A guide for progressive speed skating instruction.
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Clubs across Canada have benefited from the Cutting Edge Pin for close to twenty years. In 2007 in accordance with the SSC’s adoption of the new Long Term Athlete Development model (LTAD), as well as the adoption of the new comprehensive National Coaching Certification program (NCCP), it was felt that it was time to align the Cutting Edge Pin program with current initiatives.

The newer program has kept some key elements of the old Cutting Edge program, as certain skills have not changed. To match the progress that has been made in coaching and the LTAD the following documents were used as reference for the new Cutting Edge Program:

- Canadian Amateur Speed Skating Associations’ Cutting Edge Pin Program
- Find your Edge – Speed Skating Canada’s Long-Term Athlete Development Plan
- Speed Skating Canada, Coaching Association of Canada ‘s 2007 Fundamentals Coaching Program
- Speed Skating Canada, Coaching Association of Canada ‘s 2007 Introduction to Competition Coaching Program

Content for new Program was written and compiled by Derrick MacLeod (Chartered Professional Coach, B.Kin, Master Learning Facilitator with SSC, Club and Membership Development Atlantic Rep).

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- Sean Ireland – National Team Long Track Sprint Coach
- Crispin Parkinson (Olympic Oval Coach)
- Jim Elliot (Club and Membership Development Rep for Ontario)
- Ian Mellors (President of BCASSA)
- David Knight (Chair of Club and Membership Development Committee)

All Speedy Illustrations by Todd Lachance.
FOCUS OF PROGRAM:
The focus of the program is to test, in a fun environment, the skill level of our future skating stars. With time, all developing skaters will become fitter and mature both mentally and physically. We want to ensure that all skaters are taught the proper skills that will assist them to develop first as a skater, second as a speed skater, and finally as a champion. Successful completion of the Cutting Edge Program will help provide young athletes with the necessary skills for high performance development.

STAGING OF LEVELS

PRIMARY TESTING FOCUS OF LEVELS 1 THROUGH 5:
Recommended Stage of Development: Stage 1: Fundamentals: Males 6-9/Females 6-8
- Fundamental movement skills such as running, throwing, rolling, jumping, gliding, and kicking
- Suppleness and flexibility
- Introduction to core stability
- Agility, Balance, Coordination
- Mental: Positive attitude to sport and starting to develop concentration and confidence
- Equipment knowledge: Basic understanding
- Competitive knowledge: Basic understanding
- Ethics: Basic understanding
- Skating skills: Gross motor skills in relation to moving forward, backwards, balance, crossing over, stopping, agility, edge control, basic position, and starting

PRIMARY TESTING FOCUS OF LEVELS 6 THROUGH 8
Recommended Stage of Development: Stage 2: Learning to Train: Males 9-12/Females 8-11
- Skaters are starting to learn how to speed skate rather than just skate
- Suppleness and flexibility still very important
- Continued development of core stability, balance, and coordination
- Speed elements such as agility, quickness, change of direction are tested
- Multi-directional movement and random movements are tested
- Strength in relation to body weight and jumping activities
- Mental: Understanding why we practice, early stages of goal setting, and teamwork
- Competitive Knowledge: getting more specific to skating
- Skating Skills: Starting to test more specific and intermediate skills of speed skating

BADGE LEVEL 9 THROUGH 11
Recommended Stage of Development: Stage 3: Training to Train: Males 12-16/Females 11-15
- Skaters are starting to refine the speed skating skills they have learned
- Suppleness and Flexibility still very important
- Continued development of core stability and more focus on peripheral stability especially at ankles and knees
- More challenging tests of agility, coordination, body alignment, and change of direction
- Strength, speed and power testing is more advanced
- Mental: Setting of process and outcome goals, visualization, and focus
- More advanced goal setting and personal management occurs leading up to completion of Level 11
on the edge cutting edge pin program

- Competitive Knowledge: Knowledge base that is important for personal best performance at Canadian Nationals and top level Provincial competition
- Skating Skills: More advanced skills are introduced

POST CUTTING EDGE PROGRAM

It is Speed Skating Canada’s desire that skaters will master the skills tested in the Cutting Edge program somewhere within the midpoint of the Training to Train Stage. These skills will be extremely important for their success in the LTAD stages that follow:

Learning to Compete, Training to Compete, Learning to Win, and Training to Win.

LEVEL 1

1 STANDING POSITION
- Stand balanced on both feet with even weight distribution between legs
- Feet parallel and shoulder width apart
- Skater should be able to stand still for a period of 10 seconds

2 TOE TOUCHES (SUPPLENESS)
- Stand balanced on both feet with even weight distribution between legs
- Feet parallel and shoulder width apart
- Bending from the waist and without bending knees skater touches ankles and then toes

3 BALANCE ON ONE LEG WHILE SUPPORTED
- Using the boards or tester for support
- Balance on right leg, then left leg

4 FALLING DOWN AND GETTING UP
- On cue skater falls down and gets back up without being assisted
- Arms can be used for leverage

5 STEPPING FORWARD AND BACKWARD
- Ten steps forward
- Ten steps backward
- Feet must come off of ice

6 SIDE STEPS
- On colored line
- 10 side steps to the left
- 10 side steps to the right
- Feet do not crossover
7  MARCHING ON THE SPOT
   • Start from a standing position
   • Feet should be shoulder width apart and
     on cue the athlete marches on the spot with
     knees raised to waist for 5 seconds

8  SKATING 1 LAP OF ICE SURFACE
   • Skater should be able to skate the
     circumference of the ice surface next
     to the boards for one lap

9  SNOWPLOW STOP
   • Point toes in and heels out
   • Skater should be able to stop prior
     to contacting the boards and without falling

10 KICKING WITH ONE LEG
    • A plunger is placed in front of the skater
    • The skater should be able to kick the object
      forward without falling over
    • Test both right and left foot

11  THROWING (BALANCE)
    • Skater throws a ball a distance of 2 metres
    • Test is to see if skater maintains balance
      throughout throw without falling

12  SKATING BACKWARDS
    • Skater moves backwards in a C-Motion
      between the blue lines without assistance

LEVEL 2

1  HOPPING WHILE IN STANDING POSITION
   • Athlete stands balanced on two feet
     with weight evenly distributed between legs
   • Feet should be parallel and shoulder width apart
   • On cue they hop and land back on two feet
     without falling

2  STANDING POSITION KNEE DROP (FLEXIBILITY)
   • Athlete stands balanced on two feet with
     weight evenly distributed between legs
   • Feet should be parallel and shoulder width apart
   • Athlete drops knees forwards until knees
     are 1-2 inches past toes
   • Skater then grabs hold of feet
3  BALANCE ON ONE LEG UNASSISTED
   • From a standing position
   • Balance on right leg for count of 1
   • Balance on left leg for count of 1
   • Un-weighted leg should be off of ice

4  LINE HOPS (AGILITY WHILE MOVING)
   • Skater travels length of ice surface
   • While moving the skater jumps blue line, red line, and second blue line
   • Must hop and land without falling
   • Skater can skate between lines

5  MAKING SNOW
   • From a stationary starting position skater pushes to the side trying to make snow with their blade
   • Test both right and left legs

6  FORWARD GLIDE (BASIC MOVEMENT)
   • Skater glides on flats of blades for a distance of 10 metres
   • Feet should be shoulder width apart and weight evenly distributed
   • Skater should glide straight without falling

7  PUSHING WITH ONE FOOT WHILE MOVING
   • One leg is used as the support leg and does not lose contact with the ice
   • Opposite leg pushes away from the body for a total of 10 strokes
   • Test both the right and left leg

8  ARM SWING (STATIONARY)
   • With the skater staying stationary and in an upright position can they demonstrate a simple arm swing with both arms moving
   • Arms should swing to midline of body with little or no twisting of upper body

9  FORWARD TWO FOOT GLIDE
   • In an upright position skater demonstrates a forward glide between blue lines
   • Feet should be shoulder width apart and parallel

10  FORWARD TWO FOOT GLIDE AND PICK UP OBJECT
    • In an upright position skater demonstrates a forward glide between blue lines
    • Skater bends from waist/hips to pick up a plunger/puck
    • Skater should continue to glide for distance of 5 metres
11 CROSS-OVER WALK
• Start by standing upright on blue or red line
• Step one foot over the other for 10 steps
• Toes should be pointed forward and feet parallel
• Demonstrate both right and left crossover

12 BASIC CORNERING
• Skater glides around the circle in first a counter-clockwise and then clockwise direction
• Glide should be on two feet for the circumference of a small 5-10 metre circle

LEVEL 3

1 BASIC POSITION (STATIONARY)
• Feet should be parallel and shoulder width apart
• Head is up and eyes are looking ahead 3-5 meters
• Shoulders, knees, and toes are vertically aligned
• Arms should be relaxed and back rounded (not flat)
• Knees must be positioned over toes
• Knees should be shoulder width apart and ankles should be straight up and down
• Knees are bent close at 90 degrees and waist is bent at 30-45 at 30-45 Degrees

2 BASIC POSITION (MOVING)
• After taking 4-6 pushes the skater demonstrates the same technique as illustrated in #1 above between blue lines without falling

3 BASIC POSITION WITH SINGLE LEG PUSH
• Starting from Basic Position as described above
• Skater pushes diagonally with one leg while supporting weight on the other leg
• Skater remains on the same support leg for the distance of the ice
• Test both the right and left leg.
• There should be a complete extension of the pushing leg
• Glide should be apparent on support leg

4 BACKWARDS GLIDING
• Skater travels backwards for 10 metres
• With a slight knee bend they then glide backwards in a straight line for 5 metres with both feet on the ice and shoulder width apart

5 BACKWARDS GLIDE WITH V-STOP
• Skater demonstrates the ability to do a V-stop by the blue line after skating backwards
6 FALLING DOWN AND GETTING UP WHILE MOVING
- While skating the length of the ice skater drops down to both knees and quickly gets up and continues to skate
- Skater should do three falls and quick recoveries

7 STARTING POSITION
(UNDERSTANDING COMMANDS AND BASIC START POSITION)
- Can the skater follow the directions of Go to the start, ready, and GO!!
- Skater’s starting position can be simplified to a stable crouch position with skates parallel to each other and 45 degrees to starting line
- Slightly more weight should be placed on front leg
- Elbows are bent, head is up, and eyes are forwards
- Skater’s body should remain still for a period of 2 seconds between Ready and Go commands

8 HERRINGBONE RUN
- From a standing position the skater travels down the ice surface
- Between Blue lines they “run” with feet in a herringbone style similar to the first steps of the start
- Skater should lean forward, knees should be forward, and legs should reach full extension

9 PLUNGER KICK TO THE SIDE
- Skater starts in Basic Position next to a plunger
- One leg will be used for support while the other is used to push i.e. kick
- On cue the skater kicks a plunger a distance of 3-5 metres by pushing quickly to the side
- Plunger should be positioned slightly perpendicular to skater’s blade

