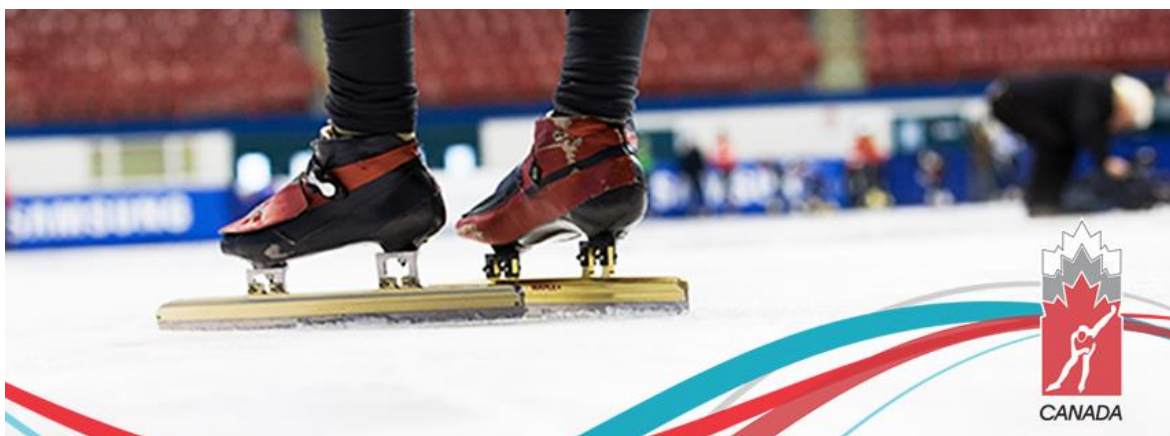


# SPEED SKATING CANADA COMPETITION HOSTING MANUAL



**Table of Contents**

1. INTRODUCTION ..... 4

2. RULES AND REGULATIONS ..... 5

3. FINANCIAL CONSIDERATIONS ..... 5

    3.1 Registration Fees ..... 5

    3.2 Hosting Grants ..... 5

    3.3 Summary of Expenses and Responsibilities (SSC and Host) ..... 6

4. TECHNICAL..... 7

    4.1 Risk Management ..... 7

    4.2 Facility and Equipment Requirements for Short Track Events ..... 7

        4.2.1 Equipment Requirements for Short Track Events ..... 7

        4.2.2 Facility and Equipment Requirements at the Arena ..... 8

        4.2.3 Short Track Ice Preparation Prior to and During a Major Competition..... 9

    4.3 Facility and Equipment Requirements for Long Track Events.....10

        4.3.1 Equipment Requirements for Long Track Events.....10

        4.3.2 Facility and Equipment Requirements at the Arena .....11

        4.3.3 Cold Weather Skating.....12

5. REGISTRATION .....13

    5.1 Registrations Kits .....13

6. OFFICIALS .....14

    6.1 Officials at an SSC Sanctioned Event.....14

    6.2 Referee and Assistants .....14

    6.3 Chief Starter and Assistants .....14

7. MEETINGS .....15

8. PRIZES AND AWARDS .....15

9. PLANNING AND ORGANIZATION .....16

    9.1 Host Committee Organizational Chart .....16

10. ROLES AND RESPONSIBILITIES .....18

    10.1 Chairperson.....18

    10.2 Finance/Treasurer .....18

    10.3 Sponsorship .....18

    10.4 Promotion and Media .....19

        10.4.1 Policy on Bilingualism .....19

10.4.2 Logo .....	20
10.4.3 Website .....	20
10.4.4 Venue .....	20
10.4.5 Photography .....	21
10.4.6 Distribution of Results .....	21
10.4.7 Event Results (B4-901).....	21
10.5 Hospitality .....	22
10.5.1 Accommodations .....	22
10.5.2 Registration Kits .....	22
10.5.3 Banquet or Reception .....	22
10.5.4 Transportation .....	22
10.5.5 Volunteers .....	23
10.5.6 Security and Accreditation .....	23
10.5.7 Hospitality at the Venue.....	23
10.5.8 Hospitality Services for Short Track and Long Track Events.....	24
10.6 Meet Coordinator.....	24
10.7 Speed Skating Canada Technical Representative.....	25
10.8 Master Plan of Roles and Responsibilities.....	26
11. SPONSORSHIP.....	27
11.1 General Terms of Reference .....	27
11.2 Speed Skating Canada Sponsors.....	27
11.3 Sponsorship Notification Procedure to Organizing Committees.....	27
11.4 Sponsorships and Donations.....	28
11.4.1 Title Sponsor .....	28
11.4.2 Sponsors .....	28
11.4.3 Supplier Level.....	29
11.5 Identification of SSC as Major Sponsor .....	29
11.6 Speed Skating Canada Logo.....	29
12. FINAL REPORT .....	30

## 1. INTRODUCTION

Speed Skating Canada (SSC) is the national governing body responsible for the organization, coordination and administration of the sport of speed skating in Canada for the betterment of the sport and its members. The organization believes in sport as an apprenticeship for life, respect for others, integrity, innovation, a safe and healthy environment, excellence of effort, and volunteerism.

Speed Skating Canada's Hosting Manual is designed to assist Provincial/Territorial Associations, Clubs and Hosting Committees in organizing successful speed skating competitions and Championships. It is also a tool to ensure the consistency of events presented throughout the country.

Each Organizing Committee can add its experience to the updating of the manual by completing the recommendations section of the final competition report submitted to SSC.

If you have questions concerning any aspect of this Hosting Manual, please contact the SSC National Office:

Speed Skating Canada  
[ssc@speedskating.ca](mailto:ssc@speedskating.ca)  
Phone: 613-260-3669

## 2. RULES AND REGULATIONS

The technical components of hosting a speed skating competition are covered in the SSC Procedures and Regulations Handbook, as well as the Competition and High Performance Bulletins. The SSC procedures and Regulations take precedence over any apparent differences that may arise.

In the event of discrepancies between SSC's Competition Hosting Manual and SSC's Competitions Bulletin, the Competition Bulletin will be taken as final.

Championship or Selection hosts will be provided with a copy of the SSC Red Book of By-Laws and ISU Rules and Regulations Handbook.

## 3. FINANCIAL CONSIDERATIONS

Event hosting must be financially sustainable for both the host and Speed Skating Canada. It is with this goal that the Competitions Development Committee has put together the following guidelines regarding financial considerations.

