make these events successful each year. Best of luck and Thank You!

### **PURPOSE OF THE NORMAN ALL STAR HOST GUIDELINES**

This guidebook will help you make your seminar a success. It is designed to help you plan and implement your seminar and is intended to be a resource and includes templates, recommendations based on past successes and a planning timeline.

## **Norman June Board Meeting**

1. Norman Board, ALL STAR Seminar Host Club Committee, Region Club Presidents and Region Club Coaches shall meet at the Norman Board meeting in June to discuss and decide the **\*direction** and recommend clinician(s) to be hired.
2. Confirm date for the Norman ALL STAR Seminar.
3. Fee for Seminar to be set at this time
4. Norman Board to decide on funds available in the event that the host club committee suffers a loss.

### **Policy: 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**

**\*Direction:** (to fill the need in areas lacking in the Norman Region for skaters, coaches, executive, and parents) in areas such as dance, skills, freeskate, interpretive, competitive, off ice, judging, club organization, know your sport, ect.

*A sample budget is attached*

### **1) Hiring the additional Clinicians**

It is important to note that the SCMB Clinician who are assigned by SCMB to the Norman ALL STAR Seminar must be aware and agreeable to work with the other clinicians that will be hired by the Norman ALL STAR Seminar host club and that they will be taking part in the Norman ALL STAR Seminar.

**All Clinicians should be hired and confirmed by August 1st**

Early September: All travel arrangements and accommodations can be booked for all clinicians including the SCMB Clinician

## **Private Lessons**

Clinicians and Norman Coaches should be asked if they would like to offer private lessons to the Norman Skaters

Private lessons for skaters can be offered before and after Seminar. Schedule to be organized and monies collected by host club.

## **Official/Judge**

When an official is taking part in Seminar and is critiquing skaters, skaters should be at a competition and testing stage. Critiquing can be offered during the on ice private lesson schedule; please note that officials do not offer coaching only critiquing and this session time with the official is best to be attended by both skater and coach.

## **2) Skater Welcome Letter**

First Week of September or 4 weeks prior to Seminar: send out a welcome letter to the Norman Clubs with the date and all information-biographies about each clinician. Inform them about the private lessons, how to register including when registration opens and closing deadline. Include information about private lessons, lunch, hotel, etc.

## **3) Schedule**

Once the ALL STAR Seminar Committee has hired all clinicians:

The Schedule can be set and should be centered around the SCMB clinician and all other clinicians on ice and off ice must be schedule accordingly to fit around the SCMB Clinician.

Schedule should be ready for skaters and emailed no later than 2 weeks prior to Seminar

*A sample schedule is attached*

## ***NORMAN All STAR Seminar – October 24, 2015***

### **Skaters Schedule:**

8:30am Registration  
 8:40am Off Ice Warm-up in Lobby  
 9:10 am Group A and B – Skates on!  
 9:15am Group A and B – on ice  
 9:55am Groups split – Group A stays on ice – Group B goes off ice

<b>Group A</b>		<b>Group B</b>	
10:00 – 10:45	On Ice	9:55 – 10:05	Off Ice – BREAK/SNACK
10:45 – 11:00	Off Ice – BREAK/SNACK	10:05 – 10:30	Hair – GIRLS Dressing Room
11:00 – 11:30	Yoga – Dressing Room 3	10:30 – 11:00	Yoga – Dressing Room 3
11:30 – 12:00	Hair – GIRLS Dressing Room	11:00	Skates On
12:00	Lunch in Lobby	11:10 – 11:55	On Ice
12:55	Skates On	12:00	Lunch in Lobby
1:00 – 2:00	On Ice	1:00 – 1:30	Session with Mary Ellen – Room 4
2:00 – 2:15	Off Ice – BREAK	1:30 – 1:45	Gymnastic – Dressing Room 3
2:15 – 2:30	Gymnastics – Dressing Room 3	1:45 – 2:00	Off Ice – BREAK, Skates on
2:30 – 3:00	Session with Mary Ellen – Room 4	2:00 – 3:00	On Ice

3:00-3:15 BREAK/SNACK – Skates On  
 3:15-3:55 Group A and Group B on Ice  
 3:55 Group Picture!  
 4:15 Private Lessons Begin