10 TWO FOOT QUARTER TURNS
- From Basic Position skater hops 90 degrees in a clockwise direction
- After completing 4 hops clockwise repeat in counter-clockwise direction

11 CORNERING WHILE PUSHING WITH RIGHT LEG
(COUNTER-CLOCKWISE)
- Skater travels the circumference of s small circle
- Using left leg for support push the right leg to the side
- Skater must remain in basic position and knees should be bent
- On completion of push right leg should be fully extended to the side
12 CORNERING WHILE PUSHING WITH LEFT LEG (CLOCKWISE)
- Skater travels the circumference of a small circle
- Using right leg for support push the left leg to the side
- Skater must remain in basic position and knees should be bent
- On completion of push left leg should be fully extended to the side

LEVEL 4

4 BALANCE ON ONE LEG WHILE GLIDING – UPRIGHT
- Glide between blue lines while standing on one foot
- Glide must be straight
- Skater should be directed to start in a balanced position on two feet prior to first blue line

5 SCULLING FORWARDS AND BACKWARDS
- Place 6 blocks 1 metre apart
- Between blocks feet are parallel and almost touching
- At blocks feet travel to shoulder width
- Perform test both forwards and backwards

6 GLIDE RECOVERY POSITION ON BOARDS WITH SUPPORT
- Start with skater in Basic Position
- One leg is used for support while the other leg is in the Glide Recovery Position behind body
- Legs should be close together and hips should be relaxed
- Skater can uses the boards, bucket, tester, etc for support

7 BASIC POSITION ONE LEG EXTENSIONS (STATIONARY)
- From a good Basic Position athlete balances on one leg while extending the opposite leg to the side
- Arm of pushing leg should be forward and bent
- Arm of support leg should be behind the body and extended
- Head should be up and eyes looking 3-5 meters ahead
8 BASIC POSITION ONE LEG EXTENSIONS (GLIDING)
• Same position as above but after a glide in basic position for 5 metres
• Skater should be able to glide in a straight line

9 WEIGHT TRANSFER (STATIONARY)
• Starting from Basic Position
• Extend one leg to side, then shift weight to opposite leg
• When one leg extends, body weight travels over top of opposite support leg
• Hips should move in an even line parallel to ice and feet do not lose contact with ice

10 ARM SWING (STRAIGHTS)
• Have the skater demonstrate a relaxed arm swing for 2 laps on straight
• When one arm is travelling forwards to midline in front of body, the other travels behind body and extends fully

11 COMPETITIVE KNOWLEDGE – RACE BASICS
• Quiz skater on the starting order for a race
• Where does skater in position #1 start?
• How many false starts are you allowed?
• What is a Personal Best?

12 PROPER SKATE CARE
• Observe skater post practice to ensure that they properly wipe off skates with a rag, dry guards, and/or put them into a blade covering
• Do they have a rag to wipe their skates?

LEVEL 5

1 CROSSOVER (COUNTER-CLOCKWISE – ON SKATING TRACK)
• While skating 2 laps can the skater demonstrate the ability to cross right leg over left at least twice per corner
• Skater must remain in Basic Position and knees should be bent
• On completion of push right leg should be fully extended
2 **FORWARD TWO-FOOT SLALOM IN BASIC POSITION**
- Place 8 blocks 1 metre apart
- Skaters enter first block in Basic Position and slalom around all 8 blocks
- Skater must keep both feet on ice and knees shoulder width apart
- Both feet must keep contact with the ice

3 **BALANCE WHILE GLIDING ON LEFT LEG – BASIC POSITION**
- Glide between blue lines while being supported on left leg
- Glide must be straight
- Skater should be directed to start from a balanced Basic Position on two feet prior to first blue line

4 **BALANCE WHILE GLIDING ON RIGHT LEG – BASIC POSITION**
- Glide between blue lines while being supported on right leg
- Glide must be straight
- Skater should be directed to start from a balanced Basic Position on two feet prior to first blue line

5 **PARALLEL STOPPING (LEFT AND RIGHT)**
- Skater skates at medium speed between blue lines
- Skater must face in the same direction for both stops
- On one blue line skater stops on right foot and on the second they stop with their left foot
- Stops must be held for 2 seconds

6 **QUICK TURNS AROUND BLOCK**
- Place a block on both blue lines
- Skater moves at medium speed between blue lines
- Skater quickly turns around block on two feet and skates in opposite direction

7 **BACKWARDS SLALOM BETWEEN BLOCKS – STANDING**
- Place 6 blocks 2 metres apart
- Using C Motion skaters navigate through blocks
- No blocks should be hit during test
8 SITTING CROUCHED BETWEEN BLUE LINES (FLEXIBILITY)

- Skating the length of the ice the skater goes from Basic Position to sitting as low as the can (below 90 degrees in crouched position) between the blue lines
- Skaters must keep knees over toes and weight forward to ensure that they do not fall backwards

9 FORWARDS SKATE TO BACKWARDS

- Skating forwards the length of the ice the skater will turn 180 degrees at red line and continue to skate backwards as quick as possible

10 FALLING DOWN / SPINNING 360 AND GETTING UP

- Skater travels at medium speed across ice surface
- Skater falls, does a 360 spin on ice and gets up as quick as possible
- Skater should be able to get up within 1-2 seconds and quickly go back to skating

11 RELAY KNOWLEDGE – GETTING PUSHED (TIMING)

- Quiz skater on a 4 person relay
- When and where should they come out for a relay push?
- Recommend before 7th block for this age
- Who pushes whom?
- Have them show you a relay with 3 other skaters

12 RELAY PUSH

- In partners skaters demonstrate a relay push
- Ensure skater is pushing with both hands and fully extending arms at end of push
- Skater being pushed should be balanced evenly on both feet
- Skater pushing must push in direction of travel and not upwards or downwards

LEVEL 6

1 WEIGHT SHIFT WHILE MOVING (TWO FEET ON ICE)

- Skater travels the length of the ice
- Test begins in Basic Position with the right leg extended and body weight supported on left leg
- On cue the skater shifts weight from left leg to right leg and extends left leg
- Repeat movement six times

2 GLIDE RECOVERY POSITION WHILE GLIDING (BASIC POSITION) – RIGHT LEG

- Skater travels the length of the ice
- At the first blue line skater positions left leg behind in Glide Recovery Position while right leg is used for support
3 GLIDE RECOVERY POSITION WHILE GLIDING (BASIC POSITION) – LEFT LEG
- Skater travels the length of the ice
- At the first blue line skater positions right leg behind in Glide Recovery Position while left leg is used for support

4 BACKWARDS GLIDE ON CORNER (TWO FEET)
- Skater builds speed on straight backwards
- While entering the first block of corner the skater glides on two feet
- Glide is in Basic Position and continues until final block in corner
- No pushing or skating is permitted

5 LIFTED LEFT LEG EXTENSION
- Glide in Basic Position for 5 meters on both skates
- Extend left leg to side by first blue line and lift extended left leg between red and second blue line
- Body weight must be on right support leg and glide should be apparent

6 LIFTED RIGHT LEG EXTENSION
- Glide in Basic Position for 5 meters on both skates
- Extend right leg to side by first blue line and lift extended right leg between red and second blue line
- Body weight must be on left support leg and glide should be apparent

7 ARM SWING ON CORNERS AND STRAIGHTS
- While skating 3 laps skater demonstrates the difference between the arm swing on straights vs. corners
- On corner left arm swing should be reduced and left elbow should be bent
- On straight arms should swing to midline of body
- When one arm is traveling forwards to midline in front of body, the other travels behind body and extends fully
- Arm swing should match desired tempo of movement and the degree of leg extension

8 BACKWARDS SLALOM – IN BASIC POSITION
- At medium speed while backwards the skater slalom on two feet around six pylons placed one metre apart

9 JUMPING (WHILE STATIONARY)
- From Basic Position skater demonstrates the ability to jump 180 degrees to land in opposite direction

10 PASSING (BASIC ELEMENTS)
- Partnered with 2 other skaters, skater demonstrates basic understanding of passing
- Elements that should be demonstrated are: and increase in speed prior to passing attempt, alternating track pattern to set up the pass, and the successful completion of the pass
- Passing can be performed at medium speed
11 **COMPETITIVE STOP**

- Skater demonstrates the ability to stop in such a way as to not dull the edge of their blades
- Alternating pressure on left and right blades until they come to a full stop
- No sound should come from the blades during motion

12 **COMPETITIVE KNOWLEDGE – FOUR-PERSON RELAY – BASIC ELEMENTS**

- Coverage — basic elements of who covers who (even/even, odd/odd)
- Have the skater demonstrate proper coverage and timing of push
- At this level push should be complete by first blue line

**LEVEL 7**

1 **WEIGHT TRANSFER WHILE GLIDING**

- Skater travels the length of the ice
- Skater demonstrates weight transfer by shifting body weight between right and left leg. When one leg is used for balance the opposite leg is extended to the side for a total of two seconds. Skates do not lose contact with ice.

2 **GLIDE RECOVERY POSITION AROUND CORNER (COUNTER-CLOCKWISE) – LEFT LEG**

- Skater approaches corner at medium speed in Basic Position. At blue line right leg is lifted off the ice while weight is being supported on left leg
- Skater travels in this gliding position until reaching final corner block

3 **GLIDE RECOVERY POSITION AROUND CORNER (COUNTER-CLOCKWISE) – RIGHT LEG**

- Skater approaches corner at medium speed in Basic Position. At blue line left leg is lifted off the ice while weight is being supported on right leg
- Skater travels in this gliding position until reaching final corner block

4 **CORNERING WITH RIGHT LEG EXTENDED (COUNTER-CLOCKWISE)**

- Skater approaches corner at medium speed in Basic Position. At the blue line the skater supports weight on left leg while extending right leg to the side
- Both feet keep contact with the ice surface
- When weight is supported fully on left skate, right skate is held off the ice
5 CORNERING WITH LEFT LEG EXTENDED (COUNTER-CLOCKWISE)
- Skater approaches corner at medium speed in basic position and takes one crossover by second block
- Weight is supported on right leg while extending left leg
- When weight is supported fully on right skate, left skate is held off the ice

6 CROSS-OVER WEAVER
- Demonstrate a forwards cross-over weave alternating left over right and right over left while gliding the length of the ice
- Swing the left leg over while the right leg pivots.

