



**SPEED
SKATING
ONTARIO**

Hosting Manual

September 2022

Speed Skating Ontario Hosting Manual

The Speed Skating Ontario (SSO) Hosting Manual outlines the requirements and timelines expected of clubs that are interested in hosting or are hosting Provincial or Elite Circuit meets in Ontario.

Clubs hosting Interclub meets should review the Interclub Guidelines available of the SSO website.

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 SSO safety standards, including safety mat requirements
- Make efforts to ensure participant safety and enjoyment in a quality-racing environment.

Competition Calendar

SSO 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, SSO 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 SSO Technical Bulletin or on the SSO website – Hosting Competitions.

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

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 SSO, and the Chief Officials. Please provide an email address and phone number to SSO. The Meet Coordinator will be the main line of communication with SSO.

See Planning Timeline Appendix A 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.

Mat Requirements

Level 3 mats are required for all Ontario Provincial and Elite Circuit Meets and Championships.

Track Requirements

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

Diagrams to properly mark 7 111m tracks can be found on page 63 of the ISU Rule Book [here](#).

Ontario Provincial Circuit meets should have the following tracks:

- At least 5x 100m track
- At least 3x 111m track

Ontario Elite Circuit meets should have at least 5x 111m tracks.

All tracks for Provincial Circuit, Elite Circuit and Provincial Championships are required to be certified by a Professional Engineer or a surveyor.

Event Requirements and Sanction Application (A minimum of 1 month prior to event)

All Ontario Provincial Circuit Meets require an SSO sanction. A Speed Skating Ontario Sanction Application can be completed using the following [link](#)

All Ontario Elite Circuit Meets require both an SSO sanction and an SSC Ability sanction. SSC sanctions can be requested through IceReg.

The following forms should be completed online or sent to the Executive Director at executivedirector@ontariospeedskating.ca

All forms and templates are available on the SSO 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 SSO in Word format only. Meet Announcements should share pertinent details for registration.
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
6. Emergency Action Plan

All SSO 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, their duties in implementing the plan and SSO’s Concussion Policy.

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. Directions to the arena from the closest major intersection including access location for ambulance
3. Emergency exit locations to ensure skaters’ safety in emergency situations
4. Directions to the closest Emergency Room and approximate duration of the route.

Coaches have access to an EAP develop resource through their Locker Profile.

Once reviewed and approved by SSO, the meet information will be posted on the SSO 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.

A SSO Sanction Certificate will be emailed to the Meet Coordinator in advance of the meet. SSC sanction permits are issued through IceReg.

First Aid Requirements

Medical coverage must include at least two (2) individuals meeting the definition of one or more of the following: Physician, Advanced Care Paramedic, Advanced Medical Responder, Primary Care Paramedic, Sports Therapy Professional.

For the purposes of this section the following definitions shall apply:

Advanced Care Paramedic	An Advanced Care Paramedic has a diploma from a CMA (Canadian Medical Association) accredited institution and is licensed to practice at the Advanced Care Paramedic level by the official registering body in the province in which the event is taking place.
Advanced Medical Responder	Advanced Medical Responder is defined as a person who has a minimum of 65 hours of advanced responder training. This could be through Canadian Ski Patrol System, Canadian Red Cross, St John Ambulance or equivalent agency.
Medical Coordinator	The medical coordinator is an individual designated by the organizing committee to ensure that all emergency response requirements are put in place for a given competition and that appropriate arrangements have been made with a local hospital. The medical coordinator must NOT have specific emergency response duties within the context of a competition.
Physician	A Physician for a speed skating competition may be a Licensed Sports Medicine Doctor, an Emergency Doctor, Internist or Doctor with emergency room experience. Primary Care Paramedic A Primary Care Paramedic has a diploma from a CMA (Canadian Medical Association) accredited institution and is licensed to practice at the Primary Care Paramedic level by the official registering body in the province in which the event is taking place.
Sports Therapy Professional	For the purposes of these regulations Sports Therapy Professionals are recognized as Certified Athletic Therapist or Sports Physiotherapist (SPC-1)

These individuals should have the training and experience in applying immobilization devices and at least one member of the team should be able to administer the SCAT 2 Concussion Assessment Tool.

