



SPEED SKATING CANADA

Officials Manual – Level 1

This Manual Originally Prepared By:

William E. “Bill” Dyer

Vice President, Competitions
C.A.S.S.A. 1982-83

With the Assistance of:

1982 Officials’ Committee
Composed of:

Rene Marleau, Roch Loignon, Marcel Laberge, Don Holmes, Howard Comfort and Maurice Gagné

Invaluable Input From:

C.A.S.S.A. Technical Directors
Tom Overend and Andrew Barron

And

Financial Assistance from Sport Canada

Revised 1986 by William E. “Bill” Dyer Past President In-Charge of Officials

Updated 1996 by Alan Overend, Member Officials’ Development Committee

Updated 2006 by Jacques Grégoire, Official Development Committee Chairman

TABLE OF CONTENTS

Introduction	1
Welcome to Officiating.....	1
Course Content and Time Frame	1
Foreword to Instructors.....	2
Officiating	4
Canadian Code of Ethics for Sports Officials	4
Communicating	4
Rapport.....	5
Officials are Athletes Also.....	6
Competitions	7
What is Speed Skating?	7
Age Classes/Distances.....	8
Records	10
Organization of a meet	10
Bidding process.....	11
Sanctions.....	11
Roles of officials	13
General.....	13
Meet coordinator	13
Referee.....	16
Starter.....	22
Recorder.....	24
Timer	28
Finish line judge	30
Clerk of the Course.....	33
Runners	34
Lap recorder/scorer	34
Track stewards	35
Announcer	36
Certification of Officials	37
Certification Program.....	37
Program Description.....	37
Maintenance of Status.....	39
Closing remarks	40

INTRODUCTION

Welcome to Officiating

Welcome to the world of speed skating officiating. Your previous involvement in officiating in this or another sport may be extensive or very slight. The very fact that you are now showing a further interest is a good sign that you really want to make your involvement worthwhile.

The success or failure of any competition in sport depends on competent officiating.

We have all been to the competition or game where officials are hesitant and a little unsure of their duties. By exhibiting uncertainty, control is lost and fairness to competitors in the game or meet is in jeopardy. On the other hand, when the corps of officials are sure of their duties and work together in a calm, sure manner, and one can be assured of a smooth-flowing competition or event with all participants receiving every opportunity to perform to their best.

The officials do not want to dominate the competition, rather, the good official tends to fade into the background, but it is their sure hands at the helm that make things go in the right direction.

The **BASIC ROLE** of the corps of officials is the control and supervision of an event to the end that:

- 1) The competition is conducted within the spirit of the rules for the safety and well-being of the participants;
- 2) The competition is conducted in a manner permitting complete opportunity for achievement of all participating athletes;
- 3) An atmosphere (environment) of enjoyment is promoted.

A good official in any sport makes an extra effort to learn more about his/her particular job so that these ideals can be accomplished and the participants, for we must never forget that this is what it is all about, get the benefit of **BETTER** competitions.

Course Content and Time Frame

The Level One clinic takes approximately 4 hours to complete. The course content and suggested time frame are given below.

Introduction (5 minutes)

- ❑ *Welcome and Introduction*
- ❑ *Purpose and Outline of Course*

Officiating (15 minutes)

- ❑ *Role of an Official*
- ❑ *Code of Ethics*
- ❑ *Communication/Rapport*

Competition (30 minutes)

- ❑ *Meet Formats*
- ❑ *Age Classes/Distances*
- ❑ *Sanctions/Records*
- ❑ *Organization*

Duties of Officials (30 minutes)

- ❑ *Meet Coordinator*

Duties of Officials (30 minutes)

- ❑ *Referee*
- ❑ *Starter*

Duties of Officials (45 minutes)

- ❑ *Recorders*
- ❑ *Timers*
- ❑ *Finish Line Judges*

Duties of Officials (30 minutes)

- ❑ *Clerk of the Course/Runners*
- ❑ *Lap Recorder/Scorer*
- ❑ *Track Stewards*
- ❑ *Announcer*

Certification of Officials (15 minutes)

Evaluation (15 minutes)

- ❑ *Multiple Choice Test*

Closing Remarks (5 minutes)

End of Clinic

Foreword to Instructors

Level 1 covers the general roles and responsibilities of officials in short track, long track (mass start) and long track (Olympic style) speed skating competitions.

The current manual is in an updated, more detailed form from that which was originally prepared in 1982 and shortened in 1986. The course takes about four hours and can be given in the morning, afternoon or evening, whichever is most appropriate for the instructor and participants.

It may be difficult to remain within the suggested time frame and every effort should be made to keep the clinic moving while allowing sufficient discussion to ensure the thorough understanding of the participants.

Forms contained in the manual are examples only. Actual forms may be downloaded from www.speedskating.ca or requested from the Sport Development Coordinator at the National Office.

Rules referred to in the manual should be read and discussed at the time that they are referred to.

It is hoped that this updated manual continues to meet the needs of beginning officials and those who are endeavouring to instruct them.

Alan Overend, former member
Officials' Development Committee

Please note: *In this manual, the masculine gender has been used only for convenience. The female gender also applies.*

****Insert photo****

A successful event depends upon:

- ❑ The skaters
- ❑ The officials on ice
- ❑ The recording crew and off-ice officials
- ❑ All other volunteers

Important for the officials:

- ❑ Study and know the rules
- ❑ Work as a team

OFFICIATING

Canadian Code of Ethics for Sports Officials

1. I shall have complete knowledge of all rules and procedures for officiating competitions applicable to my sport.
2. I shall honour all commitments of which I have obligated myself.
3. I shall strive to set good examples during the course of competition; realizing the prime function of the official is to make competition an enjoyable experience for all participants.
4. I shall keep in mind that my important charge is the safety and general welfare of all those under my supervision.
5. I accept my duties as a public trust and remember my responsibilities extend to my fellow officials to whom I pledge complete allegiance and loyalty of support during the discharge of all officiating duties.
6. I shall keep myself physically and mentally fit and shall wear with pride the accepted officials' attire, maintaining a neat and credible appearance.
7. I shall refrain from intimidating coaches and players and shall never question the integrity of my officiating colleagues.
8. I shall NOT tolerate any action by a coach or a participant which may be physically dangerous to opponents.
9. I shall strive to render decisions firmly but without arrogance; fairly but without officiousness; and to render all decisions according to the rules regardless of the score, the individuals concerned or partisan spectators.
10. I shall conduct myself at all times so as to instil in all competitors and other competition officials a respect for each and the other; to avoid obscene language and/or personal remarks; and shall strive to display the virtues of dignity and sincerity in a sportsmanlike manner.
11. I shall constantly review my work and seek to improve the standards of officiating as a means of dedication and loyalty to the sport I serve.
12. I shall strive to create good working relations with all sport sponsors, coaches and managers, with a show of respectful liaison and communication on all matters pertaining to my role.

Communicating

Communication between officials and all those with whom they come in contact with is more important. Everything else breaks down if adequate communication is not maintained. To this end, the good official should:

1. Explain decisions to participants clearly and concisely. Answer pertinent questions, but avoid arguments and prolonged discussions (Decisions should be explained only by the Referee or its delegate).
2. Communicate verbal messages in an orderly fashion, giving all pertinent facts.
3. Avoid showmanship. The contest belongs to the contestants.

4. Be positive in attitude towards competitors and fellow officials alike. Remember, a competent official will keep the event under control without resorting to exercising undue authority.
5. Be in the correct position to make the call and make it promptly.
6. NOT communicate displays of temper by actions.
7. Display composure and courage under stress.
8. Move, look and act like an official.
9. Ensure that any signals between officials are clearly understood.
10. Make any discussions re: the competition, individuals, etc. positive rather than negative. If approached with a negative statement, turn it around and make it a positive statement (A disqualification is not to punish one competitor, but to ensure the equality of opportunity for all competitors).

Rapport

The rapport which develops between officials and all others connected with the sport is of major importance not only in the conduct of the competitions, but also in the growth of the sport and the development of both skating skills and the participants themselves. The rapport can be divided into the following groups:

Official/Skater Rapport

Be friendly at all times – but do not rely on friendship.

Be courteous and polite.

Referee or Starter should communicate briefly but cover all pertinent points if discussion arises.

No official should allow himself/herself to get into *on the skating surface* conversations with contestants. These can be wrongly interpreted by opposing contestants, fans, media, etc.

Be firm in every *in-contest* situation.

Address skaters by *Miss/Madam/Mr./Sir/etc.* or by their racing number. Insist they in turn address you in the same way, or as *Mr./Miss/etc. Referee/Starter/Other Official.*

Official/Coach Rapport

Same type of relationship as with skaters.

Be prepared to meet privately for rule interpretations and discussions. Remember, you cannot alter a rule and thus, can only pass along its proper interpretation.

During *in-contest* situations, provide rulings, but do not engage in prolonged discussions. Provide the ruling and move away.

Remember, any protest can not be submitted if the protest is something to do with a decision taken on the field of play.

Official/Official Rapport

Assist new officials to become integrated with your group. Offer extra equipment you may have which would help them get started.

Discuss such things as mechanics, rules knowledge, judgement matters, with less experienced officials. Let others benefit from your experience.

Set a high standard of morals, ethics, dress etc. for younger (newer) officials to emulate.

Never discuss a call within hearing of participants or others not directly connected with the officiating. If there is some conflict between two officials, make sure that it is resolved in a dressing room or at some point away from participants, coaches and parents. Do not let a prolonged discussion over some point interfere with the conduct of the meet.

Fans and Media Rapport

Everyone involved should recognize the value of both fans and the media. In all types of sport, fans are important – for without their support, many activities would be virtually eliminated. The fans that attend a meet often are there representing a sponsoring or municipal body which can make or break the club or organization.

Everyone should also recognize the influence of the media on sport – for the printed or spoken word of any sport commentator is often taken as gospel. These people accordingly exert a good deal of influence on the acceptance of the sport, its fan following and the general acceptance by the public.

It is therefore important, that the fan and the media receive the benefit of as much rules and contest situation knowledge as can be transmitted to them (in fact, as much as they will accept).

The objective in communicating with fans and media is as follows:

- ❑ To upgrade the image of officiating and sports in general with these two important sectors.
- ❑ To provide them with a better knowledge of rules, officiating techniques, etc. – to improve their understanding and appreciation of the sport.
- ❑ To give them a better understanding of how better officiating assists in the prevention of injuries and also encourages more people to participate.

To this end, it is advisable to communicate rule interpretations to the Announcer so that he/she may inform the fans any time something unusual happens. Go out of your way to assist a media person to get the picture or story that they are interested in.

Officials are Athletes Also

To be an effective official, a person must maintain an appropriate or adequate level of fitness for the job. Some officiating jobs, of course, do not require a high level of fitness – you just need to be able to withstand the cold to be a Timer or Finish Line Judge, but for a Referee or Track Steward who will be on the move all day quite a bit of conditioning is required to withstand the strain. Some form of training program should be started before the season if a person is going to be involved in one of those strenuous positions.

