



# **SPEED SKATING CANADA**

SSC Manual for Recorders

Speed Skating Canada would like to acknowledge the contributions of the following individuals in preparation of this manual.

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## **PREFACE**

The role of the Recorder is to assist the Meet Coordinator and the Organizing committee to set up the competition while following Competition Procedures and Regulations. This manual will not address specific ISU or Speed Skating Canada rules in an attempt to not date this manual. We therefore direct Recorders to review all rules at ISU, SSC and at the Branch level to guide them through the set up and operation of the competition.

This manual assumes and requires that the Recorder have a fairly good understanding of the basics of Recording.



## INTRODUCTION

The Meet Coordinator is responsible to the Branch and the Referee for the total organization of the meet.

Responsible for or oversee:

- a) receiving and verifying entries
- b) setting up the program of events, including heats, semi-finals and finals,
- c) overseeing the Chief Recorder
- d) ensuring that all paper functions before, during and after a meet are properly carried out
- e) the application for records where applicable.
- f) the distribution of the results of the meet.

## Background

This manual has been designed specifically to:

- describe the responsibilities and authority of Recorders.
- identify the Recorder's relationships with the other Officials, the Organizing Committee, Skaters, Coaches and the public.
- identify potential problem areas and the impact on the Recorder's responsibilities.
- encourage consistency in the technical operations of the competition, therefore ensuring continuity and similar application at all competition locations.
- promote accurate and efficient procedures that will ease the work of volunteers and encourage their continue support.
- provide a reference tool to be used for all levels of competition.

## Scope

This manual addresses:

- Long Track Mass Start Competitions:
  - Including – club, provincial, regional, and national
  - Excluding – North American
- Short Track Mass Start Competition:
  - Including – club, provincial, regional, and national
  - Excluding – North American
- Olympic Style (All – round and Sprint) Competitions:
  - Including – club, provincial, regional, and national
  - Excluding – North American, International
- Ability Style Competitions:
  - Club and Provincial

The format for discussion:

- Recorders tools and work area
- Recorders duties common to:
  - Mass Start
  - Olympic Style
  - Ability Style
  - Computerized Race results
- Recorders duties specific to:
  - Mass Start
  - Olympic Style
  - Ability Style
  - Computerized Race results

## ROLES AND QUALITIES

### Roles and Qualities of Recorders

- ❑ The Recorder shall assist the Meet Coordinator in receiving and verifying the entries, set up the Program of Events and assign the entrants to the initial Heats and deciding the method of advancing to the Finals.
- ❑ The Recorder shall use the race results to determine and designate the skaters who proceed to the next level of competition: semi-finals, finals.
- ❑ The Recorder shall prepare and submit the application for records in the prescribed manner.

### The Recorder's responsibilities

- ❑ The Recorder's responsibilities may vary significantly depending on the Meet Coordinator's attitude towards the recording office.
- ❑ In this manual, it is assumed Recorders are involved in all the paperwork related directly to the running of the races. This could include the application for the meet sanction/s and or concluding with submitting record applications.
- ❑ Recorders essentially initiate all the paperwork required to conduct the on-ice portion of the meet and as such are the sole distributors of the information to do with the skaters. i.e. Name, number and classification, sequence of races, heats, pairings, race results and meet results. They provide the essential information for the officials, skaters, coaches, the public and media.
- ❑ The Recorder's function is an indispensable element in an efficient, well run competition.
- ❑ The Recorder receives information from many different officials during a competition and must be familiar with the responsibilities of each official in order to understand whether the information they receive is from the responsible official. Recorders must understand the limit of their own and other officials' authority, and question the source of information if its authenticity is in doubt.
- ❑ Recorders must understand the sport well enough to know what information is required and take the initiative in ensuring it is available in a timely manner.
- ❑ The Chief Recorder must have a sound knowledge of the rules of speed skating.
- ❑ Additionally, Recorders must:
  - Have a commitment to achieve flawless accuracy.
  - Be fair with respect to judgement calls.
  - Exercise calm, steady performance under pressure.
  - Not be easily distracted.
  - Work well with others
  - Not be an incessant or loud talker, hence, an annoyance to fellow Recorders.

## Relationship with Other Officials

As already stated, the Recorder must have a good understanding of the responsibilities of all officials so he can provide them with the appropriate information and react only to information received from the appropriate official. The following is a brief summary of the responsibilities of other officials who interact with the Recorder.

