

SPEED SKATING CANADA

**COMMITTEE
OPERATING
PROCEDURES
AND
GUIDELINES**

EDITION : AUGUST 2009

Ce document est aussi disponible en français

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Officials Development Committee Standard Operating Procedures

O1-100

Terms of reference for the Chair of the Officials Development Committee and for the Committee itself are specified in article VII-203.

Duties shall include:

- a) the development of a quadrennial plan to ensure the availability of qualified officials cross Canada;
- b) the development of an annual work program in support of the quadrennial plan;
- c) the development of educational material for the training of officials;
- d) the implementation of an evaluation system for officials;
- e) the monitoring, implementation and review of the Officials Certification Program (OCP);
- f) the appointment of Starters, Referees and other officials (i.e. Coordinators, Competitors Stewards) as appropriate to designated national and international competitions;
- g) the organization of training seminars for officials;
- h) the selection and submission of qualified Canadian officials to the I.S.U.;
- i) the maintenance of permanent records on all Level 3 and above officials.

CERTIFICATION OF OFFICIALS

O2-100

Certification of officials shall be carried out in accordance with the OCP.

O2-101

The OCP consists of five levels for Referees and Starters, three levels for Competitors Stewards currently beginning at Level 4, and three levels for Meet Coordinators, Timers, Finish Line Judges, Announcers, Recorders, and all other officials. Each level has specific technical, practical and performance requirements. Responsibilities for certification are as follows:

- a) Certification at Levels 1 and 2 is the responsibility of the Branch. Certification should follow the OCP requirements.
- b) Certification at Levels 3, 3B (SSC sanctioned meets) and 3A (National Age Class Championships/Junior Trials) is the responsibility of SSC. All submissions for upgrade to Levels 3, 3B or 3A must include the following information in order to be considered by the ODC:
 - i) the nominated officials full name, address and telephone number,
 - ii) his/her present level of certification, specialty as well as the level and specialty for which he/she is nominated,
 - iii) clinics, including location and date, attended for the level/specialty sought,
 - iv) all activity in the specialty concerned during the last three years, ensuring that all experience criteria required by this section are included, even if such experience reaches beyond three years, and
 - v) at least one assessment by a superior official of the same specialty (in the

case of referees, starters and competitors stewards) at an appropriate-level competition, clearly indicating readiness for progression to Level 3, 3B or 3A. For other specialties, assessments produced by national and above referees and coordinators can also be used to meet this requirement.

- c) Certification at Level 4 (International Competitions, including Senior Trials and World Cups if annotated 'W'), and Level 5 (World Cups, World Championships and Olympic Games) is the responsibility of both the SSC and the I.S.U.

Certification requirements for all Level 1 and 2 officials are contained in the Level 1 Officials Manual and the Branch Officials' Program Guide

O2-102

Certification requirements for Referees and Starters (Levels 3, 4 and 5) are as follows:

- a) Certification as a Level 3B official shall require attendance at a Level 3 clinic, satisfactory performance as a chief official at four or more SSC sanctioned provincial/regional meets and satisfactory performance as an assistant at two or more SSC sanctioned national/international meets.
- b) Certification as a Level 3A official shall require instructing a Level 1 clinic (Referees only), satisfactory performance as a chief official at four or more SSC sanctioned provincial/regional meets and satisfactory performance as an assistant at four or more SSC sanctioned national/international meets, supported by at least two comprehensive written assessments made during separate SSC sanctioned national/international meets by different senior officials in the appropriate specialty.
- c) Certification as a Level 4 official shall require instructing a Level 2 clinic, attending an I.S.U. clinic, and satisfactory performance as a chief official at four or more SSC sanctioned national/international meets. Candidacy for Level 4 certification must be supported by at least two written assessments made by different Level 4 or 5 officials at separate Level 4 competitions that clearly indicate readiness for upgrade. Level 4 certification is also subject to review and approval of the appropriate ISU Technical Committee.
- d) Candidacy for Level 5 is done by review and approval of the appropriate ISU Technical Committee, which sets qualification requirements. Short Track referees can expect to have spent some time as a 'W' certified official.

O2-103

The Competitors Steward specialty starts at Level 3, 4 and is accessible to experienced Level 3 or above Meet Coordinators and Recorders.

