

CITY OF RAPID CITY
TRAVEL REQUEST

Person requesting travel Cliff Zechiel Department Recreation (603-Ice)

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)
2007 North American Risk Conference + Expo

List all other City employees, if any, making the trip for the same purpose: None

Place of meeting or destination: Chicago, Illinois
Date of meeting May 14-17
Date trip to begin May 13 Date trip will end May 18
Method of transportation requested air

Estimated transportation cost	\$	<u>650</u>
Meals		<u>180</u>
Lodging <u>5</u> days @ <u>\$155 a night</u>		<u>775</u>
Other costs - description <u>Registration Fee</u>		<u>549</u>
<u>Transfers</u>		<u>50</u>
Total estimated cost of trip	\$	<u>2204</u>

Signed [Signature] Date 1-10-07
(person requesting travel) (Department Head) Date 1-12-07

When the cost of the trip will exceed \$500, per employee, this section must be signed.

In accordance with the provisions of Rapid City ordinances and travel regulations, consent is hereby given for travel as requested in the foregoing application. Maximum cost of trip authorized is \$ _____

Approved: _____ Date _____
Mayor

When the cost of the trip will exceed \$1,500, per event, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy



Home | Course Descriptions | Schedule | RINKexpo | Request Information | Certifications

The 2007 North American Rink Conference & Expo

Regi

MAY 14 - 17, 2007
CHICAGO, IL

Online Registration for NARCE 2007 begins on January 1, 2007

124 Days Until NARCE

Hotel & Travel

CC

TRAVEL INFORMATION

Reserve your room early - NARCE room rate expires on April 20th

Register early and become eligible to win FREE accommodations!!!

Crowne Plaza Hotel

5440 North River Rd
Rosemont, IL 60018

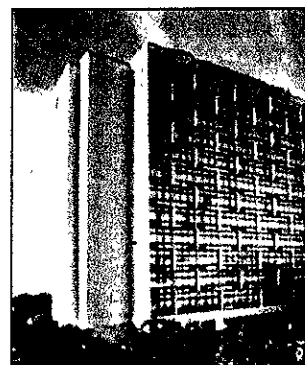
Hotel Reservations - 1-888-642-7344

Hotel Front Desk - 1-847-671-6350

Email: chiok@ihrco.com

www.crowneplazaohare.com

**use the code "NN7" to receive discounted room rate — rates start at \$129/night



Located just 1.5 miles from O'Hare International Airport, the Crowne Plaza Chicago O'Hare is a hotel of remarkable convenience. Not only does this hotel feature a convenient location for meetings and conferences, there's easy access to downtown Chicago via taxi or the Chicago Transit Authority Blue Line trains.

If you are flying into the airport, the Crowne Plaza Chicago O'Hare provides complimentary transportation daily. The hotel also boasts a deli cafe, sports bar and nightclub. The airy indoor pool area includes lounge chairs that can be taken outside in warm weather to the sundeck. This hotel also provides a fitness center, sauna, game room, business gift shop. Wireless Internet access is offered in the common areas for an additional fee.

Amenities include:

- Complimentary transportation to the O'Hare Int'l Airport daily
- High-speed & Wireless Internet Access for a nominal fee
- Deli café, sports bar and nightclub
- Indoor Pool & Sauna
- Business center and gift shop
- Health/Fitness Center

Free Breakfast for NARCE Attendees

REGISTRATION

STAR Courses & RINKexpo

Are you a member of STAR Yes No

- Early Registration \$549 (\$625 after 3/30/2007)
- On Site Registration \$699

Other Ways to

Mail:
 STAR
 c/o Pat Kelleher
 1775 Bob Johnson I
 Colorado Springs, C

Star Short Courses & RINKexpo

Are you a member of STAR Yes No

- Early Registration \$299 (\$375 after 3/30/2007)
- On Site Registration \$449

Phone:
 (719) 538-1149

Fax:
 (719) 538-1160

U.S. Figure Skating / USA Hockey Courses & RINKexpo

- Skating Director Track \$149
- Hockey Director Track \$149
- On Site Registration \$190

Download Registrati

Cancellation Polic
 cancellation receive
 4/23/07 will receive
 minus \$125 process
 Cancellation after 4,
 nonrefundable; how
 substitutes from the
 organization are we

USA Hockey Inline Courses & RINKexpo

- Inline Hockey Facility Director Track \$99
- On Site Registration \$150

If for any reason thi
 conference is cance
 is not responsible fo
 airfare, hotel, or oth
 incurred by confere
 registrants. Progran
 change without noti

RINKexpo Only

- RINKexpo Pass \$100
- Non-Exhibiting Vendor \$1,000

All information is su
change without noti



Send NARCE to a friend

THE INDUSTRY EVENT YOU

ATTEND!

