FALL CONFERENCE HANDBOOK
(Multiple District N Fall Conference Handbook, Version 1.5)

LIONS CLUBS INTERNATIONAL MULTIPLE DISTRICT N
NEW BRUNSWICK
PRINCE EDWARD ISLAND
NOVA SCOTIA
NEWFOUNDLAND AND LABRADOR
THREE BORDER CLUBS, MAINE, USA
BLANC SABLON, QUEBEC

NOTE:
• Wherever the word “chair,” “chairperson” or “he” or “she” appears in this document, it is to be interpreted to mean male or female gender
• Wherever the word “Council” appears in this document that indicates the Multiple District Council of Governors
• Wherever the term MD N appears in this document that indicates Multiple District N
• A copy of this handbook is to be provided to the Host Conference Committee

Revised May 20, 2018
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INTRODUCTION

From the Fall of 2014, our Multiple made a break with the Fall Conference in favour of a Fall Rally that emphasized quality training, fun, fellowship, to increase attendance at a reasonable costs. Many parts of this concept were quite successful however it did not work for all Districts. At the Fall Conference in November 2017, the motions were made to return to the Conference format. After discussion this document is a draft document taking the popular items from the Rally concept and combining them into the Conference concept.

PROGRAM

It is recommended that the MD Council of Governors resume the Fall Conference format, while keeping the informality of the Rally concept. This new and improved Fall Conference will be primarily aimed at providing lions with quality training, fun, fellowship, and affordable costs to both the individual lions and our Multiple District. Every year Council will seek feedback using an approved survey forms provided to attendees at registration upon which they may express their opinions, ideas, suggestions and concerns. Attendees return their completed forms by the conclusion of each event. All Responses are tabulated onto a master sheet which then is forwarded to Council within three weeks of the event’s conclusion. The survey forms have the single purpose of improving the event for all attendees. The survey results will be made available to current and future Convention and Fall Conferences chairs as well as the current year’s Council of Governors and Committee Chairs.

PROPOSED NAME  MD N Fall Conference

Alternatives  MD N Fall Forum (Symposium)

PROPOSED DATE, TIME AND LOCATIONS

- Date: Any Weekend from October 1 to November 15 with the exception of Thanksgiving.
- Time: Friday later afternoon to Sunday AM
- Locations: By Rotation
  - Host 1: N-1, Weekend is decided by Host in consultation with District Governor.
  - Host 2: N-4, Weekend is decided by Host in consultation with District Governor.
  - Host 3: N-3, Weekend is decided by Host in consultation with District Governor.
  - Host 4: N-2, Weekend is decided by Host in consultation with District Governor.

Notes:

1. The chair for the MD N Fall Conference should be selected by the MD Convention Committee Member from the Sub-District hosting the Conference in consultation with the District Governor.
II. Each Host Sub-District must consider a convenient location for the MD N Fall Conference keeping in mind room costs, adequate meeting space, travel time and travel costs.

III. A rotating pre-set schedule for Sub-Districts is in effect and published in the MD N Fall Conference Handbook. A site selected by the MD N Fall Conference Host Governor(s) and Convention Committee Chair should be in place 2 years in advanced.

IV. The Host District Governor may decide to have his/her Cabinet Meeting after the MD N Fall Conference concludes. If so the MD N Fall Conference will end with the Saturday night banquet and the Cabinet meeting will begin Sunday and continue as required. If the venue will be occupied past noon on Sunday, prior time extension must be booked. Any costs for meeting rooms on the Sunday following the Banquet will be the responsibility of the District who has convened the Cabinet Meeting.

V. Council may decide to have a Council Meeting in advance of the MD N Fall Conference activity, with the meeting scheduled for Friday afternoon. All MD N committee Chairs holding a committee meeting must request a meeting time through the Conference Host.

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<th>Lions Year (Calendar Year)</th>
<th>Existing Fall Conference</th>
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<th>New Convention</th>
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**PRIORITIES SPECIFIC TO THE CONFERENCE**

1. Efforts must be coordinated within the Districts N1, N2 and N3, N4, with the Multiple District and its committees. All levels must have a well-organized weekend at best pricing. Both geographical groups share ideas on training and the MD ensures funding applications are complete and fair in sharing any training Seminar or Institute Funds.

2. Host Club(s) must make every effort to obtain the best competitive pricing for events and may decide to move venues from Hotels to local groups or Community Institutions that provide equivalent arrangements at lesser costs.