### 3.1 Registration Fees

SSC will set registration fees for all National competitions. SSC reserves the right to adjust the entry fees on a yearly basis. The host will receive 100% of the registration fees. Fees are currently set at:

COMPETITION	\$75	\$100
Canadian Age Class LT Championship	X	
Canadian Junior LT Championship	X	
Canada Cups	X	
Canadian Open Masters	X	
Canadian Single Distance Championship	X	
North American Marathon	X	
North American LT	X	
Canada East/West ST Championships		X
Canadian Age Class ST Championship		X
Canadian Open ST Championship		X
Canadian Junior ST Championship		X
National Qualifier		X
National Team ST Selections		X

### 3.2 Hosting Grants

Speed Skating Canada will provide hosts with a Hosting Grant. Payment is done in two (2) installments. The first installment will be paid out in July prior to the respective competition season and will consist of 50% of the total hosting grant. The second installment, the remaining 50% will be paid to the host once they have submitted all of the post event documentation necessary, as well as completed all of the hosting responsibilities.

### 3.3 Summary of Expenses and Responsibilities (SSC and Host)

PROJECTED EXPENSES	SSC	HOST
<b>Facilities Rental and Personnel</b>		
<ul style="list-style-type: none"> <li>• Site and Equipment</li> <li>• Track Certification</li> <li>• Personnel</li> </ul>		<ul style="list-style-type: none"> <li>X</li> <li>X</li> <li>X</li> </ul>
<b>Promotion and Advertising</b>		
<ul style="list-style-type: none"> <li>• SSC Sponsor Banners (SSC covers cost to send banners to host)</li> <li>• Cover cost to send banners to next host</li> <li>• Event Advertising</li> <li>• Website</li> <li>• Logo</li> </ul>	<ul style="list-style-type: none"> <li>X</li> <li></li> <li></li> <li></li> <li>X</li> </ul>	<ul style="list-style-type: none"> <li></li> <li>X</li> <li>X</li> <li>X</li> <li></li> </ul>
<b>Officials</b>		
<ul style="list-style-type: none"> <li>• Assignment of Major Officials</li> <li>• Travel for Major Officials</li> <li>• Per Diem for Major Officials</li> <li>• Accommodations for Major Officials</li> <li>• Local Transportation</li> <li>• All Minor Officials Expenses</li> </ul>	<ul style="list-style-type: none"> <li>X</li> <li>X</li> <li>X</li> <li></li> <li></li> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> <li>X</li> <li>X</li> <li>X</li> </ul>
<b>Prizes and Awards</b>		
<ul style="list-style-type: none"> <li>• Championship Medals</li> <li>• Engraving of Medals</li> <li>• Class Champions</li> </ul>	<ul style="list-style-type: none"> <li>X</li> <li></li> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> <li>X</li> <li>X</li> </ul>
<b>Technical Equipment</b>		
<ul style="list-style-type: none"> <li>• Helmet Covers</li> <li>• Timing Equipment</li> <li>• Padding (D2)</li> </ul>	<ul style="list-style-type: none"> <li>X</li> <li></li> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> <li>X</li> <li>X</li> </ul>
<b>Medical</b>		
<ul style="list-style-type: none"> <li>• Medical Team (D5)</li> </ul>		<ul style="list-style-type: none"> <li>X</li> </ul>
<b>Technical Support</b>		
<ul style="list-style-type: none"> <li>• SSC Technical Representative (travel, per diem, accommodations)</li> <li>• Results</li> <li>• Website</li> </ul>	<ul style="list-style-type: none"> <li>X</li> <li></li> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> <li>X</li> <li>X</li> </ul>
<b>Protocol</b>		
<ul style="list-style-type: none"> <li>• Provincial/Territorial Flags</li> <li>• Program</li> <li>• Translation</li> </ul>		<ul style="list-style-type: none"> <li>X</li> <li>X</li> <li>X</li> </ul>

## 4. TECHNICAL

### 4.1 Risk Management

The host committee must demonstrate that a risk management plan has been established based on the venue that will be used for the competition. All hosts must have in place an Emergency Action Plan in accordance with D2 and D5 of the SSC Red Book.

Adequate space must be provided to administer medical services during all practice ice sessions and competition. Medical personnel should be accessible to the ice surface at all times. All necessary medical staff and equipment should be present during training and competition.

### 4.2 Facility and Equipment Requirements for Short Track Events

#### 4.2.1 Equipment Requirements for Short Track Events

All ISU Short Track Rules prevail unless otherwise stated. Refer to Short Track rules number 280-298.

EVENT	TRACK SIZE	SAFETY MATS	RACING NUMBERS	TRACK MARKERS	TIMING EQUIPMENT	DOPING CONTROL	MEDICAL
Canada East/West Championship	100m	Boardless or Level 4	Rule C6-101	ISU Rule 280	Rule C3-100 and C3-200	Not required	Rule D5
Canadian Open Championship	111.12m	Boardless or Level 4	Rule C6-101	ISU Rule 280	Rule C3-100 and C3-200	Required: See note below	Rule D5
Canadian Age Class Short Track Championship	111.12m	Boardless or Level 4	Rule C6-101	ISU Rule 280	Rule C3-100 and C3-200	Required: See note below	Rule D5
Short Track Team Selections	111.12m	Boardless or Level 4	Rule C6-101	ISU Rule 280	Rule C3-100 and C3-200	Required: See note below	Rule D5
Canadian Junior Championship Short Track	111.12m	Boardless or Level 4	Rule C6-101	ISU Rule 280	Rule C3-100 and C3-200	Required: See note below	Rule D5
Canadian Junior Championship	111.12m	Boardless or Level 4	Rule C6-101	ISU Rule 280	Rule C3-100 and C3-200	Required: See note below	Rule D5

#### Note: Doping Control Room

Appropriate space must be provided where doping control occurs. Refer to guidelines outlined in ISU Regulation Rule 139 and this manual.