2007 ENARCE North American Conference & Expo



May 14-17
2007

Chicago,
Illinois



CERTIFICATIONS
OFFERED IN EVERY CLASS

presented by **STAR**
SOURCE FOR ADVANCED TRAINING

★ narce.com ★ 719.538.1149

2007 NARCE SCHEDULE

		Ice Making & Painting Technologies	Basic Refrigeration		Ice Arena Accounting
MONDAY MAY 14					
9 a.m. - 12:30 p.m.	History of the Ice Resurfacers ----- IR Operations	Ice Making Principles ----- Humidity & Its Effect on Ice Making	Theory & Principles of Refrigeration ----- Theory & Principles of Refrigeration	Review of Level I Material ----- Health & Safety	Cost Centers ----- Accounting Centers
12:30 - 1:30 p.m. LUNCH					
1:30 - 4:45 p.m.	Circle Checking ----- Inspection of the IR with Manufacturers	Refrigerated Floors ----- White Ice, Markings, Lines & Logos	Refrigeration Systems ----- Equipment Used in a Refrigeration Plant	Definitions, Principals & Theory of Arena Ice Systems	Accounts Receivable ----- Accounts Payable
5 - 7 p.m. WELCOME RECEPTION					
TUESDAY MAY 15					
8:30 a.m. - 12:30 p.m.	Driving IR's Begins ----- Fossil Fuel Safety	Water Quality & Its Effects on Ice Making	Compressor Room ----- Electrical Refrigeration Controls	Enhanced Refrigeration Fundamentals & Controls	Skating Program Cost Estimating & Tracking
12:30 - 1:30 p.m. LUNCH					
1:30 - 4:45 p.m.	The Edger ----- Ice Maintenance	Dasher Boards & Other Ice Sports	Refrigeration Accessones ----- Refrigeration Control Components	AIR Settings & The Cycle of Refrigeration	Purchasing ----- Cash vs. Accrual
5 - 7 p.m. EXPO COCKTAIL RECEPTION / RINK EXPO EXPO					
WEDNESDAY MAY 16					
8:30 a.m. - 12:30 p.m.	On-Ice Demonstration of the Edger & Ice Maintenance ----- Blade Change Demonstration	AT EDGE ICE ARENA ----- Painting the Rink	Compressor Lubrication & Refrigeration ----- Plant Accessones Operations & Maintenance	Electcnal Theory & Components ----- Understanding Refrigerants & Environmental Concerns	Depreciation ----- Capital Improvements
12:30 - 1:30 p.m. KEY NOTE ADDRESS / AWARDS PROGRAM					
1:30 - 5:30 p.m. EXPO LUNCH / RINK EXPO EXPO					
THURSDAY MAY 17					
8:30 a.m. - 12:30 p.m.	Practical Testing Begins ----- Facility Air Quality	Energy Savings ----- Energy Management	Refrigeration Plant/ Safety Practices ----- Review & Wrap-up	Psychometrics & Dehumidification ----- Introduction to Legislation & Codes	Class ends on Wednesday
12:30 - 1:30 p.m. LUNCH					
1:30 - 2:30 p.m.	Standard Ice Facility Operations	Changeovers	Written Testing	Health & Safety	
2:30 - 4 p.m.	Written Testing	Written Testing	Written Testing	Written Testing	

***SCHEDULE SUBJECT TO CHANGE**

Facility Maintenance	Operations & Risk Management		Hockey Director Track - presented by USA Hockey	Inline Hockey Facility Director Track - presented by USA Hockey Inline	
Identifying Maintenance Items ----- Maintenance Tracking Systems	Safety for the Public ----- Facility Documentation	Programming for Efficiency & Profitability ----- Programs - Rink-Run or Contracted	Understanding the USAH structure and organization ----- Role of a Hockey Director	Class begins on Tuesday	Figure Skating Program Design ----- "The Hook"

LUNCH

Sprinkler & Fire Alarm Systems ----- Plumbing Maintenance	Safety Operations & Procedures ----- OSHA and State Laws	Profitable Programs ----- Public Skating & Birthday Parties	Recruiting New Players ----- Running Successful Tryouts	Class begins on Tuesday	Training Your Staff ----- Bridge Program
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WELCOME RECEPTION

Lighting Maintenance ----- Maintenance Equipment	Employee Policy Manual ----- Emergency & Operations Manuals	Community Involvement & Events ----- Cross Promotion & Facility Events	Training & Developing Your Coaches ----- Teaching Skating	Marketing Ideas ----- Learn to Play Programs	Club Structure & Events ----- Competitive Pipeline
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LUNCH

Service Contracts/ Painting ----- Energy Management Systems	Insurance Evaluation & Purchasing ----- Skate Rental	Learn to Skate- Learn to Play Instructional Programs ----- Contract Customers & In-House Programs	Developing Goal Scorers, Defensemen & Goaltenders ----- Age Appropriate Habits & Concepts vs Team Systems	Coaching & Officiating Education	Synchronized/TOI ----- Off-Ice Classes
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EXPO

COCKTAIL RECEPTION / RINK EXPO

EXPO

HVAC Systems ----- Maintenance Safety	Building Systems & Operations ----- Board & Glass Systems/Safety Nets	Marketing & Promotions ----- External & Internal Marketing	Designing Practice & Your Season ----- Parent Education & Behavior	Parent Education ----- Sport Advancement Opportunities	Parent Education ----- Judging
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KEY NOTE ADDRESS / AWARDS PROGRAM

EXPO

LUNCH / RINK EXPO

EXPO

Class ends on Wednesday	Energy Efficient Construction ----- Preventive Maintenance & Facility Cleaning	Operational Costs & How to Control Them ----- Customer Service	Class ends on Wednesday	Class ends on Wednesday	Class ends on Wednesday
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LUNCH

	Building Systems (not related to the ice systems)	Hiring & Training			
	Conclusion & Wrap-Up	Ancillary Revenue Sources - Pro Shop & Concessions			