7 ONE FOOT JUMPS ON STRAIGHTS
- While traveling the length of the ice jump over the blue-red-blue lines by hopping and landing on the same skate without falling
- Glide should be apparent between jumps and opposite leg is held off ice
- Complete on both the right and left leg

8 BACKWARDS GLIDE ON STRAIGHT (RIGHT LEG)
- Skater builds speed on straight
- Skater glides backwards in straight line between blue lines while supported on right leg

9 BACKWARDS GLIDE ON STRAIGHT (LEFT LEG)
- Skater builds speed on straight
- Skater glides backwards in straight line between blue lines while supported on left leg

10 JUMPING (WHILE MOVING)
- Skater travels a medium speed down length of the ice
- Skater demonstrates the ability to perform a 180 degree jump from two feet at the red line
- Skater travels to middle red line skating forwards, completes 180 degree jump and skates backwards the remaining length of the ice

11 POWER VS. FREQUENCY ACCELERATIONS
- Skater demonstrates 2 straight-away accelerations at top speed
- First straight will be power acceleration. Full extension, pressure into the ice, and strong arm swings should be evident
- Second straight will be frequency acceleration. Quicker turn over, stronger thrusting motion, and faster limb movement should be evident
- A difference of tempo should be noticeable
12 TEMPO CHANGES WITH PARTNER – STRAIGHTAWAY PASS

- Skating with a partner the skater demonstrates the ability to change tempo on the straight and in the process overtake opposing skater by first block
- Pass should be complete by corner without infraction

LEVEL 8

1 WEIGHT TRANSFER AND GLIDE RECOVERY (NO TWO FOOTING)

- Skater skates the length of the ice performing a straight-away stride
- Skater demonstrates the ability while moving to transfer weight from right leg to left and vice versa as you extend opposing leg and carry it in a semi-circle to Glide Recovery position
- Watch for hopping or jumping and watch for “stepping out” of recovery legs

2 CORNERING WITH RIGHT LEG EXTENDED IN BASIC POSITION (CLOCKWISE)

- Skaters travels clockwise on track at medium speed
- Skater extends right leg at the blue line and glides the arc of the track supported on the left leg until reaching blue line on corner exit
- When weight is supported fully on left leg, right skate is held off the ice

3 CORNERING WITH LEFT LEG EXTENDED IN BASIC POSITION (CLOCKWISE)

- Skaters travels clockwise on track at medium speed
- Skater extends left leg at the blue line and glides the arc of the track supported on the right leg until reaching blue line on corner exit
- When weight is supported fully on right skate, left skate is held off the ice

4 BACKWARDS GLIDE ON LEFT LEG ON CORNER (IN BASIC POSITION)

- Skater travels down straightaway backwards to build speed
- At blue line skater balances on the left leg
- Skater maintains balance on left leg through arc of track until reaching blue line on opposite side
- Right foot and toe must remain off the ice
5 BACKWARDS GLIDE ON RIGHT LEG ON CORNER
(IN BASIC POSITION)
- Skater travels down straight backwards to build speed
- At blue line they balance on the right leg
- Skater maintains balance on right leg through arc of track until reaching blue line on opposite side
- Left foot and toe must remain off the ice

6 THRUST ON STRAIGHTAWAY WHILE GLIDING (LEFT LEG)
- Starting from Glide Recovery Position with weight supported on left leg and right leg posterior
- Skater thrusts knees forward quickly (yet controlled) until both knees are parallel
- Thrusting leg is then returned to Glide Recovery Position and repeated 6 times
- Glide should be straight and recovery toe should be pointed to ice

7 THRUST ON STRAIGHT WHILE GLIDING (RIGHT LEG)
- Starting from Glide Recovery Position with weight supported on right leg and left leg posterior
- Skater thrusts knees forward quickly (yet controlled) until both knees are parallel
- Thrusting leg is then returned to Glide Recovery Position and repeated 6 times
- Glide should be straight and recovery toe should be pointed to ice

8 KNEE TOUCHES WHILE GLIDING
- While gliding in recovery position the skater quickly touches knees on red/blue/red line
- Glide should remain straight and no additional pushes are needed from either leg
- Demonstrate on both right and left legs/knees

9 REACTION DRILL
- On the straightaway on one side of the ice surface place a red pylon 2 meters prior to first block and halfway between track and boards
- While skating a total of 4 laps at medium speed, the skater will be instructed by middle red line whether they are to go inside or outside the red pylon.
- The skater should be able to perform the drill successfully all four times

10 DEMONSTRATE OUTSIDE PASS
- With a partner the skater demonstrates the ability to switch to a wide/wide track pattern to increase speed, and complete a pass on another skater
- Drill must be completed at a medium-fast speed
11 GOAL SETTING (EARLY STAGE)
• Can the skater tell you what their goal is for the next upcoming competition?
• What will be there next competition?

12 ANALYSIS OF PERFORMANCE
• Ask the skater about his/her performance at their last competition.
• Can they pick one race and critique their performance technically, tactically, and/or physically?
• Skater should be able to provide at least 2-3 points with minimal prompting

LEVEL 9

1 CORNERING – ONE CROSSOVER
• Skater travels one lap to build speed leading up to skill
• Skater enters corner in basic position balanced on left skate and continues on left skate between blocks 1-4
• At apex the skater takes one crossover and transfers weight to right foot and rides right foot until block 7

2 CORNERING – TWO CROSSEOVERS
• Skater travels one lap to build speed leading up to skill
• In Basic Position the skater takes ones crossover prior to apex and one crossover after apex
• No two–footing is allowed and equal glide time should be evident between right and left legs

3 CORNERING (CLOCKWISE)
• Skater demonstrates the ability to crossover while traveling in opposite direction

4 FORWARDS TO BACKWARDS ON LEFT SKATE
• While gliding forwards on left skate in Basic Position skater turns 180 degrees to glide backwards
• Blue line to red line forwards and red line to second blue line backwards

5 FORWARDS TO BACKWARDS ON RIGHT SKATE
• While gliding forwards on left skate in basic position skater turns 180 degrees to glide backwards
• Blue line to red line forwards and red line to second blue line backwards
6 **RIGHT FOOT SLALOM – FORWARDS**
• While gliding forwards on the right foot slalom around 6 pylons placed one meter apart

7 **LEFT FOOT SLALOM – FORWARDS**
• While gliding forwards on the left foot slalom around 6 pylons placed one meter apart

8 **QUICK PIVOT ON CORNER EXIT**
• Skater travels one lap at medium speed leading up to skill
• After the seventh block and prior to the blue line the skater quickly pivots in a semi-circle to travel inside of the track without passing the blue line

9 **INSIDE THE TRACK ACCELERATIONS**
• Place a red pylon 3 meters inside the apex blocks on both corners and keep all track markers on the 111M track
• While skating 3 laps at medium speed skater travels inside of 111M track yet outside of red pylon
• Skater is not permitted to go outside of any of the 111M Track markers

10 **ACCELERATIONS ON CORNER**
• Skater travels one lap at medium speed leading up to the skill
• Skater demonstrates a power acceleration on one corner and one lap later demonstrates a frequency acceleration
• Quicker limb movements, increase number of crossovers, and faster tempo should all be noticeable during frequency acceleration

11 **PACK SKATING**
• In a group of five skaters the skater demonstrates the ability to duplicate the track pattern of the other skaters
• Pack should be traveling in a “snake-like” pattern
• May be beneficial to test with more advanced skaters
LISTENING AND FOCUS
• Key trait for a developing skater at this stage
• Did the skater stay on task throughout testing without being reminded?

LEVEL 10

1 ONE-IN AND TWO-OUT TRACK PATTERN
• Skater travels one lap at medium-fast speed leading up to skill
• Skater performs one crossover to apex and two crossovers after apex
• Skater continues with this track pattern for a total of 3 laps

2 TWO-IN AND TWO-OUT TRACK PATTERN
• Skater travels one lap at medium-fast speed leading up to skill
• Skater performs two crossovers to apex and two crossovers after apex
• Skater continues with this track pattern for a total of 2 laps
• Fourth crossover must carry skater past the blue line on the exit

3 INSIDE PASS ON EXIT OF CORNER
• Skaters travel one lap at fast speed leading up to this skill
• With a partner the skater demonstrates the ability to set up a pass, build speed, and execute an inside pass between the last track block and the midline of the straight
• Drill must be completed at close to top speed

4 WIDE-WIDE (PURSUIT) TRACK PATTERN
• Test is performed from a start position for a total of 3 laps
• Skater demonstrates the ability to perform a wide entry and wide exit track pattern

5 WIDE-IN AND TIGHT-OUT TRACK PATTERN
• Skaters travels one lap at medium speed leading up to this skill
• For a total of 3 laps at medium-fast speed skater demonstrates the ability to do a wide entry and tight exit track pattern

6 INSIDE PASS ON EXIT OF CORNER
• Skaters travel one lap at fast speed leading up to this skill
• With a partner the skater demonstrates the ability to set up a pass, build speed, and execute an inside pass between the last track block and the midline of the straight
• Drill must be completed at close to top speed
4 WIDE-WIDE (PURSUIT) TRACK PATTERN
- Test is performed from a start position for a total of 3 laps
- Skater demonstrates the ability to perform a wide entry and wide exit track pattern

5 WIDE-IN AND TIGHT-OUT TRACK PATTERN
- Skaters travels one lap at medium speed leading up to this skill
- For a total of 3 laps at medium-fast speed skater demonstrates the ability to do a wide entry and tight exit track pattern

6 FALLING TECHNIQUE (CORNER)
- Safety equipment on both the track and the skater must be secured prior to testing
- At medium speed the skater demonstrates proper technique of falling into the corner
- Distribution of body surface area and arms/feet away from body should be evident

7 FALLING TECHNIQUE (STRAIGHT)
- Skater travels at medium speed for at two laps
- On the first lap skater falls on straight, turns 360 degrees on knee, and recovers to skate into corner
- On the second lap skater falls on straight, touches chest & stomach on ice, and recovers to skate into corner
- Fall should occur on middle red line and the skater must return to skating prior to entering corner

8 STARTING TECHNIQUE (FIRST LAP)
- Skater performs a two-lap time trial
- Skater demonstrates the ability the build speed by taking high frequency crossovers and straightaways

9 HYDRATION DURING PRACTICE
- Does the Athlete have a water bottle with them during practice?
- Is the bottle kept in a location where they can drink when needed without interrupting the flow of other skaters

10 SHARPENING TECHNIQUE
- Skater demonstrates verbally the ability to sharpen speed skates
- The description should include set-up, lubricating, grinding, burring, polishing, etc.
- Skater should be able to provide details with minimal prompting
- Note- Even if the skater has someone else do their skates, they must be aware of the process

11 ANALYSIS OF TECHNIQUE
- Option 1: Have the skater observe videotape of themselves
- Option 2: Have the skater observe a peer skating
- Can they provide 2 positive technical points and 2 areas that should be improved upon? Must be concrete points
12 GOAL SETTING

- Can the skater tell you their year end Goals?
- Ask them the question: What will you do in practice to help you realize these goals?
- Skater should be able to provide at least one goal and some tangible points to realize that goal

LEVEL 11

1 TWO-IN AND THREE-OUT TRACK PATTERN

- Skater travels one lap leading up to the skill
- At fast speed, the skater does two crossovers to apex and three after the apex for a total of 3 laps
- Last crossover should land at midline of straight-away

2 DEFENSIVE TRACK PATTERN (BLOCK TO BLOCK)

- Task is performed in a group of 3-4 skaters of equal ability
- At fast speed skater demonstrates the ability to perform a legal block-to-block track pattern in order to protect their lead in a race situation

