



**Skate Canada**  
**BC | YT**

**FUN**  
**SKATE**

# **Skate Canada BC/YT FunSkate Hosting Guide**

## What is FUNSkate?

BC/YT FUNSkate events provide an opportunity for skaters from one or more Skate Canada clubs or skating schools to participate together in a variety of categories and contests in a fun and relaxed club environment.

FUNSkate events are designed to be hosted and run by individual club(s)/skating school(s) and offer a variety of categories to suit a range in skill ability and logistical constraints such as limited ice availability. There are no mandatory events and clubs have the flexibility to choose from FUNSkate designated categories (which come complete with starting orders, marking sheets, results sheets, evaluation guides and Excel based templates for results tabulation) or they may create their own categories.

The key to running a successful FUNSkate event is to focus on FUN! These events are not intended to be like a regional or Section competition. Clubs are encouraged to be creative in how they inject fun into these events and that starts with what you name your event. Consider adding a team poster contest. Include a costume theme for the team elements. End the event with a pizza party.

As FUNSkate events are club run, the host club is responsible for organizing the event including scheduling categories, managing registrations, coordinating volunteers and tabulating results.

This guide will walk you through all the necessary steps to assist you in organizing a successful FUNSkate event. Be sure to plan these events well in advance as prior approval from the Section is required a minimum of eight weeks in advance.

The BC/YT Section is also available to support you. Please contact us if you have any questions at [bcytsection@skatingin.bc.com](mailto:bcytsection@skatingin.bc.com) or (604) 205-6960.

**FUNSkate is all about bringing FUN to the ice!**

## Where to start?

### 1. Determine What Kind of FUNSkate Event You Will Host.

You will need to know:

- Approximately how many skaters you plan to host
- Which events you would like to offer (see FUNSkate Events Guide)
- How much ice is available on the desired date
- Estimated expenses to determine registration fees

To estimate how much ice time will be required and how many events may be offered, use the Timing Guide on page 4.

To estimate expenses, see page 5.

### 2. Request/Allocate Ice

Depending on your location, additional ice may need to be requested several months in advance, or planning with your club board and coaches to allocate a block of session time to the event. As a minimum of one Regional-In-Training coach is required rink side at all times, ensure that a coach will be available.

### 3. Register Your FunSkate Event with the BC/YT Section

A minimum of 8 weeks prior to the event date, the Club hosting the FunSkate event must register on-line with the BC/YT Section. Approval must be granted (applications will be processed within 5 business days) by the BC/YT Section. Hosting Clubs must be in good standing with Skate Canada.

Detailed information on what must be included in your application is provided on page 6.

### 4. Plan for the Fun!

Utilize the planning guides and templates to prepare for a successful and organized event!

## Timing Guidelines

The following chart provides timing guidelines for categories included in the FUNSkate Events Guide. Note the maximum warm up group sizes. The time per skater includes time for skaters to enter and exit the ice as well as for FUNSkate judges to make assessments.

Category	Max # Skaters/Teams per Warm Up	Warm Up Time	Time per Skater/Team
STAR 1	6 skaters	5 mins*	4 mins
STAR 2	8 skaters	3 mins	4 mins
STAR 3	8 skaters	4 mins	4 mins
Individual Elements	10 skaters	3 mins	2.5 mins
Team Elements	5 Teams	3 mins	2.5 mins
Creative Improv	8 skaters	2 mins	2 mins
Individual Showcase	8 skaters	3 mins	Showcase 1: 2 mins Showcase 2: 2.5 mins Showcase 3: 3 mins Showcase 4: 3.5 mins
Group Showcase	N/A	N/A**	Showcase 1: 2.5 mins Showcase 2: 3 mins Showcase 3: 3.5 mins Showcase 4: 4 mins
Creative Shadow Dance	4 teams	4 mins	Creative Shadow Dance 1: 2.5 mins Creative Shadow Dance 2 & 3: 3 mins
Contests	15 skaters	1 min	STAR 1 – 4: 0.5 mins STAR 5 & Up: 0.75 mins

\* for the first group only. Once the first group starts being assessed, the next group can come onto the ice to warmup.

\*\* Teams have 1 minute prior to starting their program to warmup.

**TOTAL TIME = (# of warmups required x warmup time) + (# skaters x Time per Skater)**

Depending on the length of the FUNSkate, some ice cleans may be required. Consult with your club coach to determine how many would be appropriate based on the number of skaters, skill level and type of categories offered.

## Estimating Expenses

FUNSkate events are intended to be reasonably priced and accessible to as many members as possible. They should not be considered a major club fundraising opportunity. Admission may not be charged for spectators.

Key expenses that clubs can expect to incur hosting a FUNSkate event are:

- **Facility Charges.** Will you require additional room rentals at your facility for administration or result calculations? Ensure you will not incur any unexpected facility rental fees.
- **Administrative Materials.** These are primarily related to printing materials such as in facility signage, starting orders, results, report cards, marking sheets etc. To utilize the Excel templates, a laptop running Excel 2021 or later and a printer will be required. Other items will be clip boards, pencils, tape, etc.
- **Prizes.** Clubs can choose to award whatever types of prizes they wish. Always have some extras in the event of ties. Generic ribbons and medals are available on-line from sites like amazon.ca.
- **Catering.** Depending on the duration of day, some hot drinks and/or food may be necessary for officials/key volunteers. Check to see if there are any facility restrictions in terms of providing food.
- **Thank You's.** If you are utilizing any FUNSkate judges for events from your community, a small token of your appreciation would be a nice gesture. Note that Skate Canada Officials may not be used to staff judging panels or process results. Coaches may be used.