3. Provide quality and enjoyable training programs aimed at helping lions improve club skills and help assure leadership roles at the club, zone, regional and district levels. Mixed in would be sessions with a ‘Hands on Approach’ Units and Round Table Discussions. On occasion a session may include a module from the Leadership Institute Program.
4. Funding of $750.00 may be used to defray organizational and training costs.

5. The Council chair will serve as MC each year and will be eligible for expense reimbursement of expenses in accordance with MD N Reimbursement Policy.

6. Dress Code for Banquet is Business Casual or, Blue and Grey uniform. No formal wear necessary and no jeans please.

7. No Sub-Districts’ Fall Conventions are to take place on either side of the MD N Fall Conference, within a two-week time frame.

8. Forgo an official LCI Guest for the Fall Conference. Instead, MD N Conference may invite an alternative local Guest. Some examples being:
   a) A Lion who has taken LCI educational and training programs, and can generate enthusiasm and pump-up the audience.
   b) A regionally known person with excellent speaking abilities on entertaining subjects.
   c) A unique cultural personality from the area in great demand as an after-dinner speaker.
   d) A supported program speaker of interest to all Districts

9. A Feedback Survey will be provided to all participants at the Conference for completion. It should contain questions directly related to the Conference Goals and provide opportunity for Lions to relate the strengths and weaknesses of the Program and offer their suggestions for the improvement of Future events. The same survey should be provided to all participants for several years to allow for a comparative format.

10. It is crucial that Public Relations promote the MD N Fall Conference and its training sessions. Moreover Public Relations should generate enthusiasm for the new Fall event.

11. Emphasis will be placed on Education, Training and Camaraderie. Council or Business Meetings will be delegated to the Friday afternoon to early evening up to the scheduled time for Meet and Greet or 4pm to 5pm late Saturday afternoon or Sunday morning. Sub-District Cabinet Meetings can be held after the close of the MD N Conference

AN EXAMPLE WEEKEND FORMAT

Friday
1:00 pm - 7:00 Council of Governors / Committee Meetings
5:00 PM – 7:00 PM Registration & Survey Form Handout
8:00 PM – 8:45 PM Meet and Greet
8:45 PM – 11:45 PM Entertainment

Saturday
9:00 AM – 9:15 AM Opening
9:15 AM – 10:15 AM Seminar
10:15 AM – 10:45 AM Break
10:45 AM – 11:45 AM Seminar
2:00 PM – 2:55 PM Seminar
3:00 PM – 3:55 PM Seminar
4:00 PM – 5:00 PM General Meeting
6:30 PM – 7:15 PM Meet and Greet
7:15 PM – 10:00 PM Banquet, with Local Speaker (not Lions International);
Survey Form Collected
Sunday  
9:00 AM – 10:00 Noon Council Meeting (if required) – Room 1  
10:00 AM – 5:00 District Cabinet Meeting (if required) – Room 2

Notes:

1. Council Chair will act as MC for the Opening of the Business sessions, Seminars, the Noon Luncheon (if held) and the Banquet.
2. The Seminars on Saturday afternoon may be combined for an all afternoon seminar on a hands-on activity.
3. Hospitality Book will include
   a. Meet and Greet
   b. Banquet
   c. Registration Fee

Noon Luncheon Tickets will be sold separately.

4. The Fall Conference expense and costs should be held to
   a. Meeting Rooms, if necessary.
   b. Audio/visual equipment, if necessary.
   c. Meet and Greet (food only). Wine or spirits must be covered by donated sources or the sale of the drink.
   d. Nominal Dinner speaker costs (Max $250- see rule 2 page 10).
   e. Nominal presenter thank you.
   f. Nominal gratuity to Conference Chair and Host Coordinator.
   g. Agenda’s printed and available at registration, detailed timelines, topics and presenters.

MULTIPLE DISTRICT CONVENTION COMMITTEE

The following information was taken from the Convention Handbook, version 6.4, but it equally applies to a successful Fall Conference. Whenever the word Convention is used we may substitute the word Conference. Any wording that is applied strictly to the Convention Handbook has been removed.

Section 1

The Multiple District “N” Convention Committee consists of one member representing each sub district in the Multiple District as appointed by their respective District Governors under Article VII Section 3 of the Constitution & By-Laws.

