



SANCTIONED EVENTS

Information Package

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Event Considerations and Requirements

Depending on the type of event the host chooses to run (fundraiser, competition, showcase, camp, etc.) there are specific requirements that will need to be met.

Below is a list of requirements to consider when planning an event:

Venue

- Occupancy limit
- Performance area
- Spectator area
- Warm-up area
- Judges area
- Judges/coaches room
- DJ area
- Athlete area
- Vendor area
- Appropriate ceiling height for event type and anticipated skill level (30ft is recommended, 26ft is the minimum).
- Consider current provincial health restrictions and how they affect the venue capacity and entrance requirements. i.e. are there vaccine requirements for the venue? Will PCR tests be accepted instead of proof of vaccination? What ID is required to enter the venue?

Insurance Requirements

- Is additional insurance required for the venue?
- Agreement/contract with the venue

Cost

- Hourly/daily cost of venue
- What is included in the cost of the venue?
- Additional expenses:
 - Extra space/rooms
 - Set-up/teardown
 - Equipment transportation
 - Cleaning
 - Renting tables/chairs
 - Renting competition and warm-up mats
 - Damages/liability
 - Required amount of deposit
 - Payment due dates

Parking

- Amount of available parking
- Cost of parking
- Host cost or spectator cost

Budget

- Comprehensive budget

Dates and Times

- Appropriate deadlines for registration
 - Super early-bird
 - Early-bird
 - Regular
 - Will late registrations be accepted?
 - Cancellation/refund policy
 - When to advertise for event
 - Finalizing event details to registered attendees

Sanctioning Costs

- Application fee
- Sanctioning fee
- Judges honorarium
- Mileage (if applicable)

Additional Costs

- Lighting
- Curtains
- DJ
- Athlete gifts
- Trophies/medals/banners
- Decorations
- Printing

Equipment, Supplies and Transportation

- Safety equipment
- Sanitation supplies (particularly for Covid: disinfecting wipes, etc.)
- Computers
- Printers

- Administrative equipment
- Transportation of all equipment to venue

Time Management

- Allow appropriate amount of time for event
 - Planning event
 - Organizing event
 - Executing event
- Delegate tasks to program/event staff

Planning and Organizing

- Set clear event goals and requirements
- Create an organized system to ensure deadlines are met
- Ensure consistent information is provided to attendees
- Prepare for unforeseen scenarios or situations

Stress Management

- Ability to handle the stress associated with hosting an event
- Ability to navigate challenging situations
- Ability to remain composed and professional
- Ability to maintain a positive image for CHEER MANITOBA

Finances

- Budget
- Ability to afford event regardless of anticipated registration
- Delegate financial responsibilities on event day
 - Floats
 - Deposits
 - Petty Cash
 - Receipts
 - Cash Counts

Volunteer/Staff Assistance

- Acquire adequate event staff
- Acquire adequate event volunteers
- Acquire responsible athlete volunteers
- Do the volunteers and staff have all of the competencies and skills required for the event?
- Will additional staff be hired to ensure the event runs efficiently?

Sanctioning

Sanctioned Event Application

Any individual or group requesting to host a CHEER MANITOBA sanctioned event must submit a sanctioning application. This document contains information regarding the host, type of event and event details. There is a \$25.00 application fee due along with the submission of this document. There is also a \$150 sanctioning fee for any CHEER MANITOBA sanctioned event: showcase, camp, fundraiser or competition. This is charged for approved events and is due post-event along with the *Sanctioned Event Post-Event Report*.

Sanctioned Event Agreement

This agreement outlines the deadlines and requirements specific to the event and must be signed by the event host and CHEER MANITOBA. Hosts will find required templates with this agreement on the webpage for download and use. (incident report template, post-event report template and any other templates the host requests to assist in hosting the event.)

Sanctioned Event Post-Event Report

The *Sanctioned Event Post-Event Report* is a summary of information that CHEER MANITOBA needs based on your event. You will be sent this template along with your signed *Sanctioned Event Agreement*.

The post-event report and fees must be submitted and paid to CHEER MANITOBA within 14 days after the event is completed. Penalties for late or incomplete post-event reports (including payment in full) are as follows: \$50 penalty if submitted 15-20 days post-event; \$100 penalty if submitted 21-30 days post-event; \$200 penalty if submitted 31 days or more post-event.

Sanctioned Event Feedback

CHEER MANITOBA will oversee all sanctioning violations and provide a feedback form to the host once the post-event report is received.

Additional Requirements:

- In lieu of a coaches meeting prior the commencement of the event, the host must ensure that the following information is provided to coaches: Covid protocols including entrance requirements, any changes to performance order, location of first aid station, emergency exits, clean up, location of washrooms, warm-up procedures, spotters, lunch, breaks, sportsmanship and any other pertinent information.
- All printed materials must include the CHEER MANITOBA logo (provided by CHEER MANITOBA). Please also include the Sport Manitoba logo and if funding is provided directly from Coaching Manitoba, then please also add this logo. Example: Event Program
- The event host must identify an “event representative” who is visible and available to CHEER MANITOBA, spectators and registered participants for the duration of the event.
- Two floor managers are required to run competitions.

