



# HOSTING MANUAL

Updated September 1, 2019

The OSSA Hosting Manual outlines the requirements and timelines expected of clubs that are interested in hosting or are hosting Provincial and/or Elite Circuit meets in Ontario.

Clubs looking to host meets should:

- Strive towards securing 50% of all officials from within their own club.
- Create a competition planning group that meets regularly with the Meet Coordinator
- Meet all OSSA safety standards, including the safety mat requirements
- Make efforts to ensure participant safety and enjoyment in a quality-racing environment.

### **Step 1 – Competition Calendar**

OSSA will share a proposed competition calendar with Club Presidents. Suggested dates and regions for Provincial and Elite Circuit meets will be identified along with tentative dates for national meets.

When assigning meets, OSSA will consider timing of events, previous hosting experience and balancing meets between the regions and both short track and long track disciplines. Clubs should be aware of the expectations and facility requirements associated with either Provincial or Elite Circuit meets found in the OSSA Technical Bulletin or on the OSSA website – Hosting Competitions.

The draft competition calendar will be presented to the membership each spring.

### **Step 2 – Planning Phase**

Clubs should identify a Meet Coordinator for their event prior to the start of the season. This person will be responsible to maintain regular communication with OSSA, the Provincial Registrar, and the Chief Officials. Please provide an email address and phone number to the OSSA office. The Meet Coordinator will be the main line of communication between the office, the participants, and the officials during the event.

See Planning Time Line (below) for specific planning details and suggested timelines.

The Meet Coordinator must discuss safety mat and track requirements with the Chief Referee at least 1 month in advance of the meet. These requirements will vary depending on the size of the venue and the type of event.

Track marking diagrams are provided on the SSC website [here](#).

Diagrams to properly mark 7 111m tracks for the Ontario Elite Circuit meets can be found on page 62 of the ISU Rule Book, which can be found [here](#).

### **Step 3 – Volunteers and Officials**

The OSSA Officials Development Committee will assign a Lead Starter, Chief Referee, Meet Recorder and Electronic Timer (Elite Circuit meet only) for all meets in early September. Efforts will be made to select these officials from nearby the host club. Officials from further away may be assigned to certain meets for development purposes or when an official from the region is not available.

When an official from outside the region is assigned for development purposes, OSSA will cover the associated costs. All assignments for this purpose must be organized and approved by the Officials Development Committee in advance of the meet.

The host club is responsible for securing all other official and volunteer positions for their event. It is recommended that volunteers and officials be secured at least 1 month prior to the event. If clubs experience difficulty gathering the resources and/or volunteers necessary to host a meet, they are encouraged to contact OSSA for support as early as possible.

OSSA will provide host clubs with a link to an online tracking grid for officials. Host clubs are required to fill in the grid with their confirmed officials and volunteers. The Officials Development Committee will be monitoring the progress of clubs securing officials and volunteers in a timely manner. Should numerous vacancies remain with one month remaining until the event; the meet may be in jeopardy.

Two weeks before the event, check-in with all volunteers to confirm their attendance, and to review logistics and assigned duties. Food and beverages should be supplied at no cost to volunteers throughout the event. Connect with the lead person for each task and provide a list of the volunteers under their direction (ex: lead in the kitchen should know who else will be present and when, what type of food is being delivered and when, and how to reach a facility contact person should challenges arise).

All volunteers should know when they are needed, where they will be stationed, and what tasks they will be required to perform. Proper planning allows the event to be organized with contingency plans in place so that the focus of the day is on the racing.

<b>Positions</b>	<b>Guidelines for number of positions for an optimal meet</b>
Meet Coordinator	1
Referees	1 Chief Referee + 1-2 Assistant Referees
Announcer	1
Starters	1 Lead Starter + 1 Assistant Starter
Manual Timers	1 Chief Timer + 1 Timing recorder + 6-8 Timers (6 if electronic timing being used)
Electronic Timers (if applicable)	3 operators (including 1 Chief)
Place Judges	1 Chief Judge + 4-5 Judges
Recorders	1 Chief Recorder + 1 Recorder Assistant + 1 volunteer person for general admin support
Lap Counter	2
Runners	3-4
Clerk of the Course	1 Lead + 1-2 Assistants
Medical Personnel	2-3
Water Crew	3-4
Track Stewards	1 Lead + 5-6 Assistants
Check-in Desk	1-2 (morning of 1 <sup>st</sup> day only)
Kitchen Help (if applicable)	1 Lead + 3-4

During and after the event, be sure to acknowledge and thank your volunteers and officials for their participation. Events cannot be run without the gracious support of our volunteers, and it is important to ensure they feel appreciated!