The Duties of the Committee

The duties of the Committee shall be the planning and management of the annual Multiple District Convention in accordance with the policies approved by and authority granted by the Multiple District Council.

The Committee Chair is the member representing the sub District hosting the Convention in a given year and is responsible to oversee and supervise all aspects of the planning and implementation of the convention in accordance with the policies and procedures outlined in this handbook.

Section 2
Once a site has been selected and a club or clubs have been assigned to organize the event the Chair will ensure that a Host Committee Coordinator, Secretary and Treasurer are appointed as an executive group together with the Convention Chair. The executive group ensures that appropriate host subcommittees are in place to organize and carry out the various functions required for a successful event.

For example: The Registration sub-committee would collect all the registration fees, record the pertinent information and with a report would turn all monies over to the treasurer. Likewise, the registration sub-committee could approve a refund but the funds would be issued by the Treasurer. Where practical and feasible the Convention Chair and the Host Committee Coordinator may be the same person.

Section 3

The Convention Committee shall submit a convention Budget to the Multiple District Council for approval at its meeting immediately following the conclusion of the Multiple District Convention; said budget may be amended at the Summer Council of Governors Meeting or at the request of the committee. Liabilities not included in the budget may not be incurred by the committee without prior approval of the Council. All attendees shall pay the registration fee of $5.00 and such fee shall be included in the purchase of a full hospitality book. Only registered attendees shall be admitted to any session, activity or function of the Convention.

A Hospitality Book fee established by the committee and approved by the Council may be collected from each delegate, alternate and guest attending the Conference. Such fees together with other revenues shall be collected by the committee and disbursed in accordance with the approved budget and policies of the Multiple District Council.

The Chair shall present a statement of revenues and expenditures, together with all records, source documents, registration data, bank statements and Convention surplus to the Council Secretary Treasurer not later than 45 days after the close of the Convention. A full Convention report including a financial summary shall be submitted to the Multiple District Council.

Section 4

The members of the Council shall be the officers of the annual Multiple District Convention. Once a District has been awarded a MD N Convention it is recommended that the following actions be applied.

1. The CHAIRPERSON in conjunction with the DG & Host Club President(s) ensures that the Host Committee Coordinator, Secretary and Treasurer are appointed and together with the District Convention Chair form the Executive Group.

2. Chairperson meets with the Executive Group and provides them with copies of the handbook and asks that they read the full handbook.

3. Executive Group makes arrangements to meet with the convention hotel and /or other facilities to get the blocked rooms confirmed, in writing.

4. The Executive Group selects Sub-Committees and provides them with a description of their duties as outlined in the handbook. Copies of these duties would be helpful to all Sub-Committee Coordinators.

5. The Chairperson meets regularly with the Executive Group and with each Convention Sub-Committee.
6. The Secretary ensures all Progress Reports and copies of the minutes of the full committee meetings are sent to the required people. Progress Report blank forms are included in this handbook.

7. All sub-committees are required to submit a preliminary budget to the Convention Treasurer. The Treasurer provides copies of all budgets to the Executive Group for review.

8. A draft budget should be prepared using a spreadsheet, or other table format, showing fixed costs for 125, 150, 200, 250, 300 or more people.

9. A preliminary budget is to be attached to Progress Report # 3 for review by the Council of Governors.

10. Financial information specific to the Fall Conference:
   a) Hospitality Books including Registration fee are not to exceed $45.

   b) Guest Speakers including travel are not to exceed $250. (Organizers going beyond that amount must use funds other than that collected from Conference participants).

   c) A complete financial report, including all source documents, must be submitted to the CST not later than 60 days after the close of the Conference.

   d) Token “Thank you” gifts to guest speaker and presenters may be included in costs not to exceed $75 per gift.

   e) Upon approval of Audited Financial Reports, the Host Club(s) are entitled to 50% of Net Proceeds.

   f) Multiple District N will provide the Host committee an advance of $750 to help defray costs.

   g) The host committee is responsible to negotiate the best rate possible at sufficient locations as may be required. All accommodations are the responsibility of the person(s) staying in the room.

11. The final Convention Budget must be presented to the Council of Governors for review and approval.

12. The final Convention Registration Form must be presented to the Council of Governors for review and approval. This form must be approved by the Council before it is released. The approved registration form must be distributed to all Districts, and to the MD N Secretary Treasurer and Communication Chair for publication in the MD N Newsletter and MD N Website.