Before any sincere training program is initiated, it is necessary to get a general physical check-up and stress test by your family physician and regular follow-ups should be made for evaluation of general health.

Once a competent physician has established a person's level of condition, many programs for improving that level of conditioning are available through community organizations, fitness clubs and other agencies, etc. These give detailed programs of continuing activities designed to raise your level of fitness to the job requirements.

Again, do not attempt to initiate any conditioning program without specific advice from your doctor, showing your current level of fitness and what your constitution can stand.

COMPETITIONS

What is Speed Skating?

Speed skating is simply racing on ice. The skater who skates a measured course and finishes first (mass start) or has the fastest time (Olympic style) is the winner. It is not some sport that requires a lot of study and understanding of complicated rules. Basically, it's just fun. Children love to skate. Children love to race. Put them together and you have lots of fun.

Rules and regulations and good officials to see that these are carried out, are needed in every sport. The rules are set-up to ensure equal opportunity for all participants and officials are on-hand to see that these are adhered to.

The rule books for speed skating have been formulated by Speed Skating Canada (SSC), founded in 1887, and the International Skating Union (ISU), which was founded in 1892. Figure skating is also ruled by the ISU. The rules have been incorporated and expanded to cover the various situations which arise in long track and short track. These change from time to time and will be reviewed in depth later, but basically, the rules state that a skater may not shorten the marked course in any way and may not interfere with or impede another skater.

Types of Competitions

There are three basic types of competitions in speed skating:

- ❑ Long track (Olympic style)
- ❑ Long track (mass start)
- ❑ Short track

Long Track (Olympic Style)

Most people are familiar with long track (Olympic style) skating since they have viewed it on television during the winter Olympics. It has been around since the late 1800's. The first world championship was held in Montréal in 1898.

In this type of competition, which was held indoors for the first time at the winter Olympics in Calgary in 1988, two skaters (referred to as a pair) race against the clock in separate lanes on a 400m oval with a cross – over provided in each lap to assure that both skaters skate the same distance in a race. There is little likelihood of any individual contact and the only criterion is the best time for the distance. Competition is against the clock rather than against the other skater on the ice.

Long Track (Mass Start)

Long track (mass start) competitions are usually held on a 400m outdoor oval. They may also be run on an indoor oval, such as exists in Calgary.

In this type of competition, up to six skaters start at one time from a designated start line and race directly against each other in an attempt to win the distance. Speed and endurance are the most important factors in winning the race. Outdoors, the weather may also be a big factor in the racing.

Outdoor mass start is generally with competition restricted by age and gender (age class), but all-points (ability) competitions, which mix these up, are also common.

Short Track

Historically, this has been the most common type of competition in North America. It is held inside an arena. Over the years, a variety of tracks have been used, i.e. the “peanut”, double radius, etc. The current standard is the 111.12 m oval track.

Similar to long track (mass start), short track involves up to six competitors racing directly against each other for a prescribed number of laps. Strategy is as important a factor as speed in winning the race, and the possibility of contact is high.

Short track skating is relatively new at the international level. The first World Championship was held in Meudon-la-Forêt, France in 1981. Short track was a demonstration sport at the 1988 Winter Olympics in Calgary and received full status at the 1992 Winter Olympics in Albertville, France.

It is very exciting to watch these highly-skilled skaters making their passes and showing their strategy, tactics and nerves of steel in a confined area. Four skaters are the norm in a race at the international level, but there may be up to six.

Competition in short track skating is generally restricted by age and gender (age class), but all-points (ability) competitions are also common.

Equipment Required

For long track (mass start and Olympic style) competitions, no protective gear is specified, but gloves or mittens and long-sleeved outfits are worn for protection from the elements. Goggles and woollen face masks are sometimes worn in excessively cold weather. Conditions permitting, skaters prefer to wear the lightest and most aerodynamic uniforms for easier movement and higher speed. Long track skates have a lightweight leather boot with long, thin blades to permit the skater to glide in long, straight strides.

In short track skating, because of the confined space imposed by an arena, the skaters are required to wear safety-type headgear (a complete hard shell fastened under the chin) a neck protector, knee pads, shin guards, cut/water-resistant gloves and long sleeved clothing. Thick padding on the boards is necessary to protect fallen skaters. Short track skates have a reinforced, fibreglass-moulded boot with slightly shorter, thicker offset blades to allow the skater to maintain speed and control in the turns.

Age Classes/Distances

Age classes are clearly outlined in the SSC Information Manual (Red Book) under the Competition Section (Section K – Green pages) of the Procedures and Regulations (P&R's).

In summary, a skater's age for any competition is determined by his/her age on June 30th prior to the competition. The skating season commences on July 1st of one calendar year and ends on June 30th of the following calendar year (Rules K3-100, K3-102 and K21-100).

This means simply that if a skater has a birthday on June 30th, he/she will be one year older in skating age for the coming season, but if his/her birthday falls on July 1st, he/she will remain at the same age for another season. For example, a skater has a birthday on July 1st and becomes 14. Since on June 30th, his/her age was 13, that skater can still skate one more year in the juvenile age group. If the birthday had been on June 30th, the skater would have moved up to the junior age group.

Age Classes – Long Track (Mass Start) / Short Track

Age classes recognized by SSC are:

Masters 5	70+
Masters 4	60-69
Masters 3	50-59
Masters 2	40-49
Masters 1	30-39
Senior	18 and over
Intermediate	16 and 17
Junior	14 and 15
Juvenile	12 and 13
Midget	10 and 11

Also recognized but not eligible to skate in Canadian Championships:

Pee Wee	6 and 7
Bantam	8 and 9

Not recognized by SSC but recognized by most branches is:

Cradle	under 6
--------	---------

Age Classes – Long Track (Olympic style)

Age classes recognized by SSC are as follows:

Senior	19 and over
Junior	18 and under

Age Classes – Short Track (ISU)

Age classes recognized by ISU are as follows:

Senior	17 and over
Junior	12 to 16

Distances Skated

Distances skated by those classes recognized by SSC are outlined under the competitions section (Section K-Green pages) of the SSC procedures and regulations. Reference should be made to the latest revised edition of these P&R's since changes are occasionally made. For those classes not recognized by SSC, reference should be made to Provincial/Territorial Procedures and Regulations.

Records

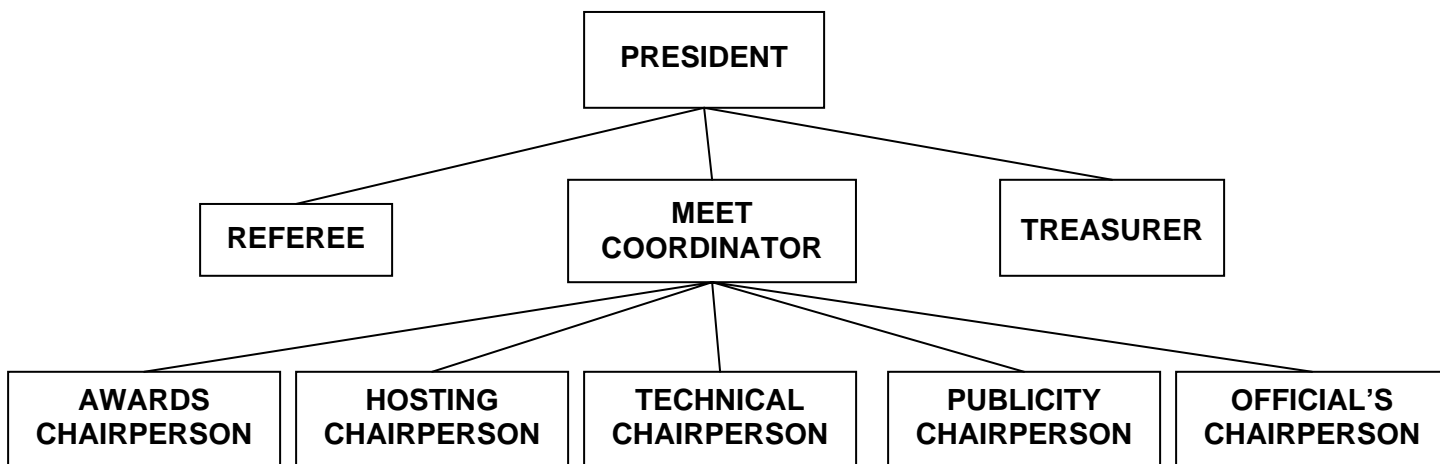
Records are the goal of almost every skater since a record is the display of the skater's personal best in his/her club, his/her province, Canada, North America or the World. In each case, the skater is showing superiority over other skaters in his/her class on an every-broadening scale.

Records are made to be broken and each new record set is a goal for another skater to equal and surpass. Accuracy in recording the records and in documenting such is increasingly important.

The procedure for handling SSC records at sanctioned meets is covered under the Records Section (Section U – Blue Pages) of the SSC P&R's (U1-100 through U5-103. These should be reviewed thoroughly as well as any provincial regulations on records.

The referee at the meet who does not do his/her part, the Meet Coordinator or Chief Recorder who do not follow through with the paperwork in time, or the Timer who doesn't handle a watch correctly may all contribute to a great deal of disappointment for an athlete who has worked hard to come up with a moment of glory.

Organization of a meet



1. The **PRESIDENT** is primarily involved in bidding for the meet.
2. The **TREASURER** is involved with finances as they apply to the committee functions.
3. The **MEET COORDINATOR** is the person who puts the meet together. He/she sets up and oversees the committee – makes sure all functions are done on time.

4. The **AWARDS CHAIRPERSON** looks after obtaining awards of all types and also makes arrangements for presentation of these awards, photographs etc.
5. The **HOSTING CHAIRPERSON** arranges for details of accommodations, lunches for officials and any social functions involved with the meet.
6. The **TECHNICAL CHAIRPERSON** procures facilities and equipment needed, arranges track certification and arranges for a full slate of competent officials.
7. The **PUBLICITY CHAIRPERSON** arranges for maximum publicity within the community for the meet and also to other clubs, associations or regions which may be involved. Promotional ideas, such as selling t-shirts, pins etc.
8. The **RECORDING CHAIRPERSON** (Chief Recorder) sets up the paper flow of the meet, obtains sufficient helpers and equipment for the meet and follows through with all the paperwork after the meet.
9. The **REFEREE** takes over complete charge of the meet at the start of the meet or the draw. His/her decisions are final from that point on in all matters relating to the meet.

Bidding process

Applications for all competitions should be made in a formal manner. To upgrade officiating and ensure better competitions, an indication must be given that someone really wants to hold the competition. Whether the competition is at the club, provincial or regional level, the organizers will really have to work at having good officials handling the meet and strive to have the best possible competition in every way.

With the growth of our clubs and branch associations, the interest in holding competitions should continue to mount in the same way that interest has increased in hosting the national championships.