### Meet Coordinator

- Total organization of the competition.
- Receives and verifies entries.
- Setting up the program of events
- Assigning entrants to heats.
- Reheating as required (Mass Start).
- Overseeing the Recorder and all paper functions, including heating of skaters, record application and distribution of protocol. (Decision subject to Branch or Referee approval depending on the nature of the decision.)

#### *Interaction with Recorder*

- *The Recorder acts under the authority of, and is directly responsible to the Meet Coordinator.*
- *Provides the Recorder with heating rules and any other pertinent rules to be used during the competition.*
- *May assign many of the Meet Coordinator's above responsibilities to the Recorder to carry out.*

### Referee

- Ensure rules prevail
- May alter program
- May disqualify skaters
- May advance skaters (Mass Start)
- May allow reskates
- Conducts draws
- May replace officials
- May declare "none race"
- Receives all appeals and protest "from coaches and skaters without a coach." Decisions are final subject to appeal.

#### *Interaction with Recorder*

- *The Recorder should be continually checking for disqualifications, advancements and re-skates. The Referee will use Infringement forms to record these.*
- *The Recorder will supply the Referee with Infringement forms.*
- *The Referee signs the Timers report if an SSC record is applied for.*
- *The Team Leaders' meeting is an important source of information leading to program changes.*

## Starter

- ❑ Conducts the starts.
- ❑ May disqualify skaters on incidents relating to the start
- ❑ Responsible for all disputes relating to the start (Decisions are final)

### *Interaction with Recorder*

- *Recorders should continually be on the alert for disqualifications.*
- *Recorder supplies data to the Starter so he knows who to start. Keep the Starter informed of the skaters who are re-skating for Olympic Style.*

## Clerk of the Course

- ❑ May share with the Meet Coordinator the responsibilities for making up the heats. "This may differ from Branch to Branch."
- ❑ May change heats during the meet if the number of competitors in a division is reduced to a point where this is feasible, in consultation with both the Referee and the Meet Coordinator/and or the Recorder.
- ❑ Checks skater numbers and safety equipment.
- ❑ Conducts draw for (Mass Start) starting position. (The draw may be done by computer.)
- ❑ Places leg bands, arm bands or helmet covers on skaters (if required). ( Decisions subject to Referee's approval)

### *Interaction with Recorder*

- *The Recorder prepares the Clerk of the Course/Starter/Referees Report forms and gives them to the Clerk before and during the competition.*
  - *The Clerk of the Course, Meet Coordinator and the Recorder work together in preparing the original heat list. "This may differ from Branch to Branch."*
- *During the competition, the Clerk of the Course and Recorder must advise each other of the heat and race changes, or additions they each make.*

## Timer

- ❑ Determines times of skaters (manually and electronically) (Decisions are final)

### *Interaction with Recorder*

- *Recorder prepares the Chief Timer's Report forms for the Chief Timer.*
- *Recorder should always check the accuracy of Timers' Reports and advise the Chief Timer of any discrepancies.*
- *Recorders should never change any times recorded by the Timer; this can only be done by the Chief Timer.*

## Finish Line Judge

- ❑ Determines order of finish (Decisions are final)

### *Interaction with Recorder*

- ❑ *The Recorder prepares the Chief Judges Report form and gives it to the Chief Judge before during the competition.*
- ❑ *The Recorder provides individual Judges' forms for each place Judge.*
- ❑ *Recorder checks for errors when the Judge's report is received and brings any discrepancies to the attention of the Chief Judge.*

## Lap Recorder/Lap Scorer

- ❑ Keeps competitors informed of the number of laps left to go.

### *Interaction with Recorder*

- ❑ *Recorder provides race program to the Lap Recorder.*

## Announcer

- ❑ Publicize by voice the competitors in each race and results of each race.
- ❑ Assist other officials in the orderly conduct of the meet making appropriate announcements.
- ❑ Communicate to the skaters, coaches, other officials and the public of other information deemed appropriate.

