



INTERCLUB ANNOUNCEMENT TEMPLATE

The Announcement Template and Sample Entry Form for Clubs who have been granted an Interclub Competition have now been posted on the EOS Section Website and can be found at:

- www.skate-eos.on.ca
- Click on the link for "Competitions" or "EOS Clubs" then click on "Sanctioned Competition Templates"

General Guidelines for Hosting an Interclub:

- All participant Clubs involved in the Interclub should be invited to send a Representative to the first Meeting as well as the Section Region Rep, Technical Representative (assigned by the Judges Committee) and Chief Data Specialist (assigned by the Data Specialist Committee)
- In consultation with your assigned Tech Rep review the announcement template and decide what events you wish to offer from the template at your Competition
- Review and establish guidelines as to:
 - Club Fee/Skater fee/deadline for entries date
 - Distribution of profit from the event
 - Medals to be ordered
 - Are you going to have a Club Trophy
 - Are volunteers required from the other Clubs in the region to help on the weekend of the event
 - Host Club rotation chart for future years (this last item could be done at the close-out meeting after the competition)

When you have downloaded the Template please remember the following:

- Once you have the template on your computer just follow the instructions and insert your pertinent information where indicated in '**BOLD RED**'
- Prior to forwarding the draft announcement to the Championship Chair for approval it **must** be worked on in consultation with your assigned Tech Rep.
- The Technical content in the templates are correct at the time of posting and **cannot be altered**. Any revisions required will be dealt with when your draft announcement is forwarded to the Championship Chair for approval.
- Only the categories and events offered within the Interclub Template can be used.

Again, please ensure that your draft announcement is forwarded to me at least three (3) months prior to your event for approval.

Yours in skating,

Ann Monaghan
EO Championship Chair
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