Major competitions should be bid for at least two years in advance to give adequate preparation time. Bids should include full details of facilities available to handle the competition, experienced personnel available and accommodation and travel arrangements.

Sanctions

A sanction must be obtained from SSC for Canadian Championships, North American Championships, World Cups and World Championships. Sanctions may also be obtained from SSC for club competitions, interclub competitions, provincial championships (open) and regional championships.

SSC sanctions provide the opportunity to register Canadian record times. They stipulate that SSC regulations must be followed and various procedures which need to be attended to. No policing is done, however, the Meet Coordinator, Referee and Starter for the particular competition must submit individual reports to the SSC office.

According to the book, Section K (K1-100 to K1-110, K5-100 and K5-101) Sanctions/Reporting of Results for Canadian Championships (K20-100, K20-101, K23-100, K24-100 and K25-100), Sanctions/Reporting of Results for meets other than Canadian Championships and (K40-100, K41-100, K45-100 and K45-101) Sanctions/Reporting of Results for North American Championships, there is quite a lot incumbent on the receipt of a sanction.

A thorough study should be made of the SSC P&R's and the Competition Hosting Manual in the relevant sections quoted above to make sure that sanctions are handled properly. There is nothing more frustrating to a skater than to come up with an outstanding performance only to

discover that the hosting committee has not made the proper arrangements for sanction and his/her time will not be eligible for a record.

If your provincial association has a sanction procedure, this also should be considered thoroughly because there is more of a chance of breaking a provincial record than a Canadian record at any given competition.

ROLES OF OFFICIALS

General

The main roles and responsibilities of the officials are outlined in the SSC Information Manual (Red Book) under the Rules Section (Section N – Yellow Pages of the Procedures and Regulations).

The following sections describe the various officials' positions in short track, long track (mass start) and long track (Olympic style) speed skating competitions.

The officials needed to run a speed skating competition are as follows:

- Meet Coordinator
- Referee
- Starter
- Chief Recorder
- Chief Timer
- Chief Finish Line Judge
- Clerk of the Course
- Lap Recorder
- Track Stewards
- Competitor Steward (sometimes required)
- Assistant Meet Coordinator
- Assistant Referee(s)
- Assistant Starter(s)
- Office/Board Recorders
- Timers, Timers' Recorder
- Finish Line Judge
- Runners
- Lap Scorer (if required)
- Announcer

For all SSC sanctioned meets, including Canadian Championships, the following officials must hold a current SSC Membership Card: Meet Coordinator, Referee, Assistant Referee, Starter, Assistant Starter, Competitor Steward, Chief Recorder, Chief Timer, Chief Finish Line Judge, Clerk of the Course, Track Stewards and Announcer.

While the Meet Coordinator, Referee and Starter are designated as the lead officials, all other officials are important cogs in staging a successful competition.

Let's take a look more closely at these positions.

Meet coordinator

The Meet Coordinator is responsible to the club/provincial executive and Referee for the total organization of the meet. This includes receiving and verifying entries, setting the program of events, overseeing the Chief Recorder and ensuring that all paperwork before, during and after the meet is complete, including record applications and results distribution.

The Meet Coordinator must know the main rules which cover the organization and the running of the particular competition. He/she must also have a thorough understanding of the duties of all officials. Meet Coordinators must be highly organized, perform calmly under pressure and work well with and be able to draw upon the strengths of the other volunteers.

The Meet Coordinator's overall function is much the same for the various types of competitions. Most Coordinators will serve an apprenticeship under someone who has handled meets previously. If this is not possible, the Meet Coordinator will have to learn quickly the many items that need to be handled.

The following section provides general information intended for organizing competitions where the meet coordination responsibilities are primarily the technical aspects of the competition. For higher-level competitions, the organizational structure is more complex and the SSC Competition Hosting Manual should be consulted.

Prior to the Meet

The organization of a meet should commence well before the actual date of the competition. For local club or small provincial competitions, three to four months is plenty of time. For larger provincial, regional or national competitions, six months to one year or more is usually necessary.

Once a bid for a meet has been accepted, the Meet Coordinator sets up, usually with the help of the local club president and/or executive, an organizing committee to handle the various aspects of the meet, i.e. awards, hosting, technical, publicity and recording (see page 19). The Meet Coordinator oversees the function of the committee and therefore delegates most of the duties to the committee members (chairpersons).

The meet coordinator should hold regularly scheduled meetings to make sure the committee is functioning smoothly and that things are falling into place at the right times. There are plenty of items to be attended to. The Meet Coordinator's check list is useful in ensuring that these items are looked after (Refer to SSC's Meet Coordinator's Guide).

If the SSC sanction has not been requested at the time of bidding, this must be attended to immediately. Sanctions for most meets must be requested in writing from SSC at least 14 days before the competition. For Canadian Championships, the sanction should be requested by July 31st prior to competition (K1-104).

Numerous officials are required to run a meet (Appendix A). All must be contacted in plenty of time for the meet. Most importantly, the Referee and Starter should be lined up as soon as possible. For Canadian Championships, the Referees, Starters and Competitor Stewards are appointed by the SSC Officials Development Committee as required for that specific meet.

Ice time at the designated facility must be booked well in advance and must be adequate to handle the proposed number of races as well as warm-ups and flood breaks. Consideration must also be given to obtaining dressing rooms, recording office, officials' room, marshalling area, first aid room and having food services or a concession available.

For preliminary scheduling purposes, a good rule of thumb for short track is 20 seconds per lap plus 1½ minutes between each event and 15 to 20 minutes for each flood. The time requirements for long track (mass start) are generally greater due to the larger ice surface (i.e. 45 to 60 seconds per lap). For long track (Olympic style), the requirements vary significantly due to the range of distances skated, i.e. from 500m to 10000m.

Meet entry forms accompanied by an information sheet need to be prepared and distributed to all potential branches/clubs. For Canadian Championships, the forms must be sent out at least 60 days prior to the competition (K1-106).

For most meets, Branches or SSC for National Meets (see rule K2-105) will establish the amount of the entry fee.

The Meet Coordinator works closely with the Chief Recorder (and other recorders as required) during the registration procedure and in setting up and finalizing the meet schedule (program of events). Specific requirements depend upon the type and level of the competition. These are summarized in general below.

Short Track and Long Track (Mass Start):

In age class mass start competitions, two registration sheets are used for each age class – one for male, one for female. The Meet Coordinator works with the Chief Recorder to fill in these sheets as the entries come in after the entry deadline. Note N4-106 for restrictions on numbers in a race.

A program of events must then be prepared. This is also done in conjunction with the Chief Recorder. For most SSC sanctioned meets, the program of events must be set up in accordance with K22-100. Requirements for Canadian Championships are given in K6-100 – K6-102 and K8-100.

Remember that heats, semi-finals and finals must succeed each other in that order if you have more than the maximum number of skaters allowed on the starting line entered. Also, sufficient time must be allotted for skaters to recover between races.

Long Track (Olympic Style):

In long track (Olympic style) competitions, the entrants are grouped in terms of junior and senior, either men or ladies. The Meet Coordinator works with the Chief Recorder to set up the program of events which must be in accordance with K6-100 and K8-100 (Canadian Championships) or K22-100 (SSC Sanctioned events). The Meet Coordinator (again with the Chief Recorder) must also organize and assist the Referee in conducting the pre-race drawings of skater pairings.

National Team Trials:

Groupings for national trials are men and ladies only. The Meet Coordinator assists the SSC High Performance Committee and the Referee in establishing the program of events and seeding of skaters. In the long track trials, the format often follows that for long track (Olympic style) competitions. In the short track trials, the format are based on all-points procedures (described briefly below).

Short Track (ISU):

In short track (ISU) competitions, the entrants are grouped in terms of men and ladies. The Meet Coordinator assists the Competitor's Steward and Chief Recorder, as required, in setting up the program of events and seeding skaters into heats, quarter-finals and semi-finals.

All-Points (Mass Start):

All-points (ability) competitions are a form of mass start racing designed to improve the quality and appeal of mass start meets by ignoring the age and gender classifications and instead, racing skaters of similar ability. The format provides tighter competition through better groupings of skaters and more racing for each skater since skaters are not eliminated during each round of racing.

In all-points competitions (both long track and short track), all competitors are ranked from fastest to slowest (Masters and cradles may be grouped separately according to age class). The initial ranking is based on seed times submitted on the entry forms or from time trials skated at the start of the meet. The meet coordinator works with the Chief Recorder to set up the program. There are many forms of all-points competitions. Some have heats, semi-finals and finals, while others have just finals (see Recorders section for more details).

The Day of the Meet

The Meet Coordinator should hold a coaches' meeting prior to the start of the meet to introduce the Referee and Starter, address any technical concerns, announce any changes to the program of events, note any scratches and make any special announcements i.e. lunch breaks, first-aid services, banquet etc.

The Meet Coordinator must also ensure that all committee members have their areas under control and everything is in place at the start of the meet. If you have done your job well, the meet should run smoothly. You should be constantly on the look-out for potential problems during the meet, however, since there is almost always something unexpected that comes up and needs to be attended to.

At the End of the Meet

The Meet Coordinator should oversee the awards presentation and make sure that the Recorders complete all the necessary paperwork. The meet results (protocol) must be compiled and given out at the awards presentation if possible or sent to the clubs following the meet. For Canadian Championships, the protocol must be sent to all clubs concerned, all Branches and to the SSC office within 14 days after the meet (K5-100).

Applications for records must be prepared, signed and sent to the local Branch or in the case of Canadian Records, submitted to SSC as per the rule concerning submission of records.

Following the meet, all borrowed or rented equipment should be returned and letters of thanks prepared and distributed to all volunteers and service providers. The Meet Coordinator is also obligated, under the terms of the SSC sanction, to fill in the SSC Competition Report and forward it to the Sport Development Coordinator within 30 days of the competition.

Referee

(Rules N2-103 to N2-105 – Yellow Pages)

The Referee, as the Chief Executive Officer, is responsible for all aspects of the meet. His/her main requirement is a thorough knowledge of the rules and a sincere intention to apply them firmly but fairly. A novice Referee has probably had some experience as another official or has been a former skater and has a fair idea of the rules.

The Referee has broad, far-ranging powers to change everything from distances to the ice surface, to make rulings consistent with fair play and in fact, to do anything necessary to ensure that the meet is completed in the best manner possible.

The Referee decides all points of dispute and infringement of the rules. His/her decision is final although there is provision for a written protest (on interruption of the rules, not on judgement calls) which ultimately is also decided by the Referee.

It is the responsibility of the Referee to oversee the enforcement of current rules relating to the size and placement of skater's numbers (N3-104), the track measurements and layout (N1-100 – N1-101) and in short track competitions, suitable protective padding (N4-102) and proper safety clothing and equipment (N4-103).