3 PIVOT COUNTER-CLOCKWISE – RIGHT SKATE

- Place two blocks six meters part. Halfway between blocks place a small red pylon
- At medium or faster speed the skater travels inside the first block, pivots sharply on right skate around red pylon and exits before passing last block
- Pivot must be made as sharp as possible
- Skater must be low in order to accomplish task

4 PIVOT COUNTER-CLOCKWISE – LEFT SKATE

- Place two blocks six meters part. Halfway between blocks place a small red pylon
- At medium or faster speed the skater travels inside the first block, pivots sharply on left skate around red pylon and exits before passing last block
- Pivot must be made as sharp as possible
- Skater must be low in order to accomplish task

5 LEFT AND RIGHT FOOT SLALOM BACKWARDS

- While gliding backwards on one foot slalom around five pylons placed one meter apart
- Perform test on right and left skates
6  FULL JUMP TURN (360 DEGREES)
   • While skating at medium to fast speed on the track the skater demonstrates the ability to jump 360 degrees in the air
   • Jump is performed on the middle red line and skater must continue to skate around corner after completing the 360 turn

7  LUNGING (AT FINISH)
   • Athlete travels 1-2 laps at fast speed leading up to the task
   • Skater should demonstrate the ability to lunge (i.e. shoot the foot) at top speed across finish line
   • Both blades must remain on the ice, movement is performed quickly, no slowing down occurs prior to lunge, and the skater must be in control after the lunge

8  SHOOT-THE-DUCK
   • Skater begins by sitting into a lower than 90 degree crouched position
   • On leg is kept underneath body for glide/support while the other is extended straight ahead
   • Can be performed on either right or left leg

9  PACING FOR RACE SITUATION
   • Skater is instructed to skate 7 laps at 1500 m pace, followed by 2 laps at a faster pace
   • To perform test you will need stopwatch
   • Final two laps must be at a faster pace then first 7 laps

10 RELAY TIMING (ADVANCED)
   • In a 4 person relay skater demonstrates the ability to come out before the sixth block and be pushed by the blue line
   • There should be no more than one second between skater entering 111M track and getting push

11 SKATE SPECIFICS
   • Test Skater’s knowledge by asking the following questions: 1) What is a bend? 2) What is an offset? 3) What is a rocker? 4) How does each help you be a better skater?
   • Athletes must be familiar with terms and be able to provide description of each

12 PERSONAL MANAGEMENT
   • Do you follow a weekly training plan?
   • Do you keep track of what you do each day so your coach can help make adjustments?
   • Skater should provide some feedback that illustrates that they are taking active steps to aid their future development
### PRIMARY TESTING FOCUS PER LEVEL AS PER LTAD

<table>
<thead>
<tr>
<th>LEVEL 1</th>
<th>PRIMARY ELEMENTS TESTED</th>
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<tbody>
<tr>
<td>1- Standing Position</td>
<td>Balance/Core Stability</td>
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<tr>
<td>2 - Toes Touches</td>
<td>Flexibility/ Core Stability</td>
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<tr>
<td>3 - Balance on one leg while supported</td>
<td>Balance</td>
</tr>
<tr>
<td>4 - Falling down and getting up</td>
<td>Falling</td>
</tr>
<tr>
<td>5 - Stepping FW and BW</td>
<td>Stepping/Directional Skill</td>
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<tr>
<td>6 - Side steps</td>
<td>Stepping/Basic Cornering</td>
</tr>
<tr>
<td>7- Marching on the spot</td>
<td>Balance/Coordination</td>
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<tr>
<td>8 - Skating 1 lap of ice surface</td>
<td>General Skating Skill</td>
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<tr>
<td>9 - Snowplough stop</td>
<td>Stopping</td>
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<tr>
<td>10 - Kicking with one leg</td>
<td>Kicking/Balance</td>
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<tr>
<td>11- Throwing (Balance)</td>
<td>Throwing/Balance</td>
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<tr>
<td>12 - Skating Backwards</td>
<td>Backwards</td>
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<thead>
<tr>
<th>LEVEL 2</th>
<th>PRIMARY ELEMENTS TESTED</th>
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<tbody>
<tr>
<td>1- Hopping in standing position</td>
<td>Balance/Jumping</td>
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<tr>
<td>2 - Standing position knee drop</td>
<td>Flexibility/ Core Stability</td>
</tr>
<tr>
<td>3 - Balance on one leg unassisted</td>
<td>Balance/ Core Stability</td>
</tr>
<tr>
<td>4 - Line hops</td>
<td>Agility/Jumping</td>
</tr>
<tr>
<td>5 - Making snow</td>
<td>Edge Control</td>
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<tr>
<td>6 - Forward glide</td>
<td>General Skating Skill</td>
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<tr>
<td>7- Pushing with one foot while moving</td>
<td>Coordination/Agility</td>
</tr>
<tr>
<td>8 - Arm swing (Stationary)</td>
<td>Coordination</td>
</tr>
<tr>
<td>9 - Forward two foot glide</td>
<td>Balance</td>
</tr>
<tr>
<td>10 - Forward two foot glide &amp; pick up object</td>
<td>Coordination</td>
</tr>
<tr>
<td>11- Cross-Over Walk</td>
<td>Agility/ General Skating Skill</td>
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<tr>
<td>12 - Basic Cornering</td>
<td>General Crossovers</td>
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<tr>
<td><strong>LEVEL 3</strong></td>
<td><strong>PRIMARY ELEMENTS TESTED</strong></td>
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</tr>
<tr>
<td>1 - Basic Position (Stationary)</td>
<td>General Skating Skill/Flexibility</td>
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<tr>
<td>2 - Basic Position (Moving)</td>
<td>General Skating Skill/Flexibility</td>
</tr>
<tr>
<td>3 - Basic position with single leg push</td>
<td>Coordination/ Core Stability</td>
</tr>
<tr>
<td>4 - Backwards gliding</td>
<td>Edges/ General Skating Skill</td>
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<tr>
<td>5 - Backwards glide with V- stop</td>
<td>General Skating Skill/Stopping</td>
</tr>
<tr>
<td>6 - Falling down/Getting up while moving</td>
<td>Falling/Agility</td>
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<tr>
<td>7 - Starting position (Commands/Position)</td>
<td>Cognitive Skating Skill/General Skating Skill</td>
</tr>
<tr>
<td>8 - Herring-bone run</td>
<td>Basic Elements of Start/Speed</td>
</tr>
<tr>
<td>9 - Plunger kick to the side</td>
<td>Kicking/General Skating Skill</td>
</tr>
<tr>
<td>10 - Two foot quarter turns</td>
<td>Jumping</td>
</tr>
<tr>
<td>11 - Cornering (counter-clockwise) w/right</td>
<td>Basics of cornering</td>
</tr>
<tr>
<td>12 - Cornering (clockwise) w/left</td>
<td>Basics of Cornering/Body orientation</td>
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<tr>
<th><strong>LEVEL 4</strong></th>
<th><strong>PRIMARY ELEMENTS TESTED</strong></th>
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<tbody>
<tr>
<td>1 - X-over (Counter-clockwise –small circle)</td>
<td>Basics of Cornering</td>
</tr>
<tr>
<td>2 - Partner Push for one lap</td>
<td>Teamwork/riding flats of blades</td>
</tr>
<tr>
<td>3 - Balance on one leg while stationary</td>
<td>Balance/ Core Stability</td>
</tr>
<tr>
<td>4 - Balance on one leg while gliding</td>
<td>Balance/Coordination</td>
</tr>
<tr>
<td>5 - Sculling FW/BW</td>
<td>Directional orientation/Edge control</td>
</tr>
<tr>
<td>6 - Glide Recovery Position with support</td>
<td>Strength/Balance/Basics Skating</td>
</tr>
<tr>
<td>7 - Basic Position one leg –Stationary</td>
<td>Balance/Speed Skating Basics</td>
</tr>
<tr>
<td>8 - Basic Position one leg –Gliding</td>
<td>Balance/Speed Skating Basics</td>
</tr>
<tr>
<td>9 - Weight Transfer (stationary)</td>
<td>Coordination/ Speed Skating Basics</td>
</tr>
<tr>
<td>10 - Arm swing (straights)</td>
<td>Coordination/ Speed Skating Basics</td>
</tr>
<tr>
<td>11 - Competitive knowledge- Race Basics</td>
<td>Cognitive Skill/ Basic Speed Skating Knowledge</td>
</tr>
<tr>
<td>12 - Proper Skate Care</td>
<td>Cognitive Skill/ Basic Speed Skating Knowledge</td>
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</tbody>
</table>
### Level 5

<table>
<thead>
<tr>
<th>Primary Elements Tested</th>
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</thead>
<tbody>
<tr>
<td>1 - X-over (counter-clockwise)</td>
</tr>
<tr>
<td>2 - Forward two-foot slalom</td>
</tr>
<tr>
<td>3 - Balance while gliding on left leg in basic</td>
</tr>
<tr>
<td>4 - Balance while gliding on rt leg in Basic</td>
</tr>
<tr>
<td>5 - Parallel Stopping (lt/rt)</td>
</tr>
<tr>
<td>6 - Quick turns around block</td>
</tr>
<tr>
<td>7 - Backwards skating between blocks</td>
</tr>
<tr>
<td>8 - Sitting crouched</td>
</tr>
<tr>
<td>9 - FW skate to BW</td>
</tr>
<tr>
<td>10 - Falling down/spinning 360 &amp; getting up</td>
</tr>
<tr>
<td>11 - Relay knowledge – getting pushed</td>
</tr>
<tr>
<td>12 - Relay Push</td>
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</tbody>
</table>

### Level 6

<table>
<thead>
<tr>
<th>Primary Elements Tested</th>
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</thead>
<tbody>
<tr>
<td>1 - Weight shift w/ two feet on ice</td>
</tr>
<tr>
<td>2 - Recovery Position – right leg</td>
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<tr>
<td>3 - Recovery position – left leg</td>
</tr>
<tr>
<td>4 - Backwards glide on corner (two feet)</td>
</tr>
<tr>
<td>5 - Lifted left leg extension</td>
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<tr>
<td>6 - Lifted right leg extension</td>
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<tr>
<td>7 - Arm swing on corners and straights</td>
</tr>
<tr>
<td>8 - Backwards slalom</td>
</tr>
<tr>
<td>9 - Jumping (while stationary)</td>
</tr>
<tr>
<td>10 - Passing (basic elements)</td>
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<tr>
<td>11 - Competitive stop</td>
</tr>
<tr>
<td>12 - Four-person relay – basic elements</td>
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</tbody>
</table>
### Level 7