#### 4.2.2 Facility and Equipment Requirements at the Arena

REQUIREMENTS	DESCRIPTION
Starting Equipment	If using an electronic starting system, hosts will require one .22 caliber (6 mm) pistol. This pistol will be used for relays.
	If not using an electronic starting system, hosts are required to have 2 pistols available. It is recommended that the pistol should not be larger than .22 calibers (6 mm). There should be enough starting pistol cartridges for about 3 times the number of races in case of an excess number of false starts. The ammunition should be 22 Cal. indoor. Use crimp shells to keep dirt off the ice.
	A starter box for starter to stand on. It should be able to be moved easily to start lines.
	Electronic lap counter or durable lap counter cards must be available and visible to competitors. In relay races, a lap board is required for each team, preferably denoted by different colours.
Electronic Timing (C3-100)	Electronic timekeeping shall be used during all SSC Championships and competitions sanctioned as Selection/International competitions. A Photo Finish system is required for Short Track.
Manual Timing (C3-200)	Watches must be able to take and recall split times
Lap Counting Equipment	2 Bells required to indicate the last lap of each race and for pursuits or quartets
Ice Maintenance	Large squeegees should be located at rink side
	Removal of area plexi-glass to aid in the ease of transferring water buckets
	Water containers, 3 to 5 gallons, accessible at the end of the rink
	Hoses at one end of the rink for filling the water containers
	Ice Resurfacing Machine
	CO <sub>2</sub> canisters for quick ice repairs
	Slush buckets
Office Space	Tables and chairs suitable for extended computer work
	Cell phones
	Mobile phones/walkie talkies (5-6 in total)
	Electrical plug outlets (power bar for computer and printer, etc.)
	Photocopying equipment
	Copy paper and printer ink
	ISU and SSC Regulation Book
	Copy of Records for the Meet if applicable
	Master Program, Program for Meet, Order of Events posted
	Schedule for Practice Time
	Helmet Covers
Wireless password (if available)	
Athlete Change Rooms	Sound system preferably piped
	Chairs or bench space for all competitors and flooring space suitable for skate sharpening and stretching
Coaches Area	A designated area for coaches in one or both of the player's benches. The coaches must be able to access this area from outside the ice surface



Officials Area	Change Room near ice surface
	Platform away from skaters and spectators
	Removal of plexi-glass at end of each straightaway
	Elevated seat for referee
Heat Box/Marshalling Area	Benches or seating for a minimum of 24 skaters
	Rubber matting or carpet
	Place for skate guards and jackets
Hospitality Rooms	Designated area to feed coaches and officials
	Designated area to feed athletes
Media/Press Room	Media area for SSC Championships, Selections and ISU competitions
Results Board	Designated area to post results and races

#### 4.2.3 Short Track Ice Preparation Prior to and During a Major Competition

The following are suggestions for ice preparation for major competitions as written by an ice maintenance worker at Calgary Oval. These are merely suggestions that if taken into consideration will allow you to have the best ice possible for your event. There are other factors, such as outside weather, inside arena temperature and whether water is treated or not, that will affect ice conditions. If you control the details that are within your domain, you will be rewarded with the best ice possible.

- An ideal ice slab temperature of  $-6^{\circ}\text{C}$  with a brine solution maintained at a temperature of  $-14^{\circ}\text{C}$  would be optimal to maintain proper ice temperature with increased flooding during competition. However, there is a variance in cooling ability between ice rinks.
- The ideal ice thickness for speed skating is 2.5cm. Thickness readings should be taken throughout the entire ice surface with a drill and depth gauge. The ice should be shaved in areas where thicker than 2.5cm and built up by adding water to areas less than 2.5cm.
- The ideal situation would be to shave the ice to just below 2.5cm then hose flood. This covers the entire ice surface with water and allows the water to settle into low spots as well as seal any dirt already in the ice.
- Because water is added to the track during practice and competition, it is recommended that the Ice Maintenance worker shave the track prior to flooding the ice surface. This will keep the ice level by shaving the excess water off the track and allow the ice to freeze more quickly after a flood.
- At the end of each practice day leading up to the competition and each night after racing, ice thickness reading should be taken. Ice should be shaved where it has built up over 2.5cm and water should be added to areas less than 2.5cm.
- The day prior to competition a new blade should be set and leveled on the ice-making machine. This is often not even a consideration as it's assumed the facility maintains their equipment on a regular basis.

## 4.3 Facility and Equipment Requirements for Long Track Events

### 4.3.1 Equipment Requirements for Long Track Events

All ISU Long Track Rules prevail unless otherwise stated. Refer to Long Track rules number 226-278.

EVENT	TRACK SIZE	SAFETY MATS	RACING NUMBERS	TRACK MARKERS	TIMING EQUIPMENT	DOPING CONTROL	MEDICAL
Canada Cup Competitions	400m	Level 4	N/A	ISU Rule 205	Rule C8-100 and C8-200	Required: See note below	Rule D5
Canadian Age Class Long Track Championship	400m	Level 4	N/A	ISU Rule 205	Rule C8-100 and C8-200	Not required	Rule D5
Canadian Single Distance Championship	400m	Level 4 or 5	N/A	ISU Rule 205	Rule C8-100 and C8-200	Required: See note below	Rule D5
Canadian Open Masters	400m	Level 3 or 4	N/A	ISU Rule 205	Rule C8-100 and C8-200	Not required	Rule D5
North American Long Track	400m	Level 4 or 5	N/A	ISU Rule 205	Rule C8-100 and C8-200	Required: See note below	Rule D5

#### Note: Doping Control Room

Appropriate space must be provided where doping control occurs. Refer to guidelines outlined in ISU Regulation Rule 139 and this manual.

### 4.3.2 Facility and Equipment Requirements at the Arena

REQUIREMENTS	DESCRIPTION
Track Size	Refer to Appendix C1 in SSC Red Book
	The track dimensions and demarcations for Olympic Style competitions must comply with ISU Rule 203.
Racing Numbers	Helmet cover numbers for all mass start skaters. Refer to Appendix C7-200.
	3 sets of each of the four colours of armbands (for pairs and quartets)
Lane Markers	Refer to ISU Rule 205 for Olympic Style competitions
	For mass start competitions, similar lane markers should be used. The cones at the entrance to the corner are not necessary for mass start competitions
Starting Equipment	If using an electronic starting system, hosts will require one .22 caliber (6 mm) pistol
	If not using an electronic starting system, hosts are required to have 2 pistols available. It is recommended that the pistol should not be larger than .22 calibers (6 mm). There should be enough starting pistol cartridges for about 3 times the number of races. The ammunition should be 22 Cal. indoor. There should be an adequate supply in case of excess false starts. Use crimp shells to keep dirt off the ice.
	Starter Box that can easily be moved to start lines
Office Space	Tables and chairs suitable for extended computer work
	Cell phones
	Mobile phones/walkie talkies (5-6 in total)
	Electrical plug outlets (power bar for computer and printer, etc.)
	Photocopying equipment
	Copy paper and printer ink
	ISU and SSC Regulation Book
	Copy of Records for the Meet if applicable
	Master Program, Program for Meet, Order of Events posted
	Schedule for Practice Time
	Helmet Covers
Athlete Change Rooms	Wireless password (if available)
	Sound system preferably piped
Coaches Area	Chairs or bench space for all competitors and flooring space suitable for skate sharpening and stretching
	A designated area for coaches in one or both of the player's benches. The coaches must be able to access this area from outside the ice surface.
Officials Area	Change Room near ice surface
	Platform away from skaters and spectators
	Removal of plexi-glass at end of each straightaway
	Elevated seat for referee
Heat Box/Marshalling Area	Benches or seating for a minimum of 24 skaters
	Rubber matting or carpet
	Place for skate guards and jackets

Hospitality Rooms	Designated area to feed coaches and officials
	Designated area to feed athletes
Media/Press Room	Media area for SSC Championships, Selections and ISU competitions
Results Board	Designated area to post results and races
Lap Cards and Bell	Lap counter cards that are durable for various weather conditions.
	Bell to indicate the last lap
Photo Finish & Electronic Timing (C3-100)	Photo Finish and Electronic Timing must be provided where National Team Selection races are taking place. Refer to Rule C8-100 and C8-200.
Manual Timing (C3-200)	Watches must be able to take and recall split times
Outdoor Lighting	Track must be well lit
Ice Maintenance	Ice resurfacing machine
	Shovels
	Push broom
	Squeegees
	Slush buckets (3-5 gallons)
Results Board	Designated area to post results and races

### 4.3.3 Cold Weather Skating

No strict guidelines apply to determine if the races should be cancelled due to cold weather. According to SSC D7-100, the Referee and High Performance Jury are empowered to cancel or postpone the competition in case of extremely cold weather.

