1. DEFINITIONS:

In this By-Law the following definitions shall apply:

(a) Act means the Canada Not-for-Profit Corporations Act, S.C. 2009, c.23, including the Regulations made pursuant to the Act, and any statutes or regulations that may be substituted, as amended from time to time.

(b) Athlete Director is, pursuant to By-Law 31, the appointed Director of the Corporation who shall be identified by National Team and National Development Team skaters in a process to be determined by these skaters.

(c) Auditor means a Public Accountant, as defined in the Act, appointed by the Members by Ordinary Resolution at the Annual Meeting to audit the books, accounts, and records of Corporation for a report to the Members at the next Annual Meeting.

(d) Board means the eight (8) member Board of Directors of the Corporation consisting of a President, a Vice-President, a Treasurer, an Athlete Director and four (4) Directors at Large.

(e) Board Committees are committees of the Board that are established by the Board of Directors to assist the Board in carrying out its duties, and the Terms of Reference for which are approved by the Board.

(f) Chief Executive Officer means the senior employee of the Corporation, who is the officer of the Corporation charged with its management and operations.

(g) Councils are special advisory groups that are established by the Board and the Terms of Reference for which are approved by the Board, both upon the recommendation of the Chief Executive Officer, to provide specialist advice and recommendations into the rules and regulations of the Corporation or on other matters that require specialist attention.

(h) Corporation means Speed Skating Canada.

(i) Director at Large means the Directors of the Corporation other than the Directors who serve as President, Vice-President, Treasurer and Athlete Director.

(j) General Meeting means the Annual Meeting or a Special Meeting of the Corporation, as provided by these By-Laws.

(k) Member means:

(i) The organization which the Corporation recognizes in accordance with these By-Laws as governing the sport of speed skating in each of the Provinces and Territories of Canada; and

(ii) As a group and for the purpose only of exercising the voting rights assigned to being a Member under these By-Laws, the National Team and National Development Team skaters.

(l) Officer means the President, the Vice-President, the Treasurer, the Chief Executive Officer, or any other person appointed by the Board pursuant to the
provisions of these By-Laws (e.g. Execution of Instruments provisions and the Officers provisions).

(m) Ordinary Resolution means a resolution passed by a majority of the votes cast on that resolution.

(n) Special Resolution means a resolution passed by a majority of not less than two thirds of the votes cast on that resolution.

(o) Technical Committees are committees that are formed upon the recommendation of the Chief Executive Officer, and the establishment of which and the Terms of Reference for which are approved by the Board of Directors, to assist in delivering the programs of the Corporation.

2. GENERAL

In this By-Law, the following interpretations shall apply:

(a) In these By-Laws, all other By-Laws and in resolutions of the Corporation, the word person shall include individuals, proprietorships, partnerships, corporations, trusts, unincorporated organizations, governmental bodies, and other legal entities. Words imparting the singular number or the masculine gender shall, where the context requires, include the plural or the feminine or neuter genders, as the case may be and vice versa.

(b) The Chair of the Board Meeting or Meeting of the Members shall interpret these By-Laws as the case may be, subject to the right of procedural challenge of the ruling of such Chair by the Directors or Voting Delegates as the case may be. The ruling of the Chair may be overturned by a Special Resolution of Directors who, being entitled to do so, vote at such Board Meeting or by a Special Resolution of the votes cast by the Voting Delegates in the case of a Meeting of the Members.

BUSINESS OF THE CORPORATION

3. HEAD OFFICE

The Head Office and domicile of the Corporation shall be in the City of Ottawa, in the Province of Ontario. The Board may establish such other offices as the affairs of the Corporation may require.

4. CORPORATE SEAL

The seal, an impression whereof is imprinted adjacent hereto, shall be the corporate seal of the Corporation.

5. FINANCIAL YEAR

The financial year of the Corporation shall be April 1st to March 31st of the following year.
6. BANKING ARRANGEMENTS

The banking of the Corporation, or any part thereof, shall be transacted with such banks or trust companies as the Board may determine. All such banking business, or any part thereof, shall be transacted on the Corporation’s behalf by such Officer(s) and/or other person(s) as determined by Ordinary Resolution of the Board.

7. BORROWING POWERS

For the purpose of carrying out the objects of the Corporation, the Board may borrow or raise or secure the payment of money in such a manner as it deems fair, and may issue debentures provided that the debentures shall not be issued without the sanction of an Ordinary Resolution of the Members of the Corporation.

8. CHEQUES, DRAFTS, AND NOTES

All cheques, drafts or orders for the payment of money and all notes and acceptances of bills of exchange shall be signed by two Officers and any other Directors or other persons authorized to do so by resolution of the Board.

9. SHARES AND SECURITIES

All the shares or other securities carrying voting rights of any other company or corporation held by the Corporation may be exercised at any and all meetings of shareholders, bondholders, debenture holders or holders of other securities (as the case may be) of such other company or corporation and by such person or persons as the Board shall determine.

10. AUDITOR AND FINANCIAL STATEMENTS

The auditor of the Corporation shall be appointed each year on the basis of an Ordinary Resolution of the Members at the General Meeting. The auditor must have the necessary qualifications to perform an audit and must be independent from the Corporation. The auditor’s responsibilities are:

(a) To express an opinion on the fairness with which the Financial Statements present the financial position of the Corporation;

(b) To report results of operations and changes in financial position;

(c) To make suggestions as to the form and content of the Financial Statements;

(d) To comply with generally accepted auditing standards;

(e) To seek reasonable assurance that the Financial Statements taken as a whole are not materially misstated.

The auditor will hold office until the next Annual Meeting. The auditor will not be an employee or a Director of the Corporation and will have remuneration fixed by the Directors.

The Corporation will send to the Members a copy of the annual financial statements and other documents referred to in the Act.
11. EXECUTION OF INSTRUMENTS

(a) Contracts, documents or instruments in writing which require the signature of the Corporation may be signed by the President or Treasurer together with another Officer of the Corporation authorized by the Board, and all contracts, documents or instruments in writing so signed shall be binding upon the Corporation without any further authorization and formality. The Board is authorized from time to time by resolution to appoint any Officer or Officers, or any other person or persons, to sign and deliver on behalf of the Corporation either contracts, documents and instruments in writing generally, or specific contracts, documents and instruments in writing.

(b) The seal of the Corporation may, when required, be affixed to contracts, documents and instruments in writing signed as aforesaid.

(c) The terms “contracts”, “documents” and “instruments” in writing as used in these By-Laws shall include deeds, mortgages, hypothecs, charges, conveyances, transfers and assignments of property, real or personal, immovable or movable, agreements, releases, receipts and discharges for the payment of money or other obligations, conveyances, transfer and assignment of shares, bonds, debentures or other securities and all paper writings.

(d) In particular, without limiting the generality of the foregoing, the President or Treasurer together with the other person authorized by the Board are authorized to sell, assign, transfer, exchange, convert or convey any and all shares, bonds, debentures, rights, warrants or other securities owned or registered in the name of the Corporation and to sign and execute (under the Corporate seal of the Corporation) all assignments, transfer, conveyances, powers of attorney and other instruments that may be necessary for the purpose of selling, assigning, transferring, exchanging, converting or conveying any such shares, bonds, debentures, rights, warrants or other securities.

12. ENACTMENT, AMENDMENT, AND REPEAL OF A BY-LAW

Except for the items set out in the sections of the Act applicable to Fundamental Changes, which shall require a Special Resolution of Members, these By-Laws may be amended or repealed by Ordinary Resolution of Members, and any such amendment or repeal is effective from the date of the resolution.

No By-Law shall be passed which is contrary to or inconsistent with the Canada Not-for-profit Corporations Act or the Articles of the Corporation.

Notice of proposed amendments to these By-laws will be provided to Members at least twenty-one (21) days prior to the date of the meeting of the Members at which it is to be considered.

Fundamental Changes
In accordance with the sections of the Act applicable to Fundamental Changes, a Special Resolution of all Members may be required in order to make fundamental changes to the By-laws or Articles of the Corporation. Fundamental Changes are defined as of date of these By-laws as follows:

(a) Change the Corporation’s name;

(b) Change the province in which the Corporation’s registered office is situated;
(c) Add, change or remove any restriction on the activities that the Corporation may carry on;

(d) Create a new class or group of Members;

(e) Change a condition required for being a Member;

(f) Change the designation of any class or group of Members or add, change or remove any rights and conditions of any such class or group;

(g) Divide any class or group of Members into two or more classes or groups and fix the rights and conditions of each class or group;

(h) Add, change or remove a provision respecting the transfer of a membership;

(i) Subject to Section 133 of the Act, increase or decrease the number of, or the minimum or maximum number of Directors;

(j) Change the statement of the purpose of the Corporation;

(k) Change the statement concerning the distribution of property remaining on liquidation after the discharge of any liabilities of the Corporation;

(l) Change the manner of giving notice to Members entitled to vote at a meeting of Members;

(m) Change the method of voting by Members not in attendance at a meeting of Members; or

(n) Add, change or remove any other provision that is permitted by this Act to be set out in the Articles.

13. PROCEDURES, REGULATIONS and RULES

The Board may prescribe Procedures, Regulations and Rules consistent with these By-Laws relating to:

(a) The management and operation of the Corporation as it may deem expedient;

(b) How and by which body regulations and rules are established for competitions, rules of play, and other aspects of the sport, within the scope of those aspects governed by the Corporation;

(c) Fees payable by Members; and

(d) Categories and qualifications for skaters, honorary skaters, supporters and honorary supporters, and the fees payable for registration in those categories.

In the case of any change relating to competitions, rules of play or other aspects of the sport, the Board may establish new or may modify existing Procedures, Regulations and Rules only after having received the recommendation of the Sport Council.

14. BOOKS AND RECORDS

The Board shall ensure that all necessary books and records of the Corporation required by the By-Laws of the Corporation or any applicable Statute or Law are regularly and properly
15. OFFICIAL LANGUAGES

The official languages of the Corporation shall be English and French. The Language of Record for these By-Laws as of April 15, 2014 is English. For all subsequent By-Law amendments the Language of Record for those amendments shall be the language in which the amendment is submitted. These By-Laws shall be published in both official languages.

In the case of conflicting interpretations, the English version will prevail.

MEMBERSHIP, SKATERS AND SUPPORTERS

16. CLASSES OF MEMBERS, SKATERS AND SUPPORTERS

The Corporation has a single class of Membership known as Members. Members of the Corporation shall only include the following who meet the required qualifications defined below:

(a) A duly constituted Provincial or Territorial Association or Federation recognized in accordance with these By-Laws as governing the sport of speed skating in that Province or Territory of Canada; and

(b) As a group, the National Team and National Development Team skaters.

Any candidate will be admitted as a Member if:

(a) The candidate member makes an application for membership in a manner prescribed by the Corporation;

(b) If the candidate member was at any time previously a Member, the candidate member was a Member in good standing at the time of ceasing to be a Member;

(c) The candidate member has paid dues as prescribed by the Board;

(d) The candidate member has met the applicable definition listed in By-Law 16; and

(e) The candidate member has been approved by Special Resolution as a Member by the existing Members.

Upon:

(a) A written application in a form prescribed by the Board of Directors;

(b) Having heard representatives of any existing association for that Province or Territory which serves as a Member; and

(c) Having heard representatives of any applying association;

The Members may at an Annual Meeting or Special Meeting, if thought fit, by a Special Resolution approve the application of another association to represent a Province or Territory and remove the membership of the existing association for that Province or
Each of the following individuals and groups shall not be Members for the purposes of membership in the Corporation or these By-Laws, or in any way for the purposes of the Canada Not-for-profit Corporations Act.

(a) Skaters and Supporters

Skaters and Supporters are those members of a Club that is affiliated with a Member, or a member of a Member directly, as the case may be, according to rules set by the Member. The types of Skaters and Supporters and associated fees are described in the Procedures, Regulations and Rules of the Corporation.

(b) Honorary Skaters and Honorary Supporters

Honorary Skater or Honorary Supporter status shall be conferred directly by:

(i) The Corporation, by an Ordinary Resolution at the Annual Meeting, to a person who has made an outstanding contribution to the welfare of the Corporation or the sport in Canada; or
(ii) The Board to a person who has been elected to the Board, if that individual wishes to serve in that position without affiliation with a particular Member.

The rights, duties, duration and privileges of one’s status as an Honorary Skater or an Honorary Supporter may be fixed by the resolution naming them to such status.

Pursuant to the sections of the Act applicable to Fundamental Changes, a Special Resolution of the Members is required to make any amendments if those amendments affect the following membership rights and/or conditions:

(a) Change a condition required for being a Member;

(b) Change in the manner of giving notice to Members entitled to vote at a meeting of Members; or

(c) Change the method of voting by Members not in attendance at a meeting of Members.

17. CONDITIONS OF MEMBERSHIP AND STATUS AS SKATER AND SUPPORTER, HONORARY SKATER AND HONORARY SUPPORTER

(a) Each Member, each Skater, each Supporter, each Honorary Skater and each Honorary Supporter shall be deemed to have undertaken to abide by the provisions of the By-Laws of the Corporation and the Procedures, Regulations and Rules promulgated thereunder.

(b) A Member may be represented by its President or, alternatively, by some person or persons authorized on behalf of the Member in writing.

18. MEMBERSHIP AND OTHER FEES

(a) The fees for Members and for Skaters, Supporters, Honorary Skaters and Honorary Supporters shall be set by the Board and published in the Procedures, Regulations and Rules of the Corporation.
(b) Unless its membership is otherwise terminated, suspended or fails to remain in good standing, a Member shall be deemed to be in good standing upon payment, by a date set by a resolution of the Board, of the current annual membership fees due from that Member in respect of its own membership and in respect of those Skaters, Supporters, Honorary Skaters and Honorary Supporters registered through that Member.

(c) Unless his or her status is otherwise terminated, suspended or fails to remain in good standing, a Skater, a Supporter, an Honorary Skater and an Honorary Supporter shall be deemed to be in good standing upon payment to the Member of the current annual fee, if any, with which he or she is registered.

(d) Fees paid by a Skater, a Supporter, an Honorary Skater or an Honorary Supporter in one season expire on December 31st of the following season.

(e) If a Member, a Skater, a Supporter, an Honorary Skater or an Honorary Supporter fails to pay the designated fee (if any) in full when due, or otherwise fails to abide by the provisions of the By-Laws of the Corporation, the Board may in its discretion and subject to such terms and conditions as it deems appropriate:

1. Suspend the voting (in the case of Members) or such other privileges of such Member, Skater, Supporter, Honorary Skater or Honorary Supporter; or
2. Impose such further or other penalty, including fines, as the Board may determine.

Memberships and designation as a Skater, a Supporter, an Honorary Skater and an Honorary Supporter are not transferable.

19. TERMINATION

Membership in the Corporation automatically terminates:

(a) If a Member withdraws in writing to the head office of the Corporation;

(b) Upon a Member that is a provincial or territorial association ceasing to exist;

(c) Upon a Member that is a provincial or territorial association being expelled from the Corporation by a Special Resolution of Members;

(d) For the Member that is the group of skaters, upon the National Team and National Development Team ceasing to exist; and

(e) For all Members, when the period of membership expires, unless such membership is renewed in accordance with these By-Laws and the Procedures, Regulations and Rules of the Corporation.

The status of an individual as a Skater or a Supporter shall terminate:

(a) If an individual, for any reason and in any manner, ceases to be affiliated with a Member, or a member of a Member directly, as the case may be, according to rules set by the Member;

(b) Upon the individual’s death;

(c) If an individual is barred from such status by a Special Resolution of the Board;
(d) When the duration of one’s status as a Skater or as a Supporter expires, unless such status is renewed in accordance with these By-Laws and the Procedures, Regulations and Rules of the Corporation.

The status of an individual as an Honorary Skater or an Honorary Supporter shall terminate:

(a) Upon the individual’s death;

(b) If an individual is barred from such status by a Special Resolution of the Board; or

(c) When the duration of one’s status as an Honorary Skater or as an Honorary Supporter expires, unless such status is renewed in accordance with these By-Laws and the Procedures, Regulations and Rules of the Corporation.

20. SUSPENSION AND EXPULSION

Good Standing

A Member will be in good standing provided that the Member:

(a) Has not ceased to be a Member;

(b) Has not been suspended or expelled from membership, or had other restrictions or sanctions imposed;

(c) Has completed and remitted all documents as required by the Corporation;

(d) Has complied with the By-laws, Procedures, Regulations and Rules of the Corporation;

(e) Is not subject to a disciplinary investigation or action by the Corporation, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Board; and

(f) Has paid all required membership dues or debts to the Corporation, if any.

Suspension and Expulsion

The Corporation may, by Special Resolution of its current Members, suspend or expel any Member of the Corporation, provided that the circumstances of the suspension or expulsion have been reviewed under the Corporation’s existing Conduct Review and any existing appeal procedures. In meeting to make such a decision, the Corporation will allow up to two representatives of the Member in question to make a presentation to the Members before a final suspension/expulsion decision is made.

A Skater, Supporter, Honorary Skater or Honorary Supporter may be suspended or expelled from the Corporation in accordance with the Corporation’s Procedures, Regulations and Rules relating to conduct and discipline, and in compliance with those Procedures, Regulations and Rules established by the Corporation.

The consequences of any Member, Skater, Supporter, Honorary Skater or Honorary Supporter ceasing to be in good standing shall be determined by the Procedures, Regulations and Rules or in an individual case.
21. COMPOSITION

The Annual Meeting shall be composed of the Board of Directors, the auditor, the Members, as represented by one or more Voting Delegates designated by each Member in writing prior to the commencement of the Meeting. Any other person may be admitted only on the invitation of the chair of the meeting or by Ordinary Resolution of the Members.

22. VOTING DELEGATES

(a) Each Member in good standing shall be entitled to appoint one or more Voting Delegates to cast votes on its behalf to all Annual, or Special Meetings of the Corporation based on the number of Skaters and Supporters affiliated with the Member as of March 31st immediately preceding the Meeting, as per the following:

<table>
<thead>
<tr>
<th>Skaters and Supporters</th>
<th>Votes</th>
</tr>
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<tbody>
<tr>
<td>Honorary Skaters</td>
<td></td>
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<tr>
<td>Honorary Supporters</td>
<td></td>
</tr>
<tr>
<td>1-200</td>
<td>two</td>
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<tr>
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<td>three</td>
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<td>2501-3000</td>
<td>eight</td>
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<tr>
<td>3001-3500</td>
<td>nine</td>
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<tr>
<td>3501-4000</td>
<td>ten</td>
</tr>
<tr>
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<td>eleven</td>
</tr>
<tr>
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<td>twelve</td>
</tr>
<tr>
<td>5001-6000</td>
<td>thirteen</td>
</tr>
<tr>
<td>6001 or more</td>
<td>fourteen</td>
</tr>
</tbody>
</table>

(b) A Voting Delegate must be a Skater, Supporter, Honorary Skater or Honorary Supporter in good standing with the Corporation, registered as such through the Member appointing him or her as a Voting Delegate.

(c) A Voting Delegate may carry any number of votes up to the maximum assigned above to that Member.

(d) A Chair of a Committee or Council of the Corporation shall not be permitted to be a Voting Delegate for any Member.

(e) An Officer or Director of the Board of Directors of the Corporation shall not be permitted to be a Voting Delegate for any Member.

(f) An employee of the Corporation shall not be permitted to be a Voting Delegate for any Member.
23. VOTING

(a) Every question submitted to any meeting of Members shall be decided by an Ordinary Resolution of Voting Delegates, given by a show of hands, or orally, or by a roll call vote, or ballot (including electronic ballot) when requested by any Voting Delegate present, unless otherwise specifically provided for in the Act, these By-Laws, or the Procedures, Regulations and Rules. At any meeting, unless a roll call or ballot is demanded, a declaration by the Chair that a resolution has been “carried” or “carried unanimously” by a particular majority or “lost” or “not carried” by a particular majority shall be conclusive evidence of the fact without proof of number or proportion of votes recorded in favour of or against the motion.

(b) If a roll call or ballot is demanded at any meeting, it shall be taken forthwith without adjournment:

(c) A roll call or ballot may be demanded either before or after any vote by show of hands by any Voting Delegate at a meeting;

(d) The results of a roll call or ballot, applying the number of votes carried by each Voting Delegate pursuant to By-Law 22, shall be deemed to be the final resolution of the question at which the roll call or ballot was demanded;

(e) A demand for a roll call or ballot may be withdrawn.

(f) Officers and Directors of the Corporation shall not be entitled to vote except where the President or designated Chair, only, shall be entitled to vote in case of a tie of votes, in which case the President or Chair shall cast the deciding vote.

(g) Motions or resolutions may only be presented at a Meeting of Members by Voting Delegates.

24. ANNUAL MEETING

(a) The Annual Meeting of the Corporation shall be held at such place and on a date designated by the President of the Corporation. The Annual Meeting will be held within fifteen (15) months of the last Annual Meeting but not later than six (6) months after the end of the Corporation’s preceding financial year.

(b) The general business to be considered at such Meetings shall include the report of the President, elections, presentation of the annual Financial Statements, appointment of auditors, and such other business, if any, as may properly come before the Meeting.

(c) A meeting of Members may be held by means of telephone, electronic or other communication facility, and to that end:

(i) If the meeting is to be conducted by teleconference:
   a. A minimum of 50% of the Members representing a minimum of 50% of the Voting Delegates must approve conducting a meeting by this means;
   b. A quorum shall be determined according to By-Law 27; and,
   c. Every question submitted to any special meeting of Members by teleconference shall be decided by a majority vote of Voting Delegates casting the votes carried by each according to By-Law 22, by a roll call vote.
(ii) If the meeting is to be conducted by electronic or other communication facilities:

a. A minimum of 50% of the Members representing a minimum of 50% of the Voting Delegates must approve conducting a meeting by this means;
b. Voting Delegates must be provided a means by which to communicate with each other;
c. Each Member must provide consent prior to the meeting to the communication available during the meeting and that its Voting Delegates have equal access to the communication;
d. A quorum shall be determined according to By-Law 27; and
e. Every question submitted to any meeting of Members by electronic means shall be decided by a majority vote of Voting Delegates casting the votes carried by each according to By-Law 22, by a roll call vote, or by electronic voting means if available.

25. SPECIAL MEETING

Special Meetings of the Corporation may be called by Members who hold five percent (5%) of the votes of the Corporation or by any four (4) Directors. A call for a Special Meeting must be delivered in writing to the President, or to the Chief Executive Officer, requesting that a Special Meeting be called. The call must be signed by each of the four (4) Directors or the Members who hold five percent (5%) of the votes of the Corporation, and set forth the purpose for which such Meeting is called.

Upon receipt of such written request, the President or the Chief Executive Officer by the direction of the President, shall within five (5) business days, send out such notice as required to call a Meeting of the Members otherwise set out in Notice of Meetings provisions herein. Such notice must:

(a) Include the purpose and objectives of the Special Meeting,

(b) Include sufficient information to allow Members to make an informed decision; and,

(c) Include the location of the Special Meeting or the means by which the Special Meeting will be conducted, as designated by the President.

Any Special Meeting of the Corporation may be held by telephone conference call, electronic or other communication facility, according to the procedures in By-Law 24(c).

26. NOTICE OF MEETING

(a) Notice will include the time and place of a meeting, the proposed agenda, reasonable information to permit Members to make informed decisions, and will be given to each Member entitled to vote at the meeting, the auditor, and the Board, by the following means:

(i) By mail, courier or personal delivery to each Member entitled to vote at the meeting, during a period of 21-60 days before the day on which the meeting is to be held; or
(ii) By electronic or other communication facility to each member entitled to vote at the meeting, during a period of 21-35 days before the day on which the meeting is to be held; or
(iii) By posting on the main home page of the Corporation’s website not less than thirty (30) days prior to the date of the meeting.

(b) Notice shall be served either personally or by sending it through post or digital transmission (e.g. facsimile or email) addressed to such Member, Director, or Auditor, or other person, at their contact information as it appears in the books of the Corporation.

(c) Notice sent by post shall be sent by registered mail, and with respect to digital transmission a confirmation receipt shall be sufficient to prove that the notice was properly delivered.

(d) The signature of any notice may be written, electronically signed or stamped.

(e) Any Annual or Special Meeting shall not be invalidated by any inadvertent accident, error or omission in giving notice, or make void any proceeding taken thereat.

(f) Any Meeting so called may be held at any time and for any purpose, without notice, if at least one Voting Delegate from each Member entitled to vote are present or if that Member has in writing waived notice of the Meeting either before or after the Meeting.

(g) The accidental omission to give notice of a meeting of the Members, the failure of any Member to receive notice, or an error in any notice which does not affect its substance will not invalidate any action taken at the meeting.

(h) Pursuant to the sections of the Act applicable to Fundamental Changes, a Special Resolution of the Members may be required to make any amendment to the By-laws of the Corporation to change the manner of giving notice to Members entitled to vote at a meeting of Members.

27. QUORUM

A quorum shall consist of the presence of:

(a) Voting Delegates representing no less than 50% of total votes capable of being voted at that Meeting, pursuant to By-Law 22(a); and
(b) Voting Delegates representing no less than 50% of the Members.

Provided a quorum is present at the commencement of the Meeting, the Meeting may continue even though Voting Delegates who leave may reduce the numbers to less than a quorum. Voting Delegates who have declared a conflict of interest shall be counted in determining the quorum.

28. CHAIR

In the absence of the President, the Vice-President shall serve as a Chair. In the absence of the President and the Vice-President, Voting Delegates present at any Meeting of Members shall choose another Director as Chair. If no Director is present, or if all the Directors present decline to act as Chair, the Voting Delegates present shall choose from their numbers a Chair.
29. ADJOURNMENTS

Motions for adjournment can be called and voted upon at Meetings of the Members, as per the current meeting procedures of the Corporation, notwithstanding the lack of a quorum.

BOARD

30. SELECTION

The Officers (with the exception of the Chief Executive Officer) and Directors at Large of the Corporation, who compose the Board of Directors, shall be elected by the Voting Delegates at the Annual Meeting. Of the eight (8) members of the Board:

(a) Seven (7) shall be elected according to the cycle described below and for the term set out below; and

(b) One (1) shall be appointed according to By-Law 31.

Commencing on the date of the Corporation’s first Annual Meeting following the date on which these By-Laws come into force, the election of individuals to the Board pursuant to (a) above shall occur in the following four (4) year cycle:

Year 1: Election of President, Vice President, Director at Large #1 and Director at Large #2
Year 2: Election of Treasurer, Director at Large #3 and Director at Large #4
Year 3: Election of Vice President, Director at Large #1 and Director at Large #2
Year 4: Election of Treasurer, Director at Large #3 and Director at Large #4

Except in the case of the President, in each case, the individuals elected to positions of Officer or Director at Large shall serve for a term of two (2) years. For the purposes of commencing this cycle, the identity of those Officers or Directors at Large, and the years in which their terms commence, shall form part of the Resolution approving these By-Laws.

The individual elected as President shall serve for a term of four (4) years. The identity of the President (by name or by the year in which he or she has been or will be elected), and the year in which his or her term commences, shall form part of the Resolution approving these By-Laws.

From the date on which these By-Laws come into force, those Officers and Directors holding the positions described and for the terms identified in the Resolution approving these By-Laws shall continue to hold such positions until the earlier of:

(a) the elections held at the Corporation’s first Annual Meeting following the date on which these By-Laws come into force; or

(b) such later date identified in the Resolution approving these By-Laws for that particular Officer or Director.

Officers and Directors whose nomination is unopposed shall be declared elected by acclamation. where more than one nomination for a specific office is received, election shall be conducted by means of ballot, and the successful candidate will be determined by a simple majority of votes held by the combination of Voting Delegates present.
A President may serve more than two (2) consecutive and full four (4) year term. A Vice-President, Treasurer and Director at Large may serve not more than four (4) consecutive and full two (2) year terms.

31. ATLETE DIRECTOR

So soon after the elections described in By-Law 30 as may be practically possible, the Board shall appoint one additional director pursuant to s. 128(8) of the Canada Not-for-profit Corporations Act, for a term expiring at the next Annual Meeting of Members. The Board of Directors shall appoint as this additional director the individual selected by the National Team and National Development Team skaters in a process determined by them.

32. BOARD VACANCIES

Any Board position shall be automatically vacated:

(a) If a Director resigns from office by delivering a written resignation to the Board or to the Board through the President or the Chief Executive Officer;

(b) If a Director becomes of unsound mind or is found to be mentally incompetent or is physically unable to carry out the duties required;

(c) On the death of a Director;

(d) If a Director ceases to be a Skater, a Supporter, an Honorary Skater or an Honorary Supporter;

(e) Becomes bankrupt, suspends payment, or compounds with creditors, or makes unauthorized assignment, or is declared insolvent;

(f) If a Director is charged and/or convicted of any criminal offence related to the position; or

(g) When a Director is removed from office pursuant to By-Law 33.

When any vacancy occurs on the Board, the remaining Directors may, by resolution, fill the vacancy with a Skater, a Supporter, a Honorary Skater or Honorary Supporter in good standing if it sees fit to do so until the next Annual Meeting of Members. Otherwise, such vacancy shall be filled at the next Annual Meeting. Any Skater, Supporter, Honorary Skater or Honorary Supporter appointed to fill such vacancy shall hold office until the next Annual Meeting of Members. In the case of the vacancy in the position held by the Athlete Director, such appointment shall be the individual identified by skaters of the National Teams and National Development Teams.

33. REMOVAL OF DIRECTOR

(a) The Members of the Corporation may, by Ordinary Resolution of those Voting Delegates entitled to participate in the election of the Board of Directors, at an Annual or Special Meeting of which notice specifying the intention to pass such a resolution has been given, remove any Director, including the Athlete Director, from office before the expiration of that Director’s term of office, on any of the following grounds:

(i) Lack of interest or dereliction of duty;
(ii) Incompetence;
(iii) Behavior or conduct harmful to the best interest of the Corporation;
(iv) Misrepresentation of special skills or abilities, or other qualifications that are
factors in fulfilling the responsibilities of the position; or
(v) Undeclared Conflict of Interest that has resulted in personal gain or in
respect of which the Director has sought personal gain or advantage for
him or herself or a member of his or her immediate family.

Those Voting Delegates entitled to participate in the election of the Board of
Directors may, at that same Meeting, elect any qualified Skater, Supporter,
Honorary Skater or Honorary Supporter as a replacement for the remainder of
that Director’s term.

(b) In addition to the reasons above, the Athlete Director shall be removed from
office by an Ordinary Resolution of the Board when notified in writing that at least
two-thirds (2/3) of the skaters of the National Teams and National Development
Teams have voted in favour of removal of the Athlete Director on any of the
above noted grounds.

If the Board of Directors removes the Athlete Director then the National Team and
National Development Team Athletes must be notified. The National Team and
National Team Athletes may then select a replacement for the Athlete Director
who will be appointed to the Board of Directors by the Board.

(c) The position of a Director shall be automatically vacated:

(i) If a Director resigns by delivering a written resignation to the Board or Chief
Executive Officer;
(ii) If a Director becomes of unsound mind or is found to be mentally
incompetent or physically unable to carry out the duties required;
(iii) On the death of the Director;
(iv) If a Director becomes bankrupt, suspends payment, or compounds with his
creditors, or makes unauthorized assignment, or is declared insolvent;
(v) If a Director is charged and/or convicted of any criminal offence related to
the position; or
(vi) When a Director is removed from office pursuant to these By-Laws.