13. Promote the Convention through visitations throughout the MD.
The Executive group consists of the Convention Chair, the Host Committee Coordinator, Secretary and Treasurer. The Executive group may create any number of sub committees in order to accomplish convention planning and work activities over a 4 year period that concludes at the close of the Convention.

Convention Chairperson

The Host District Governor is initially responsible for appointing the Convention Committee Member. Together, the Host Governor and Convention Committee Member selects the convention site and the hosting club(s), and appoints both the Host Committee Coordinator and Secretary and Treasurer. The Convention Committee Member (referred to in this Handbook as Convention Chairperson), Host Committee Coordinator and Secretary and Treasurer form the 'Executive Group'.

The host club(s) president(s) is an ex-officio member of the Executive Group. The Convention committee member or his representative shall attend the MD N Convention held one year prior to their convention. The Host Committee Coordinator shall schedule regular meetings with the Executive Group and meet with other sub-committees whenever necessary.

The chairperson is responsible for setting and notifying all executive group members of all meetings. The Host Committee Coordinator is responsible for the activities of all sub-committees assuring that programs, budgets and progress reports are completed when required.

The Convention committee member together with the Host Committee Coordinator is responsible to select and book the venue for the convention. (See Appendices for Progress Reports) The Convention Chairperson shall be one of three signatories on the Convention Bank account.

Host Committee Secretary

The Convention Secretary is to take minutes of all Executive Group meetings and is responsible for keeping records of all convention correspondence, committee memos and directives. The secretary
shall forward the meeting minutes to the Executive Group, the MD N Convention Advisor(s) and the MD N Secretary-Treasurer.

The committee secretary shall notify the Executive Group and the MD N Convention advisor(s) of the date, place and time of said meetings. That notification is to be provided one month prior to each meeting.

Host Committee Treasurer

Treasurer is responsible for preparing the budget and shall assist and coordinate all sub-committee budgets. The convention budget shall show the costs for each event. Budgets must be numbered and dated as revisions are made and is to be prepared in the host country’s currency.

No later than the Council’s May meeting in the year prior to which the Convention falls, the budget must be finalized to the point where the registration fee can be quoted to the Council of Governors. Immediately following Council’s approval of the registration fee, the MD N Secretary Treasurer will contact the convention chairperson to inform him that he may begin distributing the registration form.

The Treasurer must also open a Multiple District N Convention Bank Account that requires signatures of at least two of three Lions, who shall be the convention Chairperson, the Host Committee Treasurer and one Committee person. Any two of the three Lions, one of which must be the Convention Chair, who are not members of the same club, shall be required for checks authorizing the withdrawal of moneys from the Convention accounts.

Financial Report

The convention chairperson shall call the Executive Group together shortly after the convention for their reports that shall include all relevant financial documents. A preliminary report is to be submitted to the Council Secretary-Treasurer before June 30. The final report is due in time for the Summer Council meeting. If there is a surplus, said surplus is to be submitted by cheque to the MD N Secretary Treasurer and is to be made payable to MD N.

The convention Treasurer shall submit a formal financial statement to the MD N office of the CST no later than 2 months following the close of the convention. Included with this statement shall be copies of all revenue information, including registration and donation revenues, deposits, etc., copies of all cancelled cheques, plus original receipts and/or other supporting documents. These documents must be itemized. The convention Treasurer shall make a copy of the full report including the supporting documents. This copy is to be provided to the convention chairperson.

Sub-Committees

Sub-Committee coordinators are responsible for preparing committee budgets and for providing a copy of that budget to the convention Treasurer. They are to determine the manpower and material requirements necessary to carry out the duties of the sub-committee and to report all activities to the convention chairpersons.

Convention Net Proceeds

The convention host club(s) is entitled to 50% of the net profit from the convention. The other 50% of the said net profit is distributed to the MD N Convention Reserve account. 100% of Net profit is to be provided by the Convention Committee to MD N with a cheque made payable to MD N with the Final
Convention Report and Financial Summary. A check representative of the 50% share to the convention host club(s) will be issued on completion of audit verifications.

Hotel Reservations/Accommodations

The convention Executive Group, in its negotiations with hotel management to designate their hotel as the Lions Convention Hotel, shall work toward having the hotel comp one of their best rooms available for a Convention guest.