### *Interaction with Recorder*

- ❑ *The Recorder prepares the announcer Report forms and gives them to the Announcer before and during the competition.*
- ❑ *The Announcer announces the make-up of semis and finals and other matters. Work closely with the Announcer to ensure that he receives timely information.*

## Others

### *Skaters (Not solely Recorder's duties)*

General, Post data relating to:

- ❑ Unusual rules, i.e. advancing methods and points
- ❑ Program
- ❑ The Awards System
- ❑ Practice, Starting and banquet times

### *Specific*

- ❑ Times/places
- ❑ Heating
- ❑ DQ's, records

### *Coaches (Not solely Recorder's duties)*

- ❑ As for Skaters, plus
- ❑ Meet results (Protocol)

*Public*

- As for Skaters

*The Media (Works with Publicity Chairman)*

- Results and Programs

## EQUIPMENT

### Recorder's Office

The Recording Office should be a quiet, well lit room dedicated solely to the use of the recording staff, the Meet Coordinator and runners. Preferably located near the track and the Clerk of the Course, the on-ice officials and the announcer.

The office should be large enough to provide room for tables, chairs, copy machine and have electrical plug-ins.

The Recording Office must not double as a skaters changing room. Recorders with children skating must be careful not to disrupt, or let their children disrupt the working environment of the office.

Recording Office should not double as an officials' lunch, rest or change room.

Don't make a habit of providing results to individual skaters and coaches. The office should be off limits to skaters, coaches, and parents.

Information and Results Area.

Wall space that will be used for results should be conveniently located with respect to the Recording Office and have ample space for skater to view results without hindering the results updating process. This area should be accessible to skaters, coaches and spectators.

The following should be included on this wall:

Advancing skaters to the next level of competition, Program of events, Race results and Race reports.

### Office Supplies and Equipment

Supplies and equipment will vary on the type of competition. Today many recorders utilize computers. The following list should be used as a guide.

#### Equipment:

- Photocopy machine (***Important that the photo copy machine is fast***)
- Stapler and staples
- Electric pencil sharpener, 2 manual
- Rulers
- Clip boards (for officials) Place Judges, Clerk ,Timers, Referees, Announcer Lap Recorder, and Starters
- Tables, chairs
- Computer
- Printer ***Laser*** if possible (***Important that the printer is fast***)

## Supplies:

- Felt pens, several colours (for outside board)
- Erasers
- Packs HB pencils
- Packs black pens
- Liquid paper
- Roles masking tape
- Roles transparent tape
- Package Envelopes Large for Club Ribbons and Protocol
- Packs paper Letter and Legal size
- Scissors
- Pack large elastic bands
- Large clips for race sheets
- Pack of paper clips.
- Box of file folders
- Post-it notes

## Other:

- records - SSC, Branch
- SSC meet forms or their equivalent.
- SSC & Branch - Rules and Regulations
- ISU Rules and Regulations
- wall (outside) result sheets
- Branch/SSC HP Bulletin

## Computerized Recording

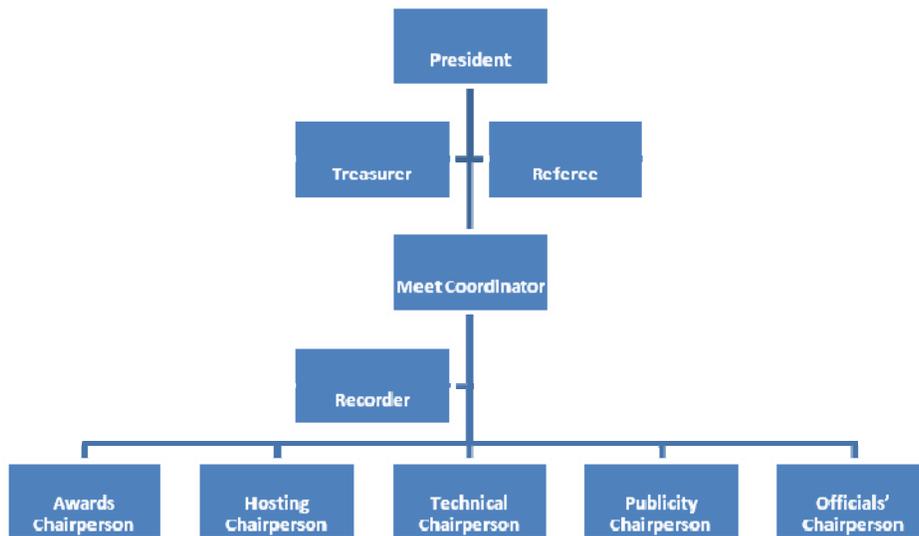
There are several different computerized programs used across Canada for both Long and Short Track and they vary from Branch to Branch. (i.e. Meet maker, Meet Manager, Excel spreadsheets)

# MEET PLANNING

## The Meet Organizing Committee

The Meet Organizing Committee structure is outlined in the SSC Level 1 Manual. The committee is responsible for the planning and executing of a well run competition.