## 5. REGISTRATION

SSC will provide hosts with a template for competition announcements and entry forms, which will be bilingual. Hosts are required to complete the relevant “hosting” information and return it to SSC at least sixty (60) days prior to the competition for a final review. Once approved, SSC will post this on the SSC website, circulate it to all Branches and return it to the host.

The host will manage all registration to the competition and collect all registration fees.

### 5.1 Registrations Kits

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At registration, skaters, team leaders and chief officials should receive:

- Accreditation
- Banquet Tickets
- Host contact list (Coaches and Officials only)
- Parking passes (if applicable)
- Souvenir programs
- Updated schedule of events and/or competitor list, if changes have been made since the printing of the program
- Maps of the city and the local area, showing grocery stores, drug stores, medical clinics (including hours), and the location of the arena or oval
- Transportation schedule

Organizing Committees may, in addition, wish to provide welcome kits, by soliciting items such as toiletries, snacks, local souvenirs, posters, pins and meal discount vouchers from local businesses.

## 6. OFFICIALS

### 6.1 Officials at an SSC Sanctioned Event

The following officials at an SSC Sanctioned event must be members in good standing of Speed Skating Canada:

- Meet Coordinator
- Chief Referee
- Assistant Referee(s)
- Starter
- Assistant Starter
- Chief Recorder
- Competitor Steward
- Clerk of Course/Heat Box Steward
- Chief Finish Line Judge
- Chief Timer/Electronic Timer
- Track Steward
- Chief Lap Scorer
- Announcer

Duties and powers of all officials can be found in the Procedures and Regulations, Section C5.

### 6.2 Referee and Assistants

Speed Skating Canada will appoint the Chief Referee as well as one or more Assistant Referees. These individuals will be announced in the early fall. The Chief Referee is responsible for arriving at least one day prior to the start of the event. Accommodation and necessary transportation requirements are to be made with the Meet Coordinator. This may need to be two days prior depending on flight times.

SSC pays for transportation for SSC assigned officials. The Organizing Committee provides accommodations for the appointed Referees; Starters and, where applicable, Competitors Stewards. The Officials Development Committee (ODC) may assign additional assistants. When this occurs, ODC will cover all costs for these additional officials.

For Long Track, the Branch may be required to appoint 2 Assistant Referees.

For Short Track, the Branch may be required to appoint 2 Assistant Referees.

### 6.3 Chief Starter and Assistants

Speed Skating Canada will appoint the Chief Starter as well as one Assistant Starter. In some cases, ODC will also appoint additional Starters for Development purposes. These individuals will be announced in a bulletin from the ODC in the early fall.

SSC pays for transportation for these officials. The Organizing Committee provides accommodations for appointed Starters. The remaining required assistants are to be selected by the Branch. The Branch's Official's Committee can also appoint assistant starters for development purposes in consultation with SSC ODC.

## 7. MEETINGS

The Coaches meeting must be held on the evening prior to the start of the competition. The Coaches meeting is chaired by the Chief Referee. All coaches MUST attend.

The following items will be covered:

- Introductions of Competition Chair, Officiating Team and SSC Technical Representative
- Specifics on venue
- Competition rules
- Social events: Hospitality Rooms, Banquet
- Competition Protocol
- Rules Interpretations
- Schedule
- Draws (Long Track)

## 8. PRIZES AND AWARDS

SSC will provide all hosts of National Championship competitions with medals. Hosts are responsible for engraving or equivalent. Hosts, when applicable, are responsible for providing overall class awards. Examples of suitable awards include an individual plaque, a gift representing the host community, speed skating equipment or memorabilia, etc.

Host are required to ensure engraving of medals and overall awards is completed. Because of space restrictions, engraving may be unilingual. All medals must identify the year, category and event e.g. 2010 Long Track Junior A Women 500m. Postpone engraving of medals for categories where few skaters may be expected to register, until the last week before the competition. Medals may be engraved or may have printed “stickers/labels” added. For Canadian Age Class Long Track Championships, a small plaque for the Dave Thomson Memorial 5000m open must be provided by the host.

An official awarding of medals on the competition site or during the official skater banquet/reception is required. This ceremony is of crucial importance, as it provides an opportunity to recognize the achievements of the winners in each category.

Dignitaries should be invited to present medals and should include both the Chief Referee and the SSC Technical Representative. The following equipment is needed:

- Podium
- Sound system
- SSC sponsor banners in a visible area
- Photographer
- Carpet (if ceremony is to take place on the ice)

For additional information on hosting a medal/awards presentation, please refer to Appendix D.

## **9. PLANNING AND ORGANIZATION**

The role of the host organization is to provide leadership, guidance and expertise to oversee the successful planning and delivery of a successful competition. A close working relationship is created between SSC, the P/TA and the local host committee throughout the planning, organizing and implementation period leading up to the event. The parties involved in the cooperative effort include:

- Speed Skating Canada (SSC)
- Provincial/Territorial Association (P/TA)
- Host Committee