It is the responsibility of the Referee to maintain ice quality by calling for water on the corners and re-surfacing as needed indoors and by watching for gouges and cracks and having the ice swept or flooded according to the availability of equipment and feasibility under weather conditions outdoors.

It is the responsibility of the Referee to call disqualifications and to notify the coaches and the announcer of the same. The Referee may also advance a skater who is hindered through no fault of his/her own in a heat or semi and must notify the coaches and announcer of this immediately. In short, the Referee is the final authority and should be consulted by other officials if any question arises.

There are only two points where the Referee does not have complete control and final authority:

1. The Starter has complete control of the start and may not be overruled on a false start or similar occurrence. A Referee may still call a disqualification for interference or other improper conduct in the starting area.
2. The Finish Line Judges' decision as to the order of finish is final and without appeal. The Referee may not overrule that decision, but may be required to query the Chief Finish Line Judge if some dispute arises.

The Referee may replace any official if, in the opinion of the Referee, the official is not doing an adequate job.

In the case of any dispute, the Referee is the only official who should be approached by the coaches. Skaters should channel any queries or concerns on any official decision through their coaches to the Referee. Parents or other interested parties should not be allowed to harass any officials, but may channel their concerns through the official club coaches.

The use of a *coach's box* is strongly recommended for all meets. This provides an area, preferably on the opposite side of the ice from the Timers and Finish Line Judges, where the coaches may attract the attention of the Referee and speak to him on any matter of concern. The Referee will usually insist on the use of a coach's box.

The Assistant Referee(s) is generally requested to watch over a certain part of the race, or a certain part of the track, by the Referee. He/she may be requested by the Referee to take over the full authority for the meet for a limited period of time at which times, he/she will have the same authority as the Referee.

When the Referee is in charge, the Assistant Referee shall not call disqualifications, but shall bring the infractions to the attentions of the Referee who shall then decide upon the further course of action. Normally, it is expected that the Referee will have full confidence in his/her assistant(s) and will back that person by calling a disqualification when an infraction is brought to his/her attention, but the Referee needs to be fully aware of the circumstances in case of later disputes which he/she must settle.

The Referee holds a meeting with the coaches prior to the start of the meet and with the assistance of the Meet Coordinator, goes over the scratches and any changes to the program which many have been necessitated. At this meeting, he/she should be prepared to answer any questions on interpretation of current rules and clarify any recent changes. If there are any points of contention which he/she has observed from other meets, he/she will bring any relevant rulings to the attention of the coaches.

The Referee is expected to know the rules thoroughly. He/she should have his/her copy of the current SSC Procedures and Regulations as well as a copy of the latest ISU Regulations with him and available for consultation in case of protest.

The Referee tries to be fair at all times. To allow an infraction to pass because a skater is *last* or *it wouldn't matter in the point standings* is not fair to the skater involved. Some laxity is shown to the Cradle class – in fact, the Referee will do all in his/her power to assist these little skaters to get enjoyment out of being on the ice, but its serious competition for the other age class skaters and they appreciate a firm hand.

It is not a pleasure to have to disqualify skaters, but a Referee must remember that an infraction by one skater which is not called means an unfair race for other skaters. The Referee must be gentle but firm, think of the best interests of the skaters and be consistent so that the skaters know what to expect.

Short Track

For short track competitions, the Referee must be relatively fit and be prepared to skate with most of the races. Action is fast and the Referee should endeavour to stay as close to the activity as possible without interfering with the race. Impeding is the main cause for disqualifications. In calling this, the Referee places most of the onus on an overtaking skater. That skater must make a clean pass without causing the skater in the lead to break stride. The lead skater is determined by the normal skating pattern. The skater in the lead may be subject to disqualification if he/she impedes or interferes by deviating from a normal skating pattern or uses arms or body to try to prevent a pass.

Skating inside the blocks on a corner is just cause for disqualification, since it is an attempt to shorten the course. Confirmation with the Assistant Referee actually involved (located in the corner where the infraction happened) in the infraction is often advisable or alternatively, the Track Steward, provided the Referee has asked that official to keep an eye out for such infractions. Remember, skaters may hit the blocks all around the corner as long as they do not skate or coast their skate inside the blocks.

The Referee should continually monitor the condition of the track, skate around on the track and check for ruts on the corners or gouges from falls. To maintain good ice:

1. Move the track often, particularly with older and faster skaters. Start with centre dots - move to the furthest from the starting line on the first corner - then to the closest to the starting line - second from outer track - second from inner track etc. As the day progresses, move to the track with the best ice. Call for a flood as often as time and equipment permits.
2. The Referee determines when and how much water to put on the corners during a meet. Too much water can soften the ice and create worse rutting conditions; too little water can result in brittle ice and chipping.
3. When a skater falls, look for a hole in the track. In most cases, the toe of the skate digs in leaving a gouge. Use your skate to scrape fresh snow from dry ice and pack it in with your bare hand. Melting in the snow with body heat creates a patch which will last. Pushing in snow with a hockey puck and dumping water on top generally results in an incompletely healed gouge. Plane the surface with your skate.
4. Ideal temperature for the ice is -4 to -7 degrees Celsius with the temperature taken just above the ice surface. After a few meets, the Referee can pretty well tell by the feel of his/her skates on the ice whether it is colder or warmer. It takes time to adjust the ice by the arena controls, so the Referee needs to pay extra attention to the use of water, particularly if the ice is too cold.

The Referee should always make the Track Stewards are fully familiar with their duties and their actions in case of a downed skater. A Track Steward can easily injure another skater by skating across in front of oncoming skaters to assist a fallen skater. The Referee is the only person who should go to the aid of a downed skater and then only if he/she feels that that skater may get in trouble if left till the end of the race.

The skater is on the best surface for an injured person, a flat, cold surface and only needs help if he/she gets up on skates in a dazed condition or is in direct skating line of the other competitors. In that case, the Referee may stop the race. In most cases, the race is completed quickly and the confusion of interrupting a race is avoided. If the skater is unable to get to his/her feet by himself/herself, do not try to move the skater or allow other untrained people on the ice to move them. Call on medical assistance in the arena for help. Keep skaters and other officials away from the downed skater.

The Referee should also make sure that the Track Stewards are reminded not to attempt to retrieve corner markers if there is any change of interfering with or impeding skaters in the race. For further details see section on Track Stewards.

The Referee should watch for a change in arm swing on the corners. This is often an indication of elbowing or punching of a skater alongside. A lead skater may defend his/her position by stiffening his/her body against pressure from another skater, but may not swing arms or elbows to do so.

ALWAYS BE AWARE OF THE RULES!

The referee's duty is to keep the races fair for all competitors. The rules have been designed to do this. IF you find a situation not covered by the rules or, in your opinion, not adequately covered by the rules, jot down your concern immediately and have it brought up at the next annual meeting of the provincial/territorial and/or national association.

Long Track (Mass Start)

Refereeing long track (mass start) competitions (outdoors or indoors) is much the same as short track, except there is a much larger ice surface to control and look after.

The full use of assistants will help the Referee to do a good job. The assistant Referee(s) should also be fully conversant with the rules and knowledgeable about what to look for. Good communication should be maintained between all officials to expedite decisions (walkie - talkies are essential in this regard).

For most meets, there is usually only one Assistant Referee. In this case, the Referee covers half the oval and the Assistant Referee covers the other half. In higher level competitions, there are at least two and often more Assistant Referees. This allows the Referee the opportunity to concentrate on the key parts of the race. The Referee and all Assistant Referees need to be on speed skates!

The Referee may also direct the Track Stewards to look for certain infractions. They should be reminded to look for the Referee or Assistant Referee immediately if an infraction is perceived. The Referee calls the disqualification if such is required, but co-operation is needed to get the information to him in time to inform the coaches and the announcer before that skater leaves the ice.

Impeding, interference and loafing are still basically the same calls as in short track. The Referee and Assistant Referee(s) just have to move further to keep all skaters in view. A track through the middle of the oval helps in covering the full surface.

Other problems which may occur in long track (mass start) skating:

- ❑ If the lead skater drifts out on a corner and the second skater moves into the *gate*, the passing skater now has the lead and the outside skater may not impede him by *closing the gate* – moving in to the line. Causing the inside skater to break stride by moving in this way in impeding.
- ❑ If a skater in falling knocks another skater down, the falling skater may be disqualified for impeding. This is a discretionary call because the skater knocked down may have had something to do with the fall. Stay with the race and be sure when making the call.
- ❑ *Drifting* to the finish line in the last straightaway is more prevalent in long track. Skaters have a tendency to pull towards the outside as they look back over their shoulders to see where the other skaters are. It's not serious unless they interfere with other skaters in doing so, but is cause for disqualification. Coaches should warn their skaters to pick a lane and stay in it unless attempting to pass in the final stretch.

Ice conditions are more difficult to control outdoors. Gouges and holes are more difficult to patch in severe conditions. Wet snow applied from a bucket with a trowel is the best way to patch. Warn the coaches and skaters of any developing trouble and monitor it. If the ice conditions become dangerous, stop the meet until the problem has been rectified.

Weather conditions may cause the Referee to change the length of the races in the day's program, cancel a part of the program or even change the site of the races from one place to another. It's his/her decision. The criterion is being as fair as possible to all skaters and not to be swayed by one individual's thoughts for an individual skater. A decision is made and adhered to unless there is just cause to reverse it.

Weather conditions may affect the other officials. If temperatures are extreme, breaks must be called more often for officials to warm-up. It must be remembered that all are volunteers and they won't be back if they find it too tough. The Referee should set a time limit on the break and enlist the assistance of the Chief Timer and Chief Finish Line Judge to round up their officials and get them back in position at the end of the break.

The lunch break should be as short as possible. The sun may feel warm at noon, but the chill will set in early enough in the afternoon and the sooner the meet is completed, for the day, the better for all.

Long Track (Olympic Style)

Refereeing long track (Olympic style) competitions (outdoors or indoors) is much less demanding than refereeing either short track or long track (mass start) races since there are only two skaters on the ice (both in separate lanes) at any one time. At least one and often two Assistant Referees are usually assigned to assist the Referee.

The Referee has the duty of overseeing or conducting the draw for pairs at the meeting generally called on the evening preceding the first day's skating. Skaters are interested in whom they skate with and when they skate, so these pairings should be posted as soon as possible. Pairings for the second day of racing, based on the first day's results, are also determined in a draw before the second day of racing.

Details of pairings are given in the ISU Regulations. All Referees should have a copy of this with them in case of any disputes. The main rules are Rule 223, Rule 228, Part 5 and Rule 229. In long track (Olympic style) competitions, there are basically only three points of concern on the ice as follows:

- ❑ Entering the corner at either end of the ice surface: The skater may try to shorten the distance by skating inside the snow line or block line. The skater may finish his/her stride by cutting through this line, but if there is any weight on the skate inside the line, a foul is committed.
- ❑ Entering/exiting the cross-over area: The skater may try to shorten the distance when he/she is entering the cross-over area from the outer to the inner track. This may also occur when the skater is leaving the cross-over area from the inner to the outer track. At the point where the line is marked on the ice, the skater must be skating outside it.
- ❑ The cross-over area itself: The skater coming from the outer lane to the inner is in the lead and the onus is on the skater moving from the inner to the outer to avoid a collision.