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<thead>
<tr>
<th>PRIMARY ELEMENTS TESTED</th>
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</thead>
<tbody>
<tr>
<td>1- Weight Transfer while gliding</td>
</tr>
<tr>
<td>2 - Glide Recovery corner – left leg</td>
</tr>
<tr>
<td>3 - Glide Recovery on corner – right leg</td>
</tr>
<tr>
<td>4 - Cornering with right leg extended</td>
</tr>
<tr>
<td>5 - Cornering with left leg extended</td>
</tr>
<tr>
<td>6 - Cross-over Weave</td>
</tr>
<tr>
<td>7 - One foot jumps on straights</td>
</tr>
<tr>
<td>8 - Backwards glide on straight (right leg)</td>
</tr>
<tr>
<td>9 - Backwards glide on straight (left leg)</td>
</tr>
<tr>
<td>10 - Jumping (while moving)</td>
</tr>
<tr>
<td>11 - Power vs. Frequency accelerations</td>
</tr>
<tr>
<td>12 - Tempo Changes on Straightaway pass</td>
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</tbody>
</table>

### Level 8

<table>
<thead>
<tr>
<th>PRIMARY ELEMENTS TESTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1- Weight Transfer/Glide Recovery</td>
</tr>
<tr>
<td>2 - Corner w/ right leg extended (clockwise)</td>
</tr>
<tr>
<td>3 - Corner w/ left leg extended (clockwise)</td>
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<tr>
<td>4 - Backwards glide on left leg on corner</td>
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<tr>
<td>5 - Backwards glide on right leg on corner</td>
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<tr>
<td>6 - Thrust on straightaway (left leg)</td>
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<tr>
<td>7 - Thrust on straight (right leg)</td>
</tr>
<tr>
<td>8 - Knee touches while gliding</td>
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<tr>
<td>9 - Reaction Drill</td>
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<tr>
<td>10 - Demonstrate outside pass</td>
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<tr>
<td>11 - Goal Setting (Early Stage)</td>
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<tr>
<td>12 - Analysis of Performance</td>
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</table>
## Level 9

<table>
<thead>
<tr>
<th>Primary Elements Tested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Cornering – one crossover</td>
</tr>
<tr>
<td>2 - Cornering – two crossovers</td>
</tr>
<tr>
<td>3 - Cornering (clockwise)</td>
</tr>
<tr>
<td>4 - Forwards to backwards on left skate</td>
</tr>
<tr>
<td>5 - Forwards to backwards on right skate</td>
</tr>
<tr>
<td>6 - Right foot slalom – forwards</td>
</tr>
<tr>
<td>7 - Left foot slalom – forwards</td>
</tr>
<tr>
<td>8 - Quick pivot on corner exit</td>
</tr>
<tr>
<td>9 - Inside the track accelerations</td>
</tr>
<tr>
<td>10 - Accelerations on corner</td>
</tr>
<tr>
<td>11 - Pack skating</td>
</tr>
<tr>
<td>12 - Listening and focus</td>
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</tbody>
</table>

## Level 10

<table>
<thead>
<tr>
<th>Primary Elements Tested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - One-in and two-out track pattern</td>
</tr>
<tr>
<td>2 - Two-in and two-out track pattern</td>
</tr>
<tr>
<td>3 - Inside pass on exit of corner</td>
</tr>
<tr>
<td>4 - Wide-wide track pattern</td>
</tr>
<tr>
<td>5 - Wide-in and tight-out track pattern</td>
</tr>
<tr>
<td>6 - Falling technique (corner)</td>
</tr>
<tr>
<td>7 - Falling technique (straight)</td>
</tr>
<tr>
<td>8 - Starting technique (first lap)</td>
</tr>
<tr>
<td>9 - Hydration during practice</td>
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<td>10 - Sharpening technique</td>
</tr>
<tr>
<td>11 - Analysis of technique</td>
</tr>
<tr>
<td>12 - Goal setting</td>
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</table>
LEVEL 11

<table>
<thead>
<tr>
<th>PRIMARY ELEMENTS TESTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Two-in and three-out track pattern</td>
</tr>
<tr>
<td>2 - Defensive track pattern (Block to Block)</td>
</tr>
<tr>
<td>3 - Pivot counter-clockwise - right skate</td>
</tr>
<tr>
<td>4 - Pivot counter-clockwise - left skate</td>
</tr>
<tr>
<td>5 - Left and right foot slalom backwards</td>
</tr>
<tr>
<td>6 - Full Jump Turn (360 Degrees)</td>
</tr>
<tr>
<td>7 - Lunging (at finish)</td>
</tr>
<tr>
<td>8 - Shoot-the-duck</td>
</tr>
<tr>
<td>9 - Pacing for race situation</td>
</tr>
<tr>
<td>10 - Relay timing</td>
</tr>
<tr>
<td>11 - Skate Specifics</td>
</tr>
<tr>
<td>12 - Personal management</td>
</tr>
</tbody>
</table>

GROUP TRACKING FORM FOR COACH/TESTER:

<table>
<thead>
<tr>
<th>DATE</th>
<th>GROUP</th>
<th>NAME</th>
<th>BADGE LEVEL</th>
<th>PASSED/RE-TEST</th>
<th>SECTIONS TO RE-TEST</th>
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<tbody>
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**INTRODUCTION**

Skating is one of the most popular sports in the world today. Due to its wide appeal, numerous programs are now in place which cater to everyone from the casual skater to the aspiring Olympian.

Speed Skating…On The Edge – Programs and Services…is produced by Speed Skating Canada to familiarize the reader with this multi-faceted sport. Who is Speed Skating Canada? What programs and services are available to help speed skating grow and develop? How does a skater make the national team? The “One The Edge” set of manuals will answer these questions, and many more.

**SPEED SKATING CANADA’S MISSION STATEMENT**

Speed Skating Canada (SSC) is dedicated to the development and promotion of speed skating activities in Canada. The association prepares athletes, coaches, officials and volunteers to make a significant contribution to speed skating and to Canada’s image abroad.

**SPEED SKATING CANADA**

The Amateur Skating Association of Canada was formed in 1887, and in 1894 became the first non-European to join the International Skating Union (ISU). In 1960, the organization saw two name changes, first to the Amateur Speed Skating Association of Canada…later to the Canadian Amateur Speed Skating Association. During the Annual General Meeting (AGM) in 1999, the name once again changed to Speed Skating Canada.

SSC received its first financial support from the Government of Canada in 1965. By 1969, SSC hired its first professional, a Swedish coach named Bjorn Bjerkedal. Later that year, SSC also became an incorporated non-profit organization.

**SSC’S STRUCTURE**

Speed Skating Canada is an amateur association and a member of the International Skating Union, and is governed by a Board of Director’s, which includes elected volunteers and athlete representation. SSC is divided into thirteen (13) branches, each equivalent to provincial
and territorial boundaries. Each branch elects its own executives and delegates to the SSC – AGM. SSC has a national office in Ottawa run by full-time staff: the Director General, High Performance Director, Sport Development Director, Finance and Administration Director, Communications/Marketing Manager, Athlete and Coach Services Coordinator, Sport Development Coordinator, Finance Assistant and the Administrative Assistant.

**SSC’S ROLE**

SSC develops speed skating programs and provides standards and rules for the activities of its members. The association qualifies and appoints referees, starters and other officials, and conducts training seminars for the development of these officials. The association is designed to provide our elite athletes with the resources necessary to assist them to achieve their performance potential and provide Canada with success at international competitions. SSC promotes the development of coaches at the various levels, and is developing the coaching certification (CBET) program for speed skating. SSC also develops and promotes recreational and educational programs, encouraging young skaters to grow through and with the sport. The association is the official spokesperson for speed skating in Canada, and markets and promotes the successes of the organization. SSC also sponsors annual national and international competitions.

**SSC’S FUNDING**

Like most amateur sport governing bodies, Speed Skating Canada is largely dependent on federal government grants.

The Athlete Assistance Program, under Sport Canada, supports athletes in each discipline at the International and Olympic level, as well developing skaters with high performance potential.

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**CANADIAN COMPETITIONS AND SELECTION PROCESS**

**BRANCH CHAMPIONSHIPS**

Branch Championships are held to determine the qualifying competitors for Nationals. Skaters from Peewee to Masters categories may compete. Each branch has its own qualifying criteria for skating in the provincial competitions.

**CANADIAN CHAMPIONSHIPS**

Six Canadian Championships are held in different cities each year. Competitions are held in short track and long track. A class or overall champion is decided on a points system in individual events.

**CANADIAN SENIOR LONG TRACK CHAMPIONSHIPS – SPRINT AND ALL ROUND**

The Canadian Senior Long Track Sprint and All Round Championships are usually held in late December of each year. The event will determine the Canadian Sprint Champion and the Canadian All Round Champion for the season. The results at this event will also help determine the racing team for the remaining World Cup and World Championships.

**CANADIAN AGE CLASS LONG TRACK CHAMPIONSHIPS**

The Canadian Age Class Long Track Championship is held in the second weekend of February. Branches may enter a maximum of four (4) skaters or more than four (4) skaters up to a maximum of six (6), providing all skaters have recorded times within five percent (5%) of the existing Canadian records in at least two (2) of the distances to be skated in the Championships that year. On tracks where there are no official Canadian records, each Branch may enter no more than four (4) skaters in any one class. The age class championships use mass starts.
CANADIAN JUNIOR LONG TRACK CHAMPIONSHIPS

The Canadian Junior Long Track Championships takes place in mid-January each year. This competition is held in conjunction with Canada Cup 2 and is used to select the team for the World Junior Long Track Championships and also crowns the Canadian Junior Long Track Champion.

CANADIAN OPEN SHORT TRACK CHAMPIONSHIPS

The Canadian Open Short Track Championships usually takes place several weeks prior to the World Short Track Championships. The competition will declare the Canadian Champion in short track, and is part of the selection process for the World Championships Team as well as National and Development Team selection for the following season.

CANADIAN JUNIOR SHORT TRACK CHAMPIONSHIPS

The Canadian Short Track Championships take place in mid-December each year. This competition is used to select the team for the World Junior Short Track Championships and also crowns the Canadian Junior Short Track Champion.

CANADIAN AGE CLASS SHORT TRACK CHAMPIONSHIPS

The Canadian Age Class Short Track Championships are held in late March or early April each year. Each branch may enter a maximum of four (4) skaters in each category. Members of the National Team are excluded from Branch quota. All skaters compete on the 111.12m oval track. Each Branch is entitled to enter two (2) girls and two (2) boys relay teams.

CANADA CUP CIRCUIT

The Canada Cup Circuit was developed by SSC to identify potential National and Development Team athletes by providing high level domestic competitions through a series of long track Olympic style events across Canada. The events are open to all skaters. The first event is usually held in mid-January, the second in conjunction with the Canadian Junior Long Track Championships, and the third in early March. Results from the Canada Cup Circuit are used in the final Canadian Rankings which determine the National and Developmental Team for the following season.

SELECTION TO THE CANADIAN TEAM

The National and Development Long Track Teams are selected based on per distance performance results at World Cups, World Championships, Continental Qualifiers and Canada Cup competitions. Athletes are eligible to earn ranking points in all of these competitions which contribute to their final Canadian Ranking.