The committee shall negotiate a block of the best hotel accommodation available at or close to convention rate for the MD N Council Chairperson, MD N Council of Governors, current and past International officers residing in MD N, MD Secretary Treasurer, District Governors-elect/candidates in that order and MD N Committee Chairs. All others must confirm their reservations within the block and within the timeframe supplied by the Convention committee.

Refund Policy

The host convention committee may be asked for refunds. A standard refund policy is as follows:

1. Attempt to transfer the registration to another Lions member

2. Full refund if cancellation request is received by the host convention committee no later than 30 days before the convention

This policy must be printed on the registration form.

Flag Ceremony

This committee is responsible for seeing that all flags to be posted are in good repair. Flag protocol is very specific - from left to right of the audience - CANADA, UNITED STATES, Host Province and Provinces is alphabetical order, then the LIONS flag. The flags of USA and Canada are presented at the end with the host country’s flag carried in and posted last. It is not a requirement that a description of each flag be given when each flag is presented but that is at the discretion of the host committee to do. If there is a flag of the state/province of the International guest, that flag should be carried in and posted along with the other flags.

The Lions Clubs International flag, if available, is also to be posted with the other flags.

Check List for MD N Conventions

This checklist is provided to ensure the smooth running of the Convention. Whenever a host committee has any questions to which they are unable to find an answer, they should contact their appointed MD N advisors to their committee or the MD N Council Chairman or to the appropriate Committee Chair.

**Registration form:** Has been prepared by the committee and approved by the Council of Governors. Registration forms cannot be distributed until the Council gives its approval. Approval given on:

**Publicity/Public Relations:** Registration forms sent to the District Governors and to the MD N Secretary Treasurer for placement in the respective newsletters and websites. All posters welcoming Lions to the Convention ordered and received. The local press contacted. Completed on ____________________________

**Host Couple for the Guest Speaker:** These people have been contacted and know what is expected of them. They have received the information to enable them to complete their task.
Registration and Information tables: Placed in areas with lots of space. Completed on ______________________

Printing: All items requiring printing have been done. These include all the items as noted in the handbook under Printing Committee. Completed on ______________________

Decorations: All decorations have been arranged for, placed where needed and arrangements made to remove them after the convention closes. Completed on ______________________

Displays: Are in an area that can be viewed without crowding. Completed on ______________________

Companion Program (if one): All arrangements have been made for any golfing, tours, shopping, etc. Times for these activities are posted at the information desk. Completed on ______________________

Attendance Prizes/Gifts: All items have been obtained and provided to the appropriate persons for presentation. Completed on ______________________

Friday Evening Social: Tail Twisters know their responsibilities and have the necessary tickets, buckets, etc., with which to work. All entertainment has been confirmed with the Music/Entertainment committee. All other arrangements for this function have been completed. Completed on ______________________

Audio/Visual Equipment: Microphones, viewing screens, computers, and all other items are available and working. Completed on ______________________

Music/Entertainment: The music for the Flag Ceremony, the entertainment for the Friday evening Social, a piper for the District Governors’ Banquet, and music for the Memorial Service have been arranged for and confirmed. Completed on ______________________

Flag Ceremony: All flags have been checked and arrangements have been made to carry the flags of Provinces of New Brunswick, Prince Edward Island, Nova Scotia, Newfoundland and Labrador, the countries of USA, Canada and the LCI flag during the first business session of the convention. This should be practiced. These flags are to be posted in a prominent location. If there is a flag of the state or country of the LCI guest, that should be carried in and posted with the other flags. It’s not required to read the history of the flags but it adds to the ceremony. Completed on ______________________

The following items are in place prior to the start of the Opening ceremony:

1. Table podium or free standing podium with working mike

2. Ice water with glasses

3. Gong and gavel

4. LCI Flag set- if one is going to be used

5. Person who is to lead the national anthems has reserved seating

6. Chaplain has reserved seating

7. Reserved seating area for the Council of Governors, all of the MD N Past International Directors, and the International guest and all their companions. This seating may vary if other VIPs are present.
Table 2: Multiple District N, Long Term Proposed Schedule of Conferences and Conventions for the next 12 years

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<th>Calendar Year</th>
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Notes:
1. A change was necessary to allow for as much time between hosting events as is possible with 2 events per year and 4 Districts: 2 on the mainland and 2 on Newfoundland and Labrador.

2. This Rotating Schedule covers the existing year and for another nine years, in order to cover a full cycle of each District – N3, N1, N4 and N2.