The Referee and other officials must remain alert, particularly in long distances, since there is always the chance that a skater will fail to cross-over. If a skater does not go from the outer to inner or inner to outer on each lap, two skaters will occupy the same lane. The skater failing to cross-over is disqualified.

Skaters may also end up in the same lane if one skater is lapped. The Referee calls *Track* to the skater about to be lapped and he/she must move to the outer portion of the lane being skated in without interfering with the passing skater. Any interference is cause for disqualification. Warn the slower skater well in advance that he/she is about to be lapped.

A skater who has been lapped may not act as a pacemaker to a leading skater. Once the skater has been passed, he/she must remain at least 5m behind the lead skater unless having a clear opportunity to pass that other skater.

If a skater is interfered with by a fallen competitor or at the cross-over point, he/she is entitled to a fresh start. The skater must be allowed a rest of 30 minutes before the fresh start. A broken skate or dirty ice is not cause for a re-skate.

The entire curved segment of both lanes should be marked according to ISU Regulations with a block every 50cm for the first 15m and the last 15m of each curve and every 1m through the balance of the curve and every 10m along the straightaway.

If time becomes a factor for the long distance races, quartet skating (two pairs skating on the ice at once) may be permitted by the Referee. In quartet skating, two skaters are started and allowed to go part way around the oval and a start is made on a second pair of skaters. Do not wait too long for the second start, in the case of a false start. The same start and finish lines are used, but two sets of Timers are recommended to keep times straight – particularly lap times.

Ice and weather concerns are the same as those in long track (mass start) meets. In case of severe temperatures, watch for frostbite on the skater's faces. Skaters should cover their mouth and nose with a wool mask or scarf and use goggles in extreme temperatures. The Referee may insist on this for protection of the skaters in longer distances.

Starter

(N3-102 and N3-103)

The Starter is in complete control of the start and decides all disputes relating to the start. He/she ensures that all competitors have a fair and equal opportunity at the start of the race.

Short track and Long Track (Mass Start)

Starting procedures are identical for short track and long track (mass start) racing. There are two commands and two commands only, given to skaters at the start. *Go to the Start* and *Ready*. No other words should be used during the start. Any other comments made during the starting procedure only confuse the skaters.

In short track and long track (mass start); the Starter is positioned so that he/she has a clear view of all skaters at the starting line. In the case of a race in which a hearing-impaired skater is entered, the Starter must take a position in front of the skaters. No movement of the hand or arm prior to firing the gun is permitted when starting them in front. Movements of the Starter's hand or arm can give some skaters an advantage and may also be confusing to other officials.

The skaters usually come to the start with their positions pre-drawn. Starting position is decided by a manual or computer draw. Lowest numbers are on the inside while highest numbers are on the outside (by the boards in short track).

With younger or inexperienced skaters, it may be necessary to remind them of the rules such as not putting the tips of their blades over the starting line or not going down before the command *Ready*.

On the command, *Go to the Start*, the skaters take their positions on the start line. The skaters are to remain in an upright still position until the Starter calls *Ready*, whereupon they take their final starting position and hold this position absolutely still until the shot is fired.

The commands should be given in a soft, calm voice, which is pitched to carry clearly to all competitors. The interval between the last command and the gun shot is not the interval from the time the command *Ready* is given to the shot, but from the time that all competitors on the line are completely still until the shot. Starters tend to cut the interval to help the skaters, but doing this only makes the skaters more nervous and jump even faster.

A skater having his/her skates on or over this line after taking his/her starting position is guilty of a false start.

A maximum muscular tension is a condition for an optimum reaction. It is possible to keep the maximum of muscular tension for 1 – 3 seconds.

If a skater breaks from his/her mark after the words "Go to the Start" and before the shot has been fired, it is a false start. In the event of a false start, the skaters shall be recalled by a second shot or whistle blast from the Starter (or by whistle/flag from the Assistant Starter) and must return to their starting positions without delay. Failure to take the starting position immediately after a false start may be cause for a false start to be charged against the delaying skater.

The offending skater is named (warned) promptly and clearly after a false start. Do not name the whole line! By watching the hips of the skaters for the first sign of movement, the Starter can usually identify the skater responsible for a false start since all action of the feet starts with tightening of the hip muscles.

When the skaters have returned to the line after a false start, the procedure for the new start will be exactly the same as the first start.

Any skater who has been named once by the Starter will be disqualified from the race on his/her second false start. Do not hesitate to call back a race because it would mean a disqualification. The advantage won by a premature start is no less the second time.

In long track, the recalling of a race in the case of a fall within 5m of the starting line in races of 200m or less or within 10m of the start in all other races remains a discretionary one so that skaters do not take advantage of the call in the case of a poor start. The Starter determines that the fall was accidental before recalling the race. Similarly in short track, if a skater falls before the apex block (4th block) after the starting line, the race may be recalled at the Starter's discretion.

The Starter should never start a race without checking the readiness of the Timers and Finish Line Judges. Many factors may cause a delay on the part of these officials and a race could accidentally be started without them being ready. Set up a suitable mode of communication with the Chief Timer and Chief Finish Line Judge before the first race of the day. This could be verbally with walkie-talkies or by waving a flag or flashing a light.

For long track competitions, the starting gun should be of a heavier, higher calibre (i.e. .38) such that the starting shot is almost instantly heard (or seen via a smoke board) by the Timer, who, in some instances, can be up to 100 m away. Smoke-type blanks should be used to give a good cloud of smoke and flash. For short track competitions, a light duty, low calibre gun (i.e. .22), is usually sufficient.

The Starter is well advised to use an ear plug on the side he/she holds the gun. For this reason only, the gun arm is extended fully. A good Starter checks with the Chief Timer to be sure that the smoke or flash is clearly visible to all Timers. A slight re-positioning on the track may result in a much more visible cloud or flash by changing the background.

The Starter should take care of the starting guns to be used in the competition and keep them properly cleaned and oiled. A sticking firing pin can cause many misfires, delay the meet and create extra tension for the skaters on the line.

Starters should wear recognizable official uniforms, particularly at all indoor competitions. Even for a small meet, the appearance is much better if all officials on ice are on speed skates. Outdoors, because of the cost of clothing and the weather factor, speed skates and uniforms may occasionally not be practical.

Long Track (Olympic Style)

The starting procedure for long track (Olympic style) skating in Canada is governed by ISU Rules 217, 254 and 255. There are usually one or two Starters and one or two Assistants, depending upon the level of competition.

Each pairing comes to the starting line with their positions pre-drawn. The skaters skate in separate lanes. White armband – inner lane and red armband – outer lane.

In long track (Olympic style), the starting lines are usually staggered, and can be from 10-15 m apart. The starter stands well in front of the skaters, with the Assistant Starter watching the furthest line.

The starting commands must be given in a loud voice or with the help of a microphone and speakers, but care should be taken not to let the voice become shrill. A shrill voice can upset skaters who are already hyper for the race.

Instead of taking up a position at the start line on the command *Go to the start!* (as in mass start racing), the skaters must take a position between the pre-start and start lines (1.0 m apart) and remain in a still and upright position.

Following the command *Ready!*, the skaters take their final starting position between the two lines and must maintain this position absolutely still until the shot is fired. There is a distinct interval of 1 to 1.5 seconds between the time both skaters are still and the firing of the gun. The Starter's hand and arm should remain motionless prior to the firing.

False starts can be incurred for the same reasons as in mass start skating. Similarly, only one false start is allowed. Another Starter's Assistant may be positioned 50 to 60 m from the starting line and will flag down the skaters if a false start has occurred.

There is no command in the re-start in Olympic style following a false start. The offending skater(s) is informed and the skaters must then return to their starting positions on the line and wait for the re-firing of the gun. Two false starts by the same skater results in a disqualification.

In quartet skating (two pairs of skaters racing at one time), the second pair of skaters (yellow armband – inner lane and blue armband – outer lane) are started when the first pair is approximately one third to one half a lap ahead.

Similar to mass start skating, the Starter must ensure that the Timers and Finish Line Judges are ready prior to starting the race. A higher calibre gun with smoke-type blanks and a black smoke board should be used to give a good cloud of smoke and flash for the Timers to clearly see.

Recorder

(Rule N2-101)

The Recorders (in coordinator with and under the direction of, the Meet Coordinator) prepare and distribute all paper associated with the running of the meet. As such, they are an indispensable element of any competition. Accuracy, speed and remaining calm under pressure are the prime assets of Recorders.

The Recorders need a quiet, well lit, suitably sized room, equipped with photocopier/paper; computer/printer/paper, calculators, clipboards, binders, stationary supplies; SSC Red Book/ISU Manuals and SSC meet forms. A walkie-talkie is also important for effective communication with the other officials. The Chief Recorder together with the Meet Coordinator must ensure that the necessary office equipment and supplies are on-hand.

The recording office should be as free as possible from unnecessary interference from coaches, parents and even other officials. However, the office should not be so insular that nobody can access the area, for example, the media.

Several days to a week before the meet, the Chief Recorder (and often some of the recording staff) work(s) with the Meet Coordinator in receiving and verifying entries, setting up the program of events, assigning entrants to the initial heats and preparing timing and judging forms and meet result sheets.

A series of wall charts is also being prepared at this time, which is posted on an easily accessible wall in the arena (or on a designated wall or board for long track meets). By keeping the most recent results posted on the wall charts, less distraction is encountered from coaches, skaters and parents trying to find out information. One of the Recorders is specifically designated to keep the charts up to date.

Before the competition, a coaches' meeting is held, during which last minute details and scratches are announced. Make sure that the scratched names are crossed out on the applicable forms or delay will result on the ice. The same applies to scratches during the meet. Make sure that the Referee and Chief Finish Line Judge are clearly aware of the changes on the forms before the race goes to the start.

Sometimes another of the Recorders, referred to as the Trackside Recorder, may be assigned to check the data trackside prior to its delivery to the office. When there are heats, semis and finals, the speed with which this information is verified and entered helps in proceeding with the next level of competition.

Initial heating and advancement/seeding procedures for short track and long track (mass start) competitions and drawings procedures for long track (Olympic style) competitions are presented below. The compilation of results including awarding of points for both mass start and Olympic style formats are also discussed. Procedures for all-points competitions are reviewed as well.