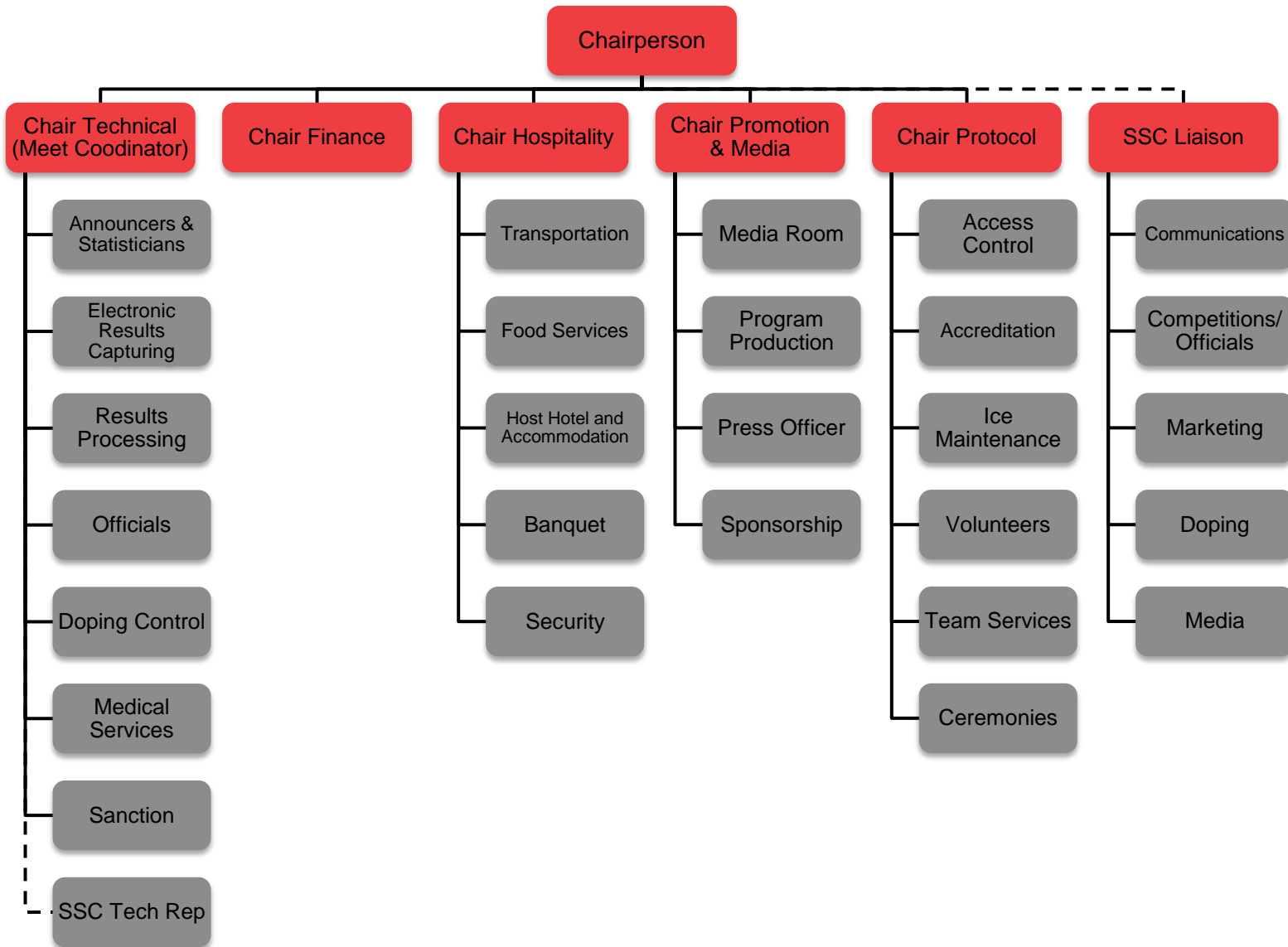
### **9.1 Host Committee Organizational Chart**

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In order to host a successful event, a group of individuals knowledgeable in event management and the technical aspects of the sport must be coordinated. Although hosts may choose to organize themselves in any set structure, SSC recommends the following organizational chart to coordinate efforts and identify each member's area of responsibility. Keep in mind, the same person can be responsible for more than one area.



### HOST COMMITTEE ORGANIZATIONAL CHART



## **10. ROLES AND RESPONSIBILITIES**

### **10.1 Chairperson**

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The person selected for this position must have a background in speed skating, previous experience in running amateur sport competitions, if possible, and be skilled in handling people. This person may work in conjunction with a branch Executive Director or staff members.

Responsibilities:

- To ensure that all SSC policies and procedures are followed with regard to the conduct of the assigned competition
- To ensure that each committee chair has a well-defined role and clear responsibilities
- Provide liaison, during this process, with the appropriate SSC officials
- Preside over all meetings of the Organizing Committee
- Participate in the negotiation of contracts and other substantial financial arrangements
- Take part in ceremonial and social activities
- Supervise wrap-up activities, such as returning equipment, reports, thank-you letters, final financial statement, etc.
- Complete the relevant section of the Final Competition Report, compile all sections of completed report and submit to SSC within thirty (30) days of the completion of the competition

### **10.2 Finance/Treasurer**

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The financial advisor must have some knowledge and experience in budgeting, accounting and financial reporting. This position may be assumed by a Branch staff member.

Responsibilities:

- Coordinate the preparation of an overall budget
- Establish financial management systems and procedures.
- Maintain accurate records.
- Control bank deposits and withdrawals. Prepare monthly bank reconciliation
- Establish procedures for invoicing, collection of accounts receivable and accounts payable
- Manage the acquisition of grants from all levels of government and report results to these bodies as required.
- Ensure compliance with terms upon which a grant was obtained.
- Complete final financial report in a timely manner
- Complete the relevant section of the Final Competition Report in a timely manner to allow submission of the completed Report to SSC within thirty (30) days of the completion of the competition

### **10.3 Sponsorship**

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Although SSC, provincial and municipal hosting grants, and entry fees may cover a good portion of the competition expenses, fundraising through sponsorship, and gifts-in-kind can cover many

of the “extras” that add to the quality of the skaters’ experience, and can also be a good opportunity to realize a small profit for the host club. The director of this division must communicate with the SSC Marketing Coordinator to determine what national sponsors must be recognized at the competition, in order to avoid any conflict with local sponsors.

Responsibilities:

- Contact the SSC liaison to obtain a copy of previous financial statements for the event and to determine the level of the SSC grant that is to be provided, as well as anticipated registration revenues.
- Establish sponsorship needs and budget
- Contact the municipal and provincial government to identify any hosting grants that may be available.
- Prepare sponsorship package, proposals and grant applications.
- Confirm sponsorship agreements in writing
- Coordinate the solicitation of SSC sponsors, ensuring that exclusive sponsors are respected
- Create a master list of sponsors, supply to Promotion and Media Division
- Ensure that the sponsorship agreement is serviced, i.e. that the sponsor has received value for money.
- Solicit program advertising
- Communicate all sponsors with SSC
- Complete the relevant section of the Final Competition Report in a timely manner to allow submission of the completed Report to SSC within thirty (30) days of the completion of the competition

## **10.4 Promotion and Media**

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The role of media and promotion is to raise awareness of the speed skating competition in your area and to provide a tribune to your sponsors.