34. MEETINGS

Meetings of the Board shall be called by the President or any other three (3) Directors.
Notice of such Meeting shall be provided a minimum of fourteen (14) days in advance.
Conditions of notice as determined for Meetings of Members shall apply with modifications
as appropriate (ie. “Members” shall mean Board Members and “Meeting” shall mean
Meeting of the Board, etc.). A Board Meeting shall be constituted by a face-to-face meeting,
by a telephone conference call, or by other communications facilities that are accessible
by all Directors, and to that end:

(a) If the meeting is to be conducted by teleconference:

(i) A minimum of 5 Directors must approve conducting a meeting by this
means;
(ii) A quorum shall be 5 Directors; and,
(iii) Questions arising by way of motion at any Meeting of the Board shall be
decided by a majority of votes of the Directors present. In the case of an
equality of votes, the Chair shall have the deciding vote.

(b) If the meeting is to be conducted by electronic means:
(i) A minimum of 5 Directors must approve conducting a meeting by this means;
(ii) Directors must be provided a means by which to communicate with each other;
(iii) Each Director must provide consent prior to the meeting to the communication available during the meeting and that he/she has equal access to the communication;
(iv) A quorum shall be 5 Directors; and,
(v) Questions arising by way of motion at any Meeting of the Board shall be decided by a majority of votes of the Directors present. In the case of an equality of votes, the Chair shall have the deciding vote.

(c) A quorum for the transaction of business of Meetings of the Board shall be five (5) Directors.

(d) Each director is authorized to exercise one (1) vote. Questions arising at any meeting of directors shall be decided by a majority of votes. In case of an equality of votes, the chairperson of the meeting, in addition to an original vote, shall have a second or casting vote.

(e) Proxies are not accepted at a Meeting of the Board.

(f) The Board may be polled by registered mail, facsimile or electronic mail for a decision of any nature to determine a course of action or financial expenditure; for any such resolution to be effective, it must be a resolution in writing signed by all of the Directors;

(g) When a Director is polled, the motion under consideration must be clearly set out in whatever form of communication is used to poll Directors and all background material made available to Directors, must be made available to all Directors;

(h) When a Director is polled, provision must be made for declaring a conflict of interest.

35. POWERS

The Board shall exercise all the powers which are conferred upon it by law or By-Laws. The Board's responsibilities shall include:

(a) Fulfilling the duties and responsibilities given it at the Annual Meeting;
(b) In addition to the powers conferred upon the Board of Directors by law or By-Laws, the Board shall, in the absence of specific directives from the Members, determine the Procedures, Regulations and Rules, including the policies incorporated therein, and the direction of the Corporation;
(c) Hiring and evaluating the performance of the Chief Executive Officer of the Corporation;
(d) Establishing and regulating committees that report to the Board, and approving the establishment of Technical Committees and Councils on the recommendation of the Chief Executive officer, and approving Terms of Reference for those Committees and Councils;
(e) Ensuring payment of loans or other Corporation debts, and this may from time to time, include borrowing funds and pledging any assets allowed by law for these purposes;
(f) Delegating, as deemed necessary, any or all powers, duties, and authority of the Board that may be lawfully delegated to any committee, Officer or other person.
36. REMUNERATION OF DIRECTORS

The President, Vice-President, Treasurer and Directors shall not receive any financial remuneration for their services, but they shall be entitled to be reimbursed for their traveling and other expenses properly incurred by them in connection with the affairs of the Corporation, and in attending meetings of the Corporation.

37. QUALIFICATIONS

A Director and an Officer must be an individual with power under law to contract, who is at least 18 years of age, a Skater, Supporter, Honorary Skater or Honorary Supporter in good standing of the Corporation, who has not been declared incapable by a court in Canada or in another country, who does not have the status of bankrupt and who has not been charged and/or convicted of any criminal offence related to the position.

OFFICERS

38. OFFICERS

The Officers of the Corporation shall be the President, Vice-President, the Treasurer, the Chief Executive Officer and such other Officers as the Board may determine from time to time.

(a) The President shall preside at all Meetings of the Corporation and of the Board. The President shall act as the chair and the spokesperson for the Board and the Corporation. The President shall carry out the decisions of the Annual Meeting and exercise general supervision and management of the affairs of the Corporation. The President shall, when present, preside at all Meetings of the Directors; or he or she may appoint a Chair to preside at such Meetings.

(b) The Vice-President is responsible for filling the role of President in the absence of the President. Should the position of President become vacant, the Vice-President will assume the full responsibilities as President until the next Annual Meeting when a new President can be elected. The Vice-President will assist the President in carrying out his or her duties as required, and will serve as the Chair of Board meetings or Meetings of Members in the absence of the President.

(c) The Treasurer shall have general charge of the finances of the Corporation. The Treasurer shall be responsible for the deposit of all money and other valuable effects of the Corporation in the name and to the credit of the Corporation in such banks or other depositories as designated by the Board, and shall render to the Board, whenever directed by the Board, a report of the financial condition of the Corporation and all transactions as Treasurer; and as soon as possible after the close of each financial year, the Treasurer shall make and submit to the Board a financial report for such financial year. The Treasurer shall have charge and custody of and be responsible for the keeping of the books of account required to be kept pursuant to the laws governing the Corporation.

(d) The Chief Executive Officer, though not a member of the Board, shall attend to the giving and service of all notices of the Corporation and shall keep in safe custody the Corporate Seal of the Corporation.

(e) The Chief Executive Officer shall have charge of the corporate records of the
Corporation including a register containing the names and addresses of Members of the Corporation and the Members of the Board, together with copies of all reports made by the Corporation and such other records and papers as the Board may direct. Further, the Chief Executive Officer shall be responsible for the taking and reproducing of all Minutes for General Meetings and Board Meetings, and for maintaining a Minute Book, and further for the keeping and filing of all books, reports, certificates and other documents required by law to be kept on file by the Corporation.

The Board of Directors may appoint such additional Officers and agents as it shall deem necessary which shall have such authority and shall perform such duties as may from time to time be prescribed by the Board.

39. OFFICER VACANCIES

The position of an Officer shall be automatically vacated:

(a) If an Officer resigns by delivering a written resignation to the Board through the President or Chief Executive Officer;

(b) If an Officer becomes of unsound mind or is found to be mentally incompetent or physically unable to carry out the duties required;

(c) On the death of an Officer;

(d) If an Officer becomes bankrupt, suspends payment, or compounds with his creditors, or makes unauthorized assignment, or is declared insolvent;

(e) If an Officer is charged and/or convicted of any criminal offence related to the position; or

(f) When an Officer is removed from office pursuant to By-Law 40.

Should a vacancy occur, the Board of Directors may appoint an Officer to fill such a vacancy.

40. REMOVAL OF OFFICERS

(a) The Board of Directors may, by Ordinary Resolution at a Meeting of the Board, of which notice specifying the intention to pass such a resolution has been given, remove any Officer from Office before the expiration of that Officer’s term of Office, on any of the following grounds:
   (i) Lack of interest or dereliction of duty;
   (ii) Incompetence;
   (iii) Behavior or conduct harmful or at risk of becoming seriously harmful to the best interests of the Corporation; or
   (iv) Misrepresentation of special skills or abilities, or other qualifications, that were the basis upon which he or she was elected or appointed to that position;
   (v) Undeclared Conflict of Interest that has resulted in personal gain, or in respect of which the Officer has sought personal gain or advantage for him or herself or a member of his or her immediate family. The Board may then appoint a qualified Skater, Support, Honorary Skater or Honorary Supporter, including a Director, as a replacement for the remainder of that Officer’s term.
(b) The Members of the Corporation may, by Ordinary Resolution of those Voting Delegates entitled to participate in the election of the Board of Directors, at an Annual or Special Meeting of which notice specifying the intention to pass such a resolution has been given, remove any Officer from office before the expiration of that Officer’s term of office, on any of the above noted grounds relating to removal of an Officer by the Board.

The Members of the Corporation may by an Ordinary Resolution of the Members, elect any qualified individual as a replacement for the remainder of that Officer’s term.

41. POWERS

All Officers shall sign such contracts, documents or instruments in writing as require their respective signatures, and shall respectively have and perform all powers and duties incident to their respective offices as assigned to them by the Board.

42. DELEGATION OF DUTIES

In the absence or inability to act on the part of the President, Vice-President, Treasurer or any other Officer of the Corporation or for any other reason that the Directors deem sufficient, the Directors may delegate all or any of the powers of such Officer to any other Officer or to any Director for the time being.

43. REMUNERATION OF OFFICERS

The President, Vice-President and Treasurer shall not receive any financial remuneration for their services as an Officer, but they shall be entitled to be reimbursed for their traveling and other expenses properly incurred by them in connection with the affairs of the Corporation, and in attending Meetings of the Board and the Corporation.

COMMITTEES AND COUNCILS

44. CONSTITUTION OF COMMITTEES AND COUNCILS

The Board, at the recommendation of the Chief Executive Officer, shall establish such Technical Committees and Councils as it deems necessary in carrying out the affairs of the Corporation, and shall approve Terms of Reference prescribing the duties of such Committees or Councils. A member of the Board shall not be eligible to be appointed to any of the Technical Committees or Councils.

Each person appointed to a Technical Committee or Council shall be an employee of the Corporation or a Skater, Supporter, Honorary Skater or Honorary Supporter in good standing with the Corporation, and a person with experience, knowledge or expertise specific to the work of the Technical Committee or Council.

The Board shall establish such Board Committees as it deems necessary to inform and assist the Board in the carrying out of its duties. A Director shall Chair any such committee of the Board and selected members may or may not be Skaters, Supporters, Honorary Skaters or Honorary Supporters.
45. MEETING OF THE COMMITTEES

Technical Committees, Councils and Board Committees shall meet for the transaction of business, adjourn and otherwise regulate their Meetings according to a schedule provided for in their Terms of Reference. A majority of members of each Committee or Council shall constitute a quorum thereof for transaction of business. Questions arising at any meeting of a Committee or Council shall be decided by a simple majority vote of the members present, and in the case of an equality of votes, the Chair shall have the deciding vote.

46. REMUNERATION

Members of the Committees and Councils, other than employees of the Corporation, shall not receive any stated financial remuneration for their services as a Committee member, but they shall be entitled to be paid for their traveling and other expenses properly incurred by them in connection with the affairs of the Corporation, and in attending Meetings of the Corporation.

PROTECTION OF DIRECTORS, OFFICERS, AND OTHERS

47. INDEMNITY

Directors, Officers, Officials, Committee and Council members and other volunteers carrying out acts for or on behalf of the Corporation, and their heirs, executors, and administrators, and estate and effects, respectively, shall, from time to time and at all times, be indemnified and saved harmless out of the funds of the Corporation, from and against:

(a) All costs, charges, and expenses whatsoever that such Director, Officer, Official, Committee or Council member or such other volunteer reasonably sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against them for or in respect of any act, deed, matter or thing whatsoever, made done or permitted by them in or about the execution of the duties of their office; and

(b) All other costs, charges and expenses that such Director, Officer, Official or Committee or Council member or such other volunteer reasonably sustains or incurs in or about or in relation to the affairs thereof, except costs, and charges and expenses as are occasioned by such individual’s own willful neglect, illegal acts, acts of fraud, dishonesty, bad faith or default.

48. LIMITATION OF LIABILITY

No Member, Director, Officer, Official or Committee member, or such other volunteer of the Corporation shall be liable for the acts, receipts, neglects or defaults of any other Member, Director, Officer, Official or Committee member, or such other volunteer, employee, or for joining in any receipt, act for conformity, or for loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by the Corporation, or for, or on behalf of, the Corporation, or for the insufficiency or deficiency of any security in or upon which any moneys of, or belonging to, the Corporation shall be placed out or invested, or for any loss or damage arising from bankruptcy, insolvency or tortuous act of any person, firm or corporation deposited, or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of their respective office, or trust, or in relation hereto, unless the same shall happen by, or through, their own wilful act or through such individual’s own wilful neglect, illegal acts, acts of fraud, dishonesty, bad faith or default.
49. RESPONSIBILITY FOR CORPORATE ACTS

The Directors of the Corporation shall not be under any duty or responsibility in respect of any contract, act or transaction whether or not made, done, or entered into, in the name, or on behalf of, the Corporation, except such as shall have been submitted to and authorized, or approved by, the Board.

50. INSURANCE

The Corporation may purchase and maintain such insurance for the benefit of its Directors, Officers, Officials and Committee and Council members or such other volunteer, as the Board may from time to time determine.

51. CONFLICT OF INTEREST

It is the duty of every Director or Officer of the Corporation who is in any way, whether directly or indirectly, interested in a contract or proposed contract with the Corporation to declare his interest at any Meeting of the Corporation and, except as permitted by the laws governing the Corporation, to refrain from voting in respect of any contract or proposed contract in which such Director or Officer is so interested, and otherwise to observe the provisions of said laws.

PARLIAMENTARY AUTHORITY

52. AUTHORITY

The Corporation shall be governed by the rules and procedures contained in Call to Order (3rd ed.), Perry H & S (2004) [ISBN 0-9691683-2-2] in all cases in which they are applicable, provided they are not inconsistent with these By-Laws or any special rules of order the Corporation may adopt.

53. EFFECTIVE DATE

All previous By-Laws of the Corporation are repealed as of the coming into effect of these By-Laws. The repeal shall not affect the previous operation of any By-Laws so repealed, or affect the validity of any act done, or right, privilege, obligation or liability acquired or incurred under, or the validity of any contract or agreement made pursuant to, or the validity of any Articles or predecessor charter documents of the Corporation obtained pursuant to any such By-Laws before its repeal. All Officers and persons acting under any By-Laws so repealed shall continue to act as if appointed under the provisions of these By-Laws, and all resolutions of the Members or the Board of Directors or a committee of the Board with continuing effect passed under any repealed By-Laws shall continue to be good and valid except to the extent they are inconsistent with these By-Laws and until amended or repealed.

These By-Laws shall come into force the earlier of when confirmed by the Members in accordance with the Canada Not-for-profit Corporations Act or in accordance with the Canada Corporations Act.
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PREAMBLE

Speed Skating Canada (SSC) is responsible for the organization, coordination and administration of the sport of speed skating in Canada for the betterment of the sport and all its participants. In so doing, SSC will carry out all of its activities and conduct its business consistent with its vision, mandate and the stated core values of the organization. SSC is also committed to applying the fundamental principles of the Long Term Participant and Athlete Development Model (LTPAD), Canadian Sport for Life and the True Sport Movement in an effort to ensure developmentally appropriate programming for participants in every stage of development. It is SSC’s goal to provide a fully aligned and integrated continuum of programming, with our partners, thereby allowing participants to develop and achieve personal excellence in every stage of development.

The following Procedures and Regulations are designed to ensure that all policies, procedures, rules and regulations are executed in a fair, safe, developmentally appropriate manner based on the understanding that each participant is different, with individual needs and rates of development.

Decisions will be athlete/participant centered but focused on the holistic development of all participants. In its relentless pursuit of excellence, SSC fully embraces Kaizen, the Japanese industrial philosophy of continuous improvement and as such recognizes the need to regularly review and revise procedures and regulations and programs to ensure that participants are consistently provided with a positive experience and the best training and competition environment possible.

Speed Skating Canada Core Purpose

SSC organizes and co-ordinates the sport of speed skating in Canada for the betterment of the sport and its members.

Speed Skating Canada Core Values

Core values describe the values, which members collectively hold, not what some group feels members should believe. Core values are constant, regardless of how the environment changes and are a primary reference to inform the decision making process. Core values are what SSC, in its essence, stands for; they are not operating practices or program strategies.

When displaying official markings of/or affiliating with Speed Skating Canada, members are committing to uphold these values through their actions. Information regarding the use of the SSC logo is available in Appendix A1.

- Concerning all policies, activities, and decisions, participants act with respect;
- All participants in SSC activities will act with integrity;
- SSC programming recognizes excellence;
True Sport Principles for Sport

At the heart of True Sport is a simple idea: good sport can make a great difference. As a proud member of the True Sport movement SSC believes in the difference that sport can make in the everyday lives of Canadians; to achieve this, sport must first and foremost provide a positive experience for participants. Speed Skating Canada recognizes the True Sport Principles for Sport as a guiding light in defining the sport experience and proudly displays the “True Sport Lives Here” Patch on all events and materials, which embody the principles of good sport common to all Canadians.

- **Go For It** – Always rise to the challenge and discover how good you can be.
- **Play Fair** – Play honestly and obey the rules. Winning is only real when competition is fair.
- **Respect Others** – Respect teammates, competitors and officials both on the field and off. Win with dignity and lose with grace.
- **Keep It Fun** – have a good time, keep a positive attitude, and contribute to a positive atmosphere.
- **Stay Healthy** – Respect your body. Keep in shape. Avoid unsafe activities.
- **Give Back** – Do something that helps your community

PURPOSE

Consistent with the core values and principles stated in the Preamble, and as directed by the SSC By-laws and applicable legislation, the SSS Procedures and Regulations (P&Rs) outline how SSC is administered, how competitions are conducted and specific rules that apply to Canadian Speed Skating. SSC also applies rules to certain competitions that are developed and implemented by the International Skating Union (ISU). The P&Rs also outline the rights, obligations and benefits of Members, Skaters, Honorary Skaters, Supporters and Honorary Supporters when participating in Speed Skating activities.
## INTERPRETATION

All questions of policies, procedures, regulations and guidelines contained in this section of the procedures and regulations manual must be directed to the Chief Executive Director (CEO)

### Definitions

For purposes of reference and interpretation of these procedures and regulations, the following definitions will apply. The related French term indicated in brackets is to be used in all French documentation.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Canadian Skater</strong> (Patineur Canadien)</td>
<td>A Canadian skater is a skater eligible to represent Canada at International competition as defined by ISU Regulations.</td>
</tr>
<tr>
<td><strong>Head Office</strong> (Siège Social)</td>
<td>Refers to Speed Skating Canada’s headquarters located in the City of Ottawa, in the Province of Ontario.</td>
</tr>
<tr>
<td><strong>Hosting Grant</strong></td>
<td>Grants issued by SSC with a specific purpose of assisting Competition/Event Organizers in hosting a competition that meets the minimum requirements of SSC.</td>
</tr>
<tr>
<td><strong>ISU</strong> (ISU)</td>
<td>The ISU refers to the International Skating Union, the international governing body of the sport of speed skating.</td>
</tr>
<tr>
<td><strong>Long Track</strong> (Longue Piste)</td>
<td>Long track refers to skating done on an oval track 200m or greater, traditionally practiced on 400m ovals. Long track includes both mass start and Olympic style racing.</td>
</tr>
<tr>
<td><strong>LTPAD</strong> (Dltpa)</td>
<td>LTPAD refers to Speed Skating Canada’s Long Term Participant and Athlete Development Model. The LTPAD model is the framework for decision making guiding developmentally appropriate programming that is athlete centered, coach driven and administratively supported based on the Canadian Sport for Life LTAD model. The LTPAD model stresses the need for an individualized, holistic approach to developing participants of all ages, which is guided by biological growth, development and maturation and not chronological age.</td>
</tr>
<tr>
<td><strong>Mass Start</strong> (Départ En Groupe)</td>
<td>Refers to racing in a pack where 2 or more skaters start on the same line at a given time. Time is recorded, but it is head to head competition which determines the winner with the winner being the first skater to cross the finish line.</td>
</tr>
<tr>
<td><strong>Member</strong> (Membre)</td>
<td>The Members of Speed Skating Canada are defined according to federal legislation as provided in the By-Laws. A Member of SSC is a Branch or the National Team as a whole. Members as formerly defined are considered to be registered participants of SSC and are categorized into four groups (see “Participants” below).</td>
</tr>
<tr>
<td><strong>Olympic Style</strong> (Style Olympique)</td>
<td>Olympic style refers to long track racing, which is raced in pairs against the clock. Skaters compete in individual lanes, changing lanes each lap to even the distance. Olympic style is the discipline recognized as Speed Skating by the ISU.</td>
</tr>
<tr>
<td>Term</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Participants</td>
<td>The term Participants refers to individuals active in any capacity within speed skating including Registered Participants (i.e. Skaters, Supporters, Honorary Skaters and Honorary Supporters (as they are defined in the SSC By-Laws) and employees, sponsors, partners or others engaged in the business and activities of SSC.</td>
</tr>
<tr>
<td>Photo Finish Equipment</td>
<td>The term photo finish equipment denotes a system that records the order of finish in such a way that it can be reproduced immediately after the race concerned.</td>
</tr>
<tr>
<td>Risk Management</td>
<td>Refers to the process through which Speed Skating Canada identifies, assesses, controls and minimizes all aspects of risks arising from its business and activities.</td>
</tr>
<tr>
<td>Selection Competition</td>
<td>A selection competition is defined as any competition used for the purpose of selection to a Speed Skating Canada team for either short track or long track.</td>
</tr>
<tr>
<td>Short Track</td>
<td>Short track refers to skating done in an arena on a track of 111.12m or less in size and is raced mass start. Several skaters will race together on a track where the first person across the line wins.</td>
</tr>
<tr>
<td>Skating Season</td>
<td>A skating season delineates the competition period for a given year. A skating season begins on July 1st of any given year and runs through to June 30th of the following year. For example, the season beginning on July 1st 2009 would be defined as the 2009-2010 skating season. In general terms most competitive events within a season occur between August and March.</td>
</tr>
<tr>
<td>SSC</td>
<td>SSC refers to Speed Skating Canada, within these procedures and regulations SSC may also be referred to as the &quot;Corporation&quot;.</td>
</tr>
<tr>
<td>SSC Website</td>
<td>The SSC website refers to Speed Skating Canada’s official website. The SSC website is registered under the following domain names: English: <a href="http://www.speedskating.ca">www.speedskating.ca</a> French: <a href="http://www.patinagedevitesse.ca">www.patinagedevitesse.ca</a></td>
</tr>
<tr>
<td>Staff</td>
<td>Staff are individuals whose services are retained for the purposes of carrying out the business of the association or corporation.</td>
</tr>
</tbody>
</table>
Numbering

Numbering System
The following alpha-numeric numbering system shall identify sections, articles and specific procedures and regulations within the following manual.

<table>
<thead>
<tr>
<th>Numbering Level</th>
<th>Sequence</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section</td>
<td>A, B, C, D...</td>
<td>Sections are assigned UPPERCASE sequential lettering in alphabetic order. Should sections be removed, section numbering is to be revised to reflect the removal of a section.</td>
</tr>
<tr>
<td>Subsection</td>
<td>1, 2, 3, 4...</td>
<td>Sequential numbers assigned by subsection. These numbers are restarted at the beginning of each section.</td>
</tr>
<tr>
<td>Regulation</td>
<td>-101, -102, -103, -104...</td>
<td>Sequential numbers starting at 100 are used. A new number is to be assigned to each specific regulation.</td>
</tr>
<tr>
<td>Regulation Clauses</td>
<td>a, b, c, d...</td>
<td>Some regulations require specific clauses to specify varying conditions. Lowercase sequential lettering in alphabetic order is to be used. When a regulation contains a single clause, no letter is assigned.</td>
</tr>
<tr>
<td>Appendices</td>
<td>A1, A2, B1, B2...</td>
<td>Appendices are referenced by section followed by a number noting the order of appendices for the specific section. Numbering will restart when a new section letter is introduced.</td>
</tr>
</tbody>
</table>

Referencing Regulations
When referencing specific regulations, regulation numbers shall be referenced in the following order: Section, Subsection, Regulation, and Regulation Clause with a dash (-) separating the subsection and regulation numbers as presented in the following example.

Section A, Subsection 3, Regulation 203, Clause a shall be written as follows: A3-203a
A1 | BUSINESS OF THE CORPORATION -

A1-100 | Finance Procedures

A1-101 | Budgeting
The Board of Directors shall ensure that appropriate guidelines are established to allow all Standing Committees and SSC Staff to prepare and submit budgets in a timely fashion.

The Treasurer shall present a consolidated Corporation budget to the Board for its approval.

A1-102 | Emergency Powers
The Board of Directors is empowered to suspend any or all program activities if anticipated revenues are not forthcoming or cannot be guaranteed in advance of project/program implementation.

A1-103 | Financial Controls
The Board of Directors exercises the ultimate financial control by virtue of the powers of budget approval vested in the Board.

A1-104 | Contracts
In keeping with By-laws of the Corporation, all contracts must be approved by the CEO.

A1-105 | Payments (Expenses, Honoraria, and Salaries)
Any payment is governed by the following:

Officers, Board of Directors and Committee Members – Travelling expenses of the Directors in attending the AGM or Board meetings or travelling expenses of any committee or committee member in attending a meeting when such expenses are authorised by the CEO may be paid by the Corporation. No expenses will be considered for any meeting or function that has not been properly called by the President, Committee chairs, CEO or their designated stuff, unless otherwise approved by the Board of Directors. Directors and Committee members will be specifically advised in advance of all meetings as to expense status;

Corporation Staff – Corporation staff travelling on Corporation business within approved budget constraints and in accordance with the rates in effect shall be paid with approval of the CEO
A1-106 | Budget Reallocation

SSC presently works under a system of responsibility budgeting, whereby the individuals responsible for the expense of funds are also responsible for ensuring that the year’s expenses do not exceed the amount budgeted.

SSC is divided into six (6) areas of responsibility, delineated by program, those being:

- High Performance – Short Track
- High Performance – Long Track
- Competitions Development
- Coaching Development
- Officials Development
- Club and Membership Development

Each of these program areas has a Chair who is responsible (with the input of their respective committees) for budget maintenance.

The budgets for the six (6) areas are developed at the staff and committee level, based upon the Policies and Procedures of the Corporation, and brought through the CEO to the Board of Directors for approval. Once the Board has approved the program budgets, there should be no interference in the program budgets by the Board of Directors (excepting the possibility of exogenous variables). This dictum is based upon the management principle that states, “When agreement is reached, the budget becomes a commitment between the Board of Directors and the Standing Committee. The Standing Committee is to accomplish the planned objectives within the spending limits specified in the budget, and the Board is committed to regarding such an accomplishment as representing satisfactory performance”.

The only instances where a responsible Board should interfere with the administration of a program budget would be if the committee was not adhering to the Policies, Procedures or Regulations of the Corporation, or if actual revenues were to be less than expected.

Nevertheless, under any circumstance, the Board through the CEO, must be notified of any internal reallocation of funds (i.e. within any program budget).

A2 | MEMBERSHIP

A2-100 | Branch Membership

A2-101 | Branch Members

The following provinces and territories are eligible to form an Association/Federation eligible for Branch membership in SSC:

- Alberta
- British Columbia
- Manitoba
- New Brunswick
- Newfoundland and Labrador
- Northwest Territories
- Nova Scotia
- Nunavut
- Ontario
- Prince Edward Island
- Quebec
- Saskatchewan
- Yukon Territory
A2-102 | Branch Charter
SSC shall issue to each Branch a Charter confirming the Branch’s territorial jurisdiction and conditions of membership and this shall remain in force as long as annual dues are paid.

A2-103 | Branch By-Laws
Branches shall supply annually, a copy of their latest Constitution, By-laws and Procedures and Regulations to the SSC Head Office. Documents are to be submitted in an electronic format no later than December 31st of a given season by way of SSC’s on-line Data Management System.

A2-104 | Branch Association/Federation Annual Dues
The annual dues of each active Branch of SSC shall be established from time to time by the SSC Board of Directors and ratified by the Members at an AGM. Dues shall be payable within thirty (30) days of an invoice being sent to the Branch. Payment shall be directed to the SSC Head Office.

A2-105 | Unpaid Dues
If the dues of any Branch are unpaid two (2) months after the due date, the member shall be suspended. If such dues remain unpaid six (6) months after the next SSC AGM, the Branch Association shall be expelled from SSC. Any Branch suspended or expelled may be reinstated at the discretion of the Board of Directors upon payment of arrears.

A2-106 | Membership Reallocation
In the event that any Branch of Speed Skating Canada is expelled from Speed Skating Canada, its membership and territorial jurisdiction may be re-allocated at the discretion of the Board of Directors.

A2-200 Membership

A2-201 | Classes of Members, Skaters and Supporters
The Corporation has a single class of Membership known as Members. Members of the Corporation shall only include the following who meet the required qualifications defined below:

(a) A duly constituted Provincial or Territorial Association or Federation recognized in accordance with these By-Laws as governing the sport of speed skating in that Province or Territory of Canada; and

(b) As a group, the National Team and National Development Team skaters.

Any candidate will be admitted as a Member if:

(a) The candidate member makes an application for membership in a manner prescribed by the Corporation;

(b) If the candidate member was at any time previously a Member, the candidate member was a Member in good standing at the time of ceasing to be a Member;

(c) The candidate member has paid dues as prescribed by the Board;

(d) The candidate member has met the applicable definition listed in By-Law 16; and
(e) The candidate member has been approved by Special Resolution as a Member by the existing Members.

Upon:

(a) A written application in a form prescribed by the Board of Directors;

(b) Having heard representatives of any existing association for that Province or Territory which serves as a Member; and

(c) Having heard representatives of any applying association;

The Members may at an Annual Meeting or Special Meeting, if thought fit, by a Special Resolution approve the application of another association to represent a Province or Territory and remove the membership of the existing association for that Province or Territory.

Each of the following individuals and groups shall not be Members for the purposes of membership in the Corporation or these By-Laws, or in any way for the purposes of the Canada Not-for-profit Corporations Act.

(a) Skaters and Supporters

Skaters and Supporters are those members of a Club that is affiliated with a Member, or a member of a Member directly, as the case may be, according to rules set by the Member. The types of Skaters and Supporters and associated fees are described in the Procedures, Regulations and Rules of the Corporation.

(b) Honorary Skaters and Honorary Supporters

Honorary Skater or Honorary Supporter status shall be conferred directly by:

(i) The Corporation, by an Ordinary Resolution at the Annual Meeting, to a person who has made an outstanding contribution to the welfare of the Corporation or the sport in Canada; or

(ii) The Board to a person who has been elected to the Board, if that individual wishes to serve in that position without affiliation with a particular Member.

The rights, duties, duration and privileges of one’s status as an Honorary Skater or an Honorary Supporter may be fixed by the resolution naming them to such status.

Pursuant to the sections of the Act applicable to Fundamental Changes, a Special Resolution of the Members is required to make any amendments if those amendments affect the following membership rights and/or conditions:

(a) Change a condition required for being a Member;

(b) Change in the manner of giving notice to Members entitled to vote at a meeting of Members; or

(c) Change the method of voting by Members not in attendance at a meeting of Members.
A2-202 | Conditions of Membership and Status as Skater and Supporter, Honorary Skater and Honorary Supporter

a) Each Member, each Skater, each Supporter, each Honorary Skater and each Honorary Supporter shall be deemed to have undertaken to abide by the provisions of the By-Laws of the Corporation and the Procedures, Regulations and Rules promulgated thereunder.

(b) A Member may be represented by its President or, alternatively, by some person or persons authorized on behalf of the Member in writing.

A2-203 | Citizenship
To be a Competitive Member of Speed Skating Canada, individuals must be Canadian citizens or Landed Immigrants.

A2-204 | Registration
Branches in collaboration with club administrators shall be responsible for registering all members of their province or territory with SSC and for observing all SSC procedures, requirements and exemptions for such membership by way of SSC’s on-line Data Management System. Branches may place additional minimum requirements on members as is developmentally appropriate and/or required by law within their jurisdiction.