The National and Development Short Track Teams are selected based on performance results from the three Canadian Trials Competitions (National Team Trials #1, Canadian Open Championships and National Team Trials #3).

ADDITIONAL COMPETITIONS IN CANADA

Clubs registered with SSC often run competitions for their members. These are independent events and do not require approval from SSC. However, if the club wishes to submit Canadian records they must have a sanction from SSC for their meet.

INTERNATIONAL COMPETITIONS

OLYMPIC WINTER GAMES

The Olympic Winter Games are held every four years. These Games are considered international competitions, but not Championships by the International Skating Union. The selection of the Canadian teams is determined by the respective High Performance Committee of SSC and must be approved by the Canadian Olympic Committee.

LONG TRACK

WORLD SPEED SKATING CHAMPIONSHIPS

The World Speed Skating Championship are held annually in February. This Championship is an all round event. The number of entries each country is permitted is determined by that countries standing at the same Championship the last time it was held. One entry is allowed per country. Additional entries are permitted dependent on the number of athletes placed in the top twenty in the classification after three distances.
Each country is restricted to a maximum of four competitors.

The selection of Canada’s World Championships Team is determined by Canadian performances at the Canadian Senior All Round Championships, and the Continental Qualifiers Competition.

**WORLD SINGLE DISTANCE CHAMPIONSHIPS**

The top fourteen (14) athletes per gender in the overall World Cup standings for each distance plus the ten (10) fastest times in the world aside from those already qualified are eligible to compete. Each country is restricted to a maximum of three competitors per distance and gender. In the longest distance, 5000 m (women) and 10000 m (men), the top 8 in the World Cup standings and 8 fastest times are eligible to compete.

**WORLD SPRINT SPEED SKATING CHAMPIONSHIPS**

The World Sprint Speed Skating Championships is held annually in January. The number of entries each country is permitted is determined by that country’s standing at the same Championships the last time it was held. One entry is allowed per country. Additional entries are permitted dependent on the number of athletes placed in the top twenty (20) in the classification after four distances. The team selection of Canada’s World Sprint Championships Team is determined by performance at the Canadian Sprint Championships.

**WORLD JUNIOR SPEED SKATING CHAMPIONSHIPS**

This is an annual event which is attended by junior age skaters. Each country may enter three (3) women and three (3) men with one (1) substitute for each. A skater competing in the World Junior Speed Skating Championships must have reached over 14 years of age and under 19 years of age prior to July 1 of the skating season in which the championship is held.

**SHORT TRACK**

**WORLD SHORT TRACK SPEED SKATING CHAMPIONSHIPS**

The World Championships are held annually in March. This competition is an overall Championship where athletes skate four distances (500 m, 1000 m, 1500 m, 3000 m). One team per gender from each country may also participate in the relay event. Each country has the right to enter at least one competitor in each category. If a country has one or more skaters among the best 16 competitors in the final classifications in the previous year’s Championship, that country may enter two competitors in the competition. If a country has more than one skater among the best 8 competitors in the final classification of which one or more scored Final Points, that country may enter three competitors in the competition.

**WORLD SHORT TRACK TEAM SPEED SKATING CHAMPIONSHIPS**

The World Short Track Team Championships typically takes place one week before the World individual Short Track Championships. Unlike ISU Championships, the competition is a team event where each race is a final and skaters accumulate points for their country.

**WORLD JUNIOR SHORT TRACK SPEED SKATING CHAMPIONSHIPS**

This is an annual event attended by junior age skaters and crowns the World Junior Short Track speed skating champion for both women and men. Each country may enter three (3) women and three (3) men. A skater competing in the World Junior Speed Skating Championships must have reached over 14 years of age and under 19 years of age prior to July 01 of the skating season during which the Championship is held.
**SPEED SKATING CANADA PROGRAMS AND SERVICES**

**AWARDS**

SSC recognizes on an annual basis, the remarkable contributions of volunteers and athletes within various programs.

**SKATER OF THE YEAR**

This honor is awarded to one female (Catriona Le May Doan Award) and one male long track athlete, and one female and one male (Marc Gagnon Award) short track athlete selected by their respective High Performance Committee. This award recognizes the skater’s outstanding performances over the year.

**RISING STAR AWARD**

The SSC High Performance Committees (Short Track and Long Track) will each select a Rising Star athlete in their discipline. This award will recognize the performance of a developing male or female athlete over the past year. If a skater has had an outstanding performance, the HPC’s may recommend that the skater receive the award. If, in the opinion of the HPCs, there has not been an outstanding performance in the previous year, they may recommend that no award be given in that year.

**COACH OF THE YEAR**

This honor is awarded to one female and one male coach selected by the Coaching Development Committee based on their accomplishments over the year.

**COACHING EXCELLENCE AWARDS**

This honors contributions of coaches at various levels.

**JOHN HURDIS AWARD**

This award was established 1982 to underline the long and outstanding services rendered by John Hurdis to the sport of speed skating. The award, which is not necessarily granted each year, is bestowed upon a volunteer who has made an outstanding contribution to the advancement of speed skating at the national level.

**SSC HALL OF FAME**

The Hall of Fame recognizes the outstanding achievements of its volunteers and skaters. Criteria to be considered for nomination are:

- Winners of medals at the Olympic/World Senior or Junior Championships or setting a World/Olympic record;
- Skaters who have demonstrated long term success in speed skating;
- Members who have demonstrated meaningful long term involvement in the development of the association and/or the sport of speed skating.

**OUTSTANDING ADMINISTRATOR**

The Outstanding Administrator honors any Speed Skating Canada member who has demonstrated meaningful, long term involvement with a Club, Region, Branch, or National Association as evidenced by some or all of the following achievements:

- served with distinction on a Club, Branch, or National executive
- contributed with distinction to the general development of speed skating at the Club, Branch, or National level
- contributed long term involvement which led to the successful implementation of a new grassroots program at the Branch or National level
- contributed with distinction to a special project that assisted in the growth and development of speed skating
- showed leadership in obtaining sponsorship or financial assistance for speed skating at the Club, Branch, or national level
- developed special public relation strategies which contributed to the promotion of speed skating

**PETER WILLIAMSON MEMORIAL TRUST FUND BURSARY**

The Peter Williamson Memorial Trust Fund Bursaries, established in memory of the late Technical Director of Speed Skating Canada, offers four annual bursaries to deserving skaters. Two bursary are available
programs and services

for members of the National Team or Espoir Team in Short Track Speed Skating (given to one male and one female athlete) and two for members of the National Team or Espoir Team in Long Track Speed Skating (given to one male and one female athlete).

GAGNÉ FAMILY AWARD
This award will be bestowed upon a family who has made an outstanding contribution to the development of speed skating in Canada.

RENE MARLEAU OFFICIAL OF THE YEAR
This honor is made to an SSC official who has demonstrated long term involvement with a club, region, branch or the National Association.

COACHING
The Coaching Development Committee (CDC) is comprised of volunteers representing all branches in Canada. Their mandate is to provide opportunity for the development of coaches. In conjunction with the Coaching Association of Canada (CAC), this committee is responsible for the certification and training of all coaches. In April 2004, the CAC implemented the new CBET certification program, replacing the NCCP program. The CDC committee is preparing SSC modules to meet the technical components of CBET.

COACHING APPRENTICESHIP
Available through the Coaches Association of Canada, study grants are provided to selected apprenticeship coaches. Grants are awarded for three months to two years. Coaches study under a Master Coach and must have a successful record in coaching to qualify.

MENTORSHIP PROGRAM
Piloted in 2004, the coaches Mentorship Program enables coaches from within a provincial/territorial development system to mentor national coaches during a national event or training session. Coaches are selected for participation each fall.

RECOGNITION PINS
Implemented in 2004, the Coaching Development Committee provides pins to Branches to recognize volunteer coaches. The pin is distributed to individuals who have demonstrated a commitment to the development of speed skating athletes while understanding the philosophy of ethical coaching. Four levels of pins make up the set: charcoal – 5 years; bronze – 10 years; silver – 15 years; gold – 20 years.

COACHES SYMPOSIUM
A new initiative of the Coaching Development Committee in 2005, annual symposiums provide coaches of all levels with a developmental and educational opportunity. Branches will be encouraged to apply to host the symposium.

CBET
The Coaches Association of Canada oversees the implementation of 50% of the coaching certification process. Modules for completion include:

- Ethical Coaching
- Nutrition
- Planning a Practice
- Designing a Basic Sport Program
- Team Building/Conflict Resolution
- Teaching Basic Mental Skills
- Teaching/Learning Sport Skills
The Coaching Development Committee oversees the implementation of 50% of the coaching certification process. Modules for completion include:

- Instruction – Beginner
- Instruction – Competition
- Training to Train
- Training to Compete
- Training to Win

**OFFICIALS**

The Officials Development Committee (ODC) oversees the training and certifying of officials at a level 3 and higher. Officials do not have to be former skaters. The ODC has developed a complete certification program for each type of official and for each level of competition.

**MEET COORDINATOR**

The Meet Coordinator is responsible to the Branch Executive and the Referee for the total organization of the Meet. He/she, with various directors, is responsible for receiving and verifying entries, setting up the program of events, including heats, semi-finals and finals, overseeing the recorder, and ensuring that all paper functions before, during and after a meet are properly carried out, including applications for records where applicable and distribution of the results of the meet.

**RECORDER**

The Recorder assists the Meet Coordinator in receiving and verifying entries, setting up the program of events, assigning entrants to initial heats, and deciding the method of advancement to the finals. He/she compiles the official record of the results for each race and determines and records the final standings of each skater in the meet. The recorder also prepares and submits the application for records in the prescribed manner.

**ANNOUNCER**

The Announcer publicizes by voice (a) the competitors in each race and the results of each race, where feasible, (b) announcements, as requested, to assist other officials in the orderly conduct of the meet, (c) other information deemed appropriate.

**RUNNERS**

The Runners are responsible for retrieving the results from the Chief Timer and Chief Place Judge and bringing them to the Recorder in the Results Office.

**REFEREE**

The Referee as the Chief Executive Officer is responsible for all aspects of the meet and decides all points of dispute and infringements of the rules.

**ASSISTANT REFEREE(S)**

The Assistant Referee assists the Referee in his/her functions.

**STARTER**

The Starter is in complete control of the start and more than any other person except the Referee can ensure that all competitors have a fair and equal opportunity in a race.

**ASSISTANT STARTER**

An Assistant Starter to the Starter is placed forward of the starting line and, on the order of the starter, gives a stop signal with a red flag of the skaters to signal a false start. He/she may also be directed to give the starter a signal if any competitor has his/her skates on or over the starting line.

**LAP RECORDER**

The Lap Recorder is responsible for keeping competitors informed of the number of laps remaining in the race.
ASSISTANT LAP RECORDER
The Assistant Lap Recorder is the back up system for the Lap Recorder.

CHIEF TIMER
The Chief Timer is responsible for all the timing functions involved in the competitions.

TIMERS
The Timers are each assigned a specific position to time. They report to the Chief Timer.