Responsibilities:

- Gather information to be displayed on website
- Gather information that is to be distributed in the athlete’s package
- Prepare press releases
- Use on-line results services and social media to distribute results
- Ensure photos are taken and sent to SSC
- Collaborate with Sponsorship to organize sponsor visibility

### **10.4.1 Policy on Bilingualism**

The two official languages of Speed Skating Canada are French and English and as such shall be utilized as much as possible. The minimum hosting requirements for the use of the two official languages shall be as follows:

- All written announcements
- The cover and content of the event program
- Posters, flyers, banners

- News conferences
- National anthem
- Introduction of teams or individuals
- Words of welcome at the banquet and opening ceremonies
- Presentation of award winners (includes banquet ceremony)

#### **10.4.2 Logo**

- All SSC Canadian Championships/Selection meets and international sanctioned competitions must have the SSC logo on all posters, programs, media kits, and on the website.
- If any club/branch wishes to use the SSC logo on any other items, such as t-shirts, hats, signage, plaques, gifts, thank-you cards, etc., they must request permission from SSC's Manager, Marketing and Communications and include a copy of how the logo is to be used.
- Competitions with logos already developed by SSC and to be used:
  - Canadian Age Class – Long Track Championships
  - Canadian Age Class – Short Track Championships
  - Canada East Short Track Championships
  - Canada West Short Track Championships
- The logo is to be provided to the Organizing Committee by Speed Skating Canada with the initial package. This logo is to be used on all posters, programs, media kits, and on the website with any additional use to be confirmed with SSC's marketing communications staff.
- See Appendix A1 of the SSC Procedures and Regulations for information on the use of the SSC Logo.

#### **10.4.3 Website**

It is important that Organizing Committees for all Canadian Championships/Selection meets have a website in order to keep people informed on what is going on at the event.

- Design, build and maintain an official website, which will be used for promotion, information, news and results of the event. It will be linked to the Calendar and the Results sections of the SSC website.
- The SSC logo and official SSC sponsors' logos must be included in the website.
- If the club hosting the event already has a website, it can be used to post results on a daily basis.

#### **10.4.4 Venue**

- Plan venue decorations to enhance the public image of speed skating, such as flags, informational displays, photographs, welcome banners for team dressing rooms, etc.
- An information desk for participants, officials, coaches, media and spectators should be organized close to the venue entrance. Volunteers staffing this desk must be able to provide up-to-date information on all aspects of the event. They must have copies of all official documents pertaining to the meet and must be able to communicate easily with the meet coordinator and Organizing Committee chair.

### 10.4.5 Photography

A professional photographer (or similar quality) is encouraged to be hired or used for all events under SSC sanctioning.

- The photographer may be asked to cover the event and offer photographs (digital or otherwise) for sale
- Photos should be captured from photographer and provided to Speed Skating Canada's marketing and communications staff
- All credit on photos should be provided to the photographer if used by SSC or OC and will be communicated to the photographer

### 10.4.6 Distribution of Results

The distribution of results is to occur immediately at the end of each day. Results should be sent to media, Branch office and SSC National Office on a daily basis. Results should always be sent to SSC's Marketing and Communications staff, in order to be posted on the website.

For all SSC Canadian Championships/Selection meets and international sanctioned competitions, the Organizing Committee must appoint a media officer whose sole responsibility is to contact the local and national media, particularly Canadian Press, with results immediately at the end of each day's competition. This individual must also supply send SSC's marketing and communications staff and SSC's National Team Program Manager with results at the end of each day's competition.

**Note:** It is important that SSC National Office receives these results on a daily basis by e-mail so they may be posted on the SSC website the same day. For domestic competitions, it is important to receive complete results from each distance, from the preliminaries to the finals (for short track), as well as the overall points standings at the end of the competition. For short track, please visit this website (<http://www.speedskating.ca/national-competitions-short-track-0>), and this one for long track (<http://www.speedskating.ca/national-competitions-long-track-0>). Any club or organization hosting an SSC Canadian Championships/Selection meet and international sanctioned competitions should be prepared to post daily competition results on their website. A link can then be made between the host website and the SSC website to facilitate the access to results by the public. Once the competition is completed the website could then serve as a method of information exchange and promotion for the club.

### 10.4.7 Event Results (B4-901)

The host branch or club for any sanctioned event is responsible for preparing a complete set of results of the competition/event and must circulate these to the SSC Head Office, participating clubs and all branches in the 7 days immediately following the conclusion of the competition/event. Posting to an official website with an email notification is considered an acceptable means of circulation. This protocol should include the name of, and contact information for, the competition/event coordinator.

The protocols for Canada Cup series and any national ranking competition shall specifically indicate the age categories of all participants, even when participants are racing in an open category.

## 10.5 Hospitality

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Responsibilities:

- Accommodations
- Registrations Kits
- Banquet or Reception
- Transportation
- Volunteers
- Security and Accreditations
- Hospitality at the Venue

### 10.5.1 Accommodations

- Arrange to book a block of rooms at a reasonable rate
- Reserve appropriate number of rooms for assigned officials, SSC Technical Representative
- Coordinate signage at host hotel
- Ensure a space is available for registration

### 10.5.2 Registration Kits

Please refer to section 5.1 for information on registration kits.

### 10.5.3 Banquet or Reception

A banquet or reception is required for SSC Canadian Championships. The banquet for Canadian Age Class Long Track and Canada East/West Short Track Championships should occur on the Friday night preceding the event. The banquet for all other Canadian Championships/Selection meets could occur as early as possible on the Saturday evening or immediately following the last day of competition. The following items are required:

- Set menu and determine price
- Advise teams of banquet ticket cost
- Ensure that a podium, microphone, flags, decorations, and any other required equipment, are arranged, and that teams have assigned tables
- Ensure that dignitaries and sponsors receive an invitation and that preferential seating is provided for them and for SSC and Branch representatives and their guests

For additional information on hosting a banquet or reception, please refer to Appendix G.

### 10.5.4 Transportation

- Establish transportation needs and budget
- Arrange for transportation of officials and teams between hotel and venue
- Set detailed schedule, provide to teams and post at hotel and venue
- Ensure all assigned officials transportation needs are met
- Check necessary insurance coverage requirements for vehicles and drivers

- Determine and provide any reimbursement and payment to transportation providers
- Arrange to meet assigned officials and SSC representatives at airport

This service may be on a cost recovery or complimentary basis.