A2-205 | Membership Fees
Affiliated Branch Associations/Federations shall pay an annual fee to SSC for each Member in an amount that shall be established from time to time by the SSC Board of Directors and ratified at the following AGM, this amount is published in Appendix A2 of the current manual and posted to the SSC website.

A2-206 | Membership Numbers
SSC will assign a permanent membership number to each registered member. This number shall remain with the individual in perpetuity or until such time as a new membership numbering system is put in place.

A2-207 | Registration Procedures
A registration procedure for each season is to be outlined by the SSC Head Office and made available by way of SSC’s website no later than August 1st of each season. All online registrations must be completed no later than March 31st when registration for the current season will cease. Members must be registered in the on-line Data Management System prior to participating in club activities or competition. A fourteen (14) days grace period will be granted for the registration of new members so as to allow time for data to be input.

A2-208 | Membership Lists
All of SSC’s membership lists are stored within SSC’s Data Management System. Clubs and Branches are responsible for keeping these lists current. SSC is responsible for ensuring that this data is kept secure.

A2-209 | Registration Deadline
All ordinary and special event members must be registered with SSC by March 31st of each skating season. The registration expires on December 31st following each season.
A2-210 | Payment of Fees
Monies for payment of fees are to be sent to the SSC Head Office within thirty (30) days of receipt of an official invoice from SSC. Invoices will be sent twice annually based on the number of members registered as of December 31st and March 31st of each year.

A2-211 | Registration Number
For administrative purposes only, the registration number printed on the membership card will serve to identify a skater at provincial/territorial and national levels. Control procedures for issuing of cards will fall under the authority of the SSC Head Office.

A2-212 | Responsibility for Registration
It is the responsibility of the Branch Association to ensure that skaters, who are entering a competition at the international, national or provincial/territorial level have Branch authorization, are members of SSC and have been duly registered. Prior to competition, the skater’s SSC registration and fee must be duly sent to the SSC Head Office.

A2-213 | Membership Cards
All Ordinary and Life Members in good standing will be issued membership cards confirming their membership with SSC. The person’s identity, their registration number and their type of membership will be included on the membership card. Procedures for the issuances and renewal of membership cards are to be developed and maintained by the SSC Head Office.

A2-300 | Honorary Members

A2-301 | Definition
Honorary Members are individuals who have made an outstanding contribution to the sport of speed skating in Canada and to Speed Skating Canada.

A2-302 | Terms of Membership
The rights, duties, duration and privileges of Honorary Members shall be fixed by a resolution naming them to such membership.

A2-303 | Nomination Process
a) Nominations may be submitted by any member in good standing of SSC and should carry with them the formal endorsement of at least one (1) Standing Committee or Branch.

b) Nominations for Honorary Members are to be submitted to the President of SSC for presentation to the Board of Directors.

c) The Board of Directors shall confirm the nominations and present a resolution for vote by simple majority to the next AGM including all Terms of Membership as required by regulation A2-302.

A2-304 | Recognition
Honorary Members will be issued a membership card recognising their status as an Honorary Member and Certificate recognising their position within SSC as an Honorary Member.
A2-400 Partner Members

A2-401 Definition
Partner membership shall be granted to any person, group, association, or corporation wishing to contribute to the development of speed skating who has applied to Speed Skating Canada and accepted by the Board of Directors. Partner Members may include corporate sponsors, training centres, municipalities and organizing committees.

A2-402 Terms of Membership
Terms of membership are to be formalised within a Partnership agreement set out between SSC and the organization seeking recognition as an SSC Partner. Specifically, the duration of the Partnership, voting rights and the right to affiliate ordinary members must be defined. Should no such specifications be delineated within the agreement the duration of the Partnership shall be of one (1) year, expiring on the date of the SSC AGM.

A2-403 Application Process
Applications for recognition as a Partner Member are to be submitted to the SSC President and/or CEO in the form of a written Partnership agreement for review and approval by the Board of Directors.

A2-404 Voting Rights
Partner members may be granted the right to be recognized as voting members of SSC subject to the approval by majority vote of the SSC membership at an AGM. The terms of such rights are to be clearly denoted in a resolution submitted to the membership for adoption and will be included in the Partnership agreement signed between SSC and the Partner. If voting rights are not stipulated within the Partnership agreement, no such rights shall be assigned, however the Partner Member shall be invited to attend all meetings of the members as an observer.

A2-405 Recognition
All Partner Members will receive an official framed certificate recognising them as Partner Members of SSC.

A2-406 Registration of Members
In specific circumstances, including organizing committees and training centres a Partner Member may be granted the right to register with Speed Skating Canada. The terms of registration rights are to be included in the Partnership agreement. If no specific registration rights are stipulated within the Partnership agreement, no registration rights shall be granted to Partner Members.

A2-500 Termination of Membership

A2-501 Revocation of Membership
Any member Branch Association/Federation or Individual Member whose conduct shall be pronounced by a vote of two thirds of the Board of Directors to have endangered or to be likely to endanger the welfare, interest or character of Speed Skating Canada, may have their membership or registration with this Association revoked on accordance with By-law 19.
A2-600 Status of Skaters

A2-601 Amateur Skater
An amateur skater is a skater holding amateur status as described by the ISU General Regulations.

A3 MEETING OF THE MEMBERS

A3-100 Composition
The Annual Meeting shall be composed of the Board of Directors, the auditor, the Members, as represented by one or more Voting Delegates designated by each Member in writing prior to the commencement of the Meeting. Any other person may be admitted only on the invitation of the chair of the meeting or by Ordinary Resolution of the Members.

A3-200 Voting Delegates
(a) Each Member in good standing shall be entitled to appoint one or more Voting Delegates to cast votes on its behalf to all Annual, or Special Meetings of the Corporation based on the number of Skaters and Supporters affiliated with the Member as of March 31st immediately preceding the Meeting, as per the following:

<table>
<thead>
<tr>
<th>Skaters and Supporters</th>
<th>Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honorary Skaters</td>
<td></td>
</tr>
<tr>
<td>1-200</td>
<td>two   (2)</td>
</tr>
<tr>
<td>201-500</td>
<td>three (3)</td>
</tr>
<tr>
<td>501-1000</td>
<td>four  (4)</td>
</tr>
<tr>
<td>1001-1500</td>
<td>five  (5)</td>
</tr>
<tr>
<td>1501-2000</td>
<td>six   (6)</td>
</tr>
<tr>
<td>2001-2500</td>
<td>seven (7)</td>
</tr>
<tr>
<td>2501-3000</td>
<td>eight (8)</td>
</tr>
<tr>
<td>3001-3500</td>
<td>nine  (9)</td>
</tr>
<tr>
<td>3501-4000</td>
<td>ten   (10)</td>
</tr>
<tr>
<td>4001-4500</td>
<td>eleven (11)</td>
</tr>
<tr>
<td>4501-5000</td>
<td>twelve (12)</td>
</tr>
<tr>
<td>5001-6000</td>
<td>thirteen (13)</td>
</tr>
<tr>
<td>6001 or more</td>
<td>fourteen (14)</td>
</tr>
</tbody>
</table>

(b) A Voting Delegate must be a Skater, Supporter, Honorary Skater or Honorary Supporter in good standing with the Corporation, registered as such through the Member appointing him or her as a Voting Delegate.

(c) A Voting Delegate may carry any number of votes up to the maximum assigned above to that Member.

(d) A Chair of a Committee or Council of the Corporation shall not be permitted to be a Voting Delegate for any Member.

(e) An Officer or Director of the Board of Directors of the Corporation shall not be permitted to be a Voting Delegate for any Member.

(f) An employee of the Corporation shall not be permitted to be a Voting Delegate for
any Member.

**A3-300 Voting**

a) Every question submitted to any meeting of Members shall be decided by an Ordinary Resolution of Voting Delegates, given by a show of hands, or orally, or by a roll call vote, or ballot (including electronic ballot) when requested by any Voting Delegate present, unless otherwise specifically provided for in the Act, these By-Laws, or the Procedures, Regulations and Rules. At any meeting, unless a roll call or ballot is demanded, a declaration by the Chair that a resolution has been “carried” or “carried unanimously” by a particular majority or “lost” or “not carried” by a particular majority shall be conclusive evidence of the fact without proof of number or proportion of votes recorded in favour of or against the motion.

b) If a roll call or ballot is demanded at any meeting, it shall be taken forthwith without adjournment:

c) A roll call or ballot may be demanded either before or after any vote by show of hands by any Voting Delegate at a meeting;

d) The results of a roll call or ballot, applying the number of votes carried by each Voting Delegate pursuant to By-Law 22, shall be deemed to be the final resolution of the question at which the roll call or ballot was demanded;

e) A demand for a roll call or ballot may be withdrawn.

f) Officers and Directors of the Corporation shall not be entitled to vote except where the President or designated Chair, only, shall be entitled to vote in case of a tie of votes, in which case the President or Chair shall cast the deciding vote.

g) Motions or resolutions may only be presented at a Meeting of Members by Voting Delegates.

**A3-400 Annual Meeting**

a) The Annual Meeting of the Corporation shall be held at such place and on a date designated by the President of the Corporation. The Annual Meeting will be held within fifteen (15) months of the last Annual Meeting but not later than six (6) months after the end of the Corporation’s preceding financial year.

b) The general business to be considered at such Meetings shall include the report of the President, elections, presentation of the annual Financial Statements, appointment of auditors, and such other business, if any, as may properly come before the Meeting.

c) A meeting of Members may be held by means of telephone, electronic or other communication facility, and to that end:

   i) If the meeting is to be conducted by teleconference:

   a. A minimum of 50% of the Members representing a minimum of 50% of the Voting Delegates must approve conducting a meeting by this means;

   b. A quorum shall be determined according to By-Law 27; and,

   c. Every question submitted to any special meeting of Members by teleconference shall be decided by a majority vote of Voting Delegates casting the votes carried by each according to By-Law 22, by a roll call vote.
(ii) If the meeting is to be conducted by electronic or other communication facilities:
   a. A minimum of 50% of the Members representing a minimum of 50% of the Voting Delegates must approve conducting a meeting by this means;
   b. Voting Delegates must be provided a means by which to communicate with each other;
   c. Each Member must provide consent prior to the meeting to the communication available during the meeting and that its Voting Delegates have equal access to the communication;
   d. A quorum shall be determined according to By-Law 27; and
   e. Every question submitted to any meeting of Members by electronic means shall be decided by a majority vote of Voting Delegates casting the votes carried by each according to By-Law 22, by a roll call vote, or by electronic voting means if available.

A3-500 Special Meeting

Special Meetings of the Corporation may be called by Members who hold five percent (5%) of the votes of the Corporation or by any four (4) Directors. A call for a Special Meeting must be delivered in writing to the President, or to the Chief Executive Officer, requesting that a Special Meeting be called. The call must be signed by each of the four (4) Directors or the Members who hold five percent (5%) of the votes of the Corporation, and set forth the purpose for which such Meeting is called.

Upon receipt of such written request, the President or the Chief Executive Officer by the direction of the President, shall within five (5) business days, send out such notice as required to call a Meeting of the Members otherwise set out in Notice of Meetings provisions herein. Such notice must:

   (a) Include the purpose and objectives of the Special Meeting,
   (b) Include sufficient information to allow Members to make an informed decision; and,
   (c) Include the location of the Special Meeting or the means by which the Special Meeting will be conducted, as designated by the President.

Any Special Meeting of the Corporation may be held by telephone conference call, electronic or other communication facility, according to the procedures in By-Law 24(c).

A3-600 Notice of Meeting

(a) Notice will include the time and place of a meeting, the proposed agenda, reasonable information to permit Members to make informed decisions, and will be given to each Member entitled to vote at the meeting, the auditor, and the Board, by the following means:

   (i) By mail, courier or personal delivery to each Member entitled to vote at the meeting, during a period of 21-60 days before the day on which the meeting is to be held; or
   (ii) By electronic or other communication facility to each member entitled to vote at the meeting, during a period of 21-35 days before the day on which the meeting is to be held; or
   (iii) By posting on the main home page of the Corporation’s website not less than thirty (30) days prior to the date of the meeting.
(b) Notice shall be served either personally or by sending it through post or digital transmission (e.g. facsimile or email) addressed to such Member, Director, or Auditor, or other person, at their contact information as it appears in the books of the Corporation.

(c) Notice sent by post shall be sent by registered mail, and with respect to digital transmission a confirmation receipt shall be sufficient to prove that the notice was properly delivered.

(d) The signature of any notice may be written, electronically signed or stamped.

(e) Any Annual or Special Meeting shall not be invalidated by any inadvertent accident, error or omission in giving notice, or make void any proceeding taken thereat.

(f) Any Meeting so called may be held at any time and for any purpose, without notice, if at least one Voting Delegate from each Member entitled to vote are present or if that Member has in writing waived notice of the Meeting either before or after the Meeting.

(g) The accidental omission to give notice of a meeting of the Members, the failure of any Member to receive notice, or an error in any notice which does not affect its substance will not invalidate any action taken at the meeting.

(h) Pursuant to the sections of the Act applicable to Fundamental Changes, a Special Resolution of the Members may be required to make any amendment to the By-laws of the Corporation to change the manner of giving notice to Members entitled to vote at a meeting of Members.

A3-700 Quorum

A quorum shall consist of the presence of:

(a) Voting Delegates representing no less than 50% of total votes capable of being voted at that Meeting, pursuant to By-Law 22(a); and

(b) Voting Delegates representing no less than 50% of the Members.

Provided a quorum is present at the commencement of the Meeting, the Meeting may continue even though Voting Delegates who leave may reduce the numbers to less than a quorum. Voting Delegates who have declared a conflict of interest shall be counted in determining the quorum.

A3-800 Chair

In the absence of the President, the Vice-President shall serve as a Chair. In the absence of the President and the Vice-President, Voting Delegates present at any Meeting of Members shall choose another Director as Chair. If no Director is present, or if all the Directors present decline to act as Chair, the Voting Delegates present shall choose from their numbers a Chair.

A3-900 Adjournments

Motions for adjournment can be called and voted upon at Meetings of the Members, as per the current meeting procedures of the Corporation, notwithstanding the lack of a quorum.
A4 | BOARD OF DIRECTORS

A4-100 Selection

The Officers (with the exception of the Chief Executive Officer) and Directors at Large of the Corporation, who compose the Board of Directors, shall be elected by the Voting Delegates at the Annual Meeting. Of the eight (8) members of the Board:

(a) Seven (7) shall be elected according to the cycle described below and for the term set out below; and

(b) One (1) shall be appointed according to By-Law 31.

The election of individuals to the Board pursuant to (a) above shall occur in the following four (4) year cycle:

Year 1: Election of President, Vice President, Director at Large #1 and Director at Large #2
Year 2: Election of Treasurer, Director at Large #3 and Director at Large #4
Year 3: Election of Vice President, Director at Large #1 and Director at Large #2
Year 4: Election of Treasurer, Director at Large #3 and Director at Large #4

Except in the case of the President, in each case, the individuals elected to positions of Officer or Director at Large shall serve for a term of two (2) years. For the purposes of commencing this cycle, the identity of those Officers or Directors at Large, and the years in which their terms commence, shall form part of the Resolution approving these By-Laws. The individual elected as President shall serve for a term of four (4) years. The identity of the President (by name or by the year in which he or she has been or will be elected), and the year in which his or her term commences, shall form part of the Resolution approving these By-Laws.

From the date on which these By-Laws come into force, those Officers and Directors holding the positions described and for the terms identified in the Resolution approving these By-Laws shall continue to hold such positions until the earlier of:

(a) the elections held at the Corporation’s first Annual Meeting following the date on which these By-Laws come into force; or

(b) such later date identified in the Resolution approving these By-Laws for that particular Officer or Director.

Officers and Directors whose nomination is unopposed shall be declared elected by acclamation. Where more than one nomination for a specific office is received, election shall be conducted by means of ballot, and the successful candidate will be determined by a simple majority of votes held by the combination of Voting Delegates present.

A President may serve more than two (2) consecutive and full four (4) year term. A Vice-President, Treasurer and Director at Large may serve not more than four (4) consecutive and full two (2) year terms.

A4-200 Athlete Director

So soon after the elections described in By-Law 30 as may be practically possible, the Board shall appoint one additional director pursuant to s. 128(8) of the Canada Not-for-profit Corporations Act, for a term expiring at the next Annual Meeting of Members. The
Board of Directors shall appoint as this additional director the individual selected by the National Team and National Development Team skaters in a process determined by them.

A4-300  Board Vacancies

Any Board position shall be automatically vacated:

(a) If a Director resigns from office by delivering a written resignation to the Board or to the Board through the President or the Chief Executive Officer;

(b) If a Director becomes of unsound mind or is found to be mentally incompetent or is physically unable to carry out the duties required;

(c) On the death of a Director;

(d) If a Director ceases to be a Skater, a Supporter, an Honorary Skater or an Honorary Supporter;

(e) Becomes bankrupt, suspends payment, or compounds with creditors, or makes unauthorized assignment, or is declared insolvent;

(f) If a Director is charged and/or convicted of any criminal offence related to the position; or

(g) When a Director is removed from office pursuant to By-Law 33.

When any vacancy occurs on the Board, the remaining Directors may, by resolution, fill the vacancy with a Skater, a Supporter, a Honorary Skater or Honorary Supporter in good standing if it sees fit to do so until the next Annual Meeting of Members. Otherwise, such vacancy shall be filled at the next Annual Meeting. Any Skater, Supporter, Honorary Skater or Honorary Supporter appointed to fill such vacancy shall hold office until the next Annual Meeting of Members. In the case of the vacancy in the position held by the Athlete Director, such appointment shall be the individual identified by skaters of the National Teams and National Development Teams.

A4-400  Removal of Director

(a) The Members of the Corporation may, by Ordinary Resolution of those Voting Delegates entitled to participate in the election of the Board of Directors, at an Annual or Special Meeting of which notice specifying the intention to pass such a resolution has been given, remove any Director, including the Athlete Director, from office before the expiration of that Director’s term of office, on any of the following grounds:

(i) Lack of interest or dereliction of duty;
(ii) Incompetence;
(iii) Behavior or conduct harmful to the best interest of the Corporation;
(iv) Misrepresentation of special skills or abilities, or other qualifications that are factors in fulfilling the responsibilities of the position; or
(v) Undeclared Conflict of Interest that has resulted in personal gain or in respect of which the Director has sought personal gain or advantage for him or herself or a member of his or her immediate family.

Those Voting Delegates entitled to participate in the election of the Board of Directors may, at that same Meeting, elect any qualified Skater, Supporter, Honorary Skater or Honorary Supporter as a replacement for the remainder of that Director’s term.
(b) In addition to the reasons above, the Athlete Director shall be removed from office by an Ordinary Resolution of the Board when notified in writing that at least two-thirds (2/3) of the skaters of the National Teams and National Development Teams have voted in favour of removal of the Athlete Director on any of the above noted grounds.

If the Board of Directors removes the Athlete Director then the National Team and National Development Team Athletes must be notified. The National Team and National Team Athletes may then select a replacement for the Athlete Director who will be appointed to the Board of Directors by the Board.

(c) The position of a Director shall be automatically vacated:

(i) If a Director resigns by delivering a written resignation to the Board or Chief Executive Officer;
(ii) If a Director becomes of unsound mind or is found to be mentally incompetent or physically unable to carry out the duties required;
(iii) On the death of the Director;
(iv) If a Director becomes bankrupt, suspends payment, or compounds with his creditors, or makes unauthorized assignment, or is declared insolvent;
(v) If a Director is charged and/or convicted of any criminal offence related to the position; or
(vi) When a Director is removed from office pursuant to these By-Laws.

**A4-500 Meetings**

Meetings of the Board shall be called by the President or any other three (3) Directors. Notice of such Meeting shall be provided a minimum of fourteen (14) days in advance. Conditions of notice as determined for Meetings of Members shall apply with modifications as appropriate (i.e. “Members” shall mean Board Members and “Meeting” shall mean Meeting of the Board, etc.). A Board Meeting shall be constituted by a face-to-face meeting, or by a telephone conference call, or by other communications facilities that are accessible by all Directors, and to that end:

(a) If the meeting is to be conducted by teleconference:
   (i) A minimum of 5 Directors must approve conducting a meeting by this means;
   (ii) A quorum shall be 5 Directors; and,
   (iii) Questions arising by way of motion at any Meeting of the Board shall be decided by a majority of votes of the Directors present. In the case of an equality of votes, the Chair shall have the deciding vote.

(b) If the meeting is to be conducted by electronic means:
   (i) A minimum of 5 Directors must approve conducting a meeting by this means;
   (ii) Directors must be provided a means by which to communicate with each other;
   (iii) Each Director must provide consent prior to the meeting to the communication available during the meeting and that he/she has equal access to the communication;
   (iv) A quorum shall be 5 Directors; and,
   (v) Questions arising by way of motion at any Meeting of the Board shall be decided by a majority of votes of the Directors present. In the case of an equality of votes, the Chair shall have the deciding vote.
(c) A quorum for the transaction of business of Meetings of the Board shall be five (5) Directors.

(d) Each director is authorized to exercise one (1) vote. Questions arising at any meeting of directors shall be decided by a majority of votes. In case of an equality of votes, the chairperson of the meeting, in addition to an original vote, shall have a second or casting vote.

(e) Proxies are not accepted at a Meeting of the Board.

(f) The Board may be polled by registered mail, facsimile or electronic mail for a decision of any nature to determine a course of action or financial expenditure; for any such resolution to be effective, it must be a resolution in writing signed by all of the Directors;

(g) When a Director is polled, the motion under consideration must be clearly set out in whatever form of communication is used to poll Directors and all background material made available to Directors, must be made available to all Directors;

(h) When a Director is polled, provision must be made for declaring a conflict of interest.

A4-600 Powers
The Board shall exercise all the powers which are conferred upon it by law or By-Laws. The Board’s responsibilities shall include:

(a) Fulfilling the duties and responsibilities given it at the Annual Meeting;
(b) In addition to the powers conferred upon the Board of Directors by law or By-Laws, the Board shall, in the absence of specific directives from the Members, determine the Procedures, Regulations and Rules, including the policies incorporated therein, and the direction of the Corporation;
(c) Hiring and evaluating the performance of the Chief Executive Officer of the Corporation;
(d) Establishing and regulating committees that report to the Board, and approving the establishment of Technical Committees and Councils on the recommendation of the Chief Executive officer, and approving Terms of Reference for those Committees and Councils;
(e) Ensuring payment of loans or other Corporation debts, and this may from time to time, include borrowing funds and pledging any assets allowed by law for these purposes;
(f) Delegating, as deemed necessary, any or all powers, duties, and authority of the Board that may be lawfully delegated to any committee, Officer or other person.

A4-700 Renumeration of Directors
The President, Vice-President, Treasurer and Directors shall not receive any financial remuneration for their services, but they shall be entitled to be reimbursed for their traveling and other expenses properly incurred by them in connection with the affairs of the Corporation, and in attending meetings of the Corporation.

A4-800 Qualifications
A Director and an Officer must be an individual with power under law to contract, who is at least 18 years of age, a Skater, Supporter, Honorary Skater or Honorary Supporter in good standing of the Corporation, who has not been declared incapable by a court in Canada or in another country, who does not have the status of bankrupt and who has not been charged and/or convicted of any criminal offence related to the position.
A4-900 Roles and Responsibilities - Board of Directors

The Board of Directors is accountable to the AGM and all members of SSC, and shall function as a policy board. The roles and responsibilities of the Board include those as described below, but do not exclude any role or responsibility which is consistent with its role as a policy board. It is expected that the Board of Directors will carry out its responsibilities in a consultative fashion.

a) Establish purpose, values and philosophy of the Association
b) Establish goals for the Association
c) Creates, promotes, protects and modifies the vision of the Association
d) Develop long-range plans and monitor their results
e) Evaluate results that the Association achieves
f) Provide leadership to the Association and enforce values and ethics
g) Develop organizational policies, which govern the course of action of committees and professional employees; provide guidelines for conduct; express how values and philosophies of the association are to be enacted; and outline results to be achieved and how they contribute to the purpose of the Association
h) Ensure SSC meets all legal requirements as established by local, provincial and federal law and its By-laws and Constitution
i) Establish and update constitution and By-laws
j) Receive annual report of auditors
k) Receive and approve operating budget on an annual basis
l) Ensure the long-term financial stability of the Association
m) Identify need for new or revised organizational policy
n) Ensure the hiring, supervision and evaluation of the Director General
o) Determine SSC’s representation with international and national organizations and links with other communities
p) Develop a long-term strategy for securing international competitions
q) Plan leadership to ensure quality, succession and continuity (orientation of new board members, board training and development)
r) Ensure a nominations process for the Annual General Meeting
s) Evaluate the function and performance of the Board
t) Act as the appeal body for the Association except in respect to its own actions
u) Provide for the recognition of members through annual awards process
v) Promote SSC’s programs to its members, public sponsors and the media
A5 | OFFICERS

A5-100 Appointment of Officers
In accordance with the Societies Act of Canada the Corporation shall appoint officers to represent the interests of the Association.

A5-200 Officers
The Officers of the Corporation shall be the President, Vice-President, the Treasurer, the Chief Executive Officer and such other Officers as the Board may determine from time to time.

A5-300 Roles and Responsibilities
(a) The President shall preside at all Meetings of the Corporation and of the Board. The President shall act as the chair and the spokesperson for the Board and the Corporation. The President shall carry out the decisions of the Annual Meeting and exercise general supervision and management of the affairs of the Corporation. The President shall, when present, preside at all Meetings of the Directors; or he or she may appoint a Chair to preside at such Meetings.

(b) The Vice-President is responsible for filling the role of President in the absence of the President. Should the position of President become vacant, the Vice-President will assume the full responsibilities as President until the next Annual Meeting when a new President can be elected. The Vice-President will assist the President in carrying out his or her duties as required, and will serve as the Chair of Board meetings or Meetings of Members in the absence of the President.

(c) The Treasurer shall have general charge of the finances of the Corporation. The Treasurer shall be responsible for the deposit of all money and other valuable effects of the Corporation in the name and to the credit of the Corporation in such banks or other depositories as designated by the Board, and shall render to the Board, whenever directed by the Board, a report of the financial condition of the Corporation and all transactions as Treasurer; and as soon as possible after the close of each financial year, the Treasurer shall make and submit to the Board a financial report for such financial year. The Treasurer shall have charge and custody of and be responsible for the keeping of the books of account required to be kept pursuant to the laws governing the Corporation.

(d) The Chief Executive Officer, though not a member of the Board, shall attend to the giving and service of all notices of the Corporation and shall keep in safe custody the Corporate Seal of the Corporation.

(e) The Chief Executive Officer shall have charge of the corporate records of the Corporation including a register containing the names and addresses of Members of the Corporation and the Members of the Board, together with copies of all reports made by the Corporation and such other records and papers as the Board may direct. Further, the Chief Executive Officer shall be responsible for the taking and reproducing of all Minutes for General Meetings and Board Meetings, and for maintaining a Minute Book, and further for the keeping and filing of all books, reports, certificates and other documents required by law to be kept on file by the Corporation.
A5-400 Officer Vacancies

The position of an Officer shall be automatically vacated:

(a) If an Officer resigns by delivering a written resignation to the Board through the President or Chief Executive Officer;

(b) If an Officer becomes of unsound mind or is found to be mentally incompetent or physically unable to carry out the duties required;

(c) On the death of an Officer;

(d) If an Officer becomes bankrupt, suspends payment, or compounds with his creditors, or makes unauthorized assignment, or is declared insolvent;

(e) If an Officer is charged and/or convicted of any criminal offence related to the position; or

(f) When an Officer is removed from office pursuant to By-Law 40.

Should a vacancy occur, the Board of Directors may appoint an Officer to fill such a vacancy.

A5-500 Removal of Officers

(a) The Board of Directors may, by Ordinary Resolution at a Meeting of the Board, of which notice specifying the intention to pass such a resolution has been given, remove any Officer from Office before the expiration of that Officer’s term of Office, on any of the following grounds:

(i) Lack of interest or dereliction of duty;

(ii) Incompetence;

(iii) Behavior or conduct harmful or at risk of becoming seriously harmful to the best interests of the Corporation; or

(iv) Misrepresentation of special skills or abilities, or other qualifications, that were the basis upon which he or she was elected or appointed to that position;

(v) Undeclared Conflict of Interest that has resulted in personal gain, or in respect of which the Officer has sought personal gain or advantage for him or herself or a member of his or her immediate family.

The Board may then appoint a qualified Skater, Support, Honorary Skater or Honorary Supporter, including a Director, as a replacement for the remainder of that Officer’s term.

(b) The Members of the Corporation may, by Ordinary Resolution of those Voting Delegates entitled to participate in the election of the Board of Directors, at an Annual or Special Meeting of which notice specifying the intention to pass such a resolution has been given, remove any Officer from office before the expiration of that Officer’s term of office, on any of the above noted grounds relating to removal of an Officer by the Board.

The Members of the Corporation may by an Ordinary Resolution of the Members, elect any qualified individual as a replacement for the remainder of that Officer’s term.
A5-600  Powers
All Officers shall sign such contracts, documents or instruments in writing as require their respective signatures, and shall respectively have and perform all powers and duties incident to their respective offices as assigned to them by the Board.

A5-700  Delegation of Duties
In the absence or inability to act on the part of the President, Vice-President, Treasurer or any other Officer of the Corporation or for any other reason that the Directors deem sufficient, the Directors may delegate all or any of the powers of such Officer to any other Officer or to any Director for the time being.

A5-800  Renumeration of Officers
The President, Vice-President and Treasurer shall not receive any financial remuneration for their services as an Officer, but they shall be entitled to be reimbursed for their traveling and other expenses properly incurred by them in connection with the affairs of the Corporation, and in attending Meetings of the Board and the Corporation.
A6 | STANDING COMMITTEES

A6-100 Long Track High Performance Committee

A6-101 Mandate and Objectives

The Long Track High Performance Committee (the Committee) is a Technical Committee of Speed Skating Canada (SSC). The objective of the Committee is to work with SSC high performance staff to create and continue the strongest possible long track athlete development and selection processes. Committee will work with other SSC committees, either through the Sport Council or through appropriate liaison, on common platforms throughout the year.

A6-102 Membership and Selection

Appointment:

(a) Committee members, other than the SSC High Performance Director, shall be appointed by the Board, at the recommendation of the Chief Executive Officer (CEO).

(b) Committee members shall be selected based on their specialist knowledge and experience relative to high performance long track speed skating. Consideration shall be given to geographic location only if there is valid reason to do so as a value-added proposition.

(c) The Committee shall advise the CEO in identifying and recruiting members and making a recommendation to the Board on appointment to the Committee.

Committee Members:

(a) The Committee shall consist of 4 members, including the SSC High Performance Director and 3 volunteer members (not including the CEO or other ex officio members of the Committee). (SSC Policy on Committees subsection 6.11.4.1.).

(b) The CEO shall be an ex officio member of the Committee. Ex Officio members of the Committee shall not have a vote on any matters to be decided by the Committee. The President as an ex officio member of the Committee and/or any person designated by the President shall be entitled to attend all meetings of the Committee provided that there is no conflict of interest created by such attendance. Any person attending as designated by the President shall not hold any vote at any meeting of the Committee.