Should any Chief Officials (Electronic Timer, Judge, Referee, Starter, or Recorder) need to travel over 1 hour to the event, host clubs will:

- Offer hotel accommodations. One-day events: 1-2 nights offered. Two-day events: 2-3 nights offered. Rooms may be shared but not mixed gender.
- Provide travel reimbursement: \$25-\$50 gas card per Chief official. Deliverable at the event. Officials should car pool when possible.

Should any Chief Official (Electronic Timer, Judge, Referee, Starter, or Recorder) need to travel over 3 hours to the event, host clubs will (in addition to the accommodations recommendations outlined above):

- Provide travel reimbursement: \$100 gas card per Chief official. Deliverable at the event. Officials should car pool when possible.

Host clubs will also be required to reimburse Chief Officials for the following expenses:

- Fee for reimbursement of shells for Starters gun (\$20 for 1 day meets, \$40 for 2 day meets) if applicable. Deliverable to Chief Starter at the event.
- Fee for reimbursement of printer ink for Recorder (\$25 for 1 day meets, \$50 for 2 day meets). Please provide the Recorder with two (2) packages of white printer paper. Deliverable to Chief Recorder at the event.

If an official comes from a different club to be an official at your club's meet and they don't have a skater competing, clubs should consider providing hotel, meals and travel reimbursement, regardless of whether they are a chief official or not.

Hosting an event is a great opportunity to host an Officials Clinic or have officials evaluated. Please contact the OSSA office in advance of your meet if any of your officials would like to be evaluated or your club is interested in running a Level One Officials Clinic-Introduction to Speed Skating.

Officials In Training need to track their practical meet experience. You may be approached to "sign-off" on a tracking form to confirm their participation at your meet. Forms for Level 1 and Level 2 positions are posted on the OSSA website.

#### **Step 4 – Sanction Application** (A minimum of 1 month prior to event)

Complete the required paperwork and submit it to the OSSA at [executivedirector@ontariospeedskating.ca](mailto:executivedirector@ontariospeedskating.ca)

All forms and templates are available on the OSSA website- Hosting Competitions

1. Certificate of insurance request form if required by the venue
2. Meet Announcement – please submit your club's Meet Announcement to OSSA in Word format only.
3. Online tracking grid for officials and volunteers-sent to Meet Coordinators at the start of the season
4. Sanction Application and payment

## 5. Track Certification Form

All OSSA sanctioned events must have an emergency action plan in place. Medical team members and Chief on-ice officials must be fully aware of the plan and their duties in implementing the plan.

Specifically the event's emergency action plan will identify:

1. The members of the medical team and other individuals to be called upon in the event of an emergency
2. Location of phones within the arena and/or designation of individuals carrying cellphones rink side \* at least one of these individuals must be present and visible at all times
3. Directions to the arena including access location for ambulance and response phone numbers
4. Emergency exit locations in order to ensure skaters' safety in emergency situations
5. An evacuation plan for emergency procedures including evacuating a skater from the ice

You will be asked to confirm your Club has an Emergency Action Plan on the Sanction Application.

Once reviewed and approved by OSSA, the meet information will be posted on the OSSA website. Incomplete sanction applications will not be accepted. If the Executive Director does not receive the sanction application and fees at least thirty (30) days prior to the event, a penalty of \$25 shall be levied against the applicant club.

OSSA will no longer be using the Meet Registration form. Clubs will use the Club Entry form to register skaters for meets and include a copy of the Club Entry form with their payment to the Host Club. Club entry forms are available on the OSSA website.

Sanction Certificates will be emailed to the Meet Coordinator in advance of the meet.

Hosts of Elite Circuit short track meets must obtain an SSC Ability Sanction. This sanction is issued for events that use time or other measures of performance to group skaters for competition.

Hosts of the Ontario Elite Short Track Championships, Ontario Provincial Short Track Championships and the Provincial Long Track Championships must obtain an SSC Age Class Sanction. This sanction is for competitions where skaters are grouped within their age categories to participate in events deemed developmentally appropriate for that stage of development.

Visit <http://www.speedskating.ca/events/hosting/sanction-package> for more details.

### **Step 5 – Day of the Event**

Collect Club Entry Forms and payment from clubs at check-in desk.

The Meet Coordinator shall tour the facility with the Chief Referee.

Medical personnel must be at rink side during warm-ups and races. The host club shall provide helmets to medical personnel who need to access the ice surface. Any equipment required by medical personnel (helmet, shoe grips, etc.) must be rink side during the event. To ensure skaters remain comfortable when receiving treatment on the ice, have a blanket stored at each end of the ice surface that can be quickly accessed. Refer to SSC Red Book Section D5-100 to D5-107 for more information about medical personnel, equipment, and emergency response planning. Members of Canadian Ski Patrol or health care professionals such as Paramedics, Sport Physiotherapists, Athletic Therapists or Sport Medicine Physicians are ideal. St. John Ambulance and other providers are also acceptable.