### **10.5.5 Volunteers**

- Determine the number of volunteers needed for each sub committee
- Prepare job descriptions for the various positions required
- Establish recruitment strategy. Recruit from within your organization, volunteer centres, sport groups and word of mouth
- Establish date of volunteer meeting
- Determine a schedule and assign to volunteers
- Coordinate the training of volunteers
- Ensure the volunteers are properly identified. E.g. provide a different coloured t-shirt for the volunteers
- Coordinate a “recognition” activity for all volunteers. Ensure to thank the volunteers before, during and after the event

### **10.5.6 Security and Accreditation**

- Coordinate the accreditation of volunteers, coaches, officials, VIP’s, athletes
- Visit the competition site to determine security requirements
- Provide schedule, instructions and supervision for security personnel

### **10.5.7 Hospitality at the Venue**

It is essential that skaters have access to nutritious food at the venue during the competition. The Organizing Committee may provide this on a complimentary or paying basis. Bottled water shall be available free of charge to skaters. Teams should be provided with details of food services at the venue in their registration packages.

It is also essential that officials, VIP’s, volunteers (and coaches, too, if possible) have access to complimentary meals and refreshments, and that spectators have access to food services of some kind.

- Discuss food services with arena manager
- Arrange for locations of food services for each group
- Ask sponsorship committee to investigate possible sponsorships by grocery stores or wholesale food companies or for donations of food for skaters, officials, volunteers
- Order and arrange for pickup of required food and equipment
- Arrange for volunteers to set-up, monitor and clean-up each area
- Arrange for light refreshments for the media room
- Food and beverages should be delivered to the recording office staff, if necessary

### 10.5.8 Hospitality Services for Short Track and Long Track Events

HOSPITALITY SERVICES	DESCRIPTION
Athlete Services	Athlete Package: site map, driving instructions, restaurants nearby, sponsors and gift bag (to be given at registration)
Referee Services and Accommodations	Double hotel rooms for all SSC assigned officials
	Transportation to and from airport to hotel, and to and from competition
	Lunch at competition venue
SSC Technical Representative	Transportation to and from airport to hotel, and to and from competition
	Lunch at competition venue
Award Presentation	Medals provided by SSC
	Class Champion awards (where applicable)
	Engraving of medals
	Banquet to be hosted at applicable competitions. (See Competition Bulletin)
	SSC Technical Representative and Chief Referee should be asked to present some medals
	SSC Technical Representative to "bring" greetings on behalf of SSC at banquet
	Podium for award presentations
	Platform away from skaters and spectators
	Removal of plexi-glass at end of each straightaway
	Elevated seat for referee
	Shovels
	Push broom
	Squeegees
Slush buckets (3-5 gallons)	

### 10.6 Meet Coordinator

The Meet Coordinator will work in close co-operation with other committees, and with the SSC Technical Rep(s) for the competition to ensure the smooth running of the meet.

Responsibilities:

- Oversee the technical organization of the meet
- Submit all required documents for the competition at least twenty-one (21) days before the meet
- Obtain the list of Referees, Starters and Competitors Stewards/Recorders appointed by SSC Officials Development Committee
- Oversee appointment and/or recruitment of all other officials.
- Establish contact with the SSC Technical Representative, Chief Referee and Meet Recorder
- Complete the pre-distributed draft announcement of the championships and entry form and submit to SSC for national distribution at least sixty (60) days before the championships
- Obtain from every sub-committee a list of their equipment and facilities requirements



- Obtain required equipment
- Obtain track and timing equipment
- Determine insurance needs
- Supervise the following areas or sub-committees: Facilities and Equipment
- Coordinate with Chief Referee competition schedule
- Coordinate team practice schedule
- Establish emergency action plan for the venue. Which areas will be accessible only by accredited persons and how will that be controlled?
- Complete the relevant section of the Final Competition Report in a timely manner to allow submission of the completed Report to SSC within thirty (30) days of the completion of the competition
- Coordinate the Coaches Meeting with the Chief Referee

### **10.7 Speed Skating Canada Technical Representative**

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An SSC Technical Representative will:

- Be assigned by SSC in September prior to the competition
- Act in an advisory capacity to the host and will assist where applicable
- Be part of any protest committees
- Bring greetings on behalf of SSC at Opening Ceremonies and Banquet (if applicable)

## 10.8 Master Plan of Roles and Responsibilities

<b>ROLES AND RESPONSIBILITIES</b>
<p><b>Sponsorship</b></p> <ul style="list-style-type: none"> <li>• Seek Provincial/Territorial and local sponsors and grants</li> <li>• Contact SSC for final list of SSC sponsors</li> <li>• Confirm SSC banners to be sent</li> </ul>
<p><b>Website Maintenance</b></p> <ul style="list-style-type: none"> <li>• Develop area on club website to promote competition</li> <li>• Post results</li> </ul>
<p><b>Venue and Equipment</b></p> <ul style="list-style-type: none"> <li>• Confirm site requirements</li> <li>• Confirm Technical equipment</li> </ul>
<p><b>Registration</b></p> <ul style="list-style-type: none"> <li>• Coordinate registration and fee intake</li> </ul>
<p><b>Media and Promotions</b></p> <ul style="list-style-type: none"> <li>• Programs</li> <li>• Advise local press/media</li> <li>• Posters, flyers</li> <li>• Confirm SSC banners</li> <li>• Identify and order promotional merchandise</li> </ul>
<p><b>Hospitality</b></p> <ul style="list-style-type: none"> <li>• Choose and book a block of rooms at host hotel, including: accommodations, banquet room, registration room and meeting room</li> <li>• Reserve accommodations for officials as required</li> <li>• Prepare and print accreditation</li> <li>• Coordinate transportation requirements</li> <li>• Coordinate banquet</li> <li>• Coordinate food and beverages for: hospitality room, banquet and athletes/volunteers lunches and snacks</li> </ul>
<p><b>Technical</b></p> <ul style="list-style-type: none"> <li>• Confirm ice availability for competition and one practice day</li> <li>• Organize “doping” area (if applicable)</li> <li>• Schedule practice times</li> <li>• Determine insurance needs</li> </ul>
<p><b>Medical</b></p> <ul style="list-style-type: none"> <li>• Recruit “Chief” Medical Coordinator</li> <li>• Confirm medical personnel meets SSC D5-100 requirements</li> <li>• Complete all injury reports and submit to Chair</li> </ul>
<p><b>Officials</b></p> <ul style="list-style-type: none"> <li>• Confirm accommodations for assigned officials</li> <li>• Recruit all required minor officials</li> <li>• Officials change room at venue</li> <li>• Officials/Coach room at venue for meals and coffee/snacks</li> <li>• Order food and beverages</li> <li>• Transportation to and from venue</li> </ul>
<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Establish division and overall budget</li> <li>• Provide final budget for final report as required by SSC</li> </ul>

## 11. SPONSORSHIP

Securing sponsorship for its package of events is always a priority for SSC; however, direct funding for the event should also be a priority for the Organizing Committee, as this is a way to help offset some of the costs of staging an event or competition.

SSC will provide all event hosts with an up-to-date sponsor requirements list and exclusivity at the time of sending the event package to the host.