CHIEF PLACE JUDGE
The Chief Place Judge is responsible for all of the place judging functions involved in the competitions.

PLACE JUDGES
The Place Judges observe the order in which the competitors finish. They prearrange among themselves who shall note first, second, third, fourth and fifth place finishers in all races.

TRACK STEWARDS
Track Stewards replace missing blocks used to indicate the racing surface, and carry out other duties as directed by the referee.

Track Stewards must be competent skaters.

CLERK OF THE COURSE
The Clerk of the Course or his/her designated assistant supervises the draw for starting positions in each race.

COMPETITION STEWARD
This position of official only exists at the international level of short track events.

OFFICIALS APPRECIATION AWARD
This award is given to officials who have volunteered to the sport of speed skating as an official for more than fifteen years. The Officials Development Committee will present this award when appropriate.

CLUB AND MEMBERSHIP
The Club & Membership Committee is responsible for developing and implementing initiatives that encourage and support the growth of speed skating in Canada.

SEED
The SEED program supports the development of new clubs, by providing $16,500 over three years to a maximum of four clubs per year. Branches can endorse a maximum of two (2) submissions per year with all submissions coming through the Branch. Deadlines for submission are June 01 of each year. Clubs within the first three years of implementation are eligible to apply.

SEEDLING
Through the SEEDling program, SSC is endeavouring to sustain the initiatives of its members with regards to regional and local growth and development activities.

THE CUTTING EDGE
The Cutting Edge manual provides coaches with a progressive lesson plan for development. It is accompanied by a pin program that acknowledges the successful completion of each level identified in the program.
PERSONAL BEST

The revised Personal Best program encourages skaters and clubs to strive for personal best performances. The program challenges skaters to do their best and recognizes these efforts through a certificate program.

ON THE EDGE

Implemented in 2004 and jointly funded with Sport Canada, On The Edge is an elementary school curriculum to bring speed skating into the physical education classroom. On The Edge provide schools with a curriculum program that includes a manual, participant certificate, and support resources including a video, poster and set of resource manuals. All clubs in Canada will receive one free set of the support resources. The primary goal of this program is to increase participation and membership within our sport.

Support Manuals include:
- The Edge Curriculum
- Start-up Manual
- Program and Services Manual
- Parents Guide
- The Cutting Edge Manual

WHAT DO YOUR MEMBERSHIP DOLLARS GET YOU?

SSC is a dynamic organization dedicated to the advancement of recreational and competitive speed skating in Canada. Registration in SSC provides membership in a nationwide organization which exists to promote speed skating.

Several types of membership exist within SSC. The funds raised by the membership program are retained by SSC and are used to support and develop various programs and activities including:
- Developmental and competitive programs;
- SSC Officials program and the provisions of certified officials for competitions;
- Provision of subsidized publications and resources for affiliated clubs;
- Maintenance of a centralized computerized registration program;
- Administrative services.

YOUR MEMBERSHIP ENTITLES YOU TO:

COMPETITIVE 1 MEMBERS:
- Participate in SSC programs
- Be eligible to compete in sanctioned meets
- Have the opportunity to represent your club and branch at the Canadian Championships
- Access to funding for skater development
- Be eligible to hold a Canadian record
- Information and advice from the National Office
- Receive highest quality of coaching

COMPETITIVE 2 MEMBERS:
- Participate in SSC programs
- Be eligible to compete in meets sanctioned by the branch
- Received highest quality of coaching
- Information and advice from the National Office

ASSOCIATE MEMBERS:
- Participate in SSC programs
- Have the opportunity to represent your club and branch at a Canadian Championships as an official or coach
- Receive highest quality of coaching
- Information and advice from the National Office
RECREATION MEMBERS:

- Participate in SSC programs
- Receive highest quality of coaching
- Information and advice from the National Office

SPECIAL EVENT MEMBERS:

- Participate in SSC programs
- Information and advice from the National Office

In addition, the following publications and materials are available to clubs upon request (there is a charge for some items).

SSC Directory  SSC Competition Schedule
SSC Catalogue   SSC List of Accredited Officials
SSC Speed Skating Records  SSC List of Certified Coaches
Skate Sharpening Brochure  SSC Procedures and Regulations
The Cutting Edge Program  On The Edge Poster (new 2004)
Coaches Handbook  Hosting Manual
Activity Book (Olympic Year only)  Various Coaching & Officiating Manuals
On and Office Ice Games/Training (Available in 2005)

INFORMATION ON THE USE OF THE SSC LOGO

Speed Skating Canada’s logo was approved by the 112th Annual General Meeting.

The logo is now available for use and the following guidelines are directed to all branches and clubs regarding its current use:

SSC has full rights for the production of the logo, however;

a) Branches and affiliated clubs may, if they wish, use SSC’s logo on their letterhead, envelopes, and all speed skating programs by first advising SSC’s Director General of their intention;

b) Only SSC’s authorized logo will be used in this instance and reproduction proofs will be supplied by the Director General;

c) The logo will not be altered in any shape or form and will be as represented hereunder.
SSC’S EXHIBIT DISPLAY

The displays are wall-like structures which can be used for promotional activities by members of Speed Skating Canada.

They have a grey background and a white banner across the top depicting the SSC name and logo.

a) Large Display
   This display stands 10’ x 8’ and is packed into two cylindrical containers (3’ x 1.5’).

b) Table Top Display
   This display stands 5’ x 4’ and is packed into one cylindrical container (3’ x 1.5’).

PHOTOS

Speed Skating Canada provides photos for use with each display. All photos have Velcro fasteners to facilitate presentation on the grey fabric panels. These photos may include national team athletes, provincial athletes, Olympic medalists and various grass roots images.

USE

This display can be used by SSC affiliated clubs and branches, for exhibitions, during competitions, demonstrations or other special activities. Users can add other pictures of their choice, but must use Velcro to attach them.

RENTAL PROCEDURES

In order to borrow either of the displays, members must write a letter, fax or call the National Office, explaining why they would like to borrow the display and the dates for which it is needed. Also, users are responsible for the cost of transportation of the display to and from the requested destination.
THE CANADIAN SPORT SYSTEM

A SUCCESSFUL SPEED SKATING PROGRAM IS THE RESULT OF COMBINED EFFORTS FROM MANY PARTNERS IN SPORT…

Speed Skating Canada (SSC) – is an incorporated, not for profit, national agency recognized by the Federal Government. SSC provide various levels of competition; holds sanctioning rights; establishes rules and regulations; develops standards and certification for coaches; oversees technical development; provide administrative support; promotes and markets programs at the national level.

Provincial/Territorial Sport Organizations (P/TSO’s) – seek to coordinate, promote and develop speed skating at the provincial/territorial and community level.

Local/Community Sport Clubs – are the primary agencies in organizing and delivering sport programs. They are volunteer based, and financed by membership and fees, and local sponsors.

Provincial/Territorial Sport Federations/Ministries – is the umbrella organization that oversees and funds the development of sport specific sport organizations. The federations and/or ministries support organizations through information, education, and financial assistance. Sport federations/ministries liaise with recreation ministries, and operate with dollars from lotteries.
WHY FORM A SPEED SKATING CLUB?

A CLUB, BY DEFINITION, IS AN ORGANIZED GROUP OF PEOPLE WORKING TOGETHER FOR A COMMON PURPOSE.

Benefits of forming a speed skating club include:

- Encouraging local ownership
- Providing an organized form of recreation at the community level
- Promoting the development of leadership
- Encouraging cooperation and teamwork
- Coordinating fundraising activities

A community speed skating club can access the following programs and services:

- Skater development
- Coaching development
- Officiating development
- National coaching certification
- Start-up funding (SEED)
- Maintenance funding (SEEDLING)
- Activity workbook
- National Programs
- Personal Best Challenge
- Competitions
- On the Edge
- Cutting Edge
- Parent Guide
- Start-Up Manual
- Programs & Services Manual
- Posters
- Videos

The benefits of forming a not-for-profit club, registered as a society, also include:

- Limiting the liability of members from various debts and obligations for which the club may become responsible
- Giving organizations greater permanency even though individual members may change
- Incorporating the affairs and activities of the organization
- Eligibility for financial assistance from funding agencies and governments

THE INITIAL STEPS

An individual requires support and assistance to run a speed skating club on their own. A club requires cooperation, teamwork and decision-making by a number of individuals who are all interested in developing speed skating.

HOW DO YOU START?

Step 1 Make sure there is a need for the sport club.

Step 2 Talk to members of the community, find out their interest, and get their support to look at new and improved ways to organize the club.

Step 3 Call a meeting to discuss the benefits of a sport club and to confirm who the interested community members are.

Step 4 Get those interested members together for a working meeting to plan how to better improve the club in the community. If this is the first attempt to organize a club, ask and encourage them to sit on the executive. As the club develops, members can later be elected to the executive.

Step 5 Draft some guidelines for the club that include:

- Purpose
- Goals
- Structure
- Responsibilities and authorities of the executive
- Relationship of the club to local recreation committee

Step 6 Host the first annual meeting, agree with the principle of forming a club and organize how you will operate. Invite resource people such as your recreation leader, and/or member from provincial/territorial sport organization, provincial/territorial sport federation and/or ministry.
**PROMOTION**

Forming a club requires identifying and recruiting those individuals who might be interested in being a part of the association. The most likely candidates will be those who have ownership or interest in the sport: parents, participants, long-time volunteers, officials and coaches.

**ORGANIZATION AND STRUCTURE**

Once the club has been promoted and interested members identified, an organizing meeting should be called. This meeting will be primarily for appointing an interim executive and to determine the structure of the association. The establishment of an interim executive will ensure progress. Once the club is operational, an executive can be elected from the membership.

If the club chooses to become incorporated as a society under the Societies Act, they are required to develop a constitution and by-laws for the club and follow all other requirements in the Act. A smaller organizing committee may instead wish to simply develop a terms of reference.

Generally the recreation leader or any other individual assuming the leadership role should act as the chairperson of the first organizing meeting. The key individual will also be responsible for preparing the initial agenda, and should include the general information about the club, its goals, the interim executive and the role and responsibilities of the executive positions.

The initial structure of an executive commonly takes the following form:

![Organizational Chart]

**GENERAL DUTIES OF THE EXECUTIVE INCLUDE:**

**PRESIDENT**
- Act as chairperson of all club meeting
- Ensures all orders and resolutions of the executive are carried out
- Manages the officers of the club
- Is frequently one of the signing officers of the club
- Contacts/liaises with P/TSO

**VICE-PRESIDENT**
- Performs duties and exercise the powers of the chairperson in his/her absence
- Performs various duties assigned by the president

**TREASURER**
- Has custody of all funds
- Maintains a simple ledger of all club revenues and expenditures
- Ensures finances are accounted for
- Co-signs all club cheques
- Assists in the preparation of the annual budget

**SECRETARY**
- Reads all required correspondence and writes required responses
- Notifies all members of meetings
- Records minutes and procedures of the club
- Keeps a file of all correspondence, minutes and reports of the club (usually for a period of five years)

The recreation leader is available as a resource person while the local recreation committee can function as an advisory group.
COMMITTEES

Often the association will form committees from the volunteer membership to deal with specific areas related to the operation of the association. A committee allows members to concentrate on one specific task. The committees can be formed for a predetermined period of time or can be on-going each year with new members.