(c) The Chair of the Committee shall be the High Performance Director.

(d) Committee Members shall abide by the SSC Conflict of Interest Policy and,
   (i) each Member shall annually declare any conflict of interest; and
   (ii) each Member and any other person attending a meeting of the Committee shall declare any conflict of interest in regard to specific matters arising while conducting or present for Committee business.

(e) The SSC Policy on Committees (subsection 6.11.4.3.) provides direction on restrictions on membership to SSC High Performance Committees. A volunteer member of the High Performance Committee and any person designated by the President to attend any meeting of the Committee must not be:
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Committee Members who are Staff:

(a) The High Performance Director is appointed by the CEO as a staff member of the Committee and participates as a member of the Committee in all respects, including voting.

(b) The Committee Staff member provides support to the Committee, including:
   (i) acting as a liaison with other staff of SSC;
   (ii) providing a link between the Committee and funding bodies and partners, etc.; and
   (iii) representing the CEO as required.

A6-103 | Function and Authority of the Committee

The Committee has two distinct, but related, functions:

(a) an adjudicative and direction-setting function, which is a decision-making process for the purpose of SSC By-Law 45, and

(b) an advisory function, which does not encompass any decision-making process for the purpose of SSC By-Law 45.

In its adjudicative and direction-setting function, the Committee is responsible to the CEO for and has authority in:

(a) overall High Performance – Long Track program direction;

(b) approving High Performance – Long Track Bulletins to establish the criteria for selecting long track speed skaters to:
   (i) be appointed annually to national teams, development teams, development squads;
   (ii) represent Canada at international high performance competitions;

(c) establishing processes, procedures and relevant considerations for the exercise of any discretion in the selection of long track speed skaters, and which person or body will make which decision in those cases; and

(d) establishing processes, procedures and relevant considerations for the exercise of any decision-making on requests for medical or other byes, and which person or body will make which decision in those cases;

(e) ensuring that decisions made in sections 3.2.1 and 3.2.2 are consistent with SSC policies, strategic plan, operational plan and high performance objectives and strategies; and
(f) the operation of the SSC long track high performance program is consistent with SSC strategic plan, operational plan, values, policies and protocols.

Where not specifically reserved for the Committee under section 3.2, the High Performance Director exercises authority over the direction and guidelines that pertain to the development, support, training and competition programs of the SSC long track high performance program. In those activities, the Committee is a resource to the program and, in acting in an advisory function to the High Performance Director, the Committee is responsible to the CEO for (but has no authority other than guidance, advice and input) advising the High Performance Director (or, at that Director’s request, the Long Track Head Coach) in matters concerning:

(a) the operation of SSC’s long track high performance program;
(b) the Sport Canada “Athlete Assistance Program” requirements;
(c) disciplinary matters that require appropriate input to ensure that actions are consistent with SSC Policies, the national team athlete agreement, and any applicable code of conduct;
(d) the operation of national athlete talent identification and regional development programs and infrastructures;
(e) the recruitment and evaluation of members of the long track coaching and IST staff; and
(f) any other matters that the High Performance Director brings to the Committee for guidance, advice and input.

As and when requested by the High Performance Director, the Committee or one of its members shall support and assist SSC in dealing with sport partners and other outside bodies in connection with SSC’s high performance programs. The Committee is also responsible for advising the Board and/or the CEO on significant matters concerning the long track high performance program. The advisory function described in section 3.3 will work best when the volunteer members of the Committee, the High Performance Director and the Long Track Head Coach work as a team and communicate openly and regularly to develop trust and confidence that:

(a) on operational matters, the professional knowledge of SSC staff will be respected and afforded a level of autonomy, where the guidance, advice and input of the volunteer members of the Committee will be sought where issues are complex and challenging and would benefit from a volunteer perspective; and;

(b) guidance, advice and input given will be respectful, direct and frank, with a view only to creating the strongest long track high performance program possible.

In both functions, the Committee will, as and when appropriate, consult with its stakeholders on a consistent basis. Those stakeholders are considered the Expert Working Group and will consist of:

(a) LT National Team Athlete Representatives – as determined annually through the national team representative voting process;

(b) SSC National Team Coaches – representation as determined by the High Performance Director;

1 This provision does not limit or constrain any authority under the Bylaws or elsewhere in SSC Policies for the Board of Directors to sanction or otherwise deal with any skater or supporter.
(c) IST Program Leads – representation as determined by the High Performance Director; and;

(d) SSC National Team Administrative Staff – as determined by the High Performance Director.

A6-104 | Roles and Responsibilities

Chair:

(a) The Chair sets the agenda for each meeting.

(b) The Chair ensures that agendas and supporting materials are delivered to Committee Members in advance of meetings.

(c) The Chair makes the purpose of each meeting clear to Committee Members and explains the agenda at the beginning of each meeting.

(d) The Chair clarifies and summarizes what is happening throughout each meeting.

(e) The Chair keeps the meeting moving by putting time limits on each agenda items.

(f) The Chair encourages broad participation from Committee Members in discussion by calling on different people.

(g) The Chair ends each meeting with a summary of decisions and assignments.

(h) The Chair prepares or oversees the timely preparation of Minutes of meetings of the Committee and the timely approval of those Minutes by the Committee.

(i) The Chair follows up with consistently absent Committee Members to determine if they wish to discontinue membership.

(j) The Chair works with the CEO on ensuring appropriate succession.

Committee Members:

a) Each member of the Committee understands the mandate and objectives of the Committee.

(b) Each member of the Committee understands and represents the interests of stakeholders.

(c) Each member of the Committee takes a genuine interest in the Committee’s outcomes and overall success.

(d) Each member of the Committee checks that the Committee’s objectives are aligned with the organizational strategic plan and policies and adhere to the By-Laws.

(e) Each member of the Committee actively participates in meetings through attendance, discussion, and review of minutes, papers and other documents.

(f) Each member of the Committee supports open discussion and debate, and encourages fellow Committee members to voice their insights.
A6-105 | Meetings
The standard for conducting a meeting within SSC is outlined in Call to Order by Herb Perry and Susan Perry. The Committee shall meet at least quarterly during the calendar year, and more often as considered necessary by the Chair. The Chair shall make best efforts to establish a list of set meeting dates at the outset of each competition season and otherwise make best efforts to provide at least 7 days’ notice of every other meeting of the Committee. An Agenda and supporting materials will be distributed to the Committee at least 4 days prior to the meeting, or such other time as the Committee may decide. The Committee may meet in person, by conference call (or digital equivalent) or by email may be determined by the Chair and within the limits of the SSC Budget. Quorum shall be a simple majority of Committee Members, including at least the High Performance Director. The Committee shall operate largely by consensus, but when a vote is necessary, a majority of votes shall carry a resolution. For voting purposes, each Committee Member including the Chair shall have one regular vote, and in the event of a tie, the Chair shall have an additional deciding vote.

A6-106 | Minutes and Reporting
At each meeting, the Committee shall determine who will be responsible for taking minutes. Minutes will be taken according to guidance provided in Call to Order. At each meeting, the Committee will receive reports from the relevant individual or group:

(a) Minutes/action items from previous meetings; and

(b) issues having been identified since the previous meeting.

Quarterly, or more often as the CEO requires, the Committee shall report through its Chair, to the CEO on matters pertaining to the long track high performance program. Annually, or more often as considered necessary by the CEO or the Committee, through its Chair or his designate, report to Members on the long track high performance program.

A6-200 Short Track High Performance Committee

A6-201 | Mandate and Objectives
The Short Track High Performance Committee (the Committee) is a Technical Committee of Speed Skating Canada (SSC). The objective of the Committee is to work with SSC high performance staff to create and continue the strongest possible short track athlete development and selection processes. Committee will work with other SSC committees, either through the Sport Council or through appropriate liaison, on common platforms throughout the year.

A6-202 | Membership and Selection
Appointment:

(a) Committee members, other than the SSC High Performance Director, shall be appointed by the Board, at the recommendation of the Chief Executive Officer (CEO).

(b) Committee members shall be selected based on their specialist knowledge and experience relative to high performance short track speed skating. Consideration shall be given to geographic location only if there is valid reason to do so as a value-added proposition.
c) The Committee shall advise the CEO in identifying and recruiting members and making a recommendation to the Board on appointment to the Committee.

Committee Members:

(a) The Committee shall consist of 4 members, including the SSC High Performance Director and 3 volunteer members (not including the CEO or other ex officio members of the Committee). (SSC Policy on Committees subsection 6.11.4.1.).

(b) The CEO shall be an ex officio member of the Committee. Ex Officio members of the Committee shall not have a vote on any matters to be decided by the Committee. The President as an ex officio member of the Committee and/or any person designated by the President shall be entitled to attend all meetings of the Committee provided that there is no conflict of interest created by such attendance. Any person attending as designated by the President shall not hold any vote at any meeting of the Committee.

(c) The Chair of the Committee shall be the High Performance Director.

(d) Committee Members shall abide by the SSC Conflict of Interest Policy and, to that end,
   (i) each Member shall annually declare any conflict of interest; and
   (ii) each Member and any other person attending a meeting of the Committee shall declare any conflict of interest in regard to specific matters arising while conducting or present for Committee business.

(e) The SSC Policy on Committees (subsection 6.11.4.3.) provides direction on restrictions on membership to SSC High Performance Committees. A volunteer member of the High Performance Committee and any person designated by the President to attend any meeting of the Committee must not be:
   (i) an immediate family member or active coach of an active athlete who is a member of the short track National Team, National Development Team or development squads, or an athlete in contention for such a position;
   (ii) an active official of speed skating at a national or international level whose decision could affect the overall standings in the competition; or
   (iii) a member of the National Team or National Development Team.

(f) Any issue concerning the application of Section 2.2.2, 2.2.4 or 2.2.5 shall be determined finally by the CEO.

Committee Members who are Staff:

(a) The High Performance Director is appointed by the CEO as a staff member of the Committee and participates as a member of the Committee in all respects, including voting.

(b) The Committee Staff member provides support to the Committee, including:
   (i) acting as a liaison with other staff of SSC;
   (ii) providing a link between the Committee and funding bodies and partners, etc.; and
   (iii) representing the CEO as required.
The Committee has two distinct, but related, functions:

(a) an adjudicative and direction-setting function, which is a decision-making process for the purpose of SSC By-Law 45, and

(b) an advisory function, which does not encompass any decision-making process for the purpose of SSC By-Law 45.

In its adjudicative and direction-setting function, the Committee is responsible to the CEO for and has authority in:

(a) overall High Performance – Short Track program direction;

(b) approving High Performance – Short Track Bulletins to establish the criteria for selecting short track speed skaters to:
   (i) be appointed annually to national teams, development teams, development squads;
   (ii) represent Canada at international high performance competitions;

(c) establishing processes, procedures and relevant considerations for the exercise of any discretion in the selection of short track speed skaters, and which person or body will make which decision in those cases; and

(d) establishing processes, procedures and relevant considerations for the exercise of any decision-making on requests for medical or other byes, and which person or body will make which decision in those cases;

(e) ensuring that decisions made in sections 3.2.1 and 3.2.2 are consistent with SSC policies, strategic plan, operational plan and high performance objectives and strategies; and

(f) the operation of the SSC short track high performance program is consistent with SSC strategic plan, operational plan, values, policies and protocols.

Where not specifically reserved for the Committee under section 3.2, the High Performance Director exercises authority over the direction and guidelines that pertain to the development, support, training and competition programs of the SSC short track high performance program. In those activities, the Committee is a resource to the program and, in acting in an advisory function to the High Performance Director, the Committee is responsible to the CEO for (but has no authority other than guidance, advice and input) advising the High Performance Director (or, at that Director’s request, the Short Track Head Coach) in matters concerning:

(a) the operation of SSC’s short track high performance program;

(b) the Sport Canada "Athlete Assistance Program" requirements;

(c) disciplinary matters that require appropriate input to ensure that actions are consistent with SSC Policies, the national team athlete agreement, and any applicable code of conduct;

(d) the operation of national athlete talent identification and regional development programs and infrastructures.

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1 This provision does not limit or constrain any authority under the Bylaws or elsewhere in SSC Policies for the Board of Directors to sanction or otherwise deal with any skater or supporter.
(e) the recruitment and evaluation of members of the short track coaching and IST staff; and

(f) any other matters that the High Performance Director brings to the Committee for guidance, advice and input.

As and when requested by the High Performance Director, the Committee or one of its members shall support and assist SSC in dealing with sport partners and other outside bodies in connection with SSC’s high performance programs. The Committee is also responsible for advising the Board and/or the CEO on significant matters concerning the short track high performance program. The advisory function described in section 3.3 will work best when the volunteer members of the Committee, the High Performance Director and the Short Track Head Coach work as a team and communicate openly and regularly to develop trust and confidence that:

(a) on operational matters, the professional knowledge of SSC staff will be respected and afforded a level of autonomy, where the guidance, advice and input of the volunteer members of the Committee will be sought where issues are complex and challenging and would benefit from a volunteer perspective; and;

(b) guidance, advice and input given will be respectful, direct and frank, with a view only to creating the strongest short track high performance program possible.

In both functions, the Committee will, as and when appropriate, consult with its stakeholders on a consistent basis. Those stakeholders are considered the Expert Working Group and will consist of:

(a) ST National Team Athlete Representatives – as determined annually through the national team representative voting process;

(b) SSC National Team Coaches – representation as determined by the High Performance Director;

(c) IST Program Leads – representation as determined by the High Performance Director; and;

(d) SSC National Team Administrative Staff – as determined by the High Performance Director.

**A6-204 | Roles and Responsibilities**

**Chair:**

(a) The Chair sets the agenda for each meeting.

(b) The Chair ensures that agendas and supporting materials are delivered to Committee Members in advance of meetings.

(c) The Chair makes the purpose of each meeting clear to Committee Members and explains the agenda at the beginning of each meeting.

(d) The Chair clarifies and summarizes what is happening throughout each meeting.

(e) The Chair keeps the meeting moving by putting time limits on each agenda items.

(f) The Chair encourages broad participation from Committee Members in discussion by calling on different people.
(g) The Chair ends each meeting with a summary of decisions and assignments.

(h) The Chair prepares or oversees the timely preparation of Minutes of meetings of the Committee and the timely approval of those Minutes by the Committee.

(i) The Chair follows up with consistently absent Committee Members to determine if they wish to discontinue membership.

(j) The Chair works with the CEO on ensuring appropriate succession.

Committee Members:

(a) Each member of the Committee understands the mandate and objectives of the Committee.

(b) Each member of the Committee understands and represents the interests of stakeholders.

(c) Each member of the Committee takes a genuine interest in the Committee’s outcomes and overall success.

(d) Each member of the Committee checks that the Committee’s objectives are aligned with the organizational strategic plan and policies and adhere to the By-Laws.

(e) Each member of the Committee actively participates in meetings through attendance, discussion, and review of minutes, papers and other documents.

(f) Each member of the Committee supports open discussion and debate, and encourages fellow Committee members to voice their insights.

A6-205 | Meetings

The standard for conducting a meeting within SSC is outlined in Call to Order by Herb Perry and Susan Perry. The Committee shall meet at least quarterly during the calendar year, and more often as considered necessary by the Chair. The Chair shall make best efforts to establish a list of set meeting dates at the outset of each competition season and otherwise make best efforts to provide at least 7 days’ notice of every other meeting of the Committee. An Agenda and supporting materials will be distributed to the Committee at least 4 days prior to the meeting, or such other time as the Committee may decide. The Committee may meet in person, by conference call (or digital equivalent) or by email may be determined by the Chair and within the limits of the SSC Budget. Quorum shall be a simple majority of Committee Members, including at least the High Performance Director. The Committee shall operate largely by consensus, but when a vote is necessary, a majority of votes shall carry a resolution. For voting purposes, each Committee Member including the Chair shall have one regular vote, and in the event of a tie, the Chair shall have an additional deciding vote.

A6-206 | Minutes and Reporting

At each meeting, the Committee shall determine who will be responsible for taking minutes. Minutes will be taken according to guidance provided in Call to Order. At each meeting, the Committee will receive reports from the relevant individual or group:

(a) Minutes/action items from previous meetings; and

(b) issues having been identified since the previous meeting.
Quarterly, or more often as the CEO requires, the Committee shall report through its Chair, to the CEO on matters pertaining to the short track high performance program. Annually, or more often as considered necessary by the CEO or the Committee, through its Chair or his designate, report to Members on the short track high performance program.

**A7 | PROTECTION OF DIRECTORS, OFFICERS AND OTHERS**

**A7-101 | Responsibilities**
The President shall, with respect to the protection of directors, officers and others ensure that the following shall be complied with:

1. Members of the Board, Committees and SSC employees shall be protected from personal liability for any actions they take in the legal and ethical conduct of their duties on behalf of SSC.

2. Adequate insurance policies and related coverage shall be maintained which limit SSC’s liability in several areas including but not restricted to the following:
   a) Injury to participants
   b) Injury to third parties
   c) Damage to property of Speed Skating Canada
   d) Allegations of wrong-doing

3. No insurance coverage shall be terminated without having replacement coverage which offers equal or greater protection immediately in effect upon such termination unless such termination has been prudently considered and approved by the Directors.

**A7-102 | Reporting**
An annual Risk Management report and update on the SSC Risk registry and work plan shall be presented to the Board which will include the current status of insurance coverage, any recommendations for modifying the coverage and the implications of any such modifications.

<table>
<thead>
<tr>
<th>Original</th>
<th>Revised</th>
<th>Revised</th>
<th>Revised</th>
<th>Revised</th>
<th>Revised</th>
<th>Revised</th>
<th>Revised</th>
<th>Revised</th>
</tr>
</thead>
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<tr>
<td>Revised</td>
<td>June 29, 2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In 2014, this task was transferred to the Finance and Audit Committee (Insurance, financial control, risk management).

In 2016, this task was transferred to the SSC Risk Management Committee (a Committee of the Board).
SECTION B - COMPETITIONS AND EVENTS REGULATIONS

PREAMBLE
Speed Skating Canada (SSC) develops its competitions and events within the boundaries of applicable legislation. The SSC By-Laws and Policies are developed to ensure a safe and fun environment that considers the developmental needs of participants. Competitions are conducted with the principles of Long Term Participant and Athlete Development (LTPAD) and True Sport as a guide while working within its mandate and core values to achieve its vision.

This is a key element which encompasses the broader development of the sport experience not only for skaters but all participants; be they volunteers, coaches, officials, administrators, parents or fans. Being involved in sport should be a meaningful and exciting experience, which enriches the lives of all.

Purpose
These Sport Regulations provide a framework not only for competition and events, but also for the delivery of sport programs by providing:

a) A clear statement of objectives for each age category of skaters, based on LTPAD principles, that is the foundation for SSC, Branch and Club program decisions;

b) Guidelines and regulations regarding the scheduling of events, competition/event duration, age categories and types of events within the competition structure for National, Provincial/Territorial, Regional and local events;

c) Guidelines and regulations regarding provincial/territorial/regional games and the Canada Games within the athlete development pathway;

Guiding Principles for Competitions and Events
SSC’s Guiding Principles for Competitions and Events state that Competition and Events should:

1. Reflect Speed Skating Canada’s values and True Sport’s principles;
2. Support fully the Canadian sport delivery/youth development system;
3. Adjust to change in society;
4. Provide a pathway towards personal and sporting excellence for all participants;
5. Be meaningful for all participants (skaters, coaches, officials, parents, volunteers);
6. Be fun, safe, attractive and accessible to people of all ages, of all skill levels and from all different backgrounds;
7. Apply LTPAD principles when developing the event/competition objectives for each stage of development;
8. Apply LTPAD principles when determining event/competition activities and skills for each stage of development;
9. Success is defined and celebrated in relation to the goals and objectives of the stage of all participants.
In addition, these regulations are designed to support developmentally appropriate programming that is participant/athlete centered, coach driven, and administration supported.

**Interpretation**

These regulations are binding on all Members, Clubs and participants in so far as matters of minimum National Standards are concerned. Branch and Club standards may exceed the minimum standards set forth by SSC.

Unless otherwise stated for reasons of ensuring developmentally appropriate programming for Canadian skaters, ISU regulations shall apply.

**B1 | AGE CATEGORIES**

SSC Age Categories provide a tool for creating developmentally appropriate groupings of skaters for participating in competition and events. Age Categories are to be used in concert with the developmentally appropriate activities and distances to provide structure to organized and sanctioned competition.

**B1-100 Gender Distinction**

**B1-101 | FUNdamentals and Learning to Train**

Male and Female skaters are to be grouped together during the FUNdamentals and Learning to Train stages of development as there are not significant developmental differences between Males and Females at these ages.

**B1-102 | All other Age Categories**

Skaters are to be grouped into age categories which distinguish between the genders.
## B1-200 Determination of Categories

SSC Sanctions will officially recognize the age categories defined in the following table. Branches are encouraged to use these age categories as a guide for organizing their own racing categories.

<table>
<thead>
<tr>
<th>Category Name</th>
<th>Participant’s Age</th>
<th>Calculation of age</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td>FUNdamentals (FUNd)</td>
<td>6 to 9</td>
<td>6 to 8</td>
</tr>
<tr>
<td>Learning to Train (L2T)</td>
<td>10 to 12</td>
<td>9 to 11</td>
</tr>
<tr>
<td>Training to Train (T2T)</td>
<td>12</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>14</td>
</tr>
<tr>
<td>Junior B</td>
<td>15 or 16</td>
<td></td>
</tr>
<tr>
<td>Junior A</td>
<td>17 or 18</td>
<td></td>
</tr>
<tr>
<td>Neo Senior B</td>
<td>19 or 20</td>
<td>Age of participant before July 1st prior to the event</td>
</tr>
<tr>
<td>Neo Senior A</td>
<td>21 or 22</td>
<td></td>
</tr>
<tr>
<td>Senior</td>
<td>23+</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Age</th>
<th>Calculation of Age</th>
<th>Age</th>
<th>Calculation of Age</th>
</tr>
</thead>
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<tr>
<td>Masters 30+</td>
<td>30+</td>
<td>Masters 30+</td>
<td>30-34</td>
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<tr>
<td>Masters 35+</td>
<td>35+</td>
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<td>35-39</td>
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<td>40-44</td>
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<td>Masters 85+</td>
<td>85-89</td>
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<tr>
<td>Masters 90+</td>
<td>90+</td>
<td>Masters 90+</td>
<td>90+</td>
</tr>
</tbody>
</table>
**B1-300 Skating in a Different Age Category**

In any one event, a skater is limited to the events of an age category. A skater may compete in a different category if it is deemed developmentally appropriate in accordance with operational guidelines established by the Competitions Development Committee.

For SSC Championships, a skater may only skate in an older age category.

**B2 ACTIVITIES AND DISTANCES**

The following activities and distances are considered developmentally appropriate for the corresponding age categories. Competition programs should be developed based on skaters racing in events that correspond to their age category.

**B2-100 Skill Based Activities**

Any activity or event in which a skating skill is evaluated by a skater crossing a finish line first or by executing a skill in relation to a predetermined outcome shall be recognized as a skill based event.

**B2-200 Distances**

Distances have been determined based on estimations of skaters speed relative to their stage of development, for ISU Junior B skaters and older ISU distances have been used as the primary reference. Marathon distances are defined within the special regulations for marathon.

The following distances are official recognized by SSC for the following age categories. Where different size tracks are used, proportionate number of laps should be used to determine the actual distance raced. Other distances respecting the stage appropriate durations may be raced at the discretion of Competition/Event Organizers.
<table>
<thead>
<tr>
<th>Skater's Age</th>
<th>Short Track</th>
<th>Long Track</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Male</td>
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<td>FUNdamentals (FUNd)</td>
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<tr>
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<tr>
<td>Neo Senior 1</td>
<td>19 or 20</td>
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</tr>
<tr>
<td>Neo Senior 2</td>
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</tr>
<tr>
<td>Senior</td>
<td>23+</td>
<td></td>
</tr>
<tr>
<td>Masters 30+</td>
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<td>Masters 40+</td>
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<tr>
<td>Masters 85+</td>
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<tr>
<td>Masters 90+</td>
<td>90+</td>
<td></td>
</tr>
</tbody>
</table>

* Approximation based on the distance from the hockey goal line to center ice for the execution of a straight-line race.
B2-300    Time Based Races

Time may also be used to set the duration of a race for both individual and team events with the result being determined based on the total number of laps completed by the individual or team. The following durations are officially recognized by SSC for all age categories beginning with the Training to Train stage of development:

a) 10 minute individual race

b) 10 minute 2 person relay
B3 | AUTHORIZATION OF SKATER’S ENTRY INTO COMPETITIONS AND EVENTS

B3-101 | Requirements for Entry

Canadian skaters must be registered with Speed Skating Canada as either an Elite or Competitive skater. International skaters must be registered members of a National Skating Federation recognized by the ISU.

B3-102 | Authority for Competitions and Events in Canada and the USA

Branch authorization (SSC authorization in the case of independent members and National Team members) is required for a skater to enter and participate in any sanctioned competition or event in Canada and in the United States of America. Authorization may be implicit or explicit as required.

B3-103 | Authority for International Competitions and Events

SSC authorization is required for a skater to enter and participate in an international competition. Authorization may be implicit or explicit as required by the nature of the event. All events requiring the designation of an official team to represent Canada require formal authorization in accordance with the guidelines and procedures set forth by the appropriate High Performance Advisory Committee.

B3-104 | Interdiction

Interdiction must be specifically communicated to Competition and Event Organizers to ensure enforcement. Interdiction of skaters named as members of National Teams for National and North American Championships, National Team Selections and International Competitions cannot be enforced without prior agreement of the President of SSC.

B4 | SANCTIONS

B4-100 | Purpose

Sanctions are the primary mechanism through which competitions are recognized by SSC. When SSC issues a sanction and an organizer accepts a sanction, this represents a formal agreement between the Competition and Event Organizer and SSC. This agreement stipulates:

1. That SSC’s Guiding Principles for Competitions and Events will be upheld.
2. The roles and responsibilities of SSC and of the Competition/Event Organizer.
3. The SCC guidelines, procedures and regulations that will be in force for the designated event.
4. The reports that must be submitted to SSC as part of the formal review of the competition/event.
B4-200  Eligible Competitions and Events

B4-201  |  Competition/Event Organizers

The following organizations/groups are eligible to be recognized as Competition/Event Organizers and receive a sanction:

a) Provincial/Territorial Branches

b) Speed skating clubs – must be officially recognized by the Branch in which the club is located

c) Competition/Event Organizing Committees – must be recognized by the Branch in which the organizing committee is located and/or be a Partner member of SSC

B4-202  |  Out of Province Eligibility

At least one-third of all SSC sanctioned competitions/events in a province must be open to skaters from other provinces. For such sanction to be valid, entry forms must made available to the provincial/territorial Branches and the SSC Head Office not less than ten (10) days before the registration deadline for the competition or event.

B4-203  |  Branch Endorsement

Events sanctioned by SSC must be endorsed by the Branch in which the event is taking place

B4-300  Types of Sanctions

Each SSC Sanction carries with it a specific series of conditions that the competition/event organizer must meet to ensure that the event is safe, developmentally appropriate and is run in accordance with SSC’s Procedures and Regulations. The following sanctions are available from SSC:

SSC Championship: A SSC Championships Sanction applies to all events designated as SSC Championships, see Section B5.

Ability: An Ability Sanction covers competitions where seeding is done primarily on ability and not based on gender and age. In ability competitions, skaters of different age classes and genders may be grouped together, however skaters must compete in activities and distances recognized for their age categories, see Section B6.

Age Class: An Age Class Sanction covers competitions where skaters are grouped within their age category for competition and race events deemed developmentally appropriate for that stage of development, see Section B7.

Selection/International: A Selection/International Sanction covers Canadian, North American and International Competitions including World Cups and World Championships, which may or may not use SSC or ISU age categories, see Section B8.
Festival: A Festival Sanction covers all forms of skating festivals, which comprise an element of uniting participants around a common interest in skating, which may or may not include traditional racing, see Section B9.

Marathon: A Marathon Sanction covers Mass Start Marathon skating events which are defined as skating events in excess of 10km, see Section B10.

B4-400 Sanction Requirements

Each type of sanction shall carry with it, its own set of specifications defining which procedures and regulations are in force and the reporting requirements being placed on the Competition/Event Organizers. Branch regulations may apply to sanctioned events in addition to those set forth by SSC, in so long as minimum standards set forth by SSC are respected.

B4-500 Applying for a Sanction

Sanctions must be applied for through the SSC Head Office by way of an electronic application form available on SSC’s website. Only electronic submissions will be accepted. All details regarding sanctioning criteria and the application process will be published annually in a sanctioning package and made available on SSC’s website.

B4-501 Application Deadline

The SSC Head Office must receive sanction applications at least twenty-one (21) days prior to the start of an event.

B4-502 Application Review

The SSC Head Office will review all sanction applications. Should any required documentation be missing the applicant will be contacted to provide additional documentation. Missing documentation must be provided to the SSC Head Office within a reasonable period; failure to do so may result in an automatic rejection of the sanctioning request. A request may also be rejected if a Competition/Event Organizer has failed to submit required reports from a previous competition/event.

The SSC Head Office has a responsibility to ensure that all technical requirements of a sanction are being met. Should the administrative review identify any inconsistencies with the technical guidelines, the sanction application is to be referred to the Competitions Development Committee for further review prior to the sanction being issued.

B4-503 Designated SSC Events

For designated SSC events, including SSC Championships and selection events, sanctioning requirements are incorporated into the hosting and/or grant application process. All competitions and events designated as official SSC events or receiving a subsidy (financial or in-kind) are required to hold an SSC Sanction.

All sanctioning requirements must be met prior to a host and/or grant being awarded.
**B4-600  Issuing of the Sanction**

No sanction shall be issued until all technical documentation has been reviewed and approved.

**B4-601  | Sanction Certificate**

When a sanction application is confirmed a sanction certificate shall be issued to the designated competition/event coordinator or organizing committee president. The sanction certificate will be sent electronically.

The sanction certificate shall be displayed in a location which is clearly visible to all participants during the competition/event.

**B4-602  | Sanction Agreement**

When a sanction is issued, it constitutes a formal agreement between SSC and the Competition/Event Organizer to conduct the competition/event in a manner which is consistent with the guidelines of the given sanction. A copy of this agreement is to be sent to the competition/event organizers when the sanction certificate is issued.

This agreement shall include:

- Formal acknowledgement to respect the guiding principles for competitions and events.
- A summary of the SSC policies, procedures and regulations in force and instructions on where they can be found.
- A list of conditions which may have been imposed on the event to accommodate any special circumstances.
- A summary of all reporting to be completed during and following the event, including necessary forms.

The Competition/Event Organizer must be able to provide a copy of this agreement at any time. A copy is to be provided to the Chief Referee for the designated competition or event and the host Branch if the Branch is not the organizing committee.

**B4-603  | Entry Forms**

Programs and entry forms for SSC sanctioned competitions and events must contain the following notice, “Sanctioned by Speed Skating Canada”.

No Organizing Committee shall state on entry forms that the competition/event has been sanctioned by SSC until the sanction has been granted.