### **Coaches Schedule:**

8:25am Coach Check In  
 8:30am – 9:00am Coaching Session with Mary Ellen – Dressing Room #4  
 12 Noon – 1:30pm Norman Regional Meeting – Dressing Room #2

7:30pm – 9:00pm Back to Basic Style Clinic  
 Location: Kin Hall – 201 Bracken Street in Flin Flon  
 (Turn left at the Northland Ford Dealership/lights, turn left immediately onto Bracken Street, and it is on the corner of Bracken and Windsor, passenger side – green and yellow log building)

### **Parents Schedule:**

9:00am – 10:00am Parents Session with Mary Ellen McDonald – Dressing Room #4  
 12 Noon – 1:30pm Norman Regional Meeting – Dressing Room #2  
*Come and listen, you do not have to participate ☺*

*Sample Welcome Letter:*

Dear Skaters, Coaches, and Parents:

Thank you for registering for the Norman Region *ALL STAR SEMINAR*! This year, the Seminar is being held at the *Whitney Forum* in ***Flin Flon, on Saturday, October 24 from 8:30am until 4pm.***

We are very excited to have *Tammy McKay* lead our day. Along with *Tammy McKay, Sue Sutherland and Mary Ellen McDonald* will lead you through fun and informative on and off-ice sessions.

On the day of the Seminar, **skater registration will be at 8:30am and you should be ready to start off ice warmup by 8:40.** Everyone will be put into two groups for the day and you will find out which group you are in when you check-in.

Please remember to pack your skates, plenty of warm layers, running shoes and a water bottle. Lunch and some snacks throughout the day will be provided, but if you have any food sensitivities, please plan to pack a little extra nourishment in case you are not able to enjoy what is offered.

You can expect a fun, enthusiastic and high energy day on and off the ice!  
We look forward to seeing you!

Sincerely,

*Flin Flon Skating Club*

## **Norman Regional All STAR Seminar Outline**

Saturday, Oct. 24<sup>th</sup>, 2015

Flin Flon, MB

Host: Flin Flon Skating Club

Location: The Whitney Forum in Flin Flon

### **Seminar Day**

The Flin Flon Skating Club is very excited to host this year's Norman Seminar. We welcome you, and invite you to join us for this very special weekend!

### **Facilitators**

Our wonderful facilitators for the Seminar are: Clinician and Coach Tammy McKay, Skate Canada Judge/Official Mary Ellen McDonald and Coach and Clinician, Sue Sutherland. Each facilitator will be here to offer our skaters, coaches and parents their knowledge and expertise both on Seminar day, as well as private instruction on and around Seminar day.

### **Skaters: (On and Off Ice Instruction)**

**Free skate basic skills** such as: Jumps, spins, field movements, footwork and more.

**Ice dance components** like: posture, partner hand placement, edges and more.

**Skater Session:** What is Star1-5 program, understanding competition report cards, & more. **Off-ice skater interest sessions:** yoga, hairstyles, and more.

### **Coaches:**

**Coaching Session:** with Mary Ellen McDonald review of standards in test sheets, Star1-5 program overview, and judging.

**Back to Basics style clinic session:** with Tammy McKay (Saturday evening).

### **Parents:**

**Parent Session:** with Mary Ellen McDonald: Your role in skating, What is Star 1, 2, 3, 4, 5,

Reading Competition report cards, new changes, What are Skate Canada Manitoba; Skate Canada and more! This session is very important for all parents to attend, as an understanding is vital to the further development of your child's advancement in the sport.

**Norman Regional Board Meeting:** Is open to all parents, and coaches. *Norman Executive and Club coaches must attend.*

### **Lunch and Snacks**

Lunch, as well as a morning and afternoon snack for skaters, facilitators, and coaches will be provided. Parents and families attending please note that there is a concession at the Whitney Forum which will be available for most of the weekend. Anyone wishing to donate food for the Seminar day snacks- Please let me know, when you register, if you wish to bring anything. It would be greatly appreciated. Thank you in advance!