Certification requirements for Competitors Stewards (Levels 3, 4 and 5) are as follows:

- a) Certification as a Level 3 official shall require attending a clinic covering the mechanics of Competitor Stewarding (using seeding and performance points, and priority for breaking ties, according to existing Canadian rules) and satisfactory performance as an Assistant Competitor Steward at a minimum of three national

competitions that use seeding and performance points to seed and advance skaters.

- b) Certification as a Level 4 official shall require attending an I.S.U. clinic or attend an I.S.U. Regional Clinic and satisfactory performance at three or more SSC sanctioned national meets and one or more international meets.
- c) Candidacy for Level 5 is done by review and approval from the ISU Short Track Technical Committee, which committee also sets qualification requirements.

O2-104

Certification requirements for Meet Coordinators (Levels 3) are as follows:

- a) Certification as a Level 3 official shall require instructing a Level I or II clinic, attendance at a Level 3 clinic, satisfactory performance as a chief official at three or more SSC sanctioned provincial/regional meets and satisfactory performance as a chief official at two or more SSC sanctioned national/international meets.

O2-105

Certification requirements for Recorders, Timers, Finish Line Judges, Announcers, and all other officials at Level 3 are as follows:

- a) Certification as a Level 3 official shall require satisfactory performance as a chief official at three or more SSC sanctioned provincial/regional meets and satisfactory performance as a chief official at two or more SSC sanctioned national/international meets.

O2-106

Progress of officials from one level to another is based on performance, and, much as happens, in other sports a very small proportion of officials can aspire to the highest levels.

Certification of officials at Level 3 and above is guided by the following principles:

- a) Levels 3 and 3B. As every Branch holds SSC sanctioned competitions, every Branch needs a pool of these officials who generally officiate within their own Branch. Therefore, the ODC will normally certify at Level 3 and 3B active Level 2 officials recommended by their Branch provided the submission establishes that they meet certification requirements published above, including above average proficiency in the case of 3B Officials and superior proficiency for Level 3 Officials in specialties for which Level 3 is the highest level of certification available.
- b) Level 3A. Level 3A officials are chiefs at national age-class championships, North American championships and at other national meets. They are appointed by SSC, and their travel is supported by SSC. As such, they represent SSC at these competitions. It is thus necessary that these officials' ability to direct large and important competitions be established, and that their superior proficiency in the appropriate specialty be fully verified. As SSC mandates ODC to the identification and development of promising Level 3B officials, candidates for Level 3A will

normally have been previously identified and given the opportunity to assist at Level 3A national competitions. The ODC selects candidates for Level 3A. In considering nominations for certification at Level 3A, the ODC will look for:

- i) documented proof that the nominated official has acquired at least the minimum experience specified above, subsequent to certification at Level 3B,
 - ii) observation and evaluation by senior SSC officials which: confirms superior knowledge of competition processes and applicable rules; verifies superior proficiency in applying these rules at national age-class-equivalent meets; and establishes adequate leadership skills in dealing with skaters, officials and coaches at the same level of competition; and
 - iii) sufficient room at Level 3A in the appropriate specialty to ensure regular appointment to national competitions so that currency and proficiency can be maintained.
- c) Level 4. This level is reserved for international officials, recommended by SSC and certified by the I.S.U. Much as Level 3B officials within Canada, I.S.U. International List officials are certified and evaluated by the ISU, but are generally assigned competition by their parent organization. SSC's officials' credibility with the I.S.U., and consequently its success in advancing officials to the I.S.U. Championship List, depends largely on the observed performance of its international officials. The I.S.U. requires that all its officials speak English fluently. Requirements for upgrading to this level are therefore very demanding.

As SSC mandates ODC to the development of national (Level 3A) officials, candidates for Level 4 will normally have been previously identified and given the opportunity to assist at senior-level national and international competitions, as appropriate. The ODC selects candidates for Level 4. In considering upgrades to Level 4, committee members look for:

- i) full satisfaction of the minimum criteria specified above,
- ii) extensive and recent experience as chief official at national championships and national competitions in appropriate discipline and specialty,
- iii) extensive knowledge and understanding of applicable rules, and consistent outstanding performance in interpreting and applying these same rules at national and international competitions, supported by verbal and written assessments from senior officials in the appropriate specialty,
- iv) demonstrated ability to handle international world-level competitions and competitors, again supported by reports and assessments, and
- v) sufficient room at Level 4 in the appropriate specialty to ensure regular

appointment to national and international competitions so that currency and proficiency can be maintained.