**B4-604  | Designated SSC Events**

The pre-distributed draft announcement and entry form for each SSC Championships, Canada Cup or Short Track Selection competitions must be completed by the host and submitted to the SSC Office electronically mail for approval a minimum of sixty (60) days prior to the start of each competition. The announcement and entry form will be available on the SSC website and distributed electronically to all Branches 45 days prior to the start of the competition.
B4-605 | Inspection of Facilities

A technical inspection of facilities and equipment shall be carried out by the Chief Referee. Their approval must be given before the start of the competition. See Duties of the Chief Referee. A copy of the Referee’s checklist must be submitted to the Competition/Event Coordinator prior to the start of the event. A copy of this form shall be submitted as part of Competition/Event Coordinators Report.

B4-700 | Revoking a Sanction

SSC reserves the right to revoke or cancel any sanction after issuance for failure to comply with SSC’s Procedures and Regulations, which can include:

- A program change which results in the event no longer conforming with SSC procedures and regulations.
- Failure to submit required documentation.
- Lack of qualified personnel.
- Failure of an organizing committee to submit required documentation from a previous event.

B4-800 | Waiver Forms

B4-801 | Standard Waiver

Entry forms for all SSC sanctioned events must include the following:

By signing this entry form I hereby, for myself, my heirs, executors, administrators and assigns, waive and release any and all rights and claims for damages I may have against the Venue, Speed Skating Canada, the Branch, Organizing Committee and other organizations and sponsors concerned, their agents, officers or members, for any and all injuries suffered by me at said contest to be held from Event Duration, in the Venue at City, Province, Canada.

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act. It is required to register you in the competition. Financial information will be used to process payment. Organization of competitions/events requires that names will appear on posted race lists and results print outs. Names/ Images of participants may be published on boards, websites, media, newsletters and promotional material. Alternative contact and medical information will only be used in a medical emergency. If you have questions about the collection of or use of this information, contact the Competition/Event Organizer at XXX-XXX-XXXX or email@.

B4-802 | Age of Majority

Should the participant in the competition or event not be of the age of majority, the waiver form must include the consent of a legal Parent or Guardian.

B4-803 | Electronic Waivers

Electronic waivers may be used so long as the Competition/Event Organizer can prove the identity of the individual completing the waiver form.
B4-900  Reporting Procedures

B4-901  Event Results

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

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

B4-902  Activities Reports

The Competition/Event Organizer is responsible for submitting all required reports to the SSC Head Office as outlined in the Sanction Agreement.

B5  SSC CHAMPIONSHIPS

B5-100  Definition

SSC Championships are events where a Canadian Champion is named in one or more categories. Branches may also declare their provincial champions based on the results of these events.

B5-200  Designated Competitions, Dates & Eligible Age Categories

The following events shall occur annually and be designated as SSC Championships for eligible participants:
B5-201 | Long Track Championships

<table>
<thead>
<tr>
<th>Event</th>
<th>Age Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canadian Junior Long Track Championships</td>
<td>Junior A, B &amp; C (ISU Rule 108 – paragraphs 1b &amp; 1d)</td>
</tr>
<tr>
<td>Canadian Age Class Long Track Championships</td>
<td>Male: 12, 13, 14 &amp; 15, 16+</td>
</tr>
<tr>
<td></td>
<td>Female: 11, 12, 13, &amp; 14, 15+</td>
</tr>
<tr>
<td>Canadian Single Distance Championships</td>
<td>Neo Senior 1, Neo Senior 2, Open</td>
</tr>
</tbody>
</table>

B5-202 | Short Track Championships

<table>
<thead>
<tr>
<th>Event</th>
<th>Age Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canadian Junior Short Track Championships</td>
<td>Junior A, Junior B, (ISU Rule 108 – paragraphs 1b &amp; 1d)</td>
</tr>
<tr>
<td>Canada East Short Track Championships</td>
<td>Male: 12, 13, 14, 15</td>
</tr>
<tr>
<td>Canada West Short Track Championships</td>
<td>Female: 11, 12, 13, 14</td>
</tr>
<tr>
<td>Canadian Senior Short Track Championships</td>
<td>Junior B, Junior A, Neo-Senior 1, Neo-Senior 2, Senior</td>
</tr>
</tbody>
</table>

B5-203 | Combination of Championships
Multiple championships may be combined into a single event at the discretion of the Competitions Development Committee. The Canadian Open Masters Long Track cannot be combined with any SSC Championships or selection competition but can be combined with another Branch event.

B5-300 | Selection of Hosts
The Competitions Development Committee shall annually confirm a host for each SSC Championships from a list of applicants by way of an open bid process made available to all members at least eighteen (18) months prior to the scheduled date of the competition. The host cities and venues should be confirmed no later than sixteen (16) months prior to the start of the event.

B5-301 | Sanction
All sanctioning requirements are to be reviewed prior to the awarding of a host for each SSC Championships/National Ranking competition. A SSC sanction will be automatically awarded to the event organizer when their bid is accepted and the competition awarded to that organization. The organizers must still submit their sanction paperwork 21 days in advance of the competition, per B4-500.
B5-400  
Entries
Only skaters registered with SSC as Elite or Competitive and who are eligible to represent Canada internationally are allowed to skate in SSC Championships. Each Branch is responsible for confirming the list of preliminary and final entries for each SSC Championships.

B5-401  |  Preliminary entries
Preliminary entries must be submitted electronically as per the applicable Bulletin to the competition/event coordinator prior to the start of the competition/event on an official preliminary entry form.

B5-402  |  Final Entries
Final entries must be submitted electronically to the Competition/Event Organizer as per the applicable Bulletin on an official form for final entries. The Competition/Event Organizer will confirm the cut-off time for submission on the final day that entries may be submitted. Final entries shall include the real name of the skater including the skater’s date of birth, address, club and SSC number. Pseudonyms are permitted but must be accompanied by the real name.

An individual entry form must also be completed for each skater, including signed waiver. These forms are to be submitted with the final entries or with the payment of entry fees.

B5-403  |  Setting of Fees
The entry fee for SSC Championships shall be recommended by the Competitions Development Committee and approved by the Board of Directors no later than the AGM prior to the SSC Championships, see Appendix A2.

Late entries shall be assessed at double the entry fee at the discretion of the Competition/Event Co-ordinator.

B5-404  |  Payment of Fees
Registration fees shall be guaranteed by the Branch and should be sent when final entries are submitted. All fees must be paid to the Competition/Event Organizer prior to the start of the first race.

B5-405  |  Seed Times
All entrants in SSC Championships must provide a seed time. No entry will be accepted without a seed time.

B5-406  |  Reimbursement of Fees
For skaters not showing at a competition, after having registered, their registration costs will not be reimbursed and will become due if these were not paid. A reimbursement will be made only if the skater does not attend the competition for medical reasons accompanied by proof from a doctor or a health professional.
B5-501 | Canada East Short Track Championships and Canada West Short Track Championships:

1. In order to ensure meaningful competition and a minimum number of racing opportunities for participants a maximum number of entrants may be imposed on any age category by the Competitions Development Committee.

2. The four (4) male and four (4) female Training to Train stage age categories are eligible to compete in these championships.

3. Each Branch will be allowed to enter a minimum of two (2) male and two (2) female skaters per age category. These entries may be subject to a minimum time standard. This time standard would be published as part of the Competitions Development Committee’s Bulletin at least three (3) months prior to the competition.

4. Additional skaters will gain entry on the basis of Branch performance at the previous Canada East Short Track Championships and Canada West Short Track Championships until the maximum number of entrants is attained. Criteria for earning additional Branch positions will be published at least three (3) months prior to the first qualification event in an SSC Competitions Bulletin.

5. Regions will be composed as follows:

<table>
<thead>
<tr>
<th>East</th>
<th>West</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newfoundland &amp; Labrador</td>
<td>Manitoba</td>
</tr>
<tr>
<td>Nova Scotia</td>
<td>Saskatchewan</td>
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<tr>
<td>New Brunswick</td>
<td>Alberta</td>
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<tr>
<td>Prince Edward Island</td>
<td>British Columbia</td>
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<td>Quebec</td>
<td>North West Territories</td>
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<tr>
<td>Ontario</td>
<td>Yukon</td>
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<tr>
<td>Nunavut</td>
<td></td>
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B5-502 | Canadian Single Distance Championships and Canadian Junior Long Track Championships

1. In order to ensure meaningful competition and a minimum number of racing opportunities for participants a maximum number of entrants may be imposed by the High Performance Long Track Advisory Committee.

2. The High Performance Long Track Advisory Committee may at its discretion publish additional entry criteria including minimum time standards and entry criteria based on performance at previous competitions/events or Canadian Rankings. Any such criteria will be published in the High Performance Bulletin (or addendum) at least three (3) months prior to the start of the event.
B5-503 | Canadian Junior Short Track Championships and Canadian Senior Short Track Championships

1. In order to ensure meaningful competition and a minimum number of racing opportunities for participants a maximum number of entrants may be imposed by the High Performance Short Track Advisory Committee.

2. The High Performance Short Track Advisory Committee may at its discretion publish additional entry criteria including minimum time standards and entry criteria based on performance at previous competitions/events or Canadian Rankings. Any such criteria will be published in the High Performance Bulletin (or addendum) at least three (3) months prior to the start of the event.

B5-504 | Canadian Age Class Long Track Championships

1. Entries may be subject to a minimum time standard to be established by the Competitions Development Committee as determined by the racing category. This time standard must be published as part of a Bulletin at least three (3) months prior to the start of the event.

2. In order to ensure meaningful competition and a minimum number of racing opportunities for participants a maximum number of entrants may be imposed on any age category by the Competitions Development Committee.

3. Amongst skaters meeting the minimum time standard, five (5) skaters per Branch will be guaranteed entry.

4. Additional skaters will gain entry on the basis of Branch performance at the previous Canadian Age Class Long Track Championships until the maximum number of entrants is attained. Criteria for earning additional Branch positions will be published at least three (3) months prior to the first qualification event in an SSC Competitions Bulletin.

B5-600 | Awards

B5-601 | Medals

Medals for all SSC Championships shall be provided to the Organizing Committee by the SSC Head Office. The Competition/Event Organizer shall be responsible for returning all medals not awarded following the event to the SSC head Office. The value of medals not returned shall be deducted from the final payment of the Hosting Grant.

Gold, Silver and Bronze medals are to be given for the top three (3) skaters in each event and designated class.

B5-602 | Class Champions

A class champion at all SSC championships will be decided on the basis of points accumulated in the individual events. The points system used shall be defined by the Competitions Development Committee and published in a bulletin.

Suitable overall class awards are to be purchased by the host committee for each class champion. If a class has fewer than three (3) participants, no overall award will be given. In the event of a tie for the class championship, duplicate awards are to be made. In the case of a three-way tie, four-way tie etc., the skaters are required to skate-off the middle distance, if there was an odd number of events, or the shorter of the two (2) middle distances if there was an even number of events. The winner of the skate-off is declared the class champion. When possible the skate-off is to be held shortly after the end of the
competition.

B5-700 Program

The program for each SSC Championship will be comprised of distances considered to be developmentally appropriate for that stage of development. The official race program including seeding criteria and order of races will be published annually in the High Performance or Competitions Development Committee Bulletins as appropriate.

B5-701 Duration of SSC Championships

The duration of each SSC Championship will be published annually in the High Performance or Competitions Bulletins as appropriate. SSC Championships in which Training to Train athletes are eligible to participate shall not exceed two (2) days in duration.

B5-800 Responsibilities of the Organizing Committee

The Competition/Event Organizer will be responsible for meeting all requirements set out in the Sanction Agreement and all other services described within the SSC Hosting Manual. Specifically, all organizing committees shall ensure:

- that all minimum standards for safety and emergency response are respected;
- that a sufficient number of qualified officials are available to complete all duties; not carried out by SSC appointed officials;
- that officials are provided meals and snacks throughout the competition/event.

B5-900 Officials

Officials shall be appointed to SSC Championships in accordance with the nominating procedure (O4-102) as defined by the Officials Development Committee in the Committee Operating Procedures and Guidelines. Their expenses shall be reimbursed in accordance with SSC’s Financial Policy and reimbursement guidelines for volunteers.

B5-1000 Coaching

B5-1001 Coaches List

A list of coaches provided by the Branch must be submitted on the appropriate form to the Competition/Event Organizer with the final entries. Coaching lists may also be submitted by National Training and Development Centres, in so long as they indicate the athletes for whom the coaches are responsible.

B5-1002 Certification

All coaches must be NCCP Certified, holding one of the following levels of certification in speed skating:
Coaches not holding the required certification will not be allowed in the Coaches Box and/or on the ice surface and will not be allowed to talk to the Referee unless they have received a special exemption or are designated as a Coach In Training.

B5-1003 | Coaches In-training
Assistant coaches with an In Training or Trained status in the appropriate context may be allowed to act as Certified coaches if accompanied by an eligible Certified coach as part of their professional development and training process.

B5-1004 | Certification Exemption
Where a Branch does not have or is unable to send a coach with the required certification, the Branch must make application for an exemption from this rule. Such application must be made, to the SSC Head Office, at least thirty (30) days prior to the first day of the competition and will be reviewed by the Coaching Development Committee.

B5-1005 | Coach Identification
All individuals eligible to serve as coaches at SSC Championships will be provided with identification. Identification must be visible to officials while in the Coaches Box and attending coaches meetings.

B5-1006 | Number of Coaches in the Coaches Box for Canada East Short Track Championships, Canada West Short Track Championships and Canadian Age Class Long Track Championships
Each Branch will be allowed 2 (two) coaches per participating skater per race in the designated coaching area.

B6 | ABILITY SANCTION

B6-100 | Definition
Ability sanctions are issued for events that use time or other measures of performance to group skaters for competition.

B6-200 | Eligibility
Skaters from any age category may participate in a competition/event under an ability sanction. Participating skaters must be Registered Participants of Speed Skating Canada or another recognized National Speed Skating Sport Federation e.g. US Speedskating.

B6-300 | Groupings
Skaters are to be grouped based on performance in each activity or distance. At the organizers discretion multiple groupings within a single activity or distance can be made based on performance.

At the request of a certified coach and at the discretion of the Competition/Event Coordinator a skater may be placed in a stronger or weaker grouping for one or more events.
B6-400 Activities and Distances
Participants should only compete in developmentally appropriate activities and distances as defined within the Competitions and Events Regulations – Activities and Distances.

The balance of Speed, Stamina and Skill events as defined for each stage of development should be maintained when skaters are grouped.

B6-500 Tracks
Skaters should compete on the tracks that are designated as developmentally appropriate as stipulated in the Competitions and Events Regulations – Activities and Distances. Should the facility being used for the event not accommodate larger tracks, the smaller track must be used for all participants.

In groupings where the skater’s ability spans multiple tracks one track may be specified for the racing of those events. Final discretion for the track lies with the Chief Official following consultation with coaches.

B6-600 Coaching

B6-601 Certification
All coaches must hold a valid NCCP Speed Skating certification in a context which corresponds to the participants in the competition as defined by SSC’s Coaching Development Model.

Coaches not holding the required certification are not to be allowed in the Coaches Box and/or on the ice surface and will not be allowed to talk to the Referee.

B6-602 Coaches In Training
Assistant coaches with an in Training or Trained status in the appropriate context may be allowed to act as Certified coaches if accompanied by an eligible Certified coach as part of their professional development and training process.

B7 AGE CLASS SANCTION

B7-100 Definition
Age class competitions are competitions where skaters are grouped within their age category to participate in events deemed developmentally appropriate for that stage of development.

B7-200 Eligibility
Skaters from any age category may participate in a competition/event under an age class sanction.

Participating skaters must be registered as Competitive or Elite with Speed Skating Canada or be a member of another recognized National Speed Skating Sport Federation e.g. US Speedskating.
**B7-300  Groupings**

Skaters are to be grouped based on their age class for participating in events. At the organizer’s discretion, separate groupings of skaters within an age class may be created based upon skater performance.

At the request of a Certified coach and at the discretion of the Competition/Event Organizer, a skater may be placed in a younger or older age category in the interest of meaningful competition as long as it can be demonstrated that the events remain developmentally appropriate for the individual.

**B7-400  Activities and Distances**

Participants should only compete in developmentally appropriate activities and distances as defined within the Competitions and Events Regulations – Activities and Distances.

The balance of Speed, Stamina and Skill events as defined for each stage of development should be maintained when skaters are grouped.

**B7-500  Tracks**

Skaters should compete on the tracks that are designated as developmentally appropriate as stipulated in the Competitions and Events Regulations.

Should the facility being used for the event not accommodate larger tracks, the smaller track must be used for all participants.

In groupings where the skater’s ability spans multiple tracks one track may be specified for the racing of those events. Final discretion for the track lies with the Chief Official following consultation with coaches.

**B7-600  Coaching**

**B7-601  Certification**

All coaches must hold a valid NCCP Speed Skating certification in a context which corresponds to the participants in the competition as defined by SSC’s Coaching Development Model.

Coaches not holding the required certification are not to be allowed in the Coaches Box and/or on the ice surface and will not be allowed to talk to the Referee.

**B7-602  Coaches In Training**

Assistant coaches with an in Training or Trained status in the appropriate context may be allowed to act as Certified coaches if accompanied by an eligible Certified coach as part of their professional development and training process.

**B8  SELECTION / INTERNATIONAL SANCTION**

**B8-100  Definition**

Selection/International sanctions are issued for national and international level events which are used for selection or feature competition between ISU member countries.
B8-200 Rules and Regulations
Competitions and events carried out under an SSC selection/International sanction shall be governed by ISU rules unless specifically stated within SSC’s High Performance Bulletin or these procedures and regulations.

B8-300 Eligibility
Participating skaters must be registered as Competitive or Elite with Speed Skating Canada or be a member of another recognized National Speed Skating Sport Federation and have reached the minimum age for participation in the World Junior Championships as specified in ISU Rule 108.

B8-400 Responsibilities of the Organizing Committee
The Competition/Event Organizer will be responsible for meeting all requirements set out by the sanction agreement and all other services described within the SSC Hosting Manual. Specifically, all organizing committees shall ensure:

- that all minimum standards for safety and emergency response are respected;
- that a sufficient number of qualified officials are available to complete all duties not carried out by SSC appointed officials;
- that officials are provided meals and snacks throughout the competition/event.

B8-500 Officials
Officials shall be appointed to Selection/International sanctioned events in accordance with the nominating procedure (O4-102) as defined by the Officials Development Committee in the Operating Procedure and Guidelines. Their expenses shall be reimbursed in accordance with SSC’s Financial Policy and reimbursement guidelines for volunteers.

B8-600 Coaching

B8-601 Certification
All coaches must be NCCP Certified, holding one of the following levels of certification in speed skating:

- Introduction to Competition
- Competition - Development
- Levels 4/5

Coaches not holding the required certification will not be allowed in the Coaches Box and/or on the ice surface and will not be allowed to talk to the Referee.

B8-602 Coaches In Training
Assistant coaches with an in Training or Trained status in the appropriate context may be allowed to act as Certified coaches if accompanied by an eligible Certified coach as part of their professional development and training process.
B8-700  Designated Events
While a selection/international event sanction is available for all national and international level events that lead to selection, some events are formally recognized by SSC and are conducted under specific regulations. These designated events are:

1. Canada Cups
2. National Short Track Selections

B8-701  Entries
Entry requirements shall be the same as SSC Championships.

B8-702  Entry Fees
A standard entry fee for each series of designated events shall be determined by the Competitions Development Committee and approved by the SSC Board of Directors.

B8-703  Coaching
Coaching certification shall be the same as SSC Championships.

B8-704  Reporting
Reporting requirements shall be the same as SSC Championships.

B8-800  Special Regulations for Canada Cups

B8-801  Eligibility
In addition to the eligibility criteria defined for events holding a selection/international sanction, the High Performance Long Track Advisory Committee, by way of the High Performance Bulletin (or addendum), may impose time and/or ranking based eligibility criteria, in so long as it is deemed to be developmentally appropriate and consistent with the Guiding Principles for Competitions and Events and SSC Policy.

B8-802  Program
All items pertaining to the competition program shall be published in the High Performance Long Track Bulletin.

B8-900  Special Regulations for National Short Track Selections

B8-901  Eligibility
Only skaters eligible to represent Canada Internationally may participate in National Selections.
In addition to the eligibility criteria defined for events holding a selection/international sanction, the High Performance Short Track Advisory Committee, by way of the High Performance Bulletin (or addendum), may impose time and/or ranking based eligibility criteria, in so long as it is deemed to be developmentally appropriate and consistent with the Guiding Principles for Competitions and Events and SSC Policy.
B8-902  |  Program
All items pertaining to the competition program shall be published in the High Performance Short Track Bulletin.

B9  |  FESTIVAL SANCTION

B9-100  |  Definition
Skating festivals are based on the premise of uniting participants around a common interest in skating which may or may not include traditional racing.

B9-200  |  Eligibility
Participating skaters must be Registered Participants of Speed Skating Canada.

Participants who are not registered with Speed Skating Canada may participate in events sanctioned as festivals in so long as all such participants are registered as Special Events members following the event.

B9-300  |  Traditional Racing
Festival events that comprise traditional racing are to be conducted in accordance with requirements of the appropriate SSC Sanction.

B9-400  |  Rules and Regulations
A safe and welcoming environment consistent with the guiding principles for Competition and Events is to be maintained at all times. All applicable policies, procedures and regulations of SSC are to be in-force. Considerations for special circumstances are to be stated within the final sanctioning agreement.

B10  |  MARATHON SANCTION

B10-100  |  Definition
SSC may sanction open and/or closed championships in mass start marathon skating events, which are defined as skating events in excess of 10km.

B10-200  |  Eligibility
Participating skaters must be registered with Speed Skating Canada or members of another recognized National Sport Federation.

B10-300  |  Age Categories
Official SSC Age categories or the following condensed categories may be used:

• 29 and under
• 30 – 49
• 50 and over
B11 | SPECIAL REGULATIONS FOR CANADA WINTER GAMES

B11-100 Technical Package
The Technical Package prepared for both Short Track and Long Track is to be used as the primary reference guide concerning regulations for the Canada Winter Games and shall include details concerning the competition program and supporting officials.

B11-200 Eligibility

B11-21 Membership
Participating skaters must be registered as Elite or Competitive skaters of Speed Skating Canada and be eligible to represent Canada Internationally to participate in Canada Winter Games.

B11-22 Age of Competitors
Competitors who have reached the age of fourteen (14) on June 30 but have not reached the age of nineteen (19) on June 30 prior to the start of the Games for Short Track and competitors who have reached the age of fourteen (14) on June 30 but have not reached the age of twenty (20) on June 30 prior to the start of the Games for Long Track are eligible for entry to the Games. Exceptions may be granted for younger skaters in accordance with SSC’s Minimum Age Exemption Criteria.

B11-300 Sanction
Canada Winter Games will be carried out in accordance with the requirements of a Selection/International Sanction.

B11-400 Appeals
SSC RES 100 - Appeals Policy will be used for all matters relating to the Canada Winter Games unless otherwise stipulated within the Technical Package for the respective discipline.

B12 | SPECIAL REGULATIONS FOR NORTH AMERICAN CHAMPIONSHIPS

In accordance with Articles of Alliance Between US Speed Skating and Speed Skating Canada, there shall be held if possible every year a Long Track, a Short Track and a Marathon competition to determine the best skaters in the USA and Canada. In the absence of any applicable rule in the Articles of Alliance Between the US Speedskating and SSC, the rules of the hosting organization shall apply. In May 2002 United States
Speedskating (USS) confirmed that they would honor this Alliance as outlined in Appendix B1.

**B12-101 | Sanction**
Sanctions for holding the North American Speed Skating Championship (Short Track, Long Track or Marathon) shall be requested from both USS and SSC (Selection/International Sanction) by July 31st of the current speed skating season. For championships held in Canada, the sanction shall be awarded as part of the bidding process for the event.

**B12-102 | Format and Regulations**
All regulations pertaining to format, racing rules and other requirement relating to the effective organization of the North American Championships are to be published as part of a technical package to be mutually agreed to by SSC and USS subject to ratification by the Competitions Development Committee and appropriate High Performance Committee, when said championships are scheduled to take place.
C1 | PURPOSE

These rules provide a regulatory structure to support the delivery of developmentally appropriate competitions and events in accordance with the guiding principles defined in Section B.

The following rules shall apply to all SSC sanctioned competitions and events, unless a specific reference to SSC Championships, selection or other restrictions is made. Short Track and Olympic Style competitions will follow ISU rules unless indicated otherwise in this section or, in cases involving the format of Selection Competitions, in the appropriate High Performance Bulletin. Specific guidelines pertaining to SSC Championships will be published as part of annual Competitions Bulletin. The Memorandum of Agreement between SSC and US Speedskating may also contain rules specific to North-American Championships.

Thus, this section contains SSC-specific rules that differ from corresponding ISU rules. In each case, there is a documented need for a uniquely Canadian approach or to state a practice that considers simply convention. Officiating procedures are contained in officials manuals appropriate to the specialty concerned.

C2 | TRACKS

Different tracks are recognized so as to account for differences in the size of skaters at different stages of development and the venue where a competition or event is taking place. Tracks for training and competition are to be laid out in accordance with official track diagrams provided by SSC and/or the rules defined by the ISU.

C2-100 Certification of Tracks

The track measurements shall be certified prior to all competitions and events where a result may be used for the purposes of selection or establishing of a record. Track certification is required for all SSC Championships and Selection/International events. The certification is to be completed by a qualified engineer or surveyor. Written proof of this certification must be submitted to the Chief Referee prior to the commencement of the competition or event.

If the Chief Referee has reason to believe that a track not requiring certification is unsafe he or she may request certification prior to the start of the competition or event.
C2-200  Track Measurements, Ice Surfaces and Markings

C2-201  |  Olympic Style
Track measurements for Olympic Style competitions will conform to ISU rules 203-206

<table>
<thead>
<tr>
<th>Track</th>
<th>Diagram(s)</th>
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</thead>
<tbody>
<tr>
<td>400m Oval</td>
<td>Appendix C1-1</td>
</tr>
<tr>
<td>333.33m Oval</td>
<td>Appendix C1-2</td>
</tr>
</tbody>
</table>

Track markings will conform to ISU Rule 226.

C2-202  |  Mass Start
Track measurements for Mass Start competitions will conform to ISU Rule 203 with the provision that the track be arranged without separate competition lanes. Measurement diagrams are available for the most common tracks used in Canada as follows:

<table>
<thead>
<tr>
<th>Track</th>
<th>Diagram(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>400m Oval</td>
<td>Appendix C1-3</td>
</tr>
<tr>
<td>387.36m Oval</td>
<td>Appendix C1-4</td>
</tr>
<tr>
<td>333.33m Oval</td>
<td>Appendix C1-5</td>
</tr>
</tbody>
</table>

Track markings will conform to ISU Rule 226.

The racing area on all Long Track mass start tracks shall be no less than six (6) meters in width.

For: Skating Ovals with a radius of less than twenty-seven (27) meters from the inner track (Appendix C1-4):

Paint a mark on the start line at the intersection of the 500m start line and the straight. Place a cone at the same position and remove after the start. The skater, who has drawn position #1 take his or her position at the mark.

If the 500m start line is not perpendicular to the inside lane allow for one of the following options:

a) If the start line is less than six (6) meter, allow the number of skaters at the line to a maximum of one (1) per meter.

b) Move the finish line by the same distance (between 500m mass start and 100m) as indicated on the diagram (Appendix C1-4) and move the start line at the same time.

C2-203  |  Short Track
SSC recognizes that children are not miniature adults, and as such should have the opportunity to compete on tracks which are proportionate to their size. SSC also recognizes that having a greater distance from the track to the boards can reduce the risk of injury when a falls occur. A series of developmentally appropriate tracks are officially recognized by SSC. Unless otherwise stated ISU Track marking regulations shall be the reference point with regards to the spacing of markings and track markers. Diagrams for laying out tracks can be found in Appendices C2 (30mx60m) and C3 (26m x 60m).
111.12m Track
The 111.12m track is recommended for skaters who have reached the Learning to Compete stage of development. It is to be laid out in accordance with ISU Rule 280 on an ice surface with minimum dimensions of 26m x 60m. For competitions and events held on ice surfaces smaller than 30m x 60m the following exceptions shall apply:

- Tracks will be offset by .75 meters rather than one (1) meter, and
- The five dots marked on the start lines per ISU rule 280.2c will be measured thus:
  - the first will be marked 50cm from the inner side of the track,
  - the fifth 1m from the boards
  - the other three evenly spaced between them.

100m Track
The 100m track is recommended for skaters who have not reached the Learning to Compete stage of development. It is to be laid out as defined by the diagram found in Appendix C3. It may be laid out on any size ice surface in so long they will accommodate the provisions of ISU Rule 280 Paragraphs 1b, c, d.

Tracks less than 100m
Sanctioned competitions and events may take place on tracks smaller than 100m as long as they are in symmetrical proportions to the 100m or 111.12m tracks. Official diagrams are available for tracks featuring a 4m and 6m track. Tracks may be laid out on any size ice surface in so long as they will accommodate the provisions of ISU Rule 280 Paragraphs 1b, c, d.

C2-204 | Festivals and Skills Events
Events sanctioned as Festivals and the skills components of any sanctioned event do not require an official track, in so long as all competitors are provided with a safe, welcoming environment providing fair and meaningful competition.

C3 | TIMEKEEPING

C3-100  Electronic Timekeeping
Electronic timekeeping shall be used during all SSC Championships and competitions sanctioned as Selection/International competitions. A Photo Finish system is required for Short Track. For Long Track time transponders and photocells will also be accepted as official means of timekeeping.

During an event sanctioned by SSC skaters must not wear a competition uniform (skin suit) identified as belonging to a country team (including Canada and abbreviations) unless he or she belongs to that team at the time of the competition. Unless adequate reason is given, the Referee shall suspend the skater from the remainder of the competition.
C3-200 Manual Timekeeping

Backup time keeping should be provided by manual timekeepers and in the event the electronic time keeping fails, the manual time plus 0.20 seconds shall be accepted.

If no electronic timing is available, manual timing may be used for official timekeeping unless otherwise specified by sanctioning requirements.

When manual time keeping is used the following procedures are to be followed:

a) Times will be recorded in hundredths of a second.

b) All watches are to be from a matched set (same model and manufacturer). The chief time keeper shall be responsible for ensuring that all watches are in good working order.

c) The reading on three (3) watches shall be the minimum requirement for establishing a record. There shall be three (3) watches for each of the first and second places, and two (2) watches for third place. In addition to the official watches, there should be one (1) or more specifically designated spare watches, to be read officially only if one (1) or more of the official watches are mishandled. Each timer should use only one (1) watch.

d) When two (2) watches show the same time and the third a different one, the time of those in agreement shall be taken. When all watches show different times, the time of the intermediate watch is taken as the result. If for any reason only two (2) timers have taken the time, the mean time of their watches is to be taken as the result. If the mean time is not the multiple of one hundredth of a second, the lower hundredth of a second is taken.

e) Manual Timing is not required when two or more independent electronic/automatic timing systems are in use.

f) Manual timing can also be done through the use of “plungers” or other similar automated manual timing systems.

C4 | SKATERS’ RESPONSIBILITIES

C4-101 Reporting to the Line

Competitors are responsible for reporting promptly at the start of each of their races without being notified.

C4-102 Skater No-Show

In a sanctioned meet, if an entrant fails to compete in any race for which they are qualified, the Referee shall suspend him from further competition in that day’s events unless adequate reason is given for his not having competed, prior to the race being missed.