Short Track and Long Track (Mass Start)

Initial Heating

In all SSC sanctioned short track and long track (mass start) meets in which heating is necessary, the initial heats should be seeded first by Time. Hearing for other competitions should be done primarily on the basis of best times of the skaters as follows:

Skater Hierarchy (Fastest to Slowest)	<u>Heat A</u>	<u>Heat B</u>
1	1	
2		2
3		3
4	4	
5	5	
6		6
7		7
8	8	
9	9	
10		10

Heats may be changed or eliminated entirely at the discretion of the Meet Coordinator (in consultation with the Referee) due to scratches, time constraints and/or weather conditions. The Chief Recorder should make sure that the forms sent out are correct since forms with the wrong race number can create confusion.

Advancement/Seeding

The advancement of skaters from heats to semis or from semis to finals depends upon the type of competition. In the Age Class format, the first and second-place skaters automatically advance to the next round. In cases where there are 5 on the line for the next round, the next two fastest times would also advance. In the case of 6 on the line and two heats, the first three skaters in each heat would always advance. In other SSC sanctioned meets, either the first two skaters or just the first place skater advance(s). Remaining positions for the next level are filled on the basis of the fastest times by the other skaters.

Seeding of quarter finals and semi-finals is done, as in the initial heating, to give maximum opportunity for the top skaters to reach the finals. Once the composition of the semis or finals is determined (by applying the selected method of advancing skaters) and checked, the information is posted in a area where coaches and skaters may verify the make up for that next level of competition.

Delays in determining the competitors to skate in the semi or final; and/or the composition of the semis or finals will cause delays on the ice. As soon as eligibility to skate and composition have been determined, the information is posted by the Board Recorder and passed along to the Clerk of the Course, Chief Finish Line Judge and Chief Timer.

The Chief Recorder is also charged with the responsibility of bringing to the attention of the Meet Coordinator and Referee, any heats where, after the first day's activities, it is determined that two or more of the fastest skaters have been placed in the same heat and to effect change according to the directions of the Referee.

Results Compilation/Presentation

Once the race results start to come in, the Recorders must check them and then record them onto meet results sheets. The official time and placing for each competitor in the race (including points if it is a final) must be entered.

Points should be awarded as per the rule and the type of format used for that specific competition.

Recorders will occasionally receive race results showing a first place skater with a slower time than a second place skater. This may happen in a close race and is caused by human error in timing and the timing rules themselves.

The Chief Timer should be contacted to officially make the change. However, an experienced Recorder at a small meet may also make the change, remembering that the times should be made equal to that of the first-place skater, to allow for placing as shown on the Chief Finish Line Judge's form.

At the end of the meet, the speed with which the results can be finalized and the aggregate points announced (with the individual winners, second and third places in each age class) eases the tension and adds to the pleasure of the participants.

The club points tally is also one which requires care and accuracy, but needs to be ready before the end of the awards presentation. Finally, the Recorders need to compile and distribute the meet results (protocol) and prepare and submit record applications (see page 18).

Long Track (Olympic Style)

In long track (Olympic style) competitions, the recording function is much simpler than in mass start since there are at most, only four categories (Senior Men, Senior Ladies, Junior Men and Junior Ladies) plus the Masters categories. And there are no heats or semi-finals to worry about.

Draw (Skater Pairings)

The Chief Recorder must be present at the draw (selection of pairs) usually held on the night before the competition. The Referee is in charge of the draw which is conducted in accordance with ISU Rule 239. The Chief Recorder records the results of each draw on the Pairing's form and after the draw makes copies to hand out to the coaches (immediately) and to post the next morning at the track.

The Chief Recorder then completes the pre-prepared Chief Timer's and the Chief Finish Line Judge's forms for distribution in the morning.

The Chief Recorder must also attend a second draw, which is based on the performance of the skaters in the races held on the first day. The Chief Recorder records the results of the second day's draw on the "Pairs Selected From Previous Race" form and distributes the results to the coaches. The Chief Timer's and Chief Finish Line Judge's forms are then prepared for the next day's races.

Results Compilation/Presentation

In long track (Olympic style) competitions, the race results are also checked and then entered on meet results sheets. Points are awarded on the basis of the Sammelagt Method which simply means reducing all times to a common denominator, i.e. average time for a 500m race.

Each competitor is awarded points according to the number of seconds taken to skate the race, divided by the number of 500m units in the race, i.e. a time of 47.53 seconds for the 500m becomes 47.530 points. For the 1000m, the time to skate the distance is divided in half to obtain an equivalent – 1 minute 24.49 seconds becomes 84.49 seconds and 42.245 points (84.49/2). Similarly, for the 1500m, the point total is one-third the time, for the 3000m, one-sixth and so on. Simple, particularly if you have a calculator or computer!

Sammelagt points for each skater are then totalled and the skater with the lowest point total in each category at the end of the competition is the winner. The Chief Recorder must prepare and send out the meet results and record applications.

All – Points (Mass Start)

In all-points (mass start) competitions, the skaters are initially ranked from fastest to slowest on the basis of either seed times (submitted on their entry forms) or the results of a 200m or 400m time trial (skated at the start of the meet) and then placed into groups of typically 10 to 18 skaters each.

There are several types of all-points formats. In the original format, the skaters in each grouping are placed in heats according to their ranking. Regardless of how the skaters do in the heats, all of them will be placed into a final. For example in a racing group of 12 skaters, the first three skaters in each of two heats go to a "primary" final, while the last three skaters in each heat go to a "secondary" final. In larger groups, there may be three or even four finals.

In the modified format, skaters in each group are further divided into subgroups. For example, in Group A, consisting of say 15 skaters, three subgroups would be formed, A1, containing the 5 fastest skaters, A2, the next fastest 5 skaters and A3, the last 5 skaters. Each subgroup then represents a race. Skater's cards are sometimes prepared.

After the race, the skaters are re-ranked on the following basis. All first place skaters move up a subgroup and all last place skaters move down a subgroup. For example, the first place skaters in A2 moves up to A1 for the next race, while the last place skater in A2 moves down to A3 for the next race. Movement may or may not be allowed between groups. Disqualified skaters are always deemed to be last and thus move down.

There are several methods for awarding points in all-points competitions. One involves preferentially rewarding the fastest skaters, i.e. 500 points for the first place in Group A primary final, 333 points for second place in Group A primary final, and so on. Another method is based on the number of skaters in the meet. For example, if there are 90 skaters, the first place skater in A1 would receive 90 points, the second place skater 89 points, etc.

At the end of the competition, the skater's points from each race are totalled. The winners are usually selected from each group or on the basis of age class. Records cannot be set in all-points format because the skaters are of different age and gender.

Timer

The role of the Timers is to accurately time the skaters participating in the race. Timing is very important since skaters advancing to semis or finals may be determined by times. Records are kept for all distances and all skaters like to know when they have achieved a personal best time for a distance and how their time compares with the records.

The timing function is virtually the same whether for short track or long track (mass start/Olympic style). Timing is basically quite simple with each Timer making sure that:

- The watch is started with the report of the gun (or the smoke outdoors).
- The watch is stopped at the exact moment that the skater of the skater being timed by the Timer cuts the plane of the finish line.

A timer is assigned a watch and generally briefed on procedures by the Chief Timer prior to the start of the event. Timers should make sure they are thoroughly familiar with the watch and these procedures prior to the start of the competition.

How To Become Familiar With A Watch

1. Wrap the cord of the watch around your neck to avoid losing, dropping or otherwise damaging the watch.
2. Check all buttons for function (if they work and what they do). Familiarize yourself so you know how to start, split (long track – Olympic style only), stop, record and clear.
3. Operate the start/stop mechanism with the first joint of your right index finger (left if you're left handed) as this finger has the fastest reflex time. Don't use the pad of your finger or your thumb as you will lose the advantage of a fast reaction time.
4. Test the watch by stopping and starting and resetting it a few times. In the case of a false start, you will need to do this rapidly.

Chief Timer

1. Make sure that you have a program of events, get the appropriate forms from the Recorders and have pencils and paper.
2. Obtain the stop watches from the Meet Coordinator or Technical Chairperson and make sure that each Timer has one.
3. Hold a meeting with the Timers before the meet and ensure that each knows the proper procedures for timing. Assign the times to be taken – first on first, second on first etc.
4. Make sure that the batteries for the digital watches have been checked out and that extra batteries are available.

Timing the Race

Whether long track or short track, Timers must have an unobstructed view of the finish line. The skater finishes his/her race as soon as any portion of the blade of the skate touches the finish line or extension thereof. A position close to and on or just past the finish line is best for determining the exact instant of finish.

In short track, the need to be able to see all of the finish line is complicated by the boards and the fact that the Finish Line Judges also must have a good view of the finish line from virtually the same position. Be sure that you have the best possible view of the line right to the base of the boards, since a decision may have to be made on a skater sliding or scrambling along right beside those boards in the case of a fall.

Once in position, the Timer makes sure his/her or her watch is ready for the race.

The Chief Timer primes the Timers by calling out, *Gun is up!* To draw their attention to the Starter. In long track, the watch is started at the flash or puff of smoke rather than the sound of the report because sound takes about three tenths of a second to travel a hundred metres and the Starter is often that far away from the Timers. In short track, since the Starter is much closer to the Timers and the .22 starting pistol generally used gives little flash or smoke, Timers generally start by the sound.

A Timer should not be drawn into starting the watch before the gun by movement of a skater or by the tightening of the Starter's trigger finger. Timers should not be timing a specific skater unless instructed to do so by the Chief Timer.

Immediately after the start, the Timer checks the watch to make sure that it is running. If the watch is not functioning or stops for any reason, bring this immediately to the attention of the Chief Timer so an alternative watch can be used. Do not clear a watch – even in the case of a false start – until the Chief Timer gives instructions to do so.

The finish is determined by the skate blade or any portion of it breaking the plane of the finish line and not by any other part of the skate's body. If a Timer is timing first place, he/she pushes the button when any part of the first skate cuts the plane of the finish line. The Finish Line Judges will make the decision as to who that skate belongs to. This also applies to other positions.

The above rule covers all situations, except that of electronic timing, where if a skater falls through the electronic eye and stops the clock with another part of his/her body, the following ISU Rules apply:

ISU Rule 260.3: If automatic timekeeping is used and this is stopped at the finish by other means than the skate, the official time of the skater shall be recorded as the slower time of the manual time (with 0.20 seconds added, according to Rule 251, paragraph 6) and the automatic time.

ISU Rule 260.4: In case the skater, after a fall, is out of both lanes, his official time is recorded based on the manual timekeeping. If automatic timekeeping is used in the competition, 0.20 seconds shall be added to the manual time.

In long track (Olympic style) competitions, referred to as splits, must be taken for each skater every lap (at the finish line). These are usually read out and recorded on the form during the race.

Number of Timers

For accurate timing and assurance of acceptance of records in short track and long track (mass start) competitions, there should be as many Timers as there are skaters, as now most of the competitions are using Electronic Timing Machines or even Photo-Finish System.

The absolute minimum number of watches for a meet should be seven. This gives two watches on first, two on second, one on third, one of fourth and a spare. The spare can be used as third watch on first or to time fifth place if there is no problem with the other assigned watches.