The Medical Team must be provided with a communications system between the medical team and the event coordinator.

The Medical Team should have the necessary medical equipment and fully stocked first aid kits.

At least one member of the medical team must be rink side at all times while skaters are on the ice including warm-ups and practice sessions.

In addition to the Medical Team, the Club must designate an individual as outlined in SSO's Concussion Policy who will work with the Medical Team to implement the SSO Concussion Policy.

Registration process for Ontario Provincial Circuit Meets

Clubs will use the Club Entry form to register skaters for Ontario Provincial Circuit meets. Club Entry forms should be sent to the Provincial Registrar by the requested date. Please include a copy of the Club Entry form with your club's payment to the Host Club. Club entry forms are available on the SSO website. Please note there is no extended deadline.

Registration process for Ontario Elite Circuit Meets

Individuals wishing to participate in an OEC meet will register through IceReg.

Volunteers and Officials

The SSO Officials Development Committee will assign a Chief Starter, Chief Referee, Meet Recorder and Electronic Timer (Elite Circuit and SSO meets only) for all meets in September of each year. 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, SSO 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 have trouble gathering the resources and/or volunteers necessary to host a meet, they are encouraged to contact SSO for support as early as possible.

SSO 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 Competition and Events Manager will monitor the progress of clubs securing officials and volunteers in a timely manner.

Two weeks before the event, check-in with all volunteers to confirm their attendance, and to review logistics and assigned duties. Connect with the lead person for each task and provide a list of the volunteers under their direction (ex: the Chief Manual Timer should be aware of their timing team to prepare for the event).

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.

Positions	Guidelines for number of positions for an optimal meet
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 + 5-7 Timers (4 if electronic timing being used)
Electronic Timers (if applicable)	1 Chief E-Timer and 2 Assistant E-Timers
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	2-4
Clerk of the Course	1 Lead + 1-2 Assistants
Medical Personnel	2-3 + 1 Club Designated Person in accordance with SSO's Concussion Policy
Water Crew (H2O)	2-3 (one volunteer should be an adult)
Track Stewards	1 Lead + 4-6 Assistants
Check-in Desk	1-2 (morning of 1 st day only)
Hospitality (if applicable)	To be determined by the Host Club

Food and beverages should be supplied at no cost to volunteers throughout the event.

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!

Compensation and Honourariums

Should any Chief Officials (Electronic Timer, Judge, Referee, Starter, Timer, or Meet Recorder) need to travel over 1-2 hours to the event, host clubs will:

- Offer hotel accommodations. One-day events: 1 nights offered. Two-day events: 2 nights offered. Rooms may be shared but not mixed gender.
- Cover the costs of meals while staying overnight
- Provide travel reimbursement: \$25-\$50 gas card per Chief official. Deliverable at the event. Officials should carpool when possible.

Should any Chief Official (Electronic Timer, Judge, Referee, Starter, Timer 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 carpool when possible.

Host clubs will also be required to reimburse the Meet Recorder for the following expenses:

- Fee for reimbursement of printer ink (\$25 for 1 day meets, \$50 for 2 day meets). Please provide the Recorder with one (1) packages of white printer paper. Deliverable to the Meet 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.

Education and Training

Hosting an event is a great opportunity to host an Officials Clinic or have officials evaluated. Please contact the SSO 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. Officials can confirm their participation at your meet using the QR codes posted around the arena during the meet or through the link available on the SSO website.

Day of the Event

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

Check-in will take place prior to the warmup or start of racing on the first day of competition. The coaches and officials meeting will take place before the start of competition. The location will be shared by the event hosts. Meetings may be held virtually the evening before the meet.

Communication during the meet with Chief Officials will be done through a dedicated WhatsApp group. The WhatsApp group will be established by SSO.

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.

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. Ensure copies of SSO's Injury Report, Medical Assessment Letters and Medical Clearance Letters are available for medical personnel's use during the meet.

1-9 numbered helmet covers will be used for all Provincial and Elite meets and Championships. These helmet covers will be provided for each race and must be returned to the Clerk of the Course after each race.