C4-103 National Team Suits

During an event sanctioned by SSC skaters must not wear a competition uniform (skin suit) identified as belonging to a country team (including Canada and abbreviations) unless he or she belongs to that team at the time of the competition. Unless adequate reason is given, the Referee shall suspend the skater for the remainder of the competition.
C5 | OFFICIALS

C5-100 Registration of Officials

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

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

C5-200 Duties and Powers of Long Track Officials

The duties and powers described are based on the duties and powers described by the ISU, but adapted to the Canadian reality. Additional powers of officials may be defined in Committee Bulletins.

C5-201 Referee

The Referee shall be the chief executive officer of the competition and shall decide all points of dispute and infringements of rules, which can result in disqualification. Their decision shall be final.

Responsibilities of the Referee

1. Ensuring a safe and welcoming environment for all participants
2. Checking the eligibility of skaters in accordance with regulations governing the competition/event
3. Drawing or arranging pairs
4. Adjusting and rearranging pairs
5. Seeing that all applicable rules and regulations be observed for the competition
6. Giving information as to the preparation of the ice including setting the resurfacing schedule

Powers of the Referee

1. Introduce alterations in the announced program of the competition, in so far as these do not conflict with the regulations. For SSC Championships and selection events such alterations can only be made in consultation with the SSC Technical Representative(s) assigned for the competition
2. Decide whether the condition of the ice permits the holding of the event
3. If unfavourable circumstances arise, to alter the shape and size of the track and to change the distances;
4. To accept, in agreement with the competition/event organizer or affiliated club, another facility for the holding of the event

5. To decide whether, where and when, a race that has been declared invalid, shall be rerun

6. If necessary, to exclude skaters from the competition and coaches from the coaches’ area

7. To replace the Starter or other officials

8. To suspend skating until order is restored, in the case that the public interrupts the competition or interferes with its orderly conduct;

9. To cancel or postpone the competitions in case of extremely cold weather

The Referee decides upon

1. All protests made, and other matters in dispute, except those concerning the start and the decisions of the finishing line judge

2. All matters concerning any breaches of SSC policies, procedures and regulations in consultation with SSC Technical representatives when present.

3. Alternative event programs in the event that the original competition program cannot be completed because of exceptional circumstances or unfavourable conditions;

C5-202 | Starter
Responsibilities of the Starter

1. The Starter initiates the starting procedure by calling the skaters to their starting lanes after having received the confirmation that the timekeepers are ready. The Starter shall give the starting orders in English

2. The skaters stay under the command and control of the Starter during the starting procedure, i.e. from the moment the skaters are going to their starting lane until a valid start of the pair or heat has been completed. The Starter shall decide all disputes relating to the starting procedure in the mentioned period. However, exceptions to this may apply if equipment to disclose false starts is used.

3. The Starter shall take his position so that he has a clear view of the skaters starting in the pair or heat.

C5-203 | Lap scorers
Lap scorers must display the number of laps still to be skated, in a manner clearly visible to the skater twenty (20) to thirty (30) meters before the beginning of the last lap a signal by bell shall be given to the skaters.

C5-204 | Finishing Line Judge
The finishing line judge shall determine which of the skaters is the winner, or if they are equal for all manual times. There is no appeal of his decision.
C5-300 Duties and Powers of Short Track Officials

C5-301 | Chief Referee

The Referee shall be the chief executive officer of the competition and shall decide all points of dispute and infringements of rules, which can result in penalizations/penalties. Their decision shall be final.

Responsibilities of the Referee

1. Ensuring a safe and welcoming environment of all participants
2. Checking the eligibility of officials and skaters in accordance with regulations governing the competition/event;
3. See that all applicable policies, procedures and regulations are observed for the competition he/she is conducting;
4. To give information as to the preparation of the ice, including setting the resurfacing schedule

Powers of the Referee

1. Introduce alteration in the program, in so far as these do not conflict with the rules;
2. Decide whether the conditions of the venue permit the holding of the competition;
3. Delegate responsibility to other officials in order to assist him/her to carry out duties;
4. Add a skater who was in a qualifying position to the next round if he feels that the skater was prevented from qualifying due to: an offense resulting in a penalization/penalty; any other reason not resulting from any direct or indirect action of the skater concerned.
5. The Referee makes any advancement solely at his/her discretion;
6. The Referee may call out of a race any competitor who he disqualifies.
7. In a sanctioned competition/event, if an entrant fails to compete in any race for which he is qualified, the Referee shall suspend him from further competition in that day’s events unless adequate reason is given for his not having competed, prior to the race being missed.
8. The Referee may disqualify any competitor for abusive language towards the officials, for dangerous behavior or actions towards other competitors, or for misconduct, for part or the whole of the competition. In the last case, a description of the incident shall be included in the Chief Referee’s report to be sent to SSC Head Office for further action and distribution to the appropriate committee(s), if warranted.
9. A Referee may prohibit any competitor, official or coach from attending the balance of a meet due to abusive language, demonstration of disrespect or for dangerous behavior/actions towards officials or competitors. A report of the incident resulting in such an expulsion is to be included as part of the Chief Referee’s report submitted to the SSC office.
10. The Referee shall have the power to ensure that no other than authorized skaters and officials are on the skating track during the race.
11. In relay racing the Referee shall decide when a relay has been completed and should observe all relaying for this particular purpose, with the assistance of the Assistant Referees.

12. The Referee shall decide upon all protests made, and other matters in dispute, except those concerning the start, the make-up of races and the order of finish. Protests must be made to the Referee. All discussions concerning a protest will be held in private.

C5-302 | Assistant Referee
1. The Assistant Referee(s) shall report to the Chief Referee throughout the competition of any infringement of the rules;
2. Two (2) Assistant Referees may be positioned off-ice, one (1) at each end near the beginning or end of the curves;
3. When present, the Assistant Referee directs the Skaters to their starting positions over their starting dot and ensures that they are ready to start.

C5-303 | Starter
1. The Starter shall decide all disputes relating to the start. They shall give his starting commands in English;
2. The Starter shall take his position, so that he has a clear view of all skaters starting in the race;
3. In the relay race, the Starter having been warned by the lap scorer, will fire the pistol or other approved device, signifying the last three laps of the lead team;
4. The Starter may designate the Assistant Starter to call the skaters back in case of a false start.

C5-304 | Assistant Starter
1. The Assistant Starter may, if directed by the Starter, recall the race if a false start occurs, this action will be taken by firing a pistol, a blast with a whistle, or other approved signaling device;

C5-305 | Competitors’ Steward (Recorder)
1. The Competitors’ Steward is responsible for the coordination of all administrative matters. Should no competitor steward be named to a competition, the competition/event coordinator shall assume these duties
2. Based on the results of the races he/she shall, according to the official program, determine the skaters taking part in the next qualifying round;
3. He/she shall make-up the races for each qualifying round and draw the order of the races;
4. He/she shall prepare race sheets to inform officials, coaches and skaters of their qualification and the race in which they shall start.

C5-306 | Heat Box Steward (Clerk of the Course)
1. The Heat Box Steward shall work in a designated staging area called the heat box;
2. The Heat Box Steward shall call out the names of those about to compete;
3. Skaters shall report to the Heat Box Steward before the start of each race and he/she shall be responsible for seeing that the Skaters are wearing their racing numbers and correct uniforms.

C5-307 | Photo Finish Judge
The Photo Finish Judge shall read the photo finish. They shall report the order of finish and times of each competitor to the Competitors’ Steward/Recorder. The results shall be considered official.

C5-308 | Chief Finish Line Judge and Finish Line Judges
The official order of finish is determined by the Chief Finish Line Judge when no Photo Finish system is present or the system fails.

Duties
1. The order of all finishers shall be recorded;
2. The Chief Line Judge shall assign finish positions to the Finish Line Judges. The Chief Finish Line Judge shall determine first place only;
3. There shall be four (4) Finish Line Judges: Judge No. 1 determines the finishing position of skaters in 1st and 2nd; Judge No. 2 determines the finishing position of skaters in 2nd and 3rd; Judge No. 3 for skaters in 3rd and 4th; and Judge No. 4 for skaters in 4th and 5th;
4. In the 3000 meters and relay races the Finish Line Judges will be assigned to a skater or team and record the number of laps skated and the place on the finish.

C5-309 | Chief Timekeeper and Timekeepers
1. The chief timekeeper is responsible for the recording of times
2. The chief timekeeper will ensure that he and the timekeepers are positioned off the ice and adjacent to the finish line in order to record the accurate time of the Skaters;
3. The chief timekeeper must record the results, and declare the official time.
4. A minimum of two (2) timekeepers plus one reserve on first and second place and one timekeeper on third position is required;
5. Timekeepers will pre-test their watches in accordance with standard procedures;
6. The timekeepers must not clear their watches until such time as they have been instructed by the chief timekeeper.

C5-310 | Lap Scorer
1. A Lap Scorer shall visibly show the number of laps remaining for the lead-skater at all times and that scorer will decrement the lapboard each time the leading skater passes. Additional Lap Scorers can be assigned if additional lap counts are being displayed. When additional Lap Scorers are being used, they will keep track of the remaining laps for their assigned skater or team.
2. The Lap Scorer will ring the bell to signify the last lap of each race, as the lead skater begins the final lap.
3. In relay races a Lap Scorer will advise the Starter that the last three laps for the leading team are coming up.
4. In relay races a Lap Scorer shall be assigned to each team.
C5-311 | Announcer

1. The announcer will keep the spectators fully informed throughout the competition. In addition, if requested by the Referee, they will announce penalizations/penalties specifying where and how the Skater(s) concerned made an infringement and whether there is advancement.

2. The announcer shall ensure that all officials, team leaders, coaches and skaters are kept fully informed by public announcements regarding competition details.

3. For SSC Championships and National Selection events announcements must be made in English and French. For all other events, announcements are to be made in the official language(s) of the province or territory where the event is taking place. If applicable, the same announcements may be made in additional languages.

C5-312 | Track Steward

Preferably two (2), but at least one (1), Track Steward shall work at each end of the track. Track Stewards must be experienced skaters and be able to communicate effectively with the Referee. The track steward shall be positioned so that he will not interfere with the skaters and officials but can readily replace missing blocks.

C5-313 | Short Track Competition With and Without Photo Finish

The list of officials required for short track competitions run with and without Photo Finish;

<table>
<thead>
<tr>
<th>Officials</th>
<th>With Photo Finish (Finish Lynx)</th>
<th>Without Photo Finish (Finish Lynx)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referee</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Assistant Referee(s)</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Starter(s)</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Competitor Steward(s)</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Heat Box Steward</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Photo Finish Judge</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Lap Scorer</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Lap Recorder</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Announcer</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Track Stewards</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Chief Time Keeper</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Time Keeper(s)</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Chief Finish Line Judge</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Finish Line Judge(s)</td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

* A Manual time keeping procedure has to be put in place, however, if there are two or more automatic/electronic time keeping systems in use the Manual time keeping procedure.
C6 | SPECIAL RULES FOR SHORT TRACK COMPETITIONS

C6-101 | Identification of Skaters

Each competitor shall wear an assigned number on both sides of the helmet which shall be different from the number worn by any other competitor in a given race. The number must be clearly visible to the Referee at all times while a skater is on the ice (before the start, during the race, until the skater leaves the ice surface after the race), must be at least 6cm in height and each line must be a solid width of at least 1.5cm. The number shall be on a contrasting background so that it is clearly visible. For SSC Championships and Selection/International Competitions each skater must have a unique number assigned for the duration of the competition. The video is available for the above competitions, an exception to the above rule will be allowed. Eight (8) different helmet cover colours may be used and these skaters will be assigned a number from 1 to 8 on the line. Skaters will be referred to by their assigned number for competition.

C6-102 | Starting Positions

Prior to the first round of each event, if no advanced seeding criterion has been specified, the starting position of the skaters shall be randomly assigned by the Competitors’ Steward/Recorder, using Meet Manager software. Should an equipment problem make the Meet Manager software unusable, starting position shall be decided by lot. The skater with the lowest number takes the inner starting position and those with the higher numbers take progressively outer positions.

For SSC Championships and Selection/International Events, ISU rules shall prevail following the qualifying round.

C6-103 | Number of Skaters on the Line

The maximum number of skaters on the line is established in order to ensure safe and fair competition. The following maximum number of skaters applies to all events which are directly seeded. These numbers may not apply when skaters are advanced. For Selection competitions this will be detailed in the applicable High Performance Bulletin.

100m Tracks

<table>
<thead>
<tr>
<th>Distances</th>
<th>Ice surface 30m x 60m and greater</th>
<th>Ice surface Less than 30m x 60m</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FUNd &amp; L2T</td>
<td>T2T through A4L</td>
</tr>
<tr>
<td>≤500m</td>
<td>5 skaters</td>
<td>4 skaters</td>
</tr>
<tr>
<td>≤1000m</td>
<td>6 skaters</td>
<td>5 skaters</td>
</tr>
<tr>
<td>1001m to 2999m</td>
<td>6 skaters</td>
<td>6 skaters</td>
</tr>
<tr>
<td>≥3000m</td>
<td>8 skaters</td>
<td>8 skaters</td>
</tr>
</tbody>
</table>
111.12m Tracks

<table>
<thead>
<tr>
<th>Distances</th>
<th>All ice surfaces</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FUNd &amp; L2T</td>
</tr>
<tr>
<td>≤1000m</td>
<td>5 skaters</td>
</tr>
<tr>
<td>1001m to 2999m</td>
<td>6 skaters</td>
</tr>
<tr>
<td>≥3000m</td>
<td>8 skaters</td>
</tr>
</tbody>
</table>

C6-104 | Yellow Card

Yellow/Red Card
Application of the yellow and red card rules will be as per the ISU Special Regulations and Technical Rules.

Additionally, if a Skater has accumulated two (2) red cards within 12 months, that skater shall be automatically suspended from SSC National Championships, Ranking and Selection events and Canada Winter Games (if applicable) for a period of two (2) months or three (3) applicable competitions whichever is longer.

Also, in accordance with ISU Special Regulations and Technical Rules, Coaches, Team Leaders/Managers and Support staff will be subject to:
Yellow Card: suspension from the Field of Play for the day of the occurrence
Red Card: suspension and revocation of accreditation for the balance of the event/competition.

C7 | SPECIAL RULES FOR LONG TRACK MASS START COMPETITIONS

Short track rules will apply in situations not covered in this section, unless common sense dictates otherwise. For instance, problems specific to skating outdoors (ice quality, protection, skater equipment, etc…) should be resolved by reference to Olympic style practice.

C7-100 Starting Procedures

C7-101 | Number of Skaters on the Line
In sanctioned Mass Start Long Track Competitions, a maximum of six (6) skaters will be allowed at the starting line. For tracks with a racing area wider than six (6) meters, a maximum of seven (7) will be allowed with the exception of eight (8) will be permitted for the longest distance. This rule does not apply to Marathon skating.

C7-102 | Recalling the Start
If a skater is interfered with and falls within ten (10) meters of the start, the race may be called back at the discretion of the Starter.

C7-103 | Starting Position
Skaters may not employ a three-point or four point start.
C7-200 Identification of Skaters
Each competitor shall wear on their back at or near the waist, their racing number at all times during a sanctioned competition/event. The use of caps is required when Photo Finish timing equipment is being used. Regulations for Short Track Racing numbers shall apply when caps are used.

a) The numbers on the back shall be at least 8cm high and should consist of lines at least 2cm wide and shall be of a colour which contrasts with its background.

b) The numbers shall be firmly affixed to the uniform in such a way that they are clearly visible to the judges at the finish line.

c) A competitor may be disqualified for failure to wear his racing number so that it is visible to officials.

d) When photo finish timing equipment is being used, helmet covers must be worn and Rule C6-101 will apply.

C8 SPECIAL RULES FOR OLYMPIC STYLE COMPETITIONS

C8-100 Automatic Timekeeping
When automatic timekeeping is being used in accordance with ISU Regulations, the time recorded shall decide which of the Skaters in a pair is the winner, or if they are equal.

C8-200 Manual Timekeeping
The finishing line judge shall determine which of the skaters is the winner, or if they are equal. There is no appeal of his decision.

When the difference between the skaters is less than five (5) meters, the finishing line judge shall report to the Chief Timekeeper for manual time-keeping the distance between the two skaters in the pair at the moment the winner passes the line.

If two competitors, who have skated in the same pair, have the same time and the finishing line judge has decided one of the Skaters to be the winner, this skater occupies one rank before the other skater in the ranking over this distance. If other competitors, who have skated in other pairs, both have obtained the same time, winners will be ranked with winners and seconds will be ranked with seconds.
C9 | SPECIAL RULES FOR MARATHON

Long Track Mass Start rules will apply in situations not covered in this section.

C9-100 Tracks

C9-101 Racing Surfaces

The races will be held on:

a) a standard 400m speed skating oval on natural or artificial ice (Appendix C1); or
b) a longer track of at least five (5) meters in width, which is covered a number of times; or
c) a racing tour route over a specified course

C9-102 Track Measurements

The track measurements must be certified by GPS or surveyor and submitted to the Referee.

C9-103 Track Width

For 100m prior to the start/finish line, a track width of ten (10) metres is recommended.

C9-104 Start/Finish Lines

a) The starting and finishing lines must be a minimum of five (5) centimetres wide and clearly visible.

b) A start/finish banner and clock must be visible at the start/finish line.

C9-200 Marathon Racing Rules

C9-201 Maximum Number of Skaters

The maximum number of skaters for a 400m oval is one-hundred (100) per race. If more than fifteen (15) female skaters are registered, a separate race for female skaters could be held, which would start shortly after the men have started.

C9-202 Lap Scorer

Electronic chip timing is the preferred timing system. As a back-up system, Skaters shall provide their own responsible lap scorer, who will record, on an official check sheet, the elapsed time from the official time clock, every time the skater crosses the finish line. The scorer will also advise the skater of the number of laps remaining.

C9-203 Identification of Skaters

All competitors shall have the number tags provided by the meet organizers clearly displayed on the side of their leg or hip visible to the place judges.
C9-204 | Overtaking Skaters

a) Skaters must keep left all the time (keep his/her lane on the left side of the track) even if there is a right turn in the track and passing will be on the right.

b) Skaters who are behind the leader in a pack must move ahead and take the lead, if the lead skater pulls outside and relinquishes the lead.

c) Drafting is allowed in Marathon Skating, even when skaters are being lapped. The yelling of ‘Track’ is discouraged for safety reasons.

C9-205 | Leaving the Race

Skaters leaving the race must report to the judges at once, and remove their competition number or make it invisible.

C9-206 | Coaching

No coaching or skater assistance is permitted from inside the track.

C9-207 | Facility Requirements for Natural Ice Competitions

Start and finish lines should be clearly marked perpendicular to the track. The finish line should be located at least 100m after a bend or corner of the track.

C9-208 | Infractions

Infractions will be reported to the Chief Referee. The Chief Referee will decide whether a warning, de-classification or a penalization/penalty is required.

A warning is given for:

a) Cross tracking in the sprint
b) Obstructing a skater who is passing.

A penalization/penalty results from:

a) Unsportsmanlike behaviour towards other skaters or officials

C9-209 | Declassification and Penalization/Penalty

The Referee decides if a de-classification or a penalization/penalty is necessary.

1. A de-classification is the placement of a skater in last place of a sprinting group. This action occurs when:

a) One skater impedes upon another

b) Skater is kicking out at the finish line

c) Skater is cross tracking

d) Skaters are off-track

The de-classified skater will be given the time of the last skater in the group.

2. A penalization/penalty occurs when:

a) Instructions from the Chief Referee or his designate are not followed

b) One skater pushes another to gain advantage over the field
3. No protest can be lodged against a declassification or penalization/penalty. A report on the de-classification or penalization/penalty will be submitted by the Chief Referee to the organizing committee and Speed Skating Canada.

C10 | SPECIAL REGULATIONS FOR SPECIAL OLYMPICS

The Canadian Special Olympics (CSO) Official Sports Rules shall govern all CSO Speed Skating competitions. As a national sport program, CSO has created these rules based upon the Speed Skating Canada (SSC) rules for speed skating. SSC rules shall be employed except when they are in conflict with the CSO Official sport rules.

In such cases, the following sections outlining the CSO Official Speed Skating sport rules shall apply.

C10-100 Official Events

| 111 meters | 777 meters |
| 222 meters | 1000 meters |
| 333 meters | 1500 meters |
| 500 meters |

C10-200 Rules of Competition

1. Athletes shall enter a minimum of two (2) official events and a maximum of three (3) official events

2. Only one coach per skater should be allowed in the coaches’ box.

3. The Starter shall always use the starting commands and signals as follows:
   a) “Go to the start”,
   b) “Ready”: and simultaneously raising his/her hand,
   c) Signalling to begin by firing a gun or blowing a whistle and simultaneously dropping his/her raised free hand.

4. Should an athlete be disqualified in any given race, he/she is not eligible for a medal in that particular race.

5. Overtaking, Impeding and Assistance
   a) When overtaking, the responsibility for any obstruction or collision shall be upon the skater overtaking, provided that the skater being overtaken does not act improperly.
   b) A skater on the outside of the track shall be deemed to be the skater overtaking if the skaters are side by side entering the first curve.
c) A skater shall not deliberately impede or push another competitor with any part of his/her body, thereby gaining an advantage.

6. Any competitor, who unnecessarily slows down, thereby causing another competitor to slow up or collide, shall be disqualified.

7. Any competitor who wilfully impedes, improperly crosses the course of, in any way interferes with another competitor, or conspires with another to cause a race to result otherwise that on its merit, shall be disqualified.

8. A skater who permits himself to receive physical assistance during a race shall be disqualified.

9. A penalization/penalty must be announced at the end of each heat to the competitor, team leader or coach and over the public address system for the benefit of the spectators.

C10-300  Equipment and Safety Requirements

1. SSC Short Track Safety Requirements shall apply.

2. Whenever possible, speed skaters should use speed skates or hockey skates. In the event that the only skates available to a speed skater are figure skates, the teeth on the front of the blade must be filed off and a guard placed over the top of the rear blade in a manner similar to the guard found on the rear of the hockey skates.
SECTION D | SAFE AND WELCOMING ENVIRONMENT

Revised: August 2014 - AGM 127 Ottawa.

D1 | PURPOSE
This section provides regulations and guidelines that aim to ensure that all participants are provided with the safe and welcoming environment in both the training and competition environment espoused as a core value of SSC. The regulations presented represent the minimum requirements established by SSC. Clubs and Branches may require a higher standard as they feel necessary or desirable.

D2 | PROTECTIVE PADDING

D2-100 | Short Track
Specific specifications and guidelines regarding the design and installation of pads are published in SSC’S SHORT TRACK CRASH PROTECTION SPECIFICATIONS AND GUIDELINES. This document is maintained and reviewed periodically by Speed Skating Canada’s Sport Injury and Medical Emergency Committee. Speed Skating Canada’s procedures and regulations spell out specifically how these specifications are to be implemented in relation to specific training and competition situations. As the nature of participants varies greatly for all events not sanctioned as either SSC Championships or Selection/International events it is recommended that Provincial/Territorial Associations prepare regulations which specify required levels of crash protection within specific competition circuits based on the eligible participants.

D2-101 | Short Track Crash Protection for SSC Championships and Selection/International Events on Boarded Rinks
Level 4 crash protection is required for all events sanctioned as SSC Short Track Championships and/or Selection/International events. Where the KEF value of competitors requires Level 5 protection (Boardless System) and such a system is unavailable, Level 4 protection must be exceeded.

See Appendix D-7 for the specific placement of pads.

D2-102 | Short Track Crash Protection in SSC Sanctioned Short Track Competitions
Minimum requirements for crash protection at SSC Sanctioned events is determined by the skater with the highest forecast KEF value (as per the calculation in the SHORT TRACK CRASH PROTECTION SPECIFICATIONS AND GUIDELINES) known to be participating in the event. For specific placement of pads, consult the appendices as follows:

<table>
<thead>
<tr>
<th>KEF Value</th>
<th>Crash Protection Level</th>
<th>Appendix</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;.30</td>
<td>1</td>
<td>D4</td>
</tr>
<tr>
<td>.30 to &lt;.60</td>
<td>2</td>
<td>D5</td>
</tr>
<tr>
<td>.60 to &lt;.90</td>
<td>3</td>
<td>D6</td>
</tr>
<tr>
<td>.90 to &lt;1.15</td>
<td>4</td>
<td>D7</td>
</tr>
</tbody>
</table>
As SSC’s Short Track Crash Protection Specifications and Guidelines represent a significant increase in minimum standards, their full application will be phased in over a period of time. The following table specifies the minimum requirement for the seasons during the transition period. During the transition period, event organizers who have skaters for whom Level 3, Level 4 or Level 5 crash protection is recommended and have the ability to meet or partially meet this level of protection, must do so.

<table>
<thead>
<tr>
<th>Season</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-2015 Season</td>
<td>Level 3</td>
</tr>
<tr>
<td>2015-2016 Season</td>
<td>Level 4</td>
</tr>
</tbody>
</table>

D2-103 | Short Track Crash Protection for Short Track Training

These regulations apply to all regular short track speed skating practices but exclude learn to skate programs, for which crash protection is recommended but not required. Minimum requirements for crash protection at regular speed skating practices is determined by the skater with the highest forecast KEF value (as per the calculation in the Short Track Crash Protection Specifications and Guidelines) to be participating in a given practice session. For specific placement of pads, consult the appendices as follows:

<table>
<thead>
<tr>
<th>KEF Value</th>
<th>Crash Protection Level</th>
<th>Appendix</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;.30</td>
<td>1</td>
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<tr>
<td>.90 to &lt;1.15</td>
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<td>D11</td>
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</tbody>
</table>

As SSC’s Short Track Crash Protection Specifications and Guidelines represent a significant increase in minimum standards, their application full application will be phased in over a period of time. The following table specifies the minimum requirement for the seasons during the transition period. During the transition period, clubs who have skaters for whom Level 2, Level 3, Level 4 or Level 5 crash protection is recommended and have the ability to meet or partially meet this level of protection, must do so.

D2-104 | Level 5 Protection (Boardless Systems)

As each venue is different, systems affording Level 5 protection (boardless systems) must be submitted to Speed Skating Canada for review by qualified experts.

D2-200 | Long Track

Specific specifications and guidelines regarding the design and installation of pads are published in SSC’s Long Track Crash Protection Specifications and Guidelines. This document is maintained and reviewed periodically by Speed Skating Canada’s Sport Injury and Medical Emergency Committee. Speed Skating Canada’s procedures and regulations spell out specifically how these specifications are to be implemented in relation to specific training and competition situations. As the nature of participants varies greatly for all events not sanctioned as either SSC Championships or Selection/International Events it is recommended that Provincial/Territorial Associations prepare regulations which specify required levels of crash protection within specific competition circuits based on the eligible participants.
For training sessions, it is recommended that the same crash protections measures be put in place for athletes as they would be afforded for competition.

D2-201  |  Minimum Crash Protection Requirements for SSC Sanctioned Long Track Championships and SSC Selection/International Events

All Long Track SSC Championships and SSC Selection/International Events with events shorter than 3000m shall require Level 5 crash protection (Appendix D16). The Canadian Age Class Long Track Championships and any events restricted to distances 3000m and longer will require Level 4 crash protection (Appendix D15).

D2-201  |  Minimum Crash Protection Requirements for Long Track Sanctioned Competitions

Minimum requirements for crash protection at SSC Sanctioned events is determined by the skater with the highest forecast KEF value (as per the calculation in the Long Track Crash Protection Specifications and Guidelines) known to be participating in the event.

For skaters whose KEF value is less than 0.020 no crash protection is required. For all other skaters crash protection is required as follows and with placement described in appendices.

<table>
<thead>
<tr>
<th>KEF Value</th>
<th>Crash Protection Level</th>
<th>Appendix</th>
</tr>
</thead>
<tbody>
<tr>
<td>.020 to &lt;.035</td>
<td>1</td>
<td>D12</td>
</tr>
<tr>
<td>.035 to &lt;.055</td>
<td>2</td>
<td>D13</td>
</tr>
<tr>
<td>.055 to &lt;.080</td>
<td>3</td>
<td>D14</td>
</tr>
<tr>
<td>.080 to &lt;.115</td>
<td>4</td>
<td>D15</td>
</tr>
<tr>
<td>.115+</td>
<td>5</td>
<td>D16</td>
</tr>
</tbody>
</table>

As SSC’s Long Track Crash Protection Specifications and Guidelines represent a significant increase in minimum standards, their full application will not come into force until the 2014-2015 season. The following table specifies the minimum requirement for the seasons during the transition period. During the transition period, event organizers who anticipate skaters for whom Level 2, Level 3, Level 4 or Level 5 crash protection is recommended and have the ability to meet or partially meet this level of protection, must do so.

| 2014-2015 Season | For competitions where skater KEF values are equal to or greater than those specified for Level 3 crash protection, Level 3 crash protection must be provided. |

D3  |  SKATER’S EQUIPMENT

This section outlines the minimum SSC requirements for skater’s equipment. Branches at their discretion may impose additional requirements for training and competition.
The following equipment is required for short track training and competition. Learn to skate activities are not considered short track training or competition. As such, only the equipment requirements for head protection, hand protection and knee protection apply.

For promotional activities, contact Speed Skating Canada for potential equipment exemptions at least thirty (30) days before the event, where possible.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Intent, Minimum Requirement and Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ankle Protection</td>
<td><strong>Intent:</strong> Prevent cut and puncture wounds of the Achilles tendon from blades during the thrust phase of the stride</td>
</tr>
<tr>
<td>(Protection des chevilles)</td>
<td><strong>Minimum Requirement:</strong> When no cut resistant suit is worn, a cut and puncture resistant anklet made of Kevlar or Dyneema must be worn on both legs, covering the legs from the tops of the boots to 10cm above the tops of the boots.</td>
</tr>
<tr>
<td></td>
<td><strong>Guidance:</strong> Extend coverage higher up the legs, as desired. The more cut and puncture resistance, the better.</td>
</tr>
<tr>
<td>Eye Protection</td>
<td><strong>Intent:</strong> Prevent eye injuries resulting from ice chips or a collision with a blade or other object</td>
</tr>
<tr>
<td>(Protection des yeux)</td>
<td><strong>Minimum Requirement:</strong> Shatter-resistant glasses are required for all skaters. All glasses must be held in place by a strap</td>
</tr>
<tr>
<td></td>
<td><strong>Guidance:</strong> Clear or yellow lenses are recommended. The higher the level of shatter resistance and the more extensive the protection, the better.</td>
</tr>
<tr>
<td>Hand Protection</td>
<td><strong>Intent:</strong> Prevent cut and puncture wounds on the hands from blades.</td>
</tr>
<tr>
<td>(Protection des mains)</td>
<td><strong>Minimum Requirement:</strong> For Learn to Skate programs, gloves or mitts must be worn. For any long blade activity, full leather gloves or a synthetic glove which offers an equal or superior level of cut and puncture resistance to leather must be worn.</td>
</tr>
<tr>
<td></td>
<td><strong>Guidance:</strong> The more cut and puncture resistance of the gloves, the better.</td>
</tr>
</tbody>
</table>
| **Head Protection**  
(Protection de la tête) | **Intent:** Prevent major and minor head trauma and traumatic brain injury due to impacts with ice, boots, blades, bodies, boards and crash pads  

**Minimum Requirement:** A helmet must be worn for all on-ice activities. It must be securely fastened under the chin at all times. A skate blade should not be able to penetrate any ventilation holes in the helmet.  