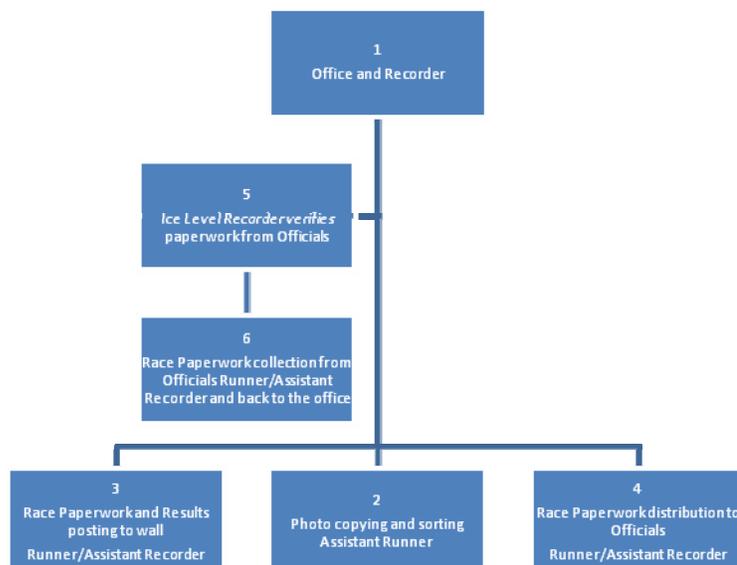
The degree of involvement by the Recorder in the pre-competition organizing will depend on the Meet Coordinator.



## Personnel

An Ice level Recorder can enhance the paperwork flow at Mass Start competitions. All the paperwork (Timers, Judges and Referees) is processed by this Recorder immediately after each race and is checked and corrected if necessary before going to the recording office. The advantages are:

- ❑ The ice Level Recorder can discuss any discrepancies with the on-ice officials while the facts are still fresh in their minds.
- ❑ The Office Recorders receive a complete and accurate record of each race.



## Time-lines

This section is a quick outline of when the required duties of the Recorder should be performed before and after a competition.

- a) Two to six months prior to competition
  - Obtain SSC Sanction
  - Ensure you have a full understanding of the terms of the sanction
  - Facility Inspection
  - Research and review the recording room location and communication routes well in advance while there is time to make alternative arrangements as necessary
  - Obtain current rules and regulation
  - ISU Regulations
  - SSC Policies and Procedures
  - High Performance Bulletin if applicable
  - Obtain current records applicable to the type of competition and track.
  - International
  - National
  - Branch
  - Distribute Entry forms 60 days prior to National Competitions (*Refer to SSC P&R Section K*)
- b) One month prior to competition
  - Assemble Recording forms arrange for office supplies to be available.
  - Prepare Protocol covers if required.
  - Obtain track certification and sanction from the Meet Coordinator.
- c) Week of Competition
  - Receive Branch or Club Spreadsheet (*Entry forms*)
  - Prepare list of competitors, seed heats, and set up a list of events competition schedule.
    - Chief Timer's form
    - Chief Place Judge's form
    - Results Sheets
    - Pairs selected from previous race (Long Track)
    - Pairing (Long Track)
    - Disqualification/Advance form
    - Outside board sheets
    - Record Application
- d) Immediately before Competition
  - Registration (Arrange for the collection of Entry forms and fees.)

e) Following Competition

- Send results to media or media Chair.
- Distribute or mail protocol to participating club/Branches.
- Distribute protocols to Branches and SSC within 14 days.
- Apply for Records within 14 days.

## DUTIES COMMON TO ALL COMPETITIONS

This section describes the duties of the Recorder that are common to all types of competitions. Duties and procedures specific to Mass start; Olympic Style and the Ability Competitions are covered in the later sections.

### Sanctions

Obtain SSC Sanction

- An SSC sanction is required if skaters are to be eligible for SSC records
- When an SSC sanction is obtained, a number of obligations and conditions are imposed on the competition (**See SSC P&R**).
- The sanction should be received before the entry forms go out.
- See SSC Rules and regulations.