The Chief Timer often handles the spare rather than an assigned watch since it is his/her duty to write down the times or, if a Time Recorder is being used, to observe them being recorded. The Chief Timer should check to make sure that the event number is the same on his/her form as that on the Chief Judge's form before giving them both to the runner.

In long track (Olympic style) competitions, there should be three watches and one spare (usually the Chief Timer) on each skater. For quartet skating (two pairs of skaters racing at one time), two sets of Timers including an Assistant Chief Timer are required.

Official Time

The official time for a skater for a given distance is determined according to a set formula. For mass start, hand held electronic type watches with digital readout is used and the times are taken to the 100th of a second.

If three times have been taken and they're all identical, that's the time. If, however, two watches are identical and the third is different, the time on the two identical watches is the official time. If all three are different, the time of the watch in the middle is taken; this is not the mean time, but the time of the watch in the middle.

If only two times are taken and they are different, the mean time is taken. That is the difference in time of the two watches split to the hundredth of a second closest to the mean. If this is not an even split, the time goes to the lower hundredth.

When two skaters cross the finish line at the same time or nearly so, the three watches on second may record a faster official time than the three watches on first. In this case, the Chief Timer should give the skaters equal times (equal to the official time of the first place skater) not reverse the times. Even though times are identical, one skater may be placed ahead of the other by the Chief Finish Line Judge. The Chief Timer needs to make this adjustment on his/her form or there may be confusion and the Chief Recorder may have to check out the official time.

Finish line judge

The role of the Finish Line Judges is to determine the order of finish of the participants in the race. This task is often quite demanding, particularly when the skaters are closely bunched at the finish line. In this respect, Finish Line Judges should have the ability to "hold" a mental picture of the moment of the skater's skate crosses the finish line.

Short Track and Long Track (Mass Start)

The Chief Finish Line Judge is assisted by four or five Finish Line Judges. There shall be, as a minimum, one Finish Line Judge on each of the first five finishers. The Chief Judge picks first-place while the other Judges are usually assigned the following positions:

- No. 1 Judge picks the 1st and 2nd skaters.
- No. 2 Judge picks the 2nd and 3rd skaters.
- No. 3 Judge picks the 3rd and 4th skaters.
- No. 4 Judge picks the 4th and 5th skaters and
- No. 5 Judge picks the 5th and 6th skaters.

Each Finish Line Judge picks their competitors in order of finish as they see it and immediately record their placing on a small pad. After the race, the Chief Judge will call each Judge for their placing and complete the officially required form. No verbal communication should be carried on between the Judges regarding the outcome of the race until all have reported their recorded results to the Chief Judge.

Reporting to the Chief Finish Line Judge is done by order in the manner they are listed above. Do not shout out of turn since a verbal pronouncement of one Finish Line Judge may affect the decision of another Judge if the decision is close.

Judges should follow the entire race and not just the skaters in the positions they are responsible for. Before the race and during it, it is important to note any outstanding feature of an individual skater's skates, laces, socks, etc. Anything which may assist in selecting a skater at the end of the race. If coloured leg bands are used, make sure you can identify the non-banded leg of the skater.

A skater is judged to be finished when his/her skate blade touches or reaches the finish line, not the body or parts of the body. The skate is the determining factor as to the finish position of the skater. If a skater falls just short of the finish line, his/her position will be determined when his/her skate touches the line. If the skater is out of his/her track, he/she is judged to have finished the race when his/her skate blade crosses the projection of the finish line.

Shooting the skate (kicking the skate out in front) in hopes of winning may look dangerous but the call is still when the skate touches the plane of the line. The Referee will call any illegal skating; it is up to you to determine which skate reaches the line first. When the results are listed and before the Chief Finish Line Judge's form is given to the runner or Trackside Recorder, it is wise to check that he/she numbers recorded are of skaters in the race.

The decision on the order of finish is final and without appeal. For Canadian Championships and National Team Trials, there is a provision in the rules for the Chief Finish Line Judge to use photo finish equipment when available.

The call can make the difference of points in the final standings and perhaps, of winning or losing a championship. While not being put in the position of relying on this equipment, it would be in the interest of the skaters to allow every possible check if the finish is in doubt. Mistakes in numbers/placings can occur and the Chief Finish Line Judge should be prepared to discuss such a matter if raised through the Referee.

Finish Line Judges should always be stationed in line with, or just past, the finish line and not before it. In long track the Finish Line Judges are usually on the inside of the track with a clear view of the finish line. In short track, the Finish Line Judges are positioned off the ice but adjacent to the finish line so as to have a clear view of it.

A good Finish Line Judge trains himself/herself to concentrate on the finish line and make a mental picture of the positions of the skates as they cross. The time interval for two or more skates to cross the finish line can be very small and the total concentration of all the developed skills of a Judge are required if he/she is to make a correct decision.

Long Track (Olympic Style)

In long track (Olympic style) skating, the Finish Line Judge is required to determine which skater crossed the finish line first and which second or if they were equal. Only one Judge is required, however, an assistant or a back up is sometimes used.

There is no appeal from the Judge's decision, however, it should be noted that if electric timekeeping is being used as required for World Championships, Olympic Winter Games etc., the time recorded in hundreds of a second shall decide which of the skaters is the winner, or if they are equal.

In Olympic style skating, each metre in the 4m preceding the finish line is clearly marked. When the difference between the two skaters at the finish is less than 5m, the Judge is required to report to the Chief Timer the estimated distance between the two when the winner crosses the line. This will also be noted on the Chief Finish Line Judge's form.

Chief Finish Line Judges Forms

SSC JUDGE'S REPORT FORM

Long Track Olympic Style / Short Track Time Trial (Pursuit)

<input type="text"/>		<input type="text"/>	<input type="text"/>
Class		Metres	Race No.
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>
M	F	dd mm yy	Pair No.
		Place	Skater Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	
WHITE			
<input type="text"/>	<input type="text"/>	<input type="text"/>	
RED			
<hr/>		<hr/>	
Metres		Judge / Chief Finish Line Judge	

Clerk of the Course

The Clerk of the Course and the assistant(s), known as *whips* or *marshallers*, must make sure that the skaters are ready for their upcoming races although, in theory, the ultimate responsibility to be ready is that of the skaters. The Clerks marshal the competitors, check their names and numbers and conduct the draw, unless the starting positions of the skaters in the race have been previously computer generated.

In mass start racing, the Clerks are in what many consider the most important position to influence the orderly and smooth running of the races. An efficient Clerk will have the next set of skaters ready to go, while unnecessary delays, confusion and frustration will result if the skaters are not ready.

Clerks are normally not assigned in Olympic style racing since the skaters are older, more responsible and their starting positions have been pre-determined at the draw.

Short Track and Long Track (Mass Start)

The Clerk needs a program of events, a list of competitors (with additions and deletions noted), pencils/pens and the original Chief Finish Line Judge's forms. He/she receives these forms from the Recorders and forwards them, race by race, to the Chief Finish Line Judge. The form is usually taken by one of the skaters in the race to the Assistant Referee.

The marshalling area should be partially sectioned off, if possible, to keep other skaters and parents from barging in and creating confusion. Sectioning off also makes the skaters more prone to remain in place once they have been placed in a set. At least two or three sets of skaters, skaters making up the competition in each of two or three races, are lined up on benches in the preparatory area so that as soon as a race is completed, skaters in the next race can be brought onto the ice.

The Clerks conduct the draw for starting position before the skaters come onto the ice (if not pre-drawn by computer). Position numbers are generally drawn from a peg box held in the hand. Numbers run from one to six with the skater drawing number one taking the inner position (towards the centre of the ice) and progressively higher numbers taking positions progressively towards the outer edge of the ice (the boards in short track).

In long track (mass start) and short track skating, the number of skaters allowed on the starting line changes for each distance. For the exact numbering, please refer to N4-106 of the SSC red book. If for some reason there are more than the allowed numbers of skaters in the race (i.e. one or more skater(s) is/are advanced by the Referee), some provision should be made for an equitable draw (or a second draw may have to be made for position if there are only six pegs) with the skaters taking part in the second draw taking positions towards the outer edge of the oval or on a second starting line.

After drawing the positions, the Clerks explain to the skaters where to start and the number of laps in the race. The Clerks are also required to check that skaters are wearing proper racing numbers. A skater may be disqualified for showing up at the starting line without his/her competitor number or starting number.

If the skater shows up at the starting line without the number or any other item of required protective clothing, a delay will be caused and a disqualification may result. If the skater competes with the number missing or not clearly visible, he/she may be disqualified.

In short track, once the preceding race is finished, the next set should be ready at the door to move onto the ice. The skaters, particularly the younger ones, should be cautioned to go with the flow when entering the ice surface so as not to cause obstruction to the just finished skaters.

It is particularly important not to release the next set until all skaters in the previous race have completed the distance.

In long track (mass start), several sets of skaters may be on the ice at one time although only one set of skaters will actually be racing. The waiting sets should skate slowly around the inside warm up lane so as not to disturb the skaters and officials. The Clerk should tell each set of skaters before they go on the ice to check in with the Assistant Starter once the race preceding theirs has started.

When leg bands are being used to identify the skaters in a race, there should be a band on the right leg of the competitor at the ankle. One of the Clerks generally has to be assigned to collect the leg bands at the end of the race to keep up the supply.

The Clerk shares with the Meet Coordinator the Referee and the Chief Recorder the responsibility for adjusting heats during a meet if numbers in an event drop below the critical number for holding the heats as originally set up. Any such adjustment of heats should be immediately communicated to the Chief Timer and Chief Finish Line Judge to prevent any confusion on the ice. The Clerk should have a walkie-talkie for communication with the Meet Coordinator and other officials.

In all points (ability) competitions, the Clerk of the Course may receive race boards from the Recorders and these, rather than the Chief Finish Line Judge's forms, list the skaters in each race. The draw is conducted as usual (if not computer generated) and the board given to one of the skaters to take to the Assistant Referee.

Runners

Runners form a critical link in the flow of paper during a meet. After each race or series of races, a Runner is responsible for taking the complete race forms from the Chief Timer and Chief Finish Line Judge (or Trackside Recorder if used) and delivering them as quickly as possible back to the recording office.

The Runners may also perform a variety of other tasks during the competition, i.e. taking messages to the Announcer, changes to the Clerks, Judges and Timers, providing refreshments to the officials etc. Two to four Runners (including substitutes) are required for each meet.

Lap recorder/scorer

A minimum of two Lap Recorders are required for SSC sanctioned meets. The duty of the first Lap Recorder is to inform the skaters (and officials) of the number of laps left to be skated in a race. The second Lap Recorder provides a check for the first Lap Recorder and looks after the lapped skater(s) if required.

The Lap Recorder must have lap cards with large, legible numbers which can be shown to each of the skaters in the race as they approach the finish line and enter another lap. The numbers are presented to the skaters at about eye level from a position safely clear of the skating track and the Lap Recorder should also announce in a loud, clear voice, the number of laps remaining. When the last lap of any race is approaching, the Lap Recorder signals this by ringing a distinctive bell.