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 11 of this manual (Appendix C).

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

After the Event

Ensure any borrowed equipment is returned in good working order.

Make arrangements to have the helmet covers and the SSO banner delivered to the club hosting the next competition in your region or city for Elite meets.

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

The Meet Coordinator shall ensure the following **mandatory** administrative paperwork is submitted to SSO **within 21 days** of the event executivedirector@ontariospeedskating.ca

- Injury reports - If there has been a serious injury, please email the SSO office as soon as possible, outlining what has happened and ensure all injury reports are submitted to the SSO office immediately following the event.
- Surveyed track certificate
- Copy of SSC sanction (if applicable)
- Check-in fees will be invoiced to the club following the meet

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

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

The Chief Referee Report (to be completed online by the Chief Referee) and the Meet Coordinator Report (to be completed online by the Meet Coordinator) will be emailed directly to the Chief Referee and Meet Coordinator by SSO to be completed.

ADDITIONAL INFORMATION

OSSA's Technical Bulletins can be found on the OSSA website [here](#).

SSC's Red Book can be found [here](#)

Contact Information

Technical Director: Julie Byers techdirector@ontariospeedskating.ca

Executive Director: Mary Frances Carter executivedirector@ontariospeedskating.ca

Provincial Registrar: Nicole Van Lierop registrar@ontariospeedskating.ca

Chair of the Officials Development Committee: Rocky Lamontagne odc@ontariospeedskating.ca

APPENDIX A - PLANNING TIMELINE

Timeline	Task	Notes
12-18 months	Secure facility that has: <ul style="list-style-type: none"> • Appropriate ice size • Quality ice • 5-8 change rooms with sufficient seating • Officials room • Kitchen • Lunch room for volunteers and coaches • First Aid room (easy access to ice) 	See current SSO Technical Bulletin for ice size requirements.
12-18 months	Reserve ice time for warm-up and competition.	See current SSO Technical Bulletin.
6-12 months	Budget Planning	See sample budget Appendix B below.
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 SSO 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, and relay), safety mats and ties, bell, water buckets, squeegees, track markers, containers for heat box, rubber flooring, relay binders, arm bands (LT), flags (LT), other. Clubs should have 4-6 extra track markers to facilitate track stewarding. See SSC Red Book. Determine if you need to book any hotels for officials.
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.
2-3 months	Purchase awards	SSO will provide awards for all Championship 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 SSO sanction for Provincial Circuit meets and SSO sanction and SSC sanction for Elite Circuit meets. SSO will apply for the sanction for all Championship events and events managed by SSO.	SSO sanctions can be requested using the online form found on the SSO website- Hosting Competitions. Sanctions for Elite meets are requested through IceReg.
1 month	Meet with facility staff to discuss Emergency Action Plan, flood patterns, ice maintenance.	See SSO Facility Guidelines Manual.
1 month	Obtain track survey	
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. Meet Recorder shares final groups and schedules with Club Meet Registrars on Thursday night before the event (or Friday night if the event is on a Sunday).	The Meet Recorder will share the race schedule and racing groups.
During the meet	Collect Club Form and club payment. Assess facility with Chief Referee. Awards ceremony. Equipment take down and facility clean up.	
Maximum 21 days post event	Ensure all administrative requirements have been completed and sent to SSO.	

APPENDIX B - SAMPLE BUDGET

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

EXPENSES	BUDGET	ACTUAL
Ice Time		
Competition Ice		
Rentals		
Room Rental		
Officials/Volunteers		
Officials Hotel, Meals		
Officials Travel (gas cards)		
Awards		
Awards (trophies, medals, ribbons)		
Thank you gifts for volunteers		
Medical / Security		
Medical Responders		
Arena Security if required		
Check In Fees		
Sanction Fees		
Promotion		
Vendor Permits, licensing fees		
Posters		
Administration		
Photocopy paper, etc.		
Supplies		
Hospitality		
Lunch and snacks for all officials and volunteers		
Total Expenses		
Total Income / (Loss)		
Donations (Value in Kind)		

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.)

APPENDIX C – 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. »