Committees are frequently responsible for:
- Fund-raising
- Registration
- Officiating
- Awards
- Sponsorship
- Coaching
- Competitions

WHAT DOES YOUR ASSOCIATION’S STRUCTURE LOOK LIKE?

FUNDRAISING COMMITTEE

Every association will require fund-raising, and because of the significant amount of time this task takes, it is usually accomplished by means of a committee. The committee should include the treasurer and a number of others.

Some fund-raising considerations should include:
- The committee should involve itself with activities that are consistent with the image and desired objectives of the association and will raise the monies required. You could continue using traditional methods or try something original or something reliable with a new twist.
- The committee should make use of resource people in your community and in the region, experienced board people, finance officers and recreation leaders.

SPONSORSHIP COMMITTEE

Frequently the fund-raising committee will assume this responsibility, but whatever the association decides, the following are some useful points to remember:
- Efforts should be geared toward sources that have a logical relation to the sport.
- Make requests at a time when companies are reviewing their budgets or early in their fiscal year.
- Avoid competition with your territorial/provincial sport organization’s sponsors and encourage sponsorship of not only money, but of donations in kind, for instance: airline tickets, reduced rates of hotels, equipment and uniforms.
- Contact your local P/TSO for information on available funding.
REGISTRATION COMMITTEE

This committee is made up of members who volunteer for a short period of time to assume responsibility for this task. Registration fees are set by the membership, and the collection done in a fashion the association sees fit. Common methods include:

- Advertising for mass registration on predetermined dates, places and times. Ensure that adequate notice is given to players and parents in order to enable them to come up with their fees;
- Have each coach responsible for registering their players and collecting fees. Frequently, local groups will affiliate themselves with the provincial/territorial sport organization and include both local and provincial/territorial fees in one registration fee.

OFFICIATING/DISCIPLINE COMMITTEE

It is very important for an association to have a committee that deals with officiating and discipline.

Officiating is often a thankless job and it is important that officials be supported by dealing with discipline. The committee should have a very clear set of procedures for dealing with player versus player discipline problems that may arise. The committee also frequently involves itself in the training of officials through the provincial/territorial sport organizations.

The officiating/discipline committee often includes:

- A discipline chair who has good organizational skills and is knowledgeable about rules of the sport. Generally this person is appointed.
- A member of the executive should sit in on the discipline committee, as should the head official.
- The president is frequently not on this committee so he/she can be available to deal with any possible appeals to the decision made by the committee.

NOMINATIONS

An association needs to recruit new members to its board and ensure vacant positions are filled. A nominations committee is usually formed at an AGM and is given the responsibility to sign up those interested in running for a position at the next AGM.

Members of the nomination committee should provide the association’s organizational chart and job description to the interested new recruits.

We recommend staggering your board positions so they do not all come up for re-election at the same time.

COMPETITIONS

The tournament organization committee usually has a chairperson and a number of members who are assigned specific tasks that may include:

- Awards
- Banquets
- Concessions
- Finances
- Announcers
- Sponsorship
- Minor Officials and Competition Director
- Officials
- Pre/Post Event Ceremonies
- Programs
- Draws/Registration
- Facilities/Equipment
ASSOCIATION GUIDELINES

An association must operate under guidelines which are set up by the membership. These guidelines are commonly referred to as constitution and by-laws or terms of reference.

If the association receives funding, competes in a number of events, or controls a large amount of money, it should operate under a constitution and by-laws and incorporate under the Societies Act. When registering with the Societies Act, you are protecting your board by limiting their liability.

It is important to have a terms of reference or constitution and by-laws written down. This will formalize the association and the way it conducts business. Terms of reference can be changed and given more detail as the association grows and progresses.

SAMPLE GOALS AND OBJECTIVES

In setting up a club it is important to create and list goals and objectives. Goals are general statements describing what you intend to do. Objectives are more specific and usually describe what needs to be done, how to measure completion and the completion date. Objectives provide the specific directions to make your goals a reality.

GOAL 1 INCREASE THE MEMBERSHIP BASE IN THE COMMUNITY.

OBJECTIVES 1.1 To register anyone interested in becoming a member.
1.2 To inform the community about the program and its opportunities.

GOAL 2 ENCOURAGE AND SUPPORT COMMUNITY COMPETITIONS.

OBJECTIVES 2.1 To obtain and schedule facility time.
2.2 To plan ahead for the programs, facilities and activities.

GOAL 3 ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF PROGRAMS, SERVICES AND RESOURCES.

OBJECTIVES 3.1 To organize coaching, player development, and officiating clinics.
3.2 To register with your provincial/territorial branch.
3.3 To develop leadership by arranging training workshops, holding regular meetings, and conducting the affairs of the association.
3.4 To prepare a budget that recommends how much money should be spent, ensuring it is spent the right way, and providing financial information to the membership.
PROCEDURES OF THE ASSOCIATION

Once the executive is in place and the association’s decision-making structure has been adopted, the association will have to adopt and recognize some fundamental procedures it has to follow.

1. The president, vice president, treasurer and secretary are elected from the membership; these positions (usually called executive positions) are generally held for a one or two year term. Other board members can also be elected at any annual general meeting (AGM).

2. Identify the minimum number of members required in order to hold a board meeting. This is called a quorum and it generally requires a minimum of half of the executive.

3. An agenda should be prepared and sent to all board members prior to the meeting.

4. A schedule for regular meetings should be established. Generally meetings are held once per month at regular intervals.

5. The minutes of each meeting should be kept together in a file and made available to the public.

6. All meetings should be announced and the public encouraged to attend.

AGENDAS, DECISION MAKING AND MEETINGS

PREPARING FOR AN EFFECTIVE MEETING

The following are key responsibilities of any member for an effective meeting:

1. Purpose – Know the purpose of the meeting so you can best contribute.

2. Preparation – Review the agenda, available background information, and become familiar with the issues.

3. Process – Follow the president’s lead, work through the agenda, and stay on topic.

4. Post Meeting – Ensure your action items are followed and that the work is completed in an agreed upon manner.

AGENDA PREPARATION

The president is responsible for preparing the agenda. A good format to follow includes:

Agenda

1. Call to Order
2. Approval of Agenda
3. Approval of Previous Meetings
4. Business Arising from Minutes
5. Correspondence
6. New Business
7. Next Meeting
8. Adjournment
DECISION MAKING

When the group is ready to make a decision on a particular topic, a vote is held. The vote can be done by a show of hands or by the following what are considered to be proper procedure.

<table>
<thead>
<tr>
<th>PRESIDENT COMMAND</th>
<th>DESCRIPTION OF THE COMMAND</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. “Motion”</td>
<td>Idea or decision put forth by a member.</td>
</tr>
<tr>
<td>2. “Seconder”</td>
<td>A member who supports the member making the motion.</td>
</tr>
<tr>
<td>3. “Any further discussion”</td>
<td>Comments for or against the motion.</td>
</tr>
<tr>
<td>4. “Ready for the question”</td>
<td>Everybody get ready to vote.</td>
</tr>
<tr>
<td>5. Vote</td>
<td>Vote yes or no or abstain (non vote).</td>
</tr>
<tr>
<td>6. Results of the vote</td>
<td>After counting hands, the decision is announced; the motion is carried or defeated.</td>
</tr>
<tr>
<td>7. Next item on the agenda</td>
<td>The next topic or discussion part.</td>
</tr>
</tbody>
</table>

FINANCES

Sport cannot operate without financial support. An effective community sport association will guarantee the delivery of its programs by ensuring the association’s budget is accurate, the money is raised appropriately, and any shortfalls are addressed.

FINANCIAL MANAGEMENT

Financial management is a responsibility of all community sport association’s. It means controlling and directing the associations’ financial resources through:

- Budgeting
- Purchasing
- Accounting
- Reporting
- Fund-raising

A budget is a monetary plan. It is a forecast of revenue and expense over a future period, usually one year.

A community sport association should develop an annual budget for its members to review prior to the beginning of any fiscal year.

The budget is usually developed by the president and treasurer. If your association is getting started and needs help, ask your sport branch for assistance.
### Sample Budget Planner

<table>
<thead>
<tr>
<th></th>
<th>Proposed</th>
<th>Actual</th>
<th>Variance</th>
<th>Proposed (Next Year)</th>
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</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. <strong>Administration</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2. <strong>Program</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>$</td>
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<tr>
<td>Admission</td>
<td>$</td>
<td>$</td>
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</tr>
<tr>
<td>Competitions</td>
<td>$</td>
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</tr>
<tr>
<td>3. <strong>Fund-Raising</strong></td>
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<tr>
<td>Concession</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Bingo</td>
<td>$</td>
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<tr>
<td>Raffle</td>
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<td>$</td>
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<td>$</td>
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<tr>
<td><strong>Expenditures</strong></td>
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</tr>
<tr>
<td>1. <strong>Administration</strong></td>
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<tr>
<td>Phone</td>
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<tr>
<td>Supplies</td>
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<tr>
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<tr>
<td>2. <strong>Program</strong></td>
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</tr>
<tr>
<td>Program</td>
<td>$</td>
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</tr>
<tr>
<td>Equipment</td>
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<tr>
<td>Facility</td>
<td>$</td>
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</tr>
<tr>
<td>3. <strong>Competition</strong></td>
<td></td>
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</tr>
<tr>
<td>Travel</td>
<td>$</td>
<td>$</td>
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<td>$</td>
</tr>
<tr>
<td>Accommodations</td>
<td>$</td>
<td>$</td>
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<td>$</td>
</tr>
<tr>
<td>Officiating</td>
<td>$</td>
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</tbody>
</table>

**Some Helpful Hints:**

- Spread out the workload, people will be more committed if their talents are used.
- Hold regular meetings in which decisions are made...good meetings keep clubs alive.
- Draw up a list of members and volunteers names, addresses, emails, and other relevant information.
- Plan for the future of the club...keep records from the onset, as the club evolves they will become valuable resources.
- Organize a permanent mailing address and phone number/email, that can be attached to all correspondence and promotional tools developed by the club.
- Contact your local recreation department...they can be a valuable asset in helping to start a club.
- Provide training opportunities for your volunteer coaches...this ensures your athletes are getting a great quality program.
- Develop an annual budget.
- Acknowledge your volunteers!

A number of templates are available at the SSC office to assist your club in your start-up. They include:

- Sample Media releases
- Sample Meeting Agenda's
- Sample Meeting minutes
- Sample Budget

**Resources**

*Club Planning, Sport & Recreation New Zealand*

*How to Start a Club, Sport Manitoba*

*Developing a Community Sport Association, Northwest Territories*

*Municipal and Community Affairs Table of Contents*