- One floor manager for the warm-up area
- One floor manager for the competition area
- Performance floor must be a matted surface of 42' x 54' (9 mats; 6' X 42' each). Only flexi-roll style mats are acceptable for the performance floor with a minimum 1.25' thickness. If the host would like to use an alternate style of mat for the warm-up area, it must be pre-approved by CHEER MANITOBA.
- Warm-up floor must be a minimum of 42' x 42'. (7 mats; 6' X 42' each)
- A warm-up tumbling strip of 6' x 42' or larger is required if the main performance surface is a sprung floor. If not available, all participating athletes must be given the opportunity to warm up on the main floor.
- The performance and warm-up area must have a ceiling clearance of 26ft however 30 ft is recommended.
- Music is not required in the warm-up space, however music for the competition floor must be played through a minimum of 2 speakers located on opposing ends of the competition floor, or at the back/front but from opposing ends.
- The CHEER MANITOBA email info@cheermanitoba.ca is to be included on all general information emailed to registered participants.

Timelines

General Information

Each event has required timelines which need to be considered and closely adhered to. Some timelines are at the host's discretion while others are set requirements of CHEER MANITOBA that must be followed.

Promoting, announcing or accepting registration for a CHEER MANITOBA sanctioned event, prior to receiving approval from CHEER MANITOBA, is prohibited and may result in non-approval.

Requirements

The following deadlines must be submitted to CHEER MANITOBA:

ASAP

- Sanctioning application and fee
- Signed sanctioned event agreement

Due Prior to distribution

- Event registration package

Due 3 weeks prior to event

- Official team rosters/registered participant list

Due 2 weeks prior to event

- Judging panel schedule
- Event schedule

Due 14 days after the event

- Submit post-event report along with fees owed to CHEER MANITOBA

Deadline for information to be provided to registered attendees:

Due one week prior to event

- Event Schedule

Budgeting

General Information

When working on the budget for an event, it is important to be realistic. This can be difficult for those who have never hosted an event before. Prospective hosts may need to network, inquire and gather information from various sources to assist them in the decision making process. If the applicant has specific questions around estimated attendees, CHEER MANITOBA can provide a count of current athletes. It is also recommended to reach out to other clubs/schools to determine the level of interest. If applicants require assistance, please contact CHEER MANITOBA at info@cheermanitoba.ca. We would be glad to assist you.

Registration

General Information

The purpose of the event registration is to ensure potential attendees have all the required information they need to participate, and that the host has all required information to finalize event planning and run the event. Please contact CHEER MANITOBA if you would like a registration package template: info@cheermanitoba.ca.

Requirements

Requirements will vary depending on the type of event hosted. All participating Manitoba teams, including the host, must be current CHEER MANITOBA members in good standing. Out of province teams do not need to be CHEER MANITOBA members, but do need to be members in good standing in their respective provinces as well as Cheer Canada. Waivers are required for out of province teams in addition to spectators or anyone actively taking part in contests, demos, games, etc.

CHEER MANITOBA will monitor membership requirements in addition to CCI Division/Age Rules & Regulations.

For competition hosted events, the following information is required to be in the registration package:

- Event name
- Host contact information
- Date, time and location of event
- Basic event details
- Details for award ceremony (ex: top 3 teams receive awards, all teams receive awards, 50% of division receives awards, etc.)
- Competition categories, divisions, and levels being offered
- Description stating event rules are being followed by CHEER MANITOBA and CCI
- Costs associated with all types of registration
- Full Rosters that include athlete names and birth dates. Also required for contact tracing should a case of Covid-19 be identified at the event.
- Registered coaches with certification information
- Consideration for current health restrictions (pandemic related or other)
- Any refund and/or cancelation deadlines, requirements or expectations
- Clear timelines for deadlines and information to be provided back
- Event waiver (for out of province athletes and spectators involved in the event)
- Type of media accepted by the DJ (Example: CD, auxiliary cables, USB)

Judges, Tabulating and Scoring

General Information

CHEER MANITOBA will book certified judges for the hosted event, however, it is the event host's responsibility to create an event schedule for the judges. If any out of province or specific judge is requested, this must be communicated to CHEER MANITOBA in the sanctioning application and approved by the Judging Director. Please review the Judging Policy for more details. The cost associated with the additional requested judge will be at the expense of the competition host. CHEER MANITOBA will bill the event host at completion of the event for the cost of the judges as defined in the Judging policy.