### Competition Entry

Send out Competition Entry

- The Competition Entry form is used to advise potential entrants about the type, time, place of the competition and the associated activities, and to request information from entrants.
- Make sure the skaters know the time, place and type of competition as well as time and place of draws, pre-competition Team Leaders meetings, registration, social events, accommodations, closing date, transportation, who to send entry forms to and the type of competition sanction/s.

It is important to advise the skaters and coaches of anything about the competition format and awards that may deviate from a traditional competition practice, i.e. Ability Competition, sanctioned or not. It is unfair for skaters to arrive and find a format he does not like or understand.

- There are some basic things required in preparing the competition programs and making the heats, (name, number, ranking) Ensure to ask for these.
- The signed liability waiver whether sanctioned by SSC or not.
- SSC requires entry forms be distributed at least 60 days prior to the date of any National competition.

### Receiving Entries

The entries are usually returned to the Meet Coordinator or Chief Recorder. This varies from Branch to Branch. Some accept the entry forms by email fax or mailed. Others use a spreadsheet asking clubs or the branches to collect the entry forms and submit the information on the spreadsheet directly to the Coordinator or Recorder. (See SSC rules)

Entries are not finalized until the fee is paid in full and form is received. (See SSC P&R)

By recording all entries on a spreadsheet by club/Branch will make registration of skaters and schedule planning a much faster process.

- Ensure the age class agrees with the birth date recorded on the entry form.
- Ensure you have the correct age class, skater number, and seed times.

## Competition Schedule Planning

The Meet Coordinator may meet with the Recorder and Clerk of the Course to prepare the competition control paperwork. Or the meet Coordinator could designate the Recorder to prepare the paperwork that both the Referee and Coordinator will review and approve.

Prepare a list of Competitors showing:

- Skater number
- Skater name
- Skater age class
- Branch/Club affiliation

In preparing the Schedule of Events it should include the race numbers, distances, age class, heats, semis and finals.

The sequence of races must be made up so heats and semis precede the finals and allow for a minimum 20 minute rest between the skater's last race.

For Olympic Style a race would consist of all the pairs in one age class for one distance.

These lists should be available at the competition to Officials, Coaches, Skaters and the Public.

Prepare paperwork for the following Officials:

- Referees
- Clerk of the Course
- Chief Finish Line Judge
- Chief Timer
- Starter
- Announcer

That will include:

- List of competitors
- Schedule of events
- Race cards for each race with the exception of semis and finals derived from heats or semis. These are placed in race order.
- Make sure SSC and Branch record times are entered on the top of race sheets for Mass and Olympic style.

For Olympic Style:

- Complete report of all races
- Race Order and Pairing number.

## Meet Registration

With a large number of out of town skaters it is advisable to register skaters at the competition headquarters hotel the night before the competition.

For Olympic style competition, the first draw is conducted on the night before by the Referee. The recorder must prepare data before, at and after this draw. See 7.0

Register Skaters:

- confirm skater entries, class, age, number
- correct spelling of names
- check SSC Card
- collect entry forms and fees

Team Leaders Meeting (Coaches Meeting)

- Conducted by the Referee
- Get all program changes and scratches
- Time and place of this meeting should be well announced.

The Recorder should arrive at least an hour before the competition starts. Duties before the competition are:

- a) Set up the office:
  - Check office equipment
  - Post outside board results sheets
  - Post notices on bulletin board re: heating procedure, list of officials, sanction, and ice certification.
- b) Hand out:
  - Program of events
  - Heat list/competitor list
  - Pairing list (Olympic and Pursuit)
- c) Modify all programs, heats lists, pairings, etc. if necessary and advise the skaters, coaches, officials and public of changes.
  - Post corrected copy of data on notice board
  - Ensure Changes are announced on the PA
- d) Modify Chief Timers and Place Judges sheets if necessary and place on clip boards for the appropriate officials.
- e) Give Referee disqualification/advance forms.

## Recording Results

Set up an efficient routing for the Timers' and Judges' reports from the ice to:

- Runners
- Office Recorder
- Board recorder
- Announcer
- Clerk of the Course
- Filing system

Check accuracy of the Chief Timer and Judge report from each race. To confirm calculation for the official time, review Level one manual under Timer's official time.

It is necessary to watch for disqualification/advance reports.

Post results on Outside Results Board

Outside Results Board is a valuable tool for Recorders. The skaters and the public will report any errors in name, number, race results and also keep the everyone up to date with results.

Prepare record application, get signatures at the end of each day and before the officials go home.