Please ensure that all medical personnel hired for your meet have reviewed the appropriate Concussion Awareness Resource and signed the Ontario Speed Skating Concussion Code of Conduct.

Post the schedule of events and additional signage (change rooms, kitchen, results, etc.).

If event hosts schedule an opening ceremony, Speed Skating Canada's Athletes and Officials Oaths can be found on the website as well as on page 8 of this manual.

The awards ceremony shall be done at the end of racing. Clubs must obtain their own awards for all events. OSSA will provide the medals for all championship events.

### **Step 6 – After the Event**

Ensure any borrowed equipment is returned in good working order.

Make arrangements to have the helmet covers (Elite Meets), Officials Badges and the OSSA banner delivered to the club hosting the next competition in your region or city for Elite meets.

The Chief Recorder shall submit the final protocol to the OSSA office **no later than Monday evening** following completion of the event.

The Meet Coordinator shall ensure the following **mandatory** administrative paperwork is completed and submitted to the OSSA office **within 21 days** of the event [executivedirector@ontariospeedskating.ca](mailto:executivedirector@ontariospeedskating.ca).

All forms and links to documents are available on the OSSA website on the Hosting Competitions page.

- Injury reports (have blank reports at the meet for easy access by the medical personnel)

If there has been a serious injury, please email the OSSA office as soon as possible, outlining what has happened and ensure all injury reports are submitted to the OSSA office immediately following the event.

- Surveyed track certificate
- Copy of SSC sanction (if applicable)
- Check-in fees
- Chief Referee report (To be completed online by the Chief Referee)

- Meet Coordinator report (To be completed online by the Meet Coordinator)
- Ensure the on-line tracking grid for Officials is updated and accurate
- Coach sign-in sheet

Failure to submit all of the completed documentation will be a factor when clubs are being considered for hosting future events.

## PLANNING TIMELINE

<b>Time Line</b>	<b>Task</b>	<b>Notes</b>
12-18 months	Secure facility that has: <ul style="list-style-type: none"> <li>• Appropriate ice size</li> <li>• Quality ice</li> <li>• 5-8 change rooms with sufficient seating</li> <li>• Officials room</li> <li>• Office (for meet recorders)</li> <li>• Kitchen</li> <li>• Lunch room for volunteers and coaches</li> <li>• First Aid room (easy access to ice)</li> </ul>	See current OSSA Technical Bulletin for ice size requirements.
12-18 months	Reserve ice time for warm-up and competition.	See current OSSA Technical Bulletin.
6-12 months	Budget Planning	See sample budget on page 9 below.
2-3 months	Electronic timing	There is currently 1 timing system in the province. It is the responsibility of the current user to make arrangements to hand off the system to the next user.
2-3 months	Determine if additional insurance certificates are required for the facility or on site medical support.	Certificates can be requested using the online form found on the OSSA website-Hosting Competitions
2-3 months	Determine what other equipment is required for the meet & how it can be obtained.  Determine needs of Officials.	Lap counter, stopwatches, helmet covers (individual, points race, relay), safety mats and ties, bell, water buckets, squeegees, track markers, containers for heat box, rubber flooring, OSSA banner, official tags, relay binders, arm bands (LT), flags (LT), other. Clubs should have 4-6 extra track markers to facilitate track stewarding. See OSSA Facility Guidelines Manual and SSC Red Book.
2-3 months	Discuss safety mat and track layout needs with Chief Referee.	Track surveys should be done on an annual basis. Current season track certification is mandatory for events where records may be established. Recommendation for tying mats can be viewed at <a href="http://ontariospeedskating.ca/safety-task/">http://ontariospeedskating.ca/safety-task/</a>
2-3 months	Purchase awards	OSSA will provide all awards for Championships events.
2-3 months	Determine logistics of the facility.	Designate heat box (extra chairs may be required), glass pane removal (access for starter, coaches, judges, timers, lap counter), other.