### 11.1 General Terms of Reference

The nature of the sponsorship must be compatible with the objectives of SSC and the expressed purpose of the event, while enhancing SSC activity and image. SSC retains all rights to the approval of sponsorship and marketing initiatives including but not limited to the usage of images.

SSC sponsors shall not be superseded by local event sponsors; however, discussion surrounding branding/asset allocation can be discussed should a significant sponsorship opportunity be provided.

### 11.2 Speed Skating Canada Sponsors

Speed Skating Canada has a number of sponsorship agreements in place that require the host to deliver on benefits that the national sponsors are entitled to. This ranges from the placement of banners and signage to event tickets, ads in the event program, amongst other items. SSC will provide the host with a detailed list of benefits for each sponsor and in consultation with the host committee, determine the best approach for fulfilling these deliverables.

The goal is always to provide exposure to both national and local sponsors and ensure that SSC's relationships with its national sponsors are maintained and enhanced through their association with SSC sanctioned events.

### 11.3 Sponsorship Notification Procedure to Organizing Committees

SSC's Marketing Coordinator and Director of Communications shall advise the host Organizing Committees of all SSC Canadian Championships/Selections and international sanctioned competitions about the following:

- Sponsor agreements and official supplier contracts that are in effect and/or pending

Hosts of SSC Canadian Championships/Selection meets and international sanctioned competitions will be notified by the SSC Manager, Marketing and Communications of national sponsors in effect and/or pending for the upcoming season:

- No later than July 1<sup>st</sup> for Fall Championships/Selection meets (September – December)
- No later than September 1<sup>st</sup> for Winter Championships/Selection meets (January – April)
- The host organization's requirements towards SSC sponsors

- Any contract signed by the Organizing Committee, in consultation with SSC will be binding

## 11.4 Sponsorships and Donations

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The Organizing Committee of a local, provincial or national competition is encouraged to create a sponsorship package to assist in sponsor solicitation for their competition. After consulting with various committee members, a list of possible sponsorship projects with related pricing can be developed. Sponsorship may come in forms of cash, goods or services in-kind or both.

### 11.4.1 Title Sponsor

Speed Skating Canada has the sole right to negotiate **title sponsorship of an event** up to 6 months prior to the date of competition, unless otherwise agreed upon by SSC. Should there be no title sponsor found for a competition 6 months prior to the date of the event, SSC may grant the host Organizing Committee permission to sign a title sponsor.

Title sponsors are deemed to be exclusive sponsors (to be negotiated) with the following rights at events:

- Exclusivity of association with event in industry category
- Inclusion of name in event title
- Logo on all announcements and communications related to the event
- Prominent name and logo identification on event poster and advertisement
- Name and logo identification on front cover of event program
- Inclusion of welcoming letter in event program
- Full-page advertisement in event program
- Name and logo of event (with sponsor in title) on event t-shirt
- Prominent signage/banners on rink-boards at the sponsors cost of development
- VIP seating. Number of tickets to be discussed with SSC due to existing sponsor commitments
- Logo on results sheets and scoreboard area
- Invitation to speak at opening/ceremonies and awards presentation
- Opportunity to present major awards at closing ceremonies
- Invitation to Awards Banquet

**Note:** All activation costs should be at the sponsors cost including the production of banners, coroplasts and other branded promotional material. The organizing committee is responsible for all costs with relation to servicing agreements signed by them.

### 11.4.2 Sponsors

The Organizing Committee is encouraged to seek additional “secondary” sponsors that are not in conflict with any of SSC’s official sponsors and/or suppliers. Secondary sponsors are deemed to be sponsors who are smaller in nature; however, remain significant to the event in terms of required profile.

Potential assets offered to a secondary sponsor include:

- Name on event poster and advertisement
- Exclusivity of association with event in industry category (not a requirement)
- Invitation to and recognition at opening/closing ceremonies and awards presentation
- Half-page advertisement in event program
- Small logo on event t-shirt (if provided)
- Prominent signage/banners on rink-boards
- Number of VIP tickets (if offered) or General Admission tickets
- Opportunity to present minor awards at closing ceremonies
- Invitation to Awards Banquet

#### **11.4.3 Supplier Level**

- Invitation to an recognition at opening/closing ceremonies and awards presentation
- Quarter-page advertisement in event program
- Banner signage in facility at the sponsors cost of development
- VIP seating
- Invitation to Awards Banquet

### **11.5 Identification of SSC as Major Sponsor**

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Speed Skating Canada shall be considered a major sponsor of all national and international sanctioned events and is accordingly, expected to receive name and logo recognition on all promotional material produced (advertising, posters, programs, tickets, etc.) as well as banner placement on the rink boards.

Recognition will take the form of logo placement on promotional material as well as the tagline:

- (i) “Sanctioned by Speed Skating Canada”

An SSC representative should also be invited to participate in the opening/closing ceremonies, medal ceremonies and awards banquet.

The following guideline should be used when determining placement and sizing of logos for any publicity or promotional materials produced (listed in order of importance):

- 1) Title sponsor
- 2) Presenting Sponsor
- 3) National Sport Governing Body (SSC) & Host Club
- 4) Other sponsors, service clubs

### **11.6 Speed Skating Canada Logo**

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For all SSC Canadian Championships/Selection meets and international sanctioned competitions, SSC shall receive first and foremost recognition for that event. A corporate sponsor who wishes to use the SSC logo on promotional material must receive prior written permission from SSC’s Marketing team.

The SSC logo shall be displayed on all posters, programs and media kits when promoting events sanctioned by SSC. All promotional material created shall receive confirmation of acceptance from SSC prior to use of the SSC logo and/or more identifiable symbols/logo in the promotion of an SSC sanctioned event.

- In seeking approval, members are required to submit a sample of all affected material.
- Appendix A1 of the Speed Skating Canada Procedures and Regulations outlines guidelines for use of the SSC logo

SSC has full rights for the production of the crest, badges and other mementos using this design; however:

- Provincial/Territorial branches and affiliated clubs may, if they wish, use the SSC Logo on their letterheads, envelopes and speed skating programs by first advising the Chief Executive Officer on their intention
- Only the authorized SSC logo will be used in this instance and reproduction proofs will be supplied by the Chief Executive Officer. A digital file will be supplied upon request by the Marketing Coordinator and Director of Communications.
- The logo will not be altered in any shape or form and will be as represented hereunder:



## 12. FINAL REPORT

Hosts are required to submit a final report to SSC no longer than thirty (30) days after the competition. The final payment will be received when the final report is forwarded to SSC. The following items need to be submitted in the final report:

- Photos of the event
- Final results
- Final budget
- Injury reports
- Incident reports
- Event summary
- Final list of all officials