- d) Level 5. I.S.U. Championship List officials are selected and certified by the I.S.U. from recommendations made annually by member countries. The list is capped at 25 officials, worldwide, in each specialty. Much the same criteria are used by the I.S.U. technical committees in certifying such officials as by SSC when considering upgrades to Level 4. Selected officials have historically been consistently visible, current, and obviously proficient at the international level. Performance is assessed via I.S.U. written examinations, active participation in I.S.U. clinics, and international competitions. Very few officials can expect to reach this level of certification.

OFFICIALS' CLINICS

O3-100

National clinics for officials shall be coordinated by the ODC annually, as finances and resources permit, to facilitate the upgrading or certification of National officials and to improve the consistency of officiating across the country.

Normally, this will mean one Level 3 clinic each year, with a different specialty being offered in rotation. Specialties for Level 3 clinics are Referee, Starter, combined Meet Coordinator/Recorder/Clerk of the Course, and Competitors Steward. Specialized Long Track or Short Track clinics may be held in each specialty to address exceptional situations. Branches will be polled each year to ensure there is sufficient demand for the proposed clinic. Expenses related to clinic attendance, including manuals, are a Branch or individual responsibility. The ODC will appoint all clinic conductors. Clinic conductors' expenses are reimbursed at the current SSC rate.

O3-101

Assistance shall be given whenever possible to qualified officials to attend I.S.U. officials' clinics for the purpose of upgrading.

O3-102

Level 3 Referees and Level 3 Meet Coordinators are eligible to conduct Level 1 Officials' clinics.

O3-103

Level 3 Officials in each category are eligible to conduct Level 2 clinics for that category.

O3-104

Level 4 and Level 5 Referees are eligible to conduct Level 3 clinics for Referees. Level 4 and Level 5 Starters are eligible to conduct Level 3 clinics for Starters. Senior Level 3 Meet Coordinators are eligible to conduct Level 3 clinics for Meet Coordinators, Recorders and Clerks of the Course. Level 4 and 5 Competitors Stewards are eligible to conduct Level 3 Competitors Stewards clinics. Finally, Level 3 Timers and Place Judges are eligible to conduct Level 2 clinics in their respective specialty. Referees and Meet Coordinators are eligible to conduct Level 1 Officials' clinics, as they are the only specialties with direct contact with officials of every specialty.

NOMINATION OF OFFICIALS**O4-100**

The ODC chair shall annually poll the qualified officials as to their availability and preference to work the designated competitions. This poll shall be taken prior to August 15.

O4-101

Branches and/or competition organizing committees must indicate to the ODC by August 15, their preferences for Referee or Starter.

O4-102

Only fully qualified and current chief officials will be appointed to national and international competitions:

- a) SSC will appoint at least two referees and two starters at national Short Track championships and Short Track ranking competitions; at least two referees and two starters at national Long Track age-class championships and Canada Cup competitions; and one referee and one starter at North American Championships (chiefs when the competition is held in Canada, assistants when it is held in the USA), except at North American Marathon Championships, where only one referee is required.
- b) In the case of I.S.U. competitions held in Canada, sufficient appointments will be made either by ISU or SSC to serve the needs of the competition, and will include Competitors Stewards for Short track meets
- c) In the case of the Canada Winter Games, SSC will:
 - i. appoint at minimum two referees and two starters for Short Track, two referees and two starters for Long Track; and appoint or veto the appointment of the chief officials in every other specialty.

O4-103

Fully certified, as concerns referees, starters and competitors stewards appointments per article O4-102 means:

- a) Level 4 or 5 in the appropriate discipline and specialty for the I.S.U. competitions, senior championships, meets with senior selection implications (Canada Cup 1, Short Track rankings competitions), meets at which world records could be established and certified (Oval Finale), and competitions likely to be the object of significant media coverage (Canada Winter Games);
- b) At least Level 3A for junior championships, junior selection competitions, age-class championships, and other Canada Cup competitions.