1-2 months	Apply for OSSA sanction for Provincial Circuit meets and OSSA sanction and SSC sanction for Elite Circuit meets and Championship meets.	OSSA sanctions can be requested using the online form found on the OSSA website- Hosting Competitions
1 month	Meet with facility staff to discuss Emergency Action Plan, flood patterns, ice maintenance.	See OSSA Facility Guidelines Manual.
1 month	Track pattern surveyed	
1 month	Contact media	Increase interest in your event with local media.
1 month	Determine kitchen needs and supplies.	Secure food and beverage donations from club members, purchase additional, set up and take down schedule, other kitchen equipment needed.
Thursday night before the meet	Race schedule and event agenda.	Determine in consultation with Chief Referee and Provincial Registrar ( <a href="mailto:registrar@ontariospeedskating.ca">registrar@ontariospeedskating.ca</a> ). Provide a copy to OSSA for posting on the website.
During the meet	Collect Club Form and club payment. Assess facility with Chief Referee. Awards ceremony. Equipment take down and facility clean up. Protocol sent to OSSA office.	
Maximum 21 days post event	Ensure all administrative requirements have been completed and sent to OSSA.	

## **ATHLETE AND OFFICIALS OATH (courtesy of Speed Skating Canada)**

### **Officials Oath**

"In the name of all the judges, I promise that we shall officiate in this Competition with complete impartiality respecting and abiding by the rules which govern them, in the true spirit of sportsmanship."

### **Serment des officiels**

« Au nom de tous les juges, je fais la promesse que nous allons agir en tant qu'officiels dans le cadre de cette compétition avec une impartialité complète et en respectant et en nous conformant aux règlements qui nous régissent, dans un véritable esprit sportif. »

### **Skaters Oath**

"In the name of all competitors, I promise we shall take part in this Competition, respecting and abiding by the rules which govern them, committing ourselves to a sport without doping and without drugs, in the spirit of true sportsmanship, for the glory of sport and the honor of our teams."

### **Serment des patineurs**

« Au nom de tous les compétiteurs, je fais la promesse que nous allons participer à cette compétition tout en respectant les règlements qui nous régissent, nous engageant de plus dans un sport sans dopage et sans drogues, dans un esprit de véritable sportivité, pour la gloire du sport et l'honneur de nos équipes. »



## SAMPLE BUDGET

REVENUE	BUDGET	ACTUAL
<b>Fees</b>		
Meet Registration Fees		
<b>Sponsorship</b>		
ABC Company		
<b>Grants</b>		
City ABC		
<b>Donations</b>		
XYZ Company:		
<b>Sales</b>		
Advertising, Banquet tickets		
<b>Fundraising</b>		
50/50, Silent Auction		
<b>Total Revenue</b>		

EXPENSES	BUDGET	ACTUAL
<b>Ice Time</b>		
Competition Ice		
<b>Rentals</b>		
Room Rental		
<b>Officials/Volunteers</b>		
Officials Hotel		
Officials Travel (gas cards)		
<b>Awards</b>		
Awards (trophies, medals, ribbons)		
Thank you gifts for volunteers		
<b>Medical / Security</b>		
Medical Attendants		
Arena Security		
<b>Check In Fees</b>		
<b>Sanction Fees</b>		
SSC Sanction Branch		
<b>Promotion</b>		
Vendor Permits, licensing fees		
Posters		
<b>Administration</b>		
Office supplies, photocopy paper, toner etc.		
<b>Supplies</b>		
Blanks		
<b>Hospitality</b>		
Lunch and snacks for all officials and volunteers		
<b>Total Expenses</b>		
<b>Total Income / (Loss)</b>		
<b>Donations (Value in Kind)</b>		

There is latitude for each host to enhance the event where possible at their discretion (such as opening ceremonies, gift bags, participation ribbons, award presentation, spectator programs, etc.)

## **ADDITIONAL INFORMATION**

OSSA's Technical Bulletins can be found on the OSSA website.

Please try to collect and re-assign helmet cover numbers within your own club. If you need to purchase more covers for Ontario Regional Meets, contact the OSSA office [executivedirector@ontariospeedskating.ca](mailto:executivedirector@ontariospeedskating.ca) Orders should be placed at least 3 weeks in advance of the meet. Price is \$20.00/cover + HST and postage.

OSSA helmet covers for Points races (select Ontario Elite Circuit Meets) are packaged in a travel bag and should be handed off to the Meet Coordinator or Chief Judge of the next meet where they are needed.

Helmet covers for Ontario Elite Circuit meets are provided by the OSSA.

### **Contact Information**

Sport Manager: Julie Byers [sportmanager@ontariospeedskating.ca](mailto:sportmanager@ontariospeedskating.ca)

Executive Director: Mary Frances Carter [executivedirector@ontariospeedskating.ca](mailto:executivedirector@ontariospeedskating.ca)

Provincial Registrar: Nicole Van Lierop [registrar@ontariospeedskating.ca](mailto:registrar@ontariospeedskating.ca)

Chair of the Officials Development Committee: Rocky Lamontagne [odc@ontariospeedskating.ca](mailto:odc@ontariospeedskating.ca)