## Registration Fees

The following chart provides a guideline for registration fees. Clubs may charge less than the recommended fee. If clubs are unable to cover expenses based on the fee schedule below, please contact the BC/YT Section Office.

Category	Suggested Fee	Category	Suggested Fee
STAR 1 -3	\$30.00 / skater	Individual Showcase	\$30.00 / skater
Individual Elements	\$15.00 / skater	Group Showcase	\$30.00 / team
Team Elements	\$15.00 / team	Creative Improv	\$15.00 / skater
Creative Shadow Dance	\$30.00 / couple	Contests	\$10 / contest

## Registering Your Event

A minimum of 8 weeks prior to the event date, the Club hosting the FUNSkate event must register on-line with the BC/YT Section. Approval must be granted (applications will be processed within 5 business days) by the BC/YT Section. Hosting Clubs must be in good standing with Skate Canada.

For the remainder of the 2025/2026 (Events happening prior to August 31, 2026) season, only 1 week is required to approve FunSkate Events.

[Click here to register your event.](#)

Event registration information required:

- **Name of Event.** No reference to Skate Canada or reference to “Skate Canada events” may be included in promotional materials.
- **Date(s) and Location of Event.** Events dates may not conflict with local regional competitions or BC/YT Section events if scheduled in the same region as the host club.
- **List of Clubs/Skating Schools participating.**
- **List of Registered Skate Canada Coaches** attending (minimum of 1 Regional Coach-In-Training must be present ice-side during all events)
- **Categories to be Offered.** If Clubs/Skating Schools wish to offer categories not listed in the FunSkate Announcement, a detailed description must be provided including how results will be tabulated and entry fees. No additional resources (marking sheets, excel files) will be provided for custom categories beyond those included in the FunSkate Events Guide and Excel Resources.
- **Registration Fees for Each Category:** Fee guidelines (which are the maximum fee that may be charged for each category) are included for categories in the FunSkate Hosting Guide. Fees for custom categories should be based off of similar standard categories.

## Plan for the Fun

### Announcing your FUNSkate and Registering Skaters

Clubs have flexibility in terms of how they manage the registration of skaters and collection of registration fees. For FUNSkate events which include more than one club, it is suggested that a club submit one Excel registration sheet listing all participants, including their Skate Canada membership number for insurance purposes. Having entries in Excel will make for an easy copy and paste of names onto starting orders, etc. One payment covering all registrations from a club may also simplify the process.

Distribute the following to participating clubs:

- Your FUNSkate announcement (see Announcement template file)
- Registration forms

### Organize Coaches, Volunteers, Officials and Materials

A number of key volunteers will be required to run your event efficiently. Positions that will be required for your event:

**Event Registrar:** This person will process registrations and act as a liaison with other clubs. They will forward skater and event information to the Results Manager to set up files for the event.

**Event Manager:** One person on-site to ensure that the event is running smoothly and assist where required. If ice clean(s) are scheduled, they ensure that facility staff are ready. They serve as the point of contact with facility management.

**Materials Required:**

Starting Orders  
Event Schedule  
Clip board  
Pencil/Pen

**Rinkside Coach:** At least one coach certified at a minimum of Regional Coach in Training must be present rinkside during all events. They may also serve as one of your officials. All attending Skate Canada coaches will serve as First Aid attendants, if necessary.

**Officials:** Panels of three are required to assess skaters.

Officials may be coaches, responsible older skaters (16+), or even members from your community (such as dance instructors) for events like showcase and creative shadow dance.

**Materials Required:**

Starting Orders  
Marking sheets  
Clip Boards  
Pencils  
Stop watch for contests

**Onsite Registrar:** Skaters should check in with this person upon arrival.

**Materials Required:**

Category Registration Lists  
Event Schedule  
Starting Orders  
Pencils/pens/highlighters

**Ice Captain:** This person will check that the skaters are ready to go to the ice for warmup, open and close the gate.

**Materials Required:**

Starting Orders  
Event Schedule  
Clip board  
Pencil/Pen

**Music Player/ Announcer:** This can be one person or two. Depending on set up, may have a person (coach?) from each club playing music off their device for their skaters.

**Materials Required:**

Event Schedule  
Starting Orders  
Microphone (if possible)

**Results Manager:** An adult with working knowledge of Excel is required to enter in assessments and scores into an excel spreadsheet. The spreadsheets will automatically generate: starting orders, marking sheets for officials and results. Allow sufficient time prior to the event for names and club information to be entered.

**Materials Required:**

Computer with Excel 2021 or later  
Printer

**Runners:** Runners collect marking sheets from the FUNSkate judges and take them to the Results Manager for processing. This position can be filled by responsible children.

**Materials Required:**

Large envelope for transporting papers.

**Awards Presenter:** An adult to collect results sheets from Results Manager, prepare prizes and award to skaters.

**Materials Required:**

Results Sheets

Prizes

## **Event Specific Information**

### **STAR 1**

Designate a section of the ice as a warm-up area for skaters (put out cones) and another for a performance area where skaters are assessed by the FUNSkate judges. If you wish to follow competition procedures for running STAR 1 (especially if there are a large number of skaters) please see the STAR 1 Manual. Coaches are to be on the ice with their skaters as per standard procedure.

### **STAR 1 – 3 Presentations**

All STAR 1-3 skaters will receive report cards with their assessments when prizes are presented. Please note that skaters should be called up to receive their report card and prize but the overall rating is not to be announced. The focus of these events is on participation and personal achievement not overall standing.

### **Creative Improv**

Appropriate music will need to be selected and cut to the specified length depending on the category. This is best arranged by a coach. For specific procedures on how to run these events, please consult the FUNSkate Events Guide.