

Arena Operators Level 1 Bid to Host Application

Organization: _____

Address: _____ City: _____

Province: _____ Postal Code: _____

Phone: _____ Fax: _____ Email: _____

Contact Person: _____ Position: _____

Select the Arena Operator Level 1 Course that best fits your intention:

Ice Maintenance (ice already installed with focus on maintenance): _____

Ice Installation (focus on ice installation on frozen concrete pad): _____

Number of Committed Participants by Host Community: _____

Potential Dates

Option 1: _____ Option 2: _____

Host Community agrees to:

- The Host will provide a facility free of charge to SPRA for the following:
 - two (2) days from 8:00 a.m. – 5:00 p.m. each day
 - include a classroom to accommodate 12-20 participants comfortably
 - provide tables and chairs setup in a classroom style prior to the course beginning each day
 - facility must be open at least thirty minutes before the course begins
- Provide and setup a LCD projector, screen, TV and DVD player (AV equipment)
- Have the AV equipment set up and operational before the course begins each day
- Provide access to Zamboni and room, arena, refrigeration plant, etc. that may be required during the course
- Tables and chairs must be set-up in a classroom setting prior to the course
- The room must accommodate 12 to 20 participants comfortably
- Provide a contact person for the duration of the course in case of emergencies
- Provide coffee, drinks and snack each morning appropriate for the number of participants
- Provide accommodation contact information to SPRA to include in SPRA information package
- Provide restaurant information to SPRA to include in the SPRA Information package

Ice Maintenance Course: Host Community agrees to:

- Must have the facility prepared and ready in advance of the course
- Must have ice built up to an adequate level and painted two times prior to commencement of the Arena Operator Level 1 Course
- Must have all equipment in-service and ready for use including resurfacer and edger
- Must have all necessary supplies available at the start of the course, these items will be outlined in the contract signed between SPRA and the Host community

**Ice Installation Course: Host Community agrees to:**

- Must have the facility prepared and ready in advance of the course
- Operating Ice Plant – commissioned one-week prior to the course
- Floor/Slab Temperature – must be 16F degrees at least 12 hours before the start of the course
- Ice Resurfacer – must be available for demonstration purposes only
- Water Source – access to 1-inch supply line
- Logos – must be available at time of installation. Ice logos should be made from approved textile, permeable material and not plastic
- Ice Making Supplies – cost to the Host Community is approximately \$900
- Must have all necessary supplies available at the start of the course, these items will be outlined in the contract signed between SPRA and the Host community

SPRA Agrees to:

- Take registration prior to the course
- Promote and advertise the course
- Provide all course material
- Provide the instructor
- SPRA Instructors will assist participants with installing proper ice painting techniques, measurement of all lines, creases, face-off dots and install lines, creases, face-off dots and if time permitting advertisement logos
- SPRA Instructors will assist participants on proper ice sealing techniques

SUBMISSION:

Please submit your application to Tim Hanna, Consultant – Facilities and Training by email (thanna@spra.sk.ca) or fax 1-306-780-9257. Any questions, please contact Tim at 1-306-780-9324.

Course Cancellation:

SPRA reserves the right to cancel courses one (1) week prior to course delivery if less than 12 students are registered for the course. Students that are already registered will be advised at that time if the course has been cancelled.

Location Selection:

Selection of courses will be based on past history of hosting, geographical location and District location as ideally we would like to host one course in each of the Sport, Culture and Recreation Districts.

Contractual Obligation:

Once dates and Host Community have been selected a contract will be sent to Host Community outlining supplies and equipment required and releasing SPRA of any liability incurred during and after the ice has been installed.