- Record application available in index

Keep Club/Branch Points

Mass Start:

- Make up semi and finals. Send out reports to:
- Place Judge
- Clerk of the course
- Announcer
- Bulletin Board
- Referees
- Compile race results
- A separate page for each class (separate A and B Skaters)

Olympic Style

- Calculate sammelagt points. See 7.5
- Compile race and competition results
- A separate page for each class
- Compile lap time results

Ability Format

- Resort and update competition results

### After Skating – First Day

- Ensure all first data is up to date competition results, outside board, record applications, skater points and club points.
- Prepare notices for the second day, if any.
- Olympic Style: Prepare for and attend draw. See 7.0
- Mass Start: Prepare “reheating” paperwork if necessary.

### At End of Competition

- Make final cross check Office vs. Board records of skater points, standing, club points.
- Get signatures on record applications
- Give Meet Coordinator list of award winning skaters.
- Distribute protocol to coaches (clubs) and Publicity chairman if possible.
- Compile complete record of meet data (including program)
- Clean up the office and notice board area.
- Return borrowed equipment.

## Records

Apply for records within 21 days of the competition

- Use SSC Record application form if sanctioned by SSC.

## Protocol

Send competition results within 14 days to:

- SSC Office if sanctioned competition
- Each Branch
- Attending clubs (if not handed out after competition)

Prepare report on the competition for the Meet Coordinator

Send thank you letters

## MASS START PROCEDURES

### Skater Age Class

Mass Start skater age classes are based on skater age on June 30<sup>th</sup> prior to the competition (See Rule). At the Branch level only, the skaters are further subdivided into A or B classification within age groups (this does not apply at the National level).

Pee Wee	6-7
Bantam	8-9
Midget	10-11
Juvenile	12-13
Junior	14-15
Intermediate	16-17
Senior	18 and over
Master 1	30 and over
Master 2	40 and over
Master 3	50 and over
Master 4	60 and over
Master 5	70 and over

This further subdivision is designed to provide better competition within the age classes i.e. by putting the better more experienced skaters (A) against skaters of similar capability rather than against both the experienced (A) and inexperienced (B) skaters.

Defining A and B skaters vary from Branch to Branch

Pee Wee, Bantam and Masters are not a regular part of the competition, but they may be added at the discretion of the organizing committee. See Rule. Some times a cradle class (under 6) is added as exhibition.

## Distances

Long Track Mass Start - See Rule

Pee Wee	100, 200, 300, 400m
Bantam	200, 300, 400, 600m Check on Pee Wee and Bantam
Midget	300, 500, 800 1000m
Juvenile	300, 500, 1000 1500m
Junior	500, 1000, 1500 3000m
Intermediate	500, 1000, 1500 3000m
Senior	500, 1000, 1500 3000m
Master (Men)	500, 1000, 1500, any of the 3 distances for the forth
Master (Ladies)	500, 800, 1000, any of the 3 distances for the forth

Short Track (Oval Track)

Pee Wee	111, 222, 333, 500m
Bantam	222, 333, 500, 666m
Midget	333, 500, 666 777m
Juvenile	500, 666, 777 1000m
Junior	500, 777, 1000 1500m
Intermediate	500, 1000, 1500 3000m
Senior	500, 1000, 1500, 3000m
Masters	500, 777, 1000, 1500m

## Number of skaters on the line

Refer to ISU and SSC rules

- For number of skaters on the line Refer to ISU and SSC rules
- For Advancements Refer to ISU and SSC rules.

## **Heats – Seeding**

Making up the heats may vary depending on the type of competition. The format, competition or High Performance Bulletin would be the first place to take direction on how the seeding should be done.

Heating for other competitions should be done primarily on the basis of “best times” of the skaters.

## **Reseeding of the heats**

If it is required for the Recorder to reseed the heats for one reason or another, the Recorder should work with the Meet Coordinator and the Referee in putting this change into effect.

## **Referee Disqualification/Advancement**

When skaters are disqualified or advanced by the Referee, the Recorder must be careful. Disqualifications and advancements should be kept together with other appropriate paperwork i.e. Place Judges and Timers race sheets for possible reference or validation.

### *Disqualification*

Make sure to determine the correct placing of the remaining skaters – adjustment to the Place Judge’s sheet will be required. Make sure the correct times are allocated to the remaining skaters. The adjustments to be made will depend on whether the disqualified skater finished the race and therefore was “placed” by the Place Judge.