### **Friday Evening, Saturday Evening – after Seminar & Sunday morning**

#### **Private Lessons:**

We have three small ice sessions that can be booked for private lessons, one on Friday Oct 23<sup>rd</sup> (at the Sportex in Creighton), one on Saturday Oct 24<sup>th</sup>, after Seminar, and a small one on Sunday Oct 25<sup>th</sup> in the morning. Skaters may book private lessons with any of our Facilitators, as well as their club coaches attending that are willing offer this. We are however, only guaranteeing one private lesson per skater- so that everybody gets an opportunity for a lesson instead of some getting 4 and others not being able to partake in even 1 session as private session slots are limited. After ensuring that every STAR skater desiring a lesson has been issued at least 1 slot, we will then go back and book other sessions wanted in the order that registrations were received. (i.e.: first come first serve) Skaters must register for Seminar and indicate if they would like private lessons with Tammy McKay, Sue Sutherland, or Mary Ellen McDonald. Coaches attending please indicate as to if you are interested in providing private lessons as well. **Registration for the event will be available online immediately, and close October 16<sup>th</sup> at midnight.**

**\*\*Please email and bring along specific item list from your coach that she would like your skater to work on with or have clinician to look at. Thanks.**

#### **Testing:**

There will be a short mini test day opportunity for skaters to test (with parent & coach consent) on the Sunday morning, as well. Focus will be given to dance and skills disciplines. (Subject to time slot availability) Skaters will be responsible to pay The Flin Flon Skating Club the Skate Canada test fee of \$12.00, and a \$10 ice session fee. A partner is now not a requirement for dance testing. Please immediately forward our club a list of what your skater is interested in testing ASAP.



**Facilitators** (more detailed credentials of our Facilitators –see attachments)

[Tammy McKay](#) She's a Manitoba Regional Seminar Clinician with over 30 years of coaching experience. Currently Tammy coaches Skate Brandon skaters in StarSkate, Competitive Skate, and Synchronized Skating programs. NCCP level 3 certified, partial level 4, Respect in Sport Certified, Skate Canada Continuing Education Program- Gold Status. Tammy is our appointed Manitoba Regional Seminar Clinician, and will be providing the girls insight into the general Free skate aspect of figure skating this weekend. She is also hosting a back to basics style seminar for the coaches.

[Mary Ellen McDonald](#) She is a former skater who has Gold Dance, Free Skate and Fifth Figure qualifications. Is a Gold test level judge in Dance, Free skate, Skating skills, and Interpretive, as well as a Senior Level Synchronized Skating Judge. She is a Sectional Level Technical Controller in Synchronized Skating, a Junior Level Singles Judge, Juvenile Pairs and Dance, and Base Level Controller and Assistant Technical Specialist in Singles. She will offer us all sessions explaining how the new STAR program operates, as well as information on how to decode test sheets. Skate Canada Testing will judged by Mary Ellen on Sunday morning.

[Sue Sutherland](#) Sue has 43 years of coaching experience. We are so pleased that she is doing the ice dance portion of our seminar. She is Level 3 Certified by National Coaching Certification Program (NCCP). She has coached Canadian Champions- Juvenile Ice Dance Champions of

Canada and Bronze medalist in Novice Dance. Has had National STARskate Champions in Bronze Men and Silver Men and Bronze Biathlon (ice dance), STARskate National Champions, and Canada Winter Games Medalists in ice dance in 3 different Canada Games.

**Accommodations:**

Accommodations are limited! The prospector motel, in Creighton, closed this year and the Victoria Inn is completely booked for a Manitoba Arts Council Showcase so please book ASAP to ensure a room. Because of the room shortage room blocking is not available.

**Bakers Narrows Lodge**

Cabin Rentals

#1 Highway 10, Bakers Narrows, Flin Flon

MB R8A 1N1

204-681-3250

**Orland Motel**

Room Rentals

11 Island Drive, Flin Flon

204-687-3467

**Westwood Lodge**

Cabin Rentals

Flin Flon Manitoba 204-  
687-6307

<https://www.google.com/maps/d/viewer?mid=zg8aBBWCGmFc.kd5gQWqQ4FOg>

**Royal Hotel**

93 Main Street, Flin Flon

**Town of Flin Flon**

**Maps Link:**

<https://www.google.ca/maps/place/Flin+Flon,+MB/@54.7689969,-101.8894226,13z/data=!4m2!3m1!1s0x52f871a4d9b24ef1:0x6bec99d6afbfaaa7>

<http://www.maps-streetview.com/Canada/Flin-Flon/>



**Tammy McKay            Skating Coach/ FreeSkate Clinician**

*What I enjoy most about doing seminars...Sharing my passion and love for our sport with the friends that I have made, and the new people I meet. Nothing brings me more joy than sharing a Laugh and a Smile with the Skaters I'm With. 😊*

*My favourite skating memory... There are SO many that it's hard to select just one! But, if I look back on my own experiences, it would have to be running the Canada Winter Games Torch, into the Opening Ceremonies, to light the flame in my home town of Brandon.*

**Skating and Coaching:**

-Has been involved in the sport for 40 years.