In the case of lapping (one or more skaters a full lap or more behind the lead skater), the first Lap Recorder passes the completed lap cards to the second Lap Recorder who gives the correct information to the lapped skater(s).

Some assistance may be given by the Finish Line Judges if problems arise with the laps but, basically, the Lap Recorders are on their own to keep an accurate count. Lap Recorders must keep alert at all times to avoid problems.

Short Track

In short track competitions, the Lap Recorders are stationed off the ice near the boards midway between the final corner and the start-finish line.

For ISU short track relays, it is necessary to have one Lap Recorder for each team on the ice. All the Lap Recorders are stationed off the ice surface during this event. The Starter is required to fire his/her gun with three laps to go for the lead team and should be off ice close to the Lap Recorder for the lead team.

In certain high-level short track competitions, i.e. World Championships, Olympic Games, etc. officials referred to as Lap Scorers, are required to record in writing the actual number of laps skated in each race. The Lap Scorers should take a position off the ice near the Lap Recorders.

Long Track (Mass Start/Olympic Style)

For long track competitions, the Lap Recorders should be stationed on the outside of the track about 20m ahead of the finish line.

Track stewards

Track Stewards are responsible for replacing missing blocks on the corners and other duties as directed by the Referee. They must be on skates, preferably speed skates and be competent skaters and they should also wear a helmet.

Short Track

In short track competitions, two (2) Track Steward should be assigned to each of the corners. During the race, the Track Stewards should stay in opposite corners of the rink.

The Track Stewards may have to leave their positions to replace any missing corner markers. The markers should be replaced as quickly as possible when the skaters move them. Check the progress of the race before replacing a marker and do not do so if there is the slightest possibility of interference with or impedance of skaters on the track.

A number of corner markers may be stripped and cannot be replaced before oncoming skaters reach the corner.

Track Stewards should not go to the aid of a fallen skater unless instructed to do so by the Referee. Other skaters can more easily avoid a single fallen competitor than a skater with officials around. Most races are of short duration and attention can be given to an injured skater right after the end of the race without endangering other skaters.

Track Stewards should help maintain the ice by assisting with placing water on the corners and squeegeeing it (at the direction of the Referee). They should also be directed by the Referee to ensure that protective mats are properly back in place after the end of a race in which they have been jolted by a skater. The Referee may also call for assistance in changing the track from one set of dots to another.

Long Track (Mass Start/Olympic Style)

In long track competitions, one or preferably two Track Stewards should be assigned to each end of the oval. During the race, the Track Stewards should stay in the warm-up lane, leaving only to replace any missing markers or to maintain the snow line.

When blocks are used to mark the lanes, they must be 50cm apart for the first 15m and last 15m of the curve and 1m apart for the remaining section of the curve and 10m apart on the straightaway. The snow line should consist of a narrow strip of snow, mounded about for our five centimetres high and wide.

The Track Stewards should replace blocks which have been dislodged by skaters in their area of responsibility and notify the Referee of any gouges in the ice surface. The Referee may at his/her discretion ask the Track Stewards to watch out for any interference (in mass start) or shortening of the track (in Olympic style).

Announcer

Announcing is one of the most important jobs in the meet. The Announcer needs to be knowledgeable about the skaters and the sport to be able to convey to the crowd the points of interest. Above all, he/she should be enthusiastic about the sport and ready to sell it to the audience, whether indoors or outdoors.

The Announcer needs a complete program of events, a list of competitors, a notation of provincial and Canadian record times for the distance and the age group, and when possible, some background on the skaters (former age group champion, runner-up in age group last year, etc.)

The Announcer should test out his/her equipment well ahead of time and determine the necessary voice level to provide clear announcements. He/she should be in direct contact via walkie-talkie with the key meet officials i.e. Meet Coordinator, Referee etc.

The results of each race should go directly to the Announcer so that he/she can announce them immediately. If a mistake has been made in timing or judging, this can be accurately announced later but few, except parents and devoted fans, can relate to results given three races later.

The Announcer is positioned so that he/she has a clear view of the starter. No announcements are given while the gun is up and the race is ready to start. Names of skaters going to the start should be announced and when time is available indoors, skaters should be introduced at the starting line for finals.

All information which can help the audience to better understand the course of the meet should be given by the Announcer. Running commentaries on the race should not include comments on strategic moves to take the lead or improve position since this might alter the course of the race. Comments should include explanations of disqualifications and advancements.

Strategically placed walkie-talkies may be used outdoors or indoors (if the Announcer is not placed close to the ice) to provide information to the Announcer from the Referee or other officials. The main thing is to get that information to the public with the greatest detail and speed possible under the circumstances.

We need to sell our sport to help make it grow. Don't leave announcing to someone who has a good voice but knows nothing about the sport. If a radio announcer or other person with a good voice volunteers, make sure that person is thoroughly briefed on all aspects of the type of meet in progress and the skaters in the meet!

CERTIFICATION OF OFFICIALS

Certification Program

Speed Skating Canada has a comprehensive Officials' Certification Program, designed to produce uniformity in officiating across the country. At each level, candidates take a technical course then gather practical experience under the supervision of senior officials, before being certified at that level.

The Officials' Certification Program was established in 1982, revised in 1989 and is updated annually. The program is based on a multi-level system, consisting of five levels for Referees and Starters, four levels for Competitor Stewards and Meet Coordinators and three levels for Recorders, Timers, Finish Line Judges, Announcers and all other officials. Certification requirements are contained under the Committee Operating Procedures and Guidelines (purple section) of the SSC Red Book.

Responsibilities for certification are as follows:

Levels I and II	Branch (Province/Territory)
Levels III, IIIA and IIIB	SSC
Levels IV and V	SSC/ISU

The evaluation of Level's I and II is conducted by the Branch VP – Officials or Branch Officials' Committee while the evaluation of Level's III, IIIA and IIIB are carried out by the SSC Officials' Development Committee. For Levels IV and V, the evaluation is also carried out by SSC; however, the recommendations are submitted to the Technical Committee of the ISU for ratification.

Program Description

Referees/Starters

- Level I is the entry level for Referees/Starters. A Level I Starter/Referee understands the referring/starting function in general and is capable of carrying out assigned tasks in a competent manner under the direction of a senior official.
- Level II represents the first level of overall responsibility (i.e. Chief) for Referees/Starters. At Level II, the Referee/Starter has a good understanding of the refereeing/starting function and is capable of being Referee/Starter for Branch sanctioned club/inter-club competitions.
- Level III is split into two levels, IIIB (SSC Sanctioned) and IIIA (Canadian Championships/Trials). A Level IIIB Referee/Starter is a knowledgeable, technically competent official who is capable of being Referee/Starter for provincial/territorial and regional competitions. A Level IIIA Referee/Starter is a more knowledgeable, experienced official who is capable of being Referee/Starter for Canadian and North American Championships.
- Level IV represents the first level of international responsibility. At Level IV, the Referee/Starter is a highly competent, experienced, senior official who is capable of being Referee/Starter for ISU sanctioned International Competitions.

- Level V is the highest level one Referee/Starter can achieve. A Level V Referee/Starter is a highly competent, internationally experienced and respected senior official who is capable of being Referee/Starter for ISU sanctioned World Championships and Olympic Winter Games and are chosen by ISU Short Track or Long Track Technical Committee and are listed on the ISU Championship List.

Competitors Stewards

- The Competitors Steward specialty starts at Level 3 and is accessible to experienced Level 3 or above Meet Coordinators and Recorders.
- 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 a Competitors Steward at a minimum of four national competitions that use seeding and performance points to seed and advance skaters.
- Certification as a Level 4 official shall require attending an I.S.U. Regional clinic and satisfactory performance at one or more international meet.
- Certification as a Level 5 official shall require having attended an I.S.U. clinic within the last two years, instructing a national Competitors Steward clinic, and satisfactory performance at one or more major ISU competition (World Cup or equivalent) and listed by the ISU on the Championship List.

Meet Coordinators

- Level I is the entry level for Meet Coordinators. A Level I Meet Coordinator understands the meet coordination function in general and is capable of carrying out assigned tasks in a competent manner under the direction of a senior official.
- Level II represents the first level of overall responsibility (i.e. Chief) for Meet Coordinators. At Level II, the Meet Coordinator has a good understanding of the meet coordination function and is capable of being Chief for SSC sanctioned provincial and regional competitions.
- Level III represents the first level of national/international responsibility for Meet Coordinators. A Level III Meet Coordinator is a knowledgeable, technically competent official who is capable of being Chief for SSC sanctioned Canadian and North American level competitions including international meets.

Recorders, Timers, Finish Line Judges and All Others

- Level I is the entry level for Recorders, Timers, Finish Line Judges, Announcers, Track Stewards, Lap Recorders/Lap Scorers and Clerks of the Course. A Level I official understands his/her function in general and is capable of carrying out assigned tasks in a competent manner under the direction of a senior official.
- Level II represents the first level of overall responsibility (i.e. Chief) for Recorders, Timers, Finish Line Judges and Announcers etc. At Level II, the official is a knowledgeable, technically competent individual who is capable of being Chief for SSC sanctioned provincial and regional meets.
- Level III is the highest level Recorders, Timers, Finish Line Judges and Announcers etc. can achieve. A Level III official is a highly competent, experienced, senior official who is capable of being Chief for SSC/ISU sanctioned Canadian, International and World-level Championships.

Maintenance of Status

Updated lists of accredited Canadian officials are found on the SSC website www.speedskating.ca or by contacting the Sport Development Coordinator.

Once an official has achieved a standing within the Officials' Certification Program, he/she must continue to remain active or face the possibility of suspension or loss of status (O5 – 101 and O5 – 102).

CLOSING REMARKS

With completion of this introductory Level I course, you should have a general understanding of the sport of speed skating and particularly of the roles and responsibilities of the various officials in short track and long track competitions.

All participants are urged to sign up as an official at a local competition as soon as possible in order to apply their newly acquired skills. Most new officials usually start off in the timing, finish line judging, clerking or recording areas. Other positions usually require some degree of previous experience.

After gaining experience at several competitions, the beginning official will start to have a better understanding of the sport and which position(s) is best suited to them. You may also have qualified for your Level I standing.

With more experience, you will become increasingly confident of your abilities and may wish to progress to a higher standing (i.e. Levels II or III). Advanced Officials' Manuals are available for the following positions:

- Meet Coordinator
- Referee
- Starter
- Recorders
- Timers and Finish Line Judges
- Clerk of the Course
- Announcer

For additional information about higher level clinics and opportunities to gain more experience, please contact your local club, Branch Association or the Speed Skating Canada office at:

2781, rue Lancaster Road
Suite 402
Ottawa, Ontario
K1B 1A7
613.260.3669
www.speedskating.ca