O4-104

Officials' assignments will be communicated to interested parties as follows:

- a) Selected officials will be notified of their appointment(s) by the SSC office no later than November 1st each year. Special documentation (e.g. high- performance bulletin, Canada Games format, ranking lists, etc.) needed to conduct the appropriate competition; a SSC expense claim form; and a statement of financial entitlements along with procedures for arranging travel, accommodation and reimbursement of expenses will be enclosed with the notification. Appointed officials will also be provided with the name of their Meet Coordinator and information on contacting meet organizers.
- b) At the same time, the SSC office will also inform Meet Coordinators of officials appointed to their competition; provide them with necessary technical information related to the competition (H-P bulletin, etc.) and advise them of current SSC rates for reimbursing expenses. Address and telephone information on selected officials will be included in the package.

O4-105

SSC will fund travel expenses (transportation, necessary stopovers and necessary meals in transit) for officials appointed pursuant to article O4 -102, subparagraphs a and b. All travel arrangements must be arranged or approved by the National Office. Currently, accommodation and meal expenses for officials appointed pursuant to article O4-102 are the responsibility of the respective competition organizing committees. SSC covers all expenses for any official it appoints in excess of those required by article O4-102. Entitlement is at the approved SSC rate for officials (See also O7-103).

STATUS OF OFFICIALS**O5-100**

The ODC chair shall report on the status of National officials and the OCP to the Board of Directors and to the SSC Annual General Meeting.

O5-101

Branches must submit a list of their Level 1 and 2 officials to the National Office by April 15 of each season. Officials who have not worked during the season must be indicated with an asterisk. Officials remaining inactive for a second consecutive season must be indicated with a double asterisk. Officials remaining inactive for a third consecutive season shall be downgraded one level on the officials list and then can re qualify for their level as per the requirements. Officials who have been inactive for four consecutive seasons shall be removed from the list.

O5-102

Level 3 and higher officials must first serve in an assistant capacity when returning from inactive status.

O5-103

Branches must submit nominations for Level 3 and 3B status to the National Office by April 15 of each season. Properly filled out application forms together with experience profiles and evaluations must accompany the nominations.

O5-104

The ODC will select and review candidates for Level 4 and 5 and, if accepted, will forward recommendations to the I.S.U.

COMMUNICATION

O6-100

A copy of all sections of the revised SSC information manual shall be mailed to each certified Level 3 or higher Referee, Starter, Meet Coordinator or Recorder and Competitors' Steward prior to the start of each season.

O6-101

A copy of the High Performance Committee Bulletin dealing with long or short track team selection procedures shall be sent to the Meet Coordinator, to the approved Referee, Starter and Competitors Steward for each relevant competition, and to all Level 3A, 4/5 Referees and Starters.

O6-102

All certified Level 4 and Level 5 Referees, Starters and Competitors Stewards will be sent a copy of current I.S.U. regulations, Officials Handbook Short Track and/or Speed Skating (Long Track) I.S.U. Memorandum as appropriate, and all I.S.U. communications dealing with either speed skating discipline whenever new such publications are issued. They will also be sent any loose-leaf amendments to such documents. Notice shall be sent to all certified Level 3 officials of the availability of current I.S.U. regulations and other applicable information to help keep said officials abreast of any changes.

O6-103

The ODC will circulate the Officials' Program Bulletin to the following: Level 3 and higher officials, Branch Officials' Program Directors, Branch Offices, Branch Presidents and the SSC Board of Directors.

DEVELOPMENT OF OFFICIALS

O7-100

Development of Level 1, Level 2 and Level 3B officials is a Branch responsibility. Notwithstanding the ODC may, as its budget allows, provide appointments to selected Level 3B officials for development, selection and/or evaluation purposes. (see also O7-103) SSC will arrange development opportunities for officials certified at Level 3A and above.

O7-101

The ODC will assist the development of Levels 1, 2 and 3 officials by developing, publishing and maintaining manuals and knowledge, performance and certification standards. These documents will be made available to the Branches.

O7-102

Branches are encouraged to appoint Level 3B officials to assist at Level 3A competitions for development and evaluation purposes and, where no such appointments have been made by SSC, Level 3A officials to assist at Level 4 competitions.

O7-103

Subject to availability of funds, need and availability of targeted officials, the ODC may appoint selected Level 3B officials to assist at designated Level 3A competitions for development purposes, and Level 3A and Level 4 officials to assist at appropriate Level 4 and 5 competitions for development and evaluation purposes. In such case, the ODC will cover travel, accommodation and meal expenses for these officials. (see also O4-105).