CHEER MANITOBA will provide all required resources for judging (computers, tablets, printer, calculators, ink, paper, pens, etc). CHEER MANITOBA assumes responsibility for accurately inputting scores and outputting placements and event standings. CHEER MANITOBA will be responsible for costs associated with re-ordering awards due to a tabulation and placement/standing order error if caught after the awards ceremony.

CHEER MANITOBA is not liable for any errors made by the emcee in announcing placement/standings.

If the event is held outside of Winnipeg, mileage is billed as per the Financial Management Policy from the nearest perimeter point to the venue and back. This fee is charged for judges who provide their own

transportation. This expense will be monitored by the CHEER MANITOBA Judging Director and will be billed to the event host post-event.

CHEER MANITOBA will provide all required score sheets for the event based on the event schedule provided.

Requirements

Competitions must use CHEER MANITOBA certified judges, score sheets, and rules. Only CHEER MANITOBA approved competitive divisions may be offered. The competition host is required to cover costs associated with re-ordering awards due to emcee errors of placement/standing announcements. Competition hosts are required to provide judges a complimentary lunch and lunch break of 30 minutes minimum for events over 3 hours. The competition host is required to provide a private space/room for judging staff away from spectators, athletes and coaches.

Event Schedule

General Information

There are 3 types of schedules that you need to consider for your event.

Warm-Up and Performance Schedule

The warm-up and performance schedule must have staggering start times and it's strongly advised to structure it in a circuit style rotation. When creating the performance schedule, there must be a plan in place if the event starts to run behind. Scheduling a few breaks is recommended as they can be skipped if the event is running behind. Be prepared that teams will most likely contact you if they see conflicts, errors or issues with their crossover athletes. Special requests for changes in performance order or any other scheduling may be considered at the discretion of the host but must be communicated to CHEER MANITOBA.

Judges' Schedule (if applicable)

The judges' schedule indicates what division and level of performances are scheduled throughout the entire day. With updated judging methods, judges will be scoring each routine. The judges' schedule must ensure judges have enough time to complete their work before the next team competes.

Overall Event Schedule

The overall event schedule gives an overview of how the entire event is running. It shows who is working the entrance, warm-up floor, performance floor, selling 50/50, tabulating, first aid, washroom checks, available to answer questions, handling money, demonstrations, games, awards ceremony, lunch, etc. When creating the overall event schedule, you want to ensure you have people working in all required areas and that your event has a good flow.

Requirements

Warm-Up and Performance Schedule

Required interval times for competition events are 6 minutes for team routines and 3 minutes for specialties. The event host is required to provide the CHEER MANITOBA Judging Director a performance and warm up schedule at least 2 weeks prior to the event based on the competition schedule. It must be approved by the Judging Director before it is sent out to registered teams/athletes. If the schedule is altered or updated, it must

be shared with everyone, not just those affected. The event schedule must be sent to registered participants a minimum of 1 week prior to the event.

Judges' Schedule (if applicable)

The event host must provide the CHEER MANITOBA Judging Director a judges' schedule with the panel breakdown at least 2 weeks prior to the event. If the performance schedule changes, the judges' schedule must be updated and sent to the Judging Director immediately.

Overall Event Schedule

The format and structure of this schedule is completely up to the host as it is their hosted event. There are no requirements for it to be completed by a certain time frame and does not need to be provided to CHEER MANITOBA.

Awards

General Information

The event host decides what types of awards are given and what those awards consist of. Typical awards are trophies, medallions, ribbons, plaques or banners. Hosts decide who qualifies to get an award at the event.

Requirements

Included in the event registration package must be information regarding who qualifies to receive an award. The competition host may decide who receives awards however CHEER MANITOBA does require that a minimum of 3 top teams be awarded at the awards ceremony and all teams in the Tiny, Mini and Specialty divisions must receive awards. The competition host is required to inform the Judging Director of the awards order and types of awards when the judges' schedule is sent.

First Aid

General Information

First aid personnel are essential to any hosted event. It is important to have someone dedicated to this role for the duration of the event in case of emergencies. Sport Manitoba **STRONGLY** encourages the use of certified athletic therapists for all large sporting events. Please contact the Manitoba Athletic Therapists Association for more details: mata@sportmanitoba.ca

Having first aid personnel allows emergencies to be handled without interfering with the entire event and it also ensures that attendees are given the best care possible.

The host must ensure that the location of the first aid station is well marked and frequently communicated with attendees. It should be in a private space which has a table and chairs and is easily accessible to emergency services.

A copy of the incident report is required to be submitted to CHEER MANITOBA in the post-event report.

Vendors General Information

The host must be willing to provide a vendor area and/or table for CHEER MANITOBA free of charge. The host may book additional vendors appropriate to the event type and have the right to set a vendor fee. CHEER MANITOBA does not charge a vendor fee per vendor, and setting, charging and/or waiving any vendor fees remains the responsibility of the host. Note: Vendors may not be allowed in a venue due to health restrictions related to Covid-19. Please make sure to check with the facility regarding this point.