### *Advanced Skaters*

Make sure not to forget to include the advanced skater/s in the upcoming semi or final, and that the Clerk of the Course and the On-ice official know about. Make sure the advanced skater is placed into the correct heat, semi or final.

## **Chief Timer’s sheets**

Timer’s sheets should be checked by the Recorder for any errors.

Check the Official Time calculation. Refer to Level 1 Officials Manual under “Official Time” on how to calculate the official time.

Check whether the first place time is faster than the second place time, whether the second place time is faster than the third place time.

The Chief Timer must make, or at least approve, any changes to the basic data.

When a disqualification has been made the Recorder must be careful to assign the correct times to each skater

## **Points/Awards**

Points are assigned after each distance. Refer to the format, Bulletin or SSC Rules.

Some Branches the “B” class skaters are awarded one ½ the points the “A” skater is awarded for club points only.

In the event skaters have the same number of total points in the competition, refer to SSC Rules

Overall Awards Refer to SSC Rules.

## OLYMPIC STYLE PROCEDURES

The description of Olympic Style Skating Procedures may be limited to “all – round” Olympic Style competition, performed at traditional Provincial and Regional competitions

Refer to the format, Bulletins or ISU or SSC Rules for General rules for Olympic Style.

### Distances and Age Classification

<b>Junior</b>	
<i>Men</i>	500, 1500, 3000, 5000m
<i>Ladies</i>	500, 1000, 1500, 3000m
<b>Senior</b>	
<i>Men</i>	500, 1000, 500, 1000m (Sprint)
	500, 1500, 3000, 5000m (All Round Short)
	500, 1500, 5000, 10,000m (All Round Long)
<i>Ladies</i>	500, 1000, 500, 1000m (Sprint)
	500, 1000, 1500, 3000m (All Round Short)
	500, 1500, 3000, 5000m (All Round Long)
<b>Master</b>	
<i>Men</i>	500, 1000, 1500, 3000m
<i>Ladies</i>	500, 1000, 1500, 3000m

For the Canadian Single distance Long Track Championship see SSC Bulletin for distances skated

### Pairing/Draw Procedure

#### *Selection of Pairs*

The selection of pairs for races for the first day of skating is made at the first draw, usually held on the evening before the competition.

The selection of Pairs for the second day of skating maybe initiated at the second draw, usually held in the evening of the first day of skating.

#### *Draw Procedure*

The Referee is in charge of the draw. Although the Recorder has only a menial task to perform at these draws, it is recommended that Recorders should to gain a broader understanding of the draw in order to perform their function more efficiently. Refer to ISU Rule 240 for All Round & Single Distance Championships or SSC rules.

### *Draw Procedures – First Day*

The first draw to determine pairing for each of the Olympic Style races on the first day is conducted as per ISU rules

The Recorder provides the Referee with the names of the skaters ranked based on seed times.

### *Results of Draw*

The recorder records the results of each draw of pairings and makes copies for coaches and officials and to be posted.

### *Preparation of Reports*

The Recorder prepares the officials reports “paperwork” and places them in sequence of race number and pair number, and has it ready for the officials in the morning of the competition.

## **Quartet Skating Refer to ISU**

Was conceived as a way of reducing the elapsed meet time when there are numerous skating pairs in the 1500m and longer distances.

There are two pairs of skaters on the ice at the same time. The first pair is started in the normal manner, then the second pair is started when the first pair is half way around the track.

The rules governing the pairing are essentially similar to the standards of Olympic Style Skating. There are, however, some special rules to be observed.

- a) During the draw
  - Skaters must be advised which races will be involve Quartet starts
  - The sequence of drawing the skaters will be
    - 1<sup>st</sup> pair inner
    - 1<sup>st</sup> pair outer
    - 2<sup>nd</sup> pair inner
    - 2<sup>nd</sup> pair outer
  - The skater will be seeded into groups of 8 skaters
- b) The first pair wears the usual arm-bands. The second pair must wear contrasting coloured arm-bands.
- c) The protocol must state which races involved Quartet skating.
- d) There cannot be a World record set when skating Quartets.
- e) Each pair timed by separate set of Timers.
- f) Each pair has separate lap recorders. Refer to ISU Rule 278.

## **Lap Times**

In races over several laps, the time must be noted for each lap. Refer to ISU.