For Learn to Skate and Learn to Speed Skate Programs, as well as training for Active Start and FUNdamentals aged participants, helmets must be ASTM F 1849 certified or CSA approved (hockey, snowboard/ski skateboard helmets only). For all other competitions and activities, helmets must be ASTM F 1849 certified. |
|---|---|
| **Knee Protection**  
(Protection des genoux) | **Intent:** Prevent puncture and blunt force impact wounds to the knees.  

**Minimum Requirement:** Full frontal knee coverage providing complete coverage of the patella. Made of puncture resistant (e.g. Kevlar or Dyneema) and impact absorbing (e.g. high density foam) material. Protection may be worn over a skater’s skin suit or it can be integrated in the suit.  

**Guidance:** The more puncture resistance and blunt impact energy absorption, the better. |
| **Neck Protection**  
(Protection du cou) | **Intent:** Prevent cut and puncture wounds to the neck area, especially in the areas of the major arteries.  

**Minimum Requirement:** All skaters must wear neck protection covering the lower half of the full circumference of the neck and covering all soft tissue below the chin to a point extending below a line joining the armpits at the front of the body.  

Neck protection must be made of Kevlar, Dyneema, or ballistic nylon. Protection may be integrated into the design of a skater’s skin suit or worn tucked into a skater’s skin suit. If separate neck protection is worn it must fastened securely.  

**Guidance:** The more cut and puncture resistance and the greater the extent of neck coverage, the better. |
### Rest of Body Protection

*Protection du reste du corps*

**Intent:** Prevent cut and puncture wounds on any other part of the body not already covered by other protective equipment.

**Minimum Requirement:** All skin below the mid-line of the neck must not be bare. Skaters participating in events sanctioned as SSC Championships and/or as Selection/International competitions must wear cut resistant clothing meeting or exceeding the minimum standards established by the ISU.

**Guidance:** Minimum requirement “rest of body protection” is recommended for all other activities (e.g. training) where skaters are performing at a level similar to the lowest level of SSC Championships. The more cut and puncture resistance, the better.

### Shin Protection

*Protection du tibia*

**Intent:** Prevent cut and puncture wounds along the shin from blades, as well as some measure of blunt impact protection from hitting hard objects/bodies.

**Minimum Requirement:** When wearing long blades, skaters must wear hard plastic or built-in cut and puncture resistant material with some impact energy absorption. Full frontal shin coverage is from within 2.5 cm of the top of the boot to within 2.5 cm of the bottom of the knee protection. Protection may be worn over/under a skater’s skin suit or it can be integrated in the suit.

**Guidance:** The more cut and puncture resistance and impact protection of the shins, the better.

### Skate Blades

*Lames de patin*

**Intent:** Reduce the puncture making capacity of the blades.

**Minimum Requirement:** The rear and front tips of all skate blades shall be rounded to a minimum radius of 1cm.

**Guidance:** The rounder the tips, the better.

---

### D3-200 Long Track Olympic Style Training and Competition

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Intent, Minimum Requirement and Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ankle Protection</strong></td>
<td><strong>Intent:</strong> Prevent cut and puncture wounds of the Achilles tendon from blades during the thrust phase of the stride.</td>
</tr>
<tr>
<td><em>(Protection des chevilles)</em></td>
<td><strong>Minimum Requirement:</strong> a cut and puncture resistant anklet made of Kevlar or Dyneema must be worn on both legs, covering the legs from the tops of the boots to 10 cm above the tops of the boots</td>
</tr>
<tr>
<td><strong>Guidance:</strong></td>
<td>Extend coverage higher up the legs, as desired. The more cut and puncture resistance, the better.</td>
</tr>
</tbody>
</table>
Skate Blades
(Lames de patin)

**Intent:** reduce the puncture making capacity of the blades

**Minimum Requirement:** The rear tip of all skate blades shall be rounded to a minimum radius of 1cm.

**Guidance:** It is recommended that front tip of the blade also be rounded to a minimum radius of 1cm. For all blades, the rounder the tips, the better.

For mass start races within an Olympic Style competition guidelines outlined in D3-300 shall apply.

**D3-300 Long Track Mass Start Competition**

The following equipment is required for long track mass start training and competition. Learn to skate activities are not considered long track mass start training and competition. As such, only the equipment requirements for head protection, hand protection and knee protection apply. Note this section does not apply to ISU style Mass Start Racing. See ISU Rules and Regulations and specific ISU Communications for relevant rules, ISU bulletin #1957.

For promotional activities, contact Speed Skating Canada for potential equipment exemptions at least thirty (30) days before the event, where possible.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Intent, Minimum Requirement and Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ankle Protection</strong></td>
<td><strong>Intent:</strong> Prevent cut and puncture wounds of the Achilles tendon from blades during the thrust phase of the stride.</td>
</tr>
<tr>
<td>(Protection des chevilles)</td>
<td><strong>Minimum Requirement:</strong> When no cut resistant suit is worn, a cut and puncture resistant anklet made of Kevlar or Dyneema must be worn on both legs, covering the legs from the tops of the boots to 10 cm above the tops of the boots.</td>
</tr>
<tr>
<td></td>
<td><strong>Guidance:</strong> Extend coverage higher up the legs, as desired. The more cut and puncture resistance, the better.</td>
</tr>
<tr>
<td><strong>Eye Protection</strong></td>
<td><strong>Intent:</strong> Prevent eye injuries resulting from ice chips or a collision with a blade or other object.</td>
</tr>
<tr>
<td>(Protection des yeux)</td>
<td><strong>Minimum Requirement:</strong> Shatter-resistant glasses are required for all skaters. All glasses must be held in place by a strap.</td>
</tr>
<tr>
<td></td>
<td><strong>Guidance:</strong> Clear or yellow lenses are recommended. The higher the level of shatter resistance and the more extensive the protection, the better.</td>
</tr>
<tr>
<td>Protection Category</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Hand Protection</strong></td>
<td><strong>Intent</strong>: Prevent cut and puncture wounds on the hands from blades.</td>
</tr>
<tr>
<td><strong>Minimum Requirement</strong>: For Learn to Skate programs, gloves or mitts must be worn. For any long blade activity, full leather gloves or a synthetic glove which offers an equal or superior level of cut and puncture resistance to leather must be worn.</td>
<td></td>
</tr>
<tr>
<td><strong>Guidance</strong>: The more cut and puncture resistance of the gloves, the better.</td>
<td></td>
</tr>
<tr>
<td><strong>Rest of Body Protection</strong></td>
<td><strong>Intent</strong>: Prevent cut and puncture wounds on any other part of the body not already covered by other protective equipment.</td>
</tr>
<tr>
<td><strong>Minimum Requirement</strong>: All skin below the mid-line of the neck must not be bare.</td>
<td></td>
</tr>
<tr>
<td><strong>Guidance</strong>: Minimum requirement “rest of body protection” is recommended for all other activities (e.g. training). The more cut and puncture resistance, the better.</td>
<td></td>
</tr>
<tr>
<td><strong>Shin Protection</strong></td>
<td><strong>Intent</strong>: Prevent cut and puncture wounds along the shin from blades, as well as some measure of blunt impact protection from hitting hard objects/bodies.</td>
</tr>
<tr>
<td><strong>Minimum Requirement</strong>: When wearing long blades, skaters must wear hard plastic or built-in cut and puncture resistant material with some impact energy absorption. Full frontal shin coverage from within 2.5 cm of the top of the boot to within 2.5 cm of the bottom of the knee protection. Protection may be worn over/under a skater’s skin suit or it can be integrated in the suit.</td>
<td></td>
</tr>
<tr>
<td><strong>Guidance</strong>: The more cut and puncture resistance and impact protection of the shins, the better.</td>
<td></td>
</tr>
<tr>
<td><strong>Skate Blades</strong></td>
<td><strong>Intent</strong>: Reduce the puncture making capacity of the blades.</td>
</tr>
<tr>
<td><strong>Minimum Requirement</strong>: The rear and front tips of all skate blades shall be rounded to a minimum radius of 1cm.</td>
<td></td>
</tr>
<tr>
<td><strong>Guidance</strong>: The rounder the tips, the better.</td>
<td></td>
</tr>
</tbody>
</table>
D3-301 Additional Protective Equipment for Participants Under 15 Years of Age

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Intent, Minimum Requirement and Guidance</th>
</tr>
</thead>
</table>
| **Head Protection** (Protection de la tête) | Intent: Prevent major and minor head trauma and traumatic brain injury due to impacts with ice, boots, blades, bodies, boards and crash pads.  
**Minimum Requirement**: A helmet must be worn for all on-ice activities. It must be securely fastened under the chin at all times. A skate blade should not be able to penetrate any ventilation holes in the helmet.  
For Learn to Skate and Learn to Speed Skate Programs, as well as training for Active Start and FUNdamentals aged participants, helmets must be ASTM F 1849 certified or CSA approved (hockey, snowboard/ski skateboarding helmets only). For all other competitions and activities, helmets must be ASTM F 1849 certified. |
| **Knee Protection** (Protection des genoux) | Intent: Prevent puncture and blunt force impact wounds to the knees.  
**Minimum Requirement**: Full frontal knee coverage providing complete coverage of the patella. Made of puncture resistant (e.g. Kevlar or Dyneema) and impact absorbing (e.g. high density foam) material. Protection may be worn over a skater’s skin suit or it can be integrated in the suit.  
**Guidance**: The more puncture resistance and blunt impact energy absorption, the better. |
| **Neck Protection** (Protection du cou) | Intent: Prevent cut and puncture wounds to the neck area, especially in the areas of the major arteries  
**Minimum Requirement**: All skaters must wear neck protection covering the lower half of the full circumference of the neck and covering all soft tissue below the chin to a point extending below a line joining the armpits at the front of the body. Neck protection must be made of Kevlar, Dyneema, or ballistic nylon. Protection may be integrated into the design of a skater’s skin suit or worn tucked into a skater’s skin suit. If separate neck protection is worn it must fastened securely.  
**Guidance**: The more cut and puncture resistance and the greater the extent of neck coverage, the better. |
D4 | PROTECTIVE EQUIPMENT FOR ON-ICE OFFICIALS

D4-100 Short Track Officials

All on-ice officials must wear a helmet that is ASTM F 1849 certified or CSA approved (specifically, hockey, snowboard, skateboarding helmet). Helmets must be securely fastened under the chin at all times.

D5 | MEDICAL PERSONNEL, EQUIPMENT, AND EMERGENCY RESPONSE

The following section outlines minimum requirements for medical personnel, equipment and emergency response.

In addition, for the purposes of this section the following definitions shall apply:

<table>
<thead>
<tr>
<th>Advanced Care Paramedic</th>
<th>An Advanced Care Paramedic has a diploma from a CMA (Canadian Medical Association) accredited institution and is licensed to practice at the Advanced Care Paramedic level by the official registering body in the province in which the event is taking place.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Medical Responder</td>
<td>Advanced Medical Responder is defined as a person who has a minimum of 65 hours of advanced responder training. This could be through Canadian Ski Patrol System, Canadian Red Cross, St John Ambulance or equivalent agency.</td>
</tr>
<tr>
<td>Medical Coordinator</td>
<td>The medical coordinator is an individual designated by the organizing committee to ensure that all emergency response requirements are put in place for a given competition and that appropriate arrangements have been made with a local hospital. The medical coordinator must NOT have specific emergency response duties within the context of a competition.</td>
</tr>
<tr>
<td>Physician</td>
<td>A Physician for a speed skating competition may be a Licensed Sports Medicine Doctor, an Emergency Doctor, Internist or Doctor with emergency room experience.</td>
</tr>
<tr>
<td>Primary Care Paramedic</td>
<td>A Primary Care Paramedic has a diploma from a CMA (Canadian Medical Association) accredited institution and is licensed to practice at the Primary Care Paramedic level by the official registering body in the province in which the event is taking place.</td>
</tr>
<tr>
<td>Sports Therapy Professional</td>
<td>For the purposes of these regulations Sports Therapy Professionals are recognized as Certified Athletic Therapist or Sports Physiotherapist (SPC-1)</td>
</tr>
</tbody>
</table>
D5-100 Requirements for all SSC Sanctioned Events

The following regulations are in place to ensure appropriate response and treatment of skaters in the event of injury for all SSC Sanctioned events. Additional measures may be put in place as deemed necessary by event organizers and other sanctioning bodies.

D5-101 | Medical Team

Event organizers shall form a medical team comprised of at least two individuals meeting the definition of one or more of the following:

- Physician
- Advanced Care Paramedic
- Advanced Medical Responder
- Primary Care Paramedic
- Sports Therapy Professional

These individuals should have the training and experience in applying immobilization devices and at least one member of the team should be able to administer the SCAT 2 Concussion Assessment Tool.

All medical personnel should be easily recognizable by their uniform. It is preferable that at least one of the members of the medical team has experience in Sports Medicine.

D5-102 | Equipment

The following equipment must be available to the medical team:

- A communications system which provides a link between the medical team and the event coordinator
- Medical equipment and fully stocked first aid kits

Before an event begins the medical team must make sure that all equipment is working in order and that all medical team members are capable of carrying out appropriate emergency procedures.

D5-103 | Emergency Response

At least one member of the medical team must be rink side at all times while skaters are on the ice including warm-ups and practice sessions.

An ambulance must be able to respond quickly whenever on-ice evacuation or ambulance transportation is required. Guidelines for required response time are to be determined based on the level of emergency response available on-site and the level of risk associated with the event. Consult SIMEC’s Sport Safety and Return to Play Handbook for more information.

D5-104 | Designated Medical Area

Event organizers must designate at least one designated medical area which must be located at rink side near a door giving direct access to the ice surface, in a central area of the rink. (If the medical team is associated with a team of skaters, plan to place these skaters nearby.) Only the designated medical team and the medical coordinator for the event may remain in the designated medical area.
D5-105 | Arena Medical Clinic
An adequately equipped medical clinic based on the nature of the event must be available within the event venue. A temporary trailer or heated tent is acceptable for an outdoor event with no permanent fixtures.

D5-106 | Emergency Action Plan
All SSC Sanctioned events must have adequate emergency action plan in place for the nature of the event. All members of the medical team, officials, members of the organizing committee and team leaders/head coaches should be made aware of this plan and their responsibilities should the plan be enacted. Medical team members and on-ice officials must be fully aware of the plan and their duties in implementing the plan.

D5-107 | Reporting
The medical coordinator, or the event coordinator when no medical coordinator is named is responsible for ensuring that all injuries that occur during an event are documented using SSC’s Injury Report Form and duly submitted to the Speed Skating Canada Head Office. The medical section of the Injury Report serves as a medical record. A copy of this report is sent with injured athletes who are transported to a hospital centre. A copy of the Medical Report is therefore automatically put on record in a hospital centre for the most significant events.

All medical documents must be kept secured at all times during the competition.

D5-200 Additional Requirements for SSC Championships and Selection/International Sanctioned Events

The following regulations are in place to ensure appropriate response and treatment of skaters in the event of injury at SSC Championships and Selection/International Sanctioned Events. Additional measures may be put in place as deemed necessary by event organizers and other sanctioning bodies.

D5-201 | Medical Team
The event organizer must assemble a medical team comprised of at the very least three (3) individuals as follows:

- A Medical Coordinator designated by the organizing committee
- A Physician
- An Advanced Care Paramedic, an Advanced Medical Responder or Sports Therapy Professional who has training and experience applying immobilization devices

All members of the medical team must be easily recognizable by their uniform and at least one member of the medical team should have experience using the SCAT 2 concussion assessment tool. It is preferable that at least one of the members of the medical team has experience in Sports Medicine.
D6  |  ICE SURFACE

D6-100 | Size of Ice Surface for Short Track Practice and Competition

Entry level speed skating can occur on any size ice surface, in so long as adequate crash protection is provided. The minimum size for Short Track training and competition is determined based on the KEF value (see Short Track Crash Protection Guidelines and Specifications) of skaters and the track on which they are skating.

D6-101 | Ice Surface size for SSC Championships and Selection/ International Events on Boarded Rinks on 111.12m Track

The ice surface must be no shorter than 59.4m (195 feet) long and no narrower than 28m (92 feet) wide with the recommended ice surface being at least 60m (197 feet) long and 30m (98 feet) wide.

D6-102 | Ice Surface size for SSC Championships and Selection/International Events on Boarded Rinks on 100m Track

The ice surface must be no shorter than 59.4m (195 feet) long and no narrower than 25.9m (85 feet) wide with the recommended ice surface being at least 60m (197 feet) long and 30m (98 feet) wide.

D6-103 | Ice Surface size for other SSC Sanctioned Short Track Competitions

For SSC Sanctioned competitions where the 111.12m track is used, the following rink size requirements must be met as per the defined KEF value.

<table>
<thead>
<tr>
<th>KEF Value</th>
<th>Crash Protection Level</th>
<th>Minimum Length</th>
<th>Minimum Width</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;.30</td>
<td>1</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>.30 to &lt;.60</td>
<td>2</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>.60 to &lt;.90</td>
<td>3</td>
<td>59.4m (195 feet)</td>
<td>26m (85 feet)</td>
</tr>
<tr>
<td>.90 to &lt;1.15</td>
<td>4</td>
<td>59.4m (195 feet)</td>
<td>28m (92 feet)</td>
</tr>
</tbody>
</table>

Note that an ice surface of at least 59.4m (195 feet) long and no narrower than 30m (98 feet) is recommended for skaters with a KEF value greater than 0.60.

D6-200 | Short Track Ice Resurfacing

During sanctioned competitions, excluding boardless facilities, competition organizers and officials must use a resurfacing path which provides for a deceleration zone prior to impacting crash protection corresponding to the appropriate track layout diagram, see appendices C2, C3 and C4. In order to ensure that the ice resurfacing operator follows the appropriate path it is recommended that dots be placed on the ice as indicated in the diagram and blocks be placed over the dots during resurfacing.
D7 | SPECIAL GUIDELINES AND REGULATIONS FOR OUTDOOR COMPETITIONS AND EVENTS

D7-100 Temperature Guidelines

In all outdoor competitions, the temperature guide attached as Appendix D14 will be utilized to determine if the weather conditions that exist at the time of the competition and so described in Appendix D14 are suitable and appropriate for racing to commence or continue.

In selection competitions, SSC Championships and other events that are listed in the High Performance Bulletin, the High Performance Jury, as defined by the High Performance Bulletin, if in attendance, will determine if the conditions outlined in the temperature guide exist. If there is no High Performance Jury or equivalent body present, the Chief Referee in consultation with the Competition/Event Coordinator will make the determination and act accordingly.

D7-200 Ice Thickness on Lakes, Rivers and Canals

Ice must be at least 18cm thick over the entire track. Dangerous sections of ice must be clearly marked.
SECTION E  |  RECORDS

E1  |  RECOGNITION OF RECORDS
SSC records will be recognized for all official SSC activities and distances for men and women in the following categories:

Short Track, 111.12m Track
- Junior A & B
- Senior
- Masters 30+; 35+; 40+; 45+; 50+; 55+; 60+; 65+; 70+; 75+; 80+; 85

Olympic Style
- Junior
- Senior
- Masters 30+; 35+; 40+; 45+; 50+; 55+; 60+; 65+; 70+; 75+; 80+; 85+

Long Track Mass Start
- Masters 30+; 35+; 40+; 45+; 50+; 55+; 60+; 65+; 70+; 75+; 80+; 85+

E1-100  Application Deadline
An application for records will be for the current year only and shall be submitted to the SSC Head Office within thirty (30) days following the specified competition/event in accordance with the required procedures.

In the event that a record has been missed at an SSC sanctioned competition due to clerical error or omission, recognition shall be granted up to December 31st of the following year. A skater may make an application through their branch to the SSC Head Office. Records will be accepted provided all required documentation has been provided.

E1-200  Updating of Record
Following receipt and review of record applications, the records shall be immediately updated and these shall be known as the official records of Speed Skating Canada

E1-300  Record Certificate
Recognition for Canadian Records will be in the form of a certificate suitably inscribed with the skater’s name, club, age category, distance, record category and record time. Such certification will be issued by the SSC Head Office and mailed to the skater’s Branch for distribution to the skaters concerned. At the Branch’s request, the certificate may be mailed directly to the skater’s home club or the skater themselves.
E2 | CONDITIONS FOR RECOGNITION OF RECORDS SKATED IN CANADA

E2-100 Competition/Event Requirements
The competition/event must be sanctioned by SSC, with all reporting requirements defined in the sanction agreement having been completed prior to an application being submitted.

E2-200 Application
The record must be applied for on the official SSC APPLICATION FOR RECORD form and substantiated by the following documents:

E2-201 Manual Timing Used
  a) The original time slip for the event showing the reading of three (3) watches plus the official time signed by the Chief Timer and Referee.
  b) The original Judges slip for the event showing the order of placing and signed by the Chief Finish Line Judge.

E2-202 Electronic Timing Used
  a) The official electronic timing slip signed by the Chief Electronic Timer and Chief Referee.
  b) A copy of the Photo Finish image showing the placing and signed by the Chief Photo Finish Judge (Short Track) only.

E2-300 Setting of Records

E2-301 Mass Start Records
SSC will only recognize mass start records when all skaters in the event are the same age category and gender or in an open class of the same gender. Combined Masters Age Categories regardless of gender shall be considered as open classes for the purpose of recognizing records.

E2-302 Record In-Eligibility
Current national team members and former national team members who have been off the team less than two (2) years are ineligible to hold a master record.

E2-303 Multiple Records
If the existing record is broken by more than one skater in the same competition only the best time from the competition will be recognized.

E2-304 New Distances
For new distances the best time over the first season will be recognized as the established record.

E2-305 Equalling a Record
Any competitor who equals an existing record shall receive recognition for that time through the award of a certificate.
E2-306 | ISU Sanctioned Events
Competitions held in Canada with an ISU sanction may submit the paperwork as outlined in the ISU Regulations

E3 | CONDITIONS FOR THE RECOGNITION OF RECORDS SKATED OUTSIDE OF CANADA

E3-100 Eligible Competitions
The competition must be sanctioned by the ISU or by a recognized national organization of an ISU member country.

E3-200 Application
Records shall be applied for using the official APPLICATION FOR RECORD form by SSC Staff, SSC Committees, by an official of a Branch or Club, or by the skater.

E3-300 Supporting Documents
The application must be supported by the complete official protocol of the competition including names of the Referee and Chief Timer.

E4 | CONDITIONS FOR THE RECOGNITION OF NORTH AMERICAN RECORDS

E4-100 Eligible Competitions
Records in this category may be obtained only in North American Long Track Championships or North American Short Track Championships which are sanctioned by SSC and United States Speed skating in compliance with the Articles of Alliance between the two Associations.

E4-200 Application
The record must be applied for in accordance with the required procedures of the hosting Association for the recognition of records.

E4-300 Recognition
Recognition for North American Records will be in the form of a certificate designed and approved by SSC and US Speedskating, suitable inscribed and signed by the President and Secretary of the Host country. Such certificates will be issued in accordance with record issuing procedures of the appropriate country for distribution to the skaters concerned.
APPENDIX A1
INFORMATION ON THE USE OF THE SSC LOGO

The Actual SSC Logo was approved by the 101st Annual General Meeting and modified by the Board of Directors’ meeting on November 11, 1995.

The crest is now available for use and the following guidelines are directed to all Branches and clubs on its current use:

1. SSC has full rights for the production of the crest, badges and other mementos using this design, however;
   a. Branches and affiliated clubs may if they wish use the SSC Logo on their letterheads, envelopes and speed skating programs by first advising the Chief Executive Officer of the SSC on their intention.
   b. Only the authorized SSC logo will be used in this instance and reproduction proofs will be supplied by the Chief Executive Officer.
   c. The logo will not be altered in any shape or form and will be as represented hereunder.
## APPENDIX A2

### SCHEDULE OF FEES

#### Membership Registration Fees
(Approved 117th, 118th, 121st, 123rd, 124th, 125th AGM)

<table>
<thead>
<tr>
<th>Categories</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elite</td>
<td>$50.00</td>
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<tr>
<td>Competitive</td>
<td>$35.00</td>
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<td>Participant</td>
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<tr>
<td>Associate</td>
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<tr>
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</tr>
<tr>
<td>Special Event</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

#### Special Event Registration Fees

- Skater: $2.00
- Associates: $2.00

#### Independent Member Registration Fees

- Associate: $5.00

#### Branch Affiliation Fees

- First 3 years: $150.00
- Thereafter:
  - Branch with 0 to 499 members: $150.00
  - Branch with 500 to 999 members: $200.00
  - Branch with 1000 or more members: $250.00

#### SSC Championship Entry Fees

- Canada East/West – Short Track: $90.00
- North American Championships: $25.00
- Canadian Short Track Championships (JR & SR): $125.00
- Canadian Long Track Championships (JR & SR): $90.00

#### SSC Selection Event Entry Fees

- Short Track: $125.00
- Long Track: $90.00

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Revised: August 1, 2002
Revised: August 2, 2005
Revised: August, 2008
Revised: July 3, 2010
Revised: June 18, 2011
Revised: June 29, 2012
Revised: June 18, 2016
## APPENDIX A3
### AGM HOSTING SCHEDULE

<table>
<thead>
<tr>
<th>Year</th>
<th>AGM</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>130</td>
<td>Toronto, ON</td>
</tr>
</tbody>
</table>
APPENDIX B1
ALLIANCE BETWEEN UNITED STATES SPEEDSKATING AND SPEED SKATING CANADA

It is hereby mutually agreed that the Articles of Alliance between the undersigned, dated December 8, 1927 and amended January 4, 1930, May 14, 1973, March 22, 1986, May 18, 1997, May 20, 2000 and April 26, 2003, be, and the same hereby are amended so to read as follows:

1) US Speedskating recognizes Speed Skating Canada as the sole national sanctioning organization for speed skating in Canada.

2) Speed Skating Canada recognizes US Speedskating as having sole control over mass start speed skating in the United States of America.

3) Each party to this alliance shall respect and enforce all penalties, suspensions and disqualifications imposed by the other party within its jurisdiction.

4) All skating competitions or exhibitions, open or closed, held in either Canada or the United States, shall be held under the rules and sanction of the party hereto, in whose territory same are held.

5) Registered amateur skaters from either party hereto shall be accepted by the other and be eligible to compete in such sanctioned events held by either as may be open to them. When required, the skater must present a proof of membership from their governing body.

6) A North American Short Track, North American Long Track and Marathon Speed Skating Championship meet shall be held, if possible, every year, under the joint sanction of the parties hereto, to determine the best skaters in North America. They shall alternate yearly between the two countries, unless arranged otherwise to the satisfaction of both parties.

7) Sanction fees for the Speed Skating Championships, shall be determined by the hosting party; all payable in advance, said sanction fee shall be paid to the party hereto in which country said championships are held and entry fees shall also be paid to the host organizing committee or country organization in which it is held, in the currency of the host country.

8) The officials for said championship meets shall be selected and approved by the party hereto in whose country said championships are held. An Assistant Referee and an Assistant Starter shall be sent to Long Track and Short Track championship meets by the other party with one of these or some other person able to assist in seeding and heating. The latter should be enforced. An Assistant Referee shall be sent to Marathon championship meets by the other party.

9) The medals provided for the North American Speed Skating Short Track and Long Track Championships shall be struck from the die of the official championship medal, and shall have suitable inscription thereon, indicating that said medals are North American Championship Medals. Championship medallions shall be provided for each official class champion. This medallion shall be struck from the official North American die.

10) The termination of these Articles of Alliance must be ratified by the governing bodies of the parties hereto at two consecutive Annual Meetings of each before final termination is accepted.

IN WITNESS WHEREOF, the parties have executed this agreement under authority of their respective Boards of Directors/Control or supervision.

April, 2003
Anaheim, California

June 2003
Prince Edward Island, Canada

UNITED STATES SPEEDSKATING

President      Executive Secretary

SPEED SKATING CANADA

President      Chief Executive Director
APPENDIX B2
SSC HOSTING POLICY ON WORLD CHAMPIONSHIPS

A Guide to SSC and Branch responsibilities in hosting ISU Championships.

I BASIC PRINCIPLES

1. SSC is the ISU member, which holds the Championship. The organisation of the Championship is delegated by the SSC Board to a Branch or an Organizing Committee.

2. SSC retains responsibility over international relations, communication with the ISU, approval of Referees, Starters and Competitor Stewards, TV rights and sponsorship negotiations, financial and technical supervision.

   A proper Event Hosting Agreement will be struck between the Organizers and SSC.

   This responsibility may be assumed by a Committee jointly nominated by the hosting Branch and SSC. All decisions taken by the Committee will be valid if at least one SSC representative and one Branch representative is present and approves of such decisions.

3. All ISU and SSC regulations concerning the holding of ISU Championships must be observed.

II ADMINISTRATION

1. T.V. Broadcasting

   a) Arrangements for TV broadcasting of the Championship is the sole responsibility of SSC and the television authorities concerned.

   b) Such arrangements made are subject to the approval of the Organising Committee.

   c) SSC may delegate the actual negotiations to the Organising Committee, as its agent, but shall retain the right of final approval of the arrangements.
2. Financial

In respect to finances for the Championships, SSC’s objective is to ensure proper management and adequate safeguards against loss.

a) Accounting

i) Preliminary budget - submitted for approval to SSC one year before the Championships are held.

ii) Final budget - submitted for approval to SSC four - six weeks prior to the event.

iii) Preliminary financial statement - including a complete breakdown of expenditures - will be sent to SSC within sixty days of holding the Championship and every 90 days thereafter.

iv) Audited financial statements to be submitted as soon as possible, but not later than 12 months after the holding of the event.

III TECHNICAL

In respect to technical supervision, SSC wishes to ensure that the competition is of the highest quality possible in the area of facilities, equipment and organisation.

IV PROTOCOL

1. The proper courtesy and hospitality must be extended to the official delegate of the ISU; other officials from the ISU and visiting officials from foreign countries.

2. The SSC President or the official SSC representative to the Championships must be given a proper place in the activities surrounding the Championship.

3. Invitations and suitable recognition must be given to Federal, Provincial and local delegates.
APPENDIX C1
TRACK DIAGRAMS – LONG TRACK

Speed Skating Canada’s Track Diagrams are maintained in electronic format on SSC’s website at: http://www.speedskating.ca/resources/red-book/track-diagrams. If you would like a printed copy mailed to you, please contact the Speed Skating Canada Head Office.

The following long track diagrams are available for download:

• Appendix C1-1: 400m Olympic Style Oval
• Appendix C1-2: 333.33m Olympic Style Oval
• Appendix C1-3: 387.36 Mass Start Oval
• Appendix C1-4: 333.33m Mass Start Oval
• Appendix C1-5: 400m Mass Start Oval

APPENDIX C2
TRACK DIAGRAMS FOR 30M X 60M ICE SURFACES

Speed Skating Canada’s Track Diagrams are maintained in electronic format on SSC’s website at: http://www.speedskating.ca/resources/red-book/track-diagrams. If you would like a printed copy mailed to you, please contact the Speed Skating Canada Head Office.

