

Michigan High School Figure Skating
2015-2016 Host Team Guidelines

Thank you for hosting our district meets this season. We hope these reminders/guidelines will assist you in making your preparations. Please make sure you accomplish the following for your meet:

1. Host of district meets can deduct \$350 from its season costs for the meet it hosts. State host team may deduct \$750 from its season costs.
2. Reserve a judge's hospitality room. The number of officials will usually be 8, but no more than 10. You will be emailed the list of officials before your meet.
3. Reserve a room for the accountant, and make sure there is access to a copier, and a ream of paper for copies, including enough for sale of results.
4. A table will be needed in the lobby for medals.
5. Provide clipboards, SHARP pencils, pencil sharpener, pens (black and red) for accountant and judges.
6. Appropriate roped off area in the rink for officials. If your rink is very cold, please provide blankets and/or bleacher pads for them.
7. Meal (lunch and/or dinner) depending on the time of your scheduled meet should be provided. Please make sure food is available **before** the start of the meet and kept warm throughout the event. Suggestions: hot soup, hot and cold beverages (bottled water), snacks, entre', dessert. For those officials that leave directly after the event is over, it is nice to offer a "doggie bag" in the event they are in a hurry to return to their homes.
8. Any hotel reservations required for your meet will be handled by the high school committee.
9. Host team will be reimbursed up to \$15 per official for food costs. Receipts must be provided. Submit your receipts to Ellen Kolarik (ekolarik@comcast.net) for reimbursement. If you need to mail them, send to E. Kolarik at: 45551 Fountain View Drive, Canton, MI 48188. Please provide a name and address for the person who should get the check reimbursement.
10. Assigned locker rooms must be provided for the participating teams. Please make sure locker rooms are posted for convenience.
11. You will require ice monitors, runners, announcer, judge's room monitor, sign-in table volunteer, and a volunteer(s) to sell copies of results following the meet (any \$'s made on copies belongs to the host team).
12. Host team is welcome to create a program and sell them. High school committee will provide participants upon request. Please let Margie Banner know in advance (marbanner@att.net).

13. Team banners are encouraged at the meets, but must be approved by your rink.
14. The host club for the last meet of the season is responsible for recognizing the graduating seniors from its district. We have traditionally provided a flower and announcement of seniors' names at the last meet. The high school committee will be responsible for the cost of the flowers and that cost should be submitted along with other costs for that meet.
15. Gifts for the judges will be taken care of by the high school skating committee.
16. The sanction number for your meet has been provided on the schedule of meets included in the district announcements. A copy of that sanction is available from marbanner@att.net.
17. ANY QUESTIONS, contact Margie Banner – marbanner@att.net.