These times are then transcribed by the Recorder to lap sheets

## **Sammelagt Points**

Each skater earns sammelagt points in each race. These points are numerically equal to the average time in seconds (to the nearest three decimal places) he/she takes to skate 500 metres. The total number of points he/she earns in all races determines his/her overall meet performance, hence, his/her placing in his/her age class – ISU Junior and Senior Categories.

## **Timekeeping**

### *Manual Time Keeping*

If the two skaters cross the finish line within 5 metres of each other, the time of the second skater will not be determined by the watches on the second place skater, but will be determined by adding .10 seconds per metre to the official time for first place. Each metre of the last 5 metres on the track is clearly marked to assist the Chief Finish line Judge in making this determination.

### *Electronic Timekeeping*

If electronic timekeeping fails for any one pair, to the manual time of the respective skater 0.20 seconds must be added. Refer to ISU Rules 247, 251, & 260.

## **Reskates**

The Referee may grant reskates. Watch for them, make up the appropriate Timers, Judges, clerk of the course, and Announcer's reports.

It is also imperative that the skaters have an adequate rest period.

## **Awards**

Refer to ISU/SSC Bulletin

## **RELAYS**

- a) Relay races shall be conducted in accordance with Branch/SSC or ISU Rules
- b) Relays are part of the Canadians See SSC P&R's
- c) No relay events shall be held in a class for which one branch has entered a team or teams

## **Age Classification and Distances**

Refer to SSC P&R's

## **Records**

Records are kept and should be submitted on the SSC Application form Refer to SSC P&R's

## **Awards**

First, Second and Third medals are awarded for each age class. Refer to SSC P&R's

## **RANKING COMPETITIONS**

Ranking competitions follow similar procedures used for recording other types of championships. The Recorder should refer to the current High Performance Bulletin.

### **Types of Competitions**

- Canadian Junior Short Track Championship
- Canadian Junior Long Track Championship
- Canadian Single Distance Championship
- Canadian Senior All- round Championship
- Team Selection 1, 2, 3 Short Track
- Select the National Team
- Canada Cups 1, 2, 3 Long Track
- Regional Qualifiers East and West 1, 2 Short Track
- Qualifying competition to skate at Team Trials

### **Awards**

Awards for Ranking Competitions are at the discretion of the Organizing Committee.

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## ABILITY FORMAT OR “ALL POINTS MEETS”

### Introduction

Ability competitions are designed to improve the quality of competition in Mass Start competition by classifying skaters by similar ability rather than by age class and gender when there are insufficient skaters in each age class to ensure reasonably competitive races.

### Advantages/Disadvantages

#### *Advantages*

The ability format generally provides for better competition over other types of formats. This format can be critical to the development of some skaters, and important in presenting a better public image.

#### *Disadvantages*

Speed Skating Canada records cannot be set because skaters of different age classes or gender are skating in the same race.

It is difficult to find criteria for selecting award winning skaters, which retains the traditional principles.

Seeding into the first distance should be by the skater's personal best time of one of the distances or a combination of two distances.

### Competition Format

Master and Cradle skaters should skate in the traditional format, not the ability format.

Format: All points heat to finals, or by time, the fastest skaters will move up to the next race for the next distance and the slower skaters will move down for the next distance.

### Entry Form

The entry form should include the following

- The type of Ability competition format
- Age requirement eligibility to participate
- Personal Best Time
- Waiver declaration

### Skater Group

There should be no reluctance to mix boys and girls in ability races. If there are sufficient girls and boys to ensure good competition, skate separately, if not combine them.

The simplest method of determining the groups is to divide the skaters in to groups of 15. This should be done by ability and age.

Distances skated in each group should be those of the age class which has the greatest representation in the group. For example, if there are more Juniors in a group than there are Juveniles, Intermediates, or Seniors, the distances skated should be Junior distances. Every attempt should be made to avoid having skaters skate unreasonably long or short distances in compared to their normal age class distances.

## **Procedure**

Dependant on the type of ability format each group will have 2, 3 or 4 sub groups or “races” depending on the number of skaters in the group.

The fastest skaters in the group will race in Race #1 of their group the next fastest in Race #2 for each distance.

For All points the race the skaters will skate in will depend on the hierarchy heat, semi that they fall into.

Disqualified skaters will be assigned to the last place (behind all other skaters in the race).

## **Points/Awards**

Refer to Branch procedures and rules.

## **Other Ability Formats**

Each Branch may have similar formats for Ability competitions.