-As a skater Tammy competed at the Canada Winter Games Twice, winning the silver medal at the age of 9. She participated in The Torch Relay at two separate Canada Games as well. -Has 34 years coaching experience and has taught in all disciplines. (Singles, Pairs, Dance, and

Synchronized Skating)

-Currently coaches StarSkate, Competitive Singles, and Synchronized Skating for Skate Brandon. -Level 3 Certified, National Coaching Certification Program (N.C.C.P), Partial Level 4 -Respect in Sport Certified.

-Involved in Skate Canada Continuing Education Program -Gold Status

-Coached at the 2003, 2007, 2011, Winter Games and was named Head Coach for the 2015 Canada Winter Games as well.

-Has Coached at Manitoba Games and Synchronized Skating at the National level.

-Is a Manitoba Regional Seminar Clinician.



**Sue Sutherland**

**Skating Coach/Dance Clinician**

*I always look forward to a new skating season, and there have been many! Skating gives my life strength of purpose and joy. Each skater brings a very special and very individual set of tools to skating, and it is inspiring to watch them develop their skill and the life lessons gained from each pursuit. When I am not involved in skating I'm in my art studio. I work in clay, fiber and wire. This also feeds and fuels my interest in the artistic side of skating; music, movement images and interpretation. The science of skating; the gliding, edging, spinning, jumping is a constant fascination and I work passionately to keep my knowledge current.*

**Skating and Coaching:**

- As a former skater Sue was the Senior Ladies' Champion of Manitoba, and represented Manitoba at Canadians.
  - 43 Years of coaching experience, and has Respect in Sport.
  - Level 3 Certified, National Coaching Certification Program (N.C.C.P.)
  - Coached Canadian National Champions National Medal Winners, Juvenile Ice Dance Champions of Canada and Bronze medalist in Novice Dance.
  - Coached National STARSkate Champions in Bronze Men and Silver Men and Bronze Biathlon (ice dance) STARSkate National Champions.
  - Coached Canada Games Medalists, in ice dance, in three different Canada Games.
  - Coached many Provincial Champions and medal winners in singles and ice dance. -Coached many athletes to Gold medal status in the STARSkate Test Program in all four disciplines. (Free skate, Dance, Skills, and Interpretive)
  - Coach/Manager of Manitoba Figure Skating Team to Canada in the Winter Games.
  - Has a gold level in Continuing Education.
- Committee Involvement:**
- Has served on many skating committees locally, regionally, and provincially. She is currently Skate Thompson's Head Coach and the Coach's Representative on the Skate Thompson Executives.
  - Has been the Clinician of many Regional and Provincial seminars.



Mary Ellen McDonald  
Skate Canada Judge/Official

*I exist for the skaters and coaches, as without them I would not be involved. I want to ensure that skating is truly enjoyed by all and that it is a positive learning experience. Personal growth and development is what I want every skater to achieve. At the end of the day...high fives all around, smiles, laughs and a sense of "wow that was a blast"*

**Skating and Judging:**

- Former skater with Gold Dance, Free Skate and Fifth figure qualifications
- Gold test level judge in Dance, Free Skate, Skating Skills and Interpretative
- Senior Level Synchronized Skating Judge
- Sectional Level Technical Controller in Synchronized Skating
- Junior Level Singles Judge, Juvenile Pairs and Dance
- Base Level Technical Controller and Assistant Technical Specialist in Singles

**Committee Involvement:**

- Club level: has been treasurer and special technical advisor
- Region level: regional supervisor
- Section Level: Synchro Committee Chair, Skating Programs Director, Vice Chair Skate Manitoba
- National Level: currently serving on National Board as an elected member sitting on the

Governance  
Enterprise

Standing Committee and the Finance and

Risk Management Standing Committee

- Technical Representative for many competitions in Manitoba **Professional Life:**
- Chartered Accountant (CPA)
- Director of Finance and Administration at the Winnipeg Airports Authority Inc. (current)