The following short track diagrams for 30m x 60m ice surfaces are available for download:

• Appendix C2-1: 111.12m Oval with 5 Racing Tracks
• Appendix C2-2: 111.12m Oval and 100m Oval (3 Racing Tracks for Each)
• Appendix C2-3: 100m Oval with 5 Racing Tracks

APPENDIX C3
TRACK DIAGRAMS FOR ICE SURFACES 26M X 60M AND SMALLER

Speed Skating Canada’s Track Diagrams are maintained in electronic format on SSC’s website at: http://www.speedskating.ca/resources/red-book/track-diagrams. If you would like a printed copy mailed to you, please contact the Speed Skating Canada Head Office.

The following short track diagrams for ice surfaces 26m x 60m and smaller are available for download:

• Appendix C3-1: 26m x 60m - 100m Track (5 Tracks)
• Appendix C3-2: 26m x 60m - 111.12m Track & 100m Track
• Appendix C3-2: 26m x 60m - 111.12m Track & 100m Track with 85m & 60m Training Tracks
• Appendix C3-4: 26m x 56m - 100m Racing Track with 85m & 60m Training Tracks
• Appendix C3-5: 26m x 60m - 111.12m Track (5 Tracks)
•
APPENDIX D1
MINIMUM CRASH ZONE DEFINITIONS

Red Zone
The red zone shall extend from where a straight line drawn from the 2nd series of track markers hits the end boards, through to the track marker closest to the rink’s centre line on the corner exit.

Yellow Zone
The first yellow zone shall extend from the icing line (or 1m from the end of the rink if there is no icing line) to where a straight line drawn from the 2nd series of track markers hits the end boards.
The second yellow zone shall extend from the track marker closest to the rink’s centre line on the corner exit to the rink’s centre line.

Blue Zone
The blue zone shall extend from the end of the green zone to the beginning of the first yellow zone.

Green Zone
The green zone shall extend from the rink’s centre line to the beginning of the curvature of the corner boards.
**APPENDIX D2**

**MINIMUM PAD THICKNESS REQUIREMENTS**

**111.12M TRACK**

### MINIMUM PAD THICKNESS REQUIREMENTS (TRAINING – 111.12M TRACK)

<table>
<thead>
<tr>
<th>KEFS</th>
<th>LEVEL 1 &lt; .30</th>
<th>LEVEL 2 .30 TO &lt; .60</th>
<th>LEVEL 3 .60 TO &lt; .90</th>
<th>LEVEL 4 .90 TO &lt; 1.15</th>
<th>LEVEL 5 1.15+</th>
</tr>
</thead>
<tbody>
<tr>
<td>RED ZONE**</td>
<td>20 cm (8&quot;)</td>
<td>40.5 cm (16&quot;)</td>
<td>51 cm (20&quot;)</td>
<td>61 cm (24&quot;)*</td>
<td>N/A</td>
</tr>
<tr>
<td>YELLOW ZONE</td>
<td>20 cm (8&quot;)</td>
<td>20 cm (8&quot;)</td>
<td>30.5 cm (12&quot;)</td>
<td>40.5 cm (16&quot;)</td>
<td>N/A</td>
</tr>
<tr>
<td>BLUE ZONE</td>
<td>0</td>
<td>20 cm (8&quot;)</td>
<td>25.5 cm (10&quot;)</td>
<td>30.5 cm (12&quot;)</td>
<td>N/A</td>
</tr>
<tr>
<td>GREEN ZONE</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* Last pad in Red Zone should be tapered

**Cannot be comprised exclusively of soft foam, the final pad length can be changed to yellow zone padding on rinks narrower than 28m (92’) at the discretion of the Head Coach.**

### MINIMUM PAD THICKNESS REQUIREMENTS (COMPETITION – 111.12M TRACK)

<table>
<thead>
<tr>
<th>KEFS</th>
<th>LEVEL 1 &lt; .30</th>
<th>LEVEL 2 .30 TO &lt; .60</th>
<th>LEVEL 3 .60 TO &lt; .90</th>
<th>LEVEL 4 .90 TO &lt; 1.15</th>
<th>LEVEL 5 1.15+</th>
</tr>
</thead>
<tbody>
<tr>
<td>RED ZONE**</td>
<td>20 cm (8&quot;)</td>
<td>40.5 cm (16&quot;)</td>
<td>51 cm (20&quot;)</td>
<td>71 cm (28&quot;)*</td>
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</tr>
<tr>
<td>YELLOW ZONE</td>
<td>20 cm (8&quot;)</td>
<td>25.5 cm (10&quot;)</td>
<td>30.5 cm (12&quot;)</td>
<td>40.5 cm (16&quot;)</td>
<td>N/A</td>
</tr>
<tr>
<td>BLUE ZONE</td>
<td>15 cm (6&quot;)</td>
<td>20 cm (8&quot;)</td>
<td>30.5 cm (12&quot;)</td>
<td>30.5 cm (12&quot;)</td>
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<tr>
<td>GREEN ZONE</td>
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<td>0</td>
<td>0</td>
<td>20 cm (8&quot;)</td>
<td>N/A</td>
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</table>

* Last pad in Red Zone should be tapered

**Cannot be comprised exclusively of soft foam, the final pad length can be changed to yellow zone padding on rinks narrower than 28m (92’) at the discretion of the Chief Referee.**
APPENDIX D3
MINIMUM PAD THICKNESS REQUIREMENTS FOR 100M TRACK

MINIMUM PAD THICKNESS REQUIREMENTS (TRAINING – 100M TRACK)

<table>
<thead>
<tr>
<th>KEFS</th>
<th>LEVEL 1 &lt;.30</th>
<th>LEVEL 2 .30 TO &lt;.60</th>
<th>LEVEL 3 .60 TO &lt;.90</th>
<th>LEVEL 4 .90 TO &lt;1.15</th>
<th>LEVEL 5 1.15+</th>
</tr>
</thead>
<tbody>
<tr>
<td>RED ZONE**</td>
<td>20 cm (8&quot;)</td>
<td>30.5 cm (12&quot;)</td>
<td>40.5 cm (16&quot;)</td>
<td>61 cm (24&quot;)*</td>
<td>N/A</td>
</tr>
<tr>
<td>YELLOW ZONE</td>
<td>15 cm (6&quot;)</td>
<td>20 cm (8&quot;)</td>
<td>25.5 cm (10&quot;)</td>
<td>40.5 cm (16&quot;)</td>
<td>N/A</td>
</tr>
<tr>
<td>BLUE ZONE</td>
<td>0</td>
<td>0</td>
<td>15 cm (6&quot;)</td>
<td>30.5 cm (12&quot;)</td>
<td>N/A</td>
</tr>
<tr>
<td>GREEN ZONE</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* Last pad in Red Zone should be tapered  
**Cannot be comprised exclusively of soft foam, the final pad length can be changed to yellow zone padding on rinks narrower than 28m (92") at the discretion of the Head Coach.

MINIMUM PAD THICKNESS REQUIREMENTS (COMPETITION – 100M TRACK)

<table>
<thead>
<tr>
<th>KEFS</th>
<th>LEVEL 1 &lt;.30</th>
<th>LEVEL 2 .30 TO &lt;.60</th>
<th>LEVEL 3 .60 TO &lt;.90</th>
<th>LEVEL 4 .90 TO &lt;1.15</th>
<th>LEVEL 5 1.15+</th>
</tr>
</thead>
<tbody>
<tr>
<td>RED ZONE**</td>
<td>20 cm (8&quot;)</td>
<td>30.5 cm (12&quot;)</td>
<td>51 cm (20&quot;)</td>
<td>71 cm (28&quot;)*</td>
<td>N/A</td>
</tr>
<tr>
<td>YELLOW ZONE</td>
<td>20 cm (8&quot;)</td>
<td>20 cm (8&quot;)</td>
<td>30.5 cm (12&quot;)</td>
<td>40.5 cm (16&quot;)</td>
<td>N/A</td>
</tr>
<tr>
<td>BLUE ZONE</td>
<td>15 cm (6&quot;)</td>
<td>15 cm (6&quot;)</td>
<td>20 cm (8&quot;)</td>
<td>30.5 cm (12&quot;)</td>
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<tr>
<td>GREEN ZONE</td>
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<td>0</td>
<td>0</td>
<td>20 cm (8&quot;)</td>
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</table>

* Last pad in Red Zone should be tapered  
**Cannot be comprised exclusively of soft foam, the final pad length can be changed to yellow zone padding on rinks narrower than 28m (92") at the discretion of the Chief Referee.
LEVEL 1 SHORT TRACK CRASH PROTECTION REQUIREMENTS FOR COMPETITION (KEF < .30)

Level 1 Crash Protection is the minimum standard of crash protection for holding a sanctioned short track speed skating competition where KEF values are below 0.30 and with all pads respecting the characteristics defined in the Crash Protection Specifications & Guidelines.

Placement of Crash Protection:

Crash protection is required in the Red, Yellow and Blue Zones. Pads should be ruggedly connected to adjacent pads with Velcro at both the fronts and backs of pads, and must be attached to the boards. Pads should be positioned and secured so that skaters do not tend to slide under the pads in case of a crash into them, and the weight of the pads must rest on the ice.

Should additional, or thicker padding be available it should be placed in priority at: i) the end of the Red Zone nearest to the Yellow Zone, working back towards the Blue Zone, ii) in the Yellow Zone and finally, iii) in the Blue Zone. For more information, see Level 2 Short Track Crash Protection Requirements for Competition. (http://www.speedskating.ca/short-track-crash-protection)

<table>
<thead>
<tr>
<th>Thickness of Crash Protection</th>
<th>111.12m</th>
<th>100m</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Red Zone</strong> (\text{Boards in the Red Zone must be covered with a maximum of one (1) layer of pads achieving a minimum thickness of:})</td>
<td>20 cm (8&quot;)</td>
<td>20 cm (8&quot;)</td>
</tr>
<tr>
<td><strong>Yellow Zone</strong> (\text{Boards in the Yellow Zone must be covered with a maximum of one (1) layer of pads achieving a minimum thickness of:})</td>
<td>20 cm (8&quot;)</td>
<td>20 cm (8&quot;)</td>
</tr>
<tr>
<td><strong>Blue Zone</strong> (\text{Boards in the Blue Zone must be covered with a maximum of one (1) layer of pads achieving a minimum thickness of:})</td>
<td>15 cm (6&quot;)</td>
<td>15 cm (6&quot;)</td>
</tr>
</tbody>
</table>
APPENDIX D5
LEVEL 2 SHORT TRACK CRASH PROTECTION REQUIREMENTS FOR COMPETITION (KEF 0.30 TO <.60)

Placement of Crash Protection:
Crash protection is required in the Red, Yellow and Blue Zones. Pads should be ruggedly connected to adjacent pads with Velcro at both the fronts and backs of pads, and must be attached to the boards. Pads should be positioned and secured so that skaters do not tend to slide under the pads in case of a crash into them, and the weight of the pads must rest on the ice.

Should additional, or thicker padding be available it should be placed in priority at: i) the end of the Red Zone nearest to the Yellow Zone, working back towards the Blue Zone, ii) in the Yellow Zone and finally, iii) in the Blue Zone. For more information, see Level 3 Short Track Crash Protection Requirements for Competition.

For guidance on placing multiple layers of pads with different compressibility, consult the Specifications and Guidelines, under item 4, Foam Type Matters and/or the section on Adequate Quality Padding. (http://www.speedskating.ca/short-track-crash-protection)

<table>
<thead>
<tr>
<th>Thickness of Crash Protection</th>
<th>111.12m</th>
<th>100m</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Red Zone</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boards in the Red Zone must be covered with a maximum of two (2) layers of pads achieving a minimum thickness of:</td>
<td>40.5cm (16&quot;)</td>
<td>30.5cm (12&quot;)</td>
</tr>
<tr>
<td><strong>Yellow Zone</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boards in the Yellow Zone must be covered with a maximum of two (2) layers of pads achieving a minimum thickness of:</td>
<td>25.5cm (10&quot;)</td>
<td>20cm (8&quot;)</td>
</tr>
<tr>
<td><strong>Blue Zone</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boards in the Blue Zone must be covered with a maximum of one (1) layer of pads achieving a minimum thickness of:</td>
<td>20cm (8&quot;)</td>
<td>15cm (6&quot;)</td>
</tr>
</tbody>
</table>
APPENDIX D6
LEVEL 3 SHORT TRACK CRASH PROTECTION REQUIREMENTS FOR COMPETITION (KEF .60 TO <.90)

Skaters requiring level 3 crash protection should compete on rinks which are no shorter than 59.4m (195 feet) long and no narrower than 26m (85 feet) wide.

Placement of Crash Protection
Crash protection is required in the Red, Yellow and Blue Zones. Pads should be ruggedly connected to adjacent pads with Velcro at both the fronts and backs of pads, and must be attached to the boards. Pads should be positioned and secured so that skaters do not tend to slide under the pads in case of a crash into them, and the weight of the pads must rest on the ice.

Should additional, or thicker padding be available it should be placed in priority at i) the end of the Red Zone nearest to the Yellow Zone, working back towards the Blue Zone, ii) in the Yellow Zone and finally iii) in the Blue Zone. For more information, see Level 4 Short Track Crash Protection Requirements for Competition.

For guidance on placing multiple layers of pads with different compressibility, consult the Specifications and Guidelines, under item 4, Foam Type Matters and/or the section on Adequate Quality Padding. (http://www.speedskating.ca/short-track-crash-protection)

<table>
<thead>
<tr>
<th>Thickness of Crash Protection</th>
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<th>100M</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Red Zone</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boards in the Red Zone must be covered with a maximum of two layers (2) layers of pads achieving a minimum thickness of:</td>
<td>51cm (20&quot;)</td>
<td>51cm (20&quot;)</td>
</tr>
<tr>
<td><strong>Yellow Zone</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boards in the Yellow Zone must be covered with a maximum of two (2) layers of pads achieving a minimum thickness of:</td>
<td>30.5cm (12&quot;)</td>
<td>30.5cm (12&quot;)</td>
</tr>
<tr>
<td><strong>Blue Zone</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boards in the Blue Zone must be covered with a maximum of two (2) layers of pads achieving a minimum thickness of:</td>
<td>30.5cm (12&quot;)</td>
<td>20cm (8&quot;)</td>
</tr>
</tbody>
</table>
APPENDIX D7
LEVEL 4 SHORT TRACK CRASH PROTECTION REQUIREMENTS FOR COMPETITION (KEF .90 TO <1.15)

Level 4 crash protection is the highest minimum standard of crash protection available for boarded rinks. Skaters requiring level 4 crash protection should compete on rinks which are no shorter than 59.4m (195 feet) long and no narrower than 28m (92 feet) wide.

**Placement of Crash Protection**

Crash protection is required in the Red, Yellow, Blue and Green Zones. Pads should be ruggedly connected to adjacent pads with Velcro at both the fronts and backs of pads, and must be attached to the boards. Pads should be positioned and secured so that skaters do not tend to slide under the pads in case of a crash into them, and the weight of the pads must rest on the ice.

Should additional, or thicker padding be available it should be placed in priority at: i) the end of the Red Zone nearest to the Yellow Zone, working back towards the Blue Zone, ii) in the Yellow Zone, iii) in the Blue Zone, and finally, iv) in the Green Zone.

For guidance on placing multiple layers of pads with different compressibility, consult the Specifications and Guidelines, under item 4, *Foam Type Matters* and/or the section on *Adequate Quality Padding*. (http://www.speedskating.ca/short-track-crash-protection)

<table>
<thead>
<tr>
<th>Thickness of Crash Protection</th>
<th>111.12m</th>
<th>100m</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Red Zone</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boards in the Red Zone must be covered with a maximum of three (3) layers of pads achieving a minimum thickness of: (with the final pad in the zone being tapered to the thickness of the Yellow Zone padding.)</td>
<td>71cm (28&quot;)</td>
<td>71 cm (28&quot;)</td>
</tr>
<tr>
<td><strong>Yellow Zone</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boards in the Yellow Zone must be covered with a maximum of two (2) layers of pads achieving a minimum thickness of:</td>
<td>40.5cm (16&quot;)</td>
<td>40.5cm (16&quot;)</td>
</tr>
<tr>
<td><strong>Blue Zone</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boards in the Blue Zone must be covered with a maximum of two (2) layers of pads achieving a minimum thickness of:</td>
<td>30.5cm (12&quot;)</td>
<td>30.5cm (12&quot;)</td>
</tr>
<tr>
<td><strong>Green Zone</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boards in the Green Zone must be covered with a maximum of one (1) layer of pads achieving a minimum thickness of:</td>
<td>20cm (8&quot;)</td>
<td>20cm (8&quot;)</td>
</tr>
</tbody>
</table>
APPENDIX D8
LEVEL 1 SHORT TRACK CRASH PROTECTION REQUIREMENTS FOR TRAINING (KEF < .30)

Level 1 Crash Protection is the minimum standard of crash protection for regular speed skating training where KEF values are below 0.30 and with all pads respecting the characteristics defined in the Crash Protection Specifications & Guidelines.

Placement of Crash Protection

Crash protection is required in the Red and Yellow Zones. Pads should be ruggedly connected to adjacent pads with Velcro at both the fronts and backs of pads. Pads should be positioned and secured so that skaters do not tend to slide under the pads in case of a crash into them, and the weight of the pads must rest on the ice.

Should additional, or thicker padding be available it should be placed in priority at: i) the end of the Red Zone nearest to the Yellow Zone, working back towards the Blue Zone, ii) in the Blue Zone and finally, iii) in the Yellow Zone. For more information, see Level 2 Short Track Crash Protection Requirements for Training. (http://www.speedskating.ca/short-track-crash-protection)

<table>
<thead>
<tr>
<th>Thickness of Crash Protection</th>
<th>111.12m</th>
<th>100m</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Red Zone</strong></td>
<td>20cm (8”)</td>
<td>20cm (8”)</td>
</tr>
<tr>
<td>Boards in the Red Zone must be covered with a maximum of one (1) layer of pads achieving a minimum thickness of:</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Yellow Zone</strong></td>
<td>20cm (8”)</td>
<td>15cm</td>
</tr>
<tr>
<td>Boards in the Yellow Zone must be covered with a maximum of one (1) layer of pads achieving a minimum thickness of:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX D9
LEVEL 2 SHORT TRACK CRASH PROTECTION REQUIREMENTS FOR TRAINING (KEF .30 TO <0.60)

Placement of Crash Protection

Crash protection is required in the Red, Yellow and Blue Zones. Pads should be ruggedly connected to adjacent pads with Velcro at both the fronts and backs of pads. Pads should be positioned and secured so that skaters do not tend to slide under the pads in case of a crash into them, and the weight of the pads must rest on the ice.

Should additional, or thicker padding be available it should be placed in priority at: i) the end of the Red Zone nearest to the Yellow Zone, working back towards the Blue Zone, ii) in the Yellow Zone and finally, iii) in the Blue Zone. For more information, see Level 3 Short Track Crash Protection Requirements for Training.

For guidance on placing multiple layers of pads with different compressibility, consult the Specifications and Guidelines, under item 4, Foam Type Matters and/or the section on Adequate Quality Padding. (http://www.speedskating.ca/short-track-crash-protection)

<table>
<thead>
<tr>
<th>Thickness of Crash Protection</th>
<th>111.12m</th>
<th>100m</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Red Zone</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boards in the Red Zone must be covered with a maximum of two (2) layers of pads achieving a minimum thickness of:</td>
<td>40.5cm (16&quot;)</td>
<td>30.5 (12&quot;)</td>
</tr>
<tr>
<td><strong>Yellow Zone</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boards in the Yellow Zone must be covered with a maximum of one (1) layer of pads achieving a minimum thickness of:</td>
<td>20cm (8&quot;)</td>
<td>20cm (8&quot;)</td>
</tr>
<tr>
<td><strong>Blue Zone</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boards in the Blue Zone must be covered with a maximum of one (1) layer of pads achieving a minimum thickness of:</td>
<td>20cm (8&quot;)</td>
<td>0</td>
</tr>
</tbody>
</table>
APPENDIX D10

LEVEL 3 SHORT TRACK CRASH PROTECTION REQUIREMENTS FOR TRAINING (KEF .60 TO <0.90)

Skaters requiring Level 3 crash protection should train on rinks which are no shorter than 59.4m (195 feet) long and no narrower than 26m (85 feet) wide.

Placement of Crash Protection

Crash protection is required in the Red, Yellow and Blue Zones. Pads should be ruggedly connected to adjacent pads with Velcro at both the fronts and backs of pads. Pads should be positioned and secured so that skaters do not tend to slide under the pads in case of a crash into them, and the weight of the pads must rest on the ice.

Should additional, or thicker padding be available it should be placed in priority at: i) the end of the Red Zone nearest to the Yellow Zone, working back towards the Blue Zone, ii) in the Yellow Zone and finally, iii) in the Blue Zone. For more information, see Level 4 Short Track Crash Protection Requirements for Training.

For guidance on placing multiple layers of pads with different compressibility, consult the Specifications and Guidelines, under item 4, Foam Type Matters and/or the section on Adequate Quality Padding. (http://www.speedskating.ca/short-track-crash-protection)

<table>
<thead>
<tr>
<th>Thickness of Crash Protection</th>
<th>111.12m</th>
<th>100m</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Red Zone</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boards in the Red Zone must be covered with a maximum of three (3) layers of pads achieving a minimum thickness of:</td>
<td>51 cm (20&quot;)</td>
<td>40.5 cm (16&quot;)</td>
</tr>
<tr>
<td><strong>Yellow Zone</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boards in the Yellow Zone must be covered with a maximum of two (2) layers of pads achieving a minimum thickness of:</td>
<td>30.5cm (12&quot;)</td>
<td>25.5cm (10&quot;)</td>
</tr>
<tr>
<td><strong>Blue Zone</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boards in the Blue Zone must be covered with a maximum of two (2) layers of pads achieving a minimum thickness of:</td>
<td>25.5cm (10&quot;)</td>
<td>15cm (6&quot;)</td>
</tr>
</tbody>
</table>
APPENDIX D11
LEVEL 4 SHORT TRACK CRASH PROTECTION REQUIREMENTS FOR TRAINING (KEF .90 TO <1.15)

Level 4 crash protection is the highest minimum standard of crash protection available for boarded rinks. It is recommended that skaters requiring Level 4 or Level 5 protection should train on rinks which are no shorter than 59.4m (195 feet) long and no narrower than 28m (92 feet) wide.

Placement of Crash Protection
Crash protection is required in the Red, Yellow, and Blue Zones. Pads should be ruggedly connected to adjacent pads with Velcro at both the fronts and backs of pads. Pads should be positioned and secured so that skaters do not tend to slide under the pads in case of a crash into them, and the weight of the pads must rest on the ice.

Should additional, or thicker padding be available it should be placed in priority at: i) the end of the Red Zone nearest to the Yellow Zone, working back towards the Blue Zone, ii) in the Yellow Zone, iii) in the Blue Zone, and finally, iv) in the Green Zone.

For guidance on placing multiple layers of pads with different compressibility, consult the Specifications and Guidelines, under item 4, Foam Type Matters and/or the section on Adequate Quality Padding. (http://www.speedskating.ca/short-track-crash-protection)

<table>
<thead>
<tr>
<th>Thickness of Crash Protection</th>
<th>111.12m</th>
<th>100m</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Red Zone</strong> Boards in the Red Zone must be covered with a maximum of three layers (3) layers of pads achieving a minimum thickness of: (With the final pad in the zone being tapered to the thickness of the Yellow Zone padding).</td>
<td>61cm (24&quot;)</td>
<td>61cm (24&quot;)</td>
</tr>
<tr>
<td><strong>Yellow Zone</strong> Boards in the Yellow Zone must be covered with a maximum of two (2) layers of pads achieving a minimum thickness of:</td>
<td>40.5cm (16&quot;)</td>
<td>40.5cm (16&quot;)</td>
</tr>
<tr>
<td><strong>Blue Zone</strong> Boards in the Blue Zone must be covered with a maximum of two (2) layers of pads achieving a minimum thickness of:</td>
<td>30.5cm (12&quot;)</td>
<td>30.5cm (12&quot;)</td>
</tr>
</tbody>
</table>
FIGURE 1: LONG TRACK CRASH PROTECTION
PLEASE USE THE FOLLOWING DIAGRAM AS REFERENCE FOR APPENDICES D12-D16.
APPENDIX D12
LEVEL 1 LONG TRACK CRASH PROTECTION REQUIREMENTS FOR TRAINING AND COMPETITION (KEF .020 TO <.035)

Placement of Crash Protection

Crash protection is generally required in the Red Zone. Pads should be ruggedly connected to adjacent pads with Velcro at both the fronts and backs of pads. Pads should be positioned and secured so that skaters do not tend to slide under the pads in case of a crash into them, and the weight of the pads must rest on the ice, snow or ground. When pads are placed against obstructions they must be securely attached to the obstructions.

Should additional, or thicker padding be available it should be placed in priority: i) in the Red Zone, starting from the centre of the Red Zone and radiating out towards the ends of the Red Zone, ii) in the Yellow Zone, and iii) in the Green Zone. For more information, see Level 2 Long Track Crash Protection Requirements for Training and Competition.

For guidance on placing multiple layers of pads with different compressibility, consult the Specifications and Guidelines, under item 4, Foam Type Matters and/or the section on Adequate Quality Padding. (http://www.speedskating.ca/long-track-crash-protection)

Thickness of Crash Protection (Figure 1)

<table>
<thead>
<tr>
<th>Zone</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red Zone</td>
<td>So long as there are no obstructions present within 2m of the rink in the Red Zone, no crash protection is required. However, if obstructions are present, they must be covered with at least 46cm (18 inches) of padding or encircled with at least 69cm (27 inches) of snow, up to 1.21m (4 feet) in height or the height of the obstruction (whichever is shorter). Even if no obstructions are present, it is good to have some pads or snow in these areas.</td>
</tr>
<tr>
<td>Yellow Zone</td>
<td>No crash protection required.</td>
</tr>
<tr>
<td>Green Zone</td>
<td>No crash protection required.</td>
</tr>
</tbody>
</table>
APPENDIX D13
LEVEL 2 LONG TRACK CRASH PROTECTION REQUIREMENTS FOR TRAINING AND COMPETITION (KEF .025 TO <.055)

Placement of Crash Protection

Crash protection is generally required in the Red and Yellow Zones. Pads should be ruggedly connected to adjacent pads with Velcro at both the fronts and backs of pads. Pads should be positioned and secured so that skaters do not tend to slide under the pads in case of a crash into them, and the weight of the pads must rest on the ice, snow or ground. When pads are placed against obstructions they must be securely attached to the obstructions.

Should additional, or thicker padding be available it should be placed in priority: i) in the Red Zone, starting from the centre of the Red Zone and radiating out towards the ends of the Red Zone, ii) in the Yellow Zone, and iii) in the Green Zone. For more information, see Level 3 Long Track Crash Protection Requirements for Training and Competition.

For guidance on placing multiple layers of pads with different compressibility, consult the Specifications and Guidelines, under item 4, Foam Type Matters and/or the section on Adequate Quality Padding. (http://www.speedskating.ca/long-track-crash-protection)

Thickness of Crash Protection (Figure 1)

<table>
<thead>
<tr>
<th>Zone</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red Zone</td>
<td>So long as there are no obstructions present within 3m of the rink in the Red Zone, no crash protection required. However, if obstructions are present, they must be covered with at least 56cm (22 inches) of padding or encircled with at least 84cm (33 inches) of snow, up to 1.21m (4 feet) in height or the height of the obstruction (whichever is shorter). Even if no obstructions are present, it is good to have some pads or snow in these areas.</td>
</tr>
<tr>
<td>Yellow Zone</td>
<td>So long as there are no obstructions present within 2m of the rink in the Yellow Zone, no pads are required. However, if obstructions are present, they must be covered with at least 30cm (12 inches) of padding or encircled with at least 45cm (17.5 inches) of snow, up to 4’ in height or the height of the obstruction (whichever is shorter). Even if no obstructions are present, it is good to have some pads or snow in these areas.</td>
</tr>
<tr>
<td>Green Zone</td>
<td>No crash protection required.</td>
</tr>
</tbody>
</table>
APPENDIX D14
LEVEL 3 LONG TRACK CRASH PROTECTION REQUIREMENTS FOR TRAINING AND COMPETITION (KEF .055 TO <.080)

Placement of Crash Protection

Crash protection is required in the Red Zone and is generally required in the Yellow and Green Zones. Pads should be ruggedly connected to adjacent pads with Velcro at both the fronts and backs of pads. Pads should be positioned and secured so that skaters do not tend to slide under the pads in case of a crash into them, and the weight of the pads must rest on the ice, snow or ground. When pads are placed against obstructions they must be securely attached to the obstructions.

Should additional, or thicker padding be available it should be placed in priority: i) in the Red Zone, starting from the centre of the Red Zone and radiating out towards the ends of the Red Zone, ii) in the Yellow Zone, and iii) in the Green Zone. For more information, see Level 4 Long Track Crash Protection Requirements for Training and Competition.

For guidance on placing multiple layers of pads with different compressibility, consult the Specifications and Guidelines, under item 4, Foam Type Matters and/or the section on Adequate Quality Padding. (http://www.speedskating.ca/long-track-crash-protection)

<table>
<thead>
<tr>
<th>Thickness of Crash Protection (Figure 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Red Zone</strong></td>
</tr>
<tr>
<td>Crash protection must be provided throughout the Red Zone using pads and/or snowbanks. Padding must be at least 66cm (26 inches) thick; snowbanks must have a thickness of at least 1m (39 inches). When covering obstructions within the Red Zone, padding must be 1.2m (4 feet) in height or the height of the obstruction (whichever is shorter).</td>
</tr>
<tr>
<td><strong>Yellow Zone</strong></td>
</tr>
<tr>
<td>So long as there are no obstructions present within 3m of the rink in the Yellow Zone, no pads are required. However, if obstructions are present, they must be covered with at least 35cm (14 inches) of padding or encircled with at least 52.5cm (21 inches) of snow, up to 1.2m (4 feet) in height or the height of the obstruction (whichever is shorter). Even if no obstructions are present, it is good to have some pads or snow in these areas.</td>
</tr>
<tr>
<td><strong>Green Zone</strong></td>
</tr>
<tr>
<td>So long as there are no obstructions present within 2m of the rink in the Green Zone, no pads are required. However, if obstructions are present, they must be covered with at least 15cm (6 inches) of padding or encircled with at least 22.5cm (9 inches) of snow, up to 1.2m (4 feet) in height or the height of the obstruction (whichever is shorter). Even if no obstructions are present, it is good to have some pads or snow in these areas.</td>
</tr>
</tbody>
</table>
Placement of Crash Protection

Crash protection is required in the Red Zone and is generally required in the Yellow and Green Zones (see bottom of page for exceptions). Pads should be ruggedly connected to adjacent pads with Velcro at both the fronts and backs of pads. Pads should be positioned and secured so that skaters do not tend to slide under the pads in case of a crash into them, and the weight of the pads must rest on the ice, snow or ground. When pads are placed against obstructions they must be securely attached to the obstructions.

Should additional, or thicker padding be available it should be placed in priority: i) in the Green Zone, on any side of an obstruction facing the direction of travel of skaters, ii) in the Red Zone, starting from the centre of the Red Zone and radiating out towards the ends of the Red Zone, iii) in the Yellow Zone, and iv) in the Green Zone.

For guidance on placing multiple layers of pads with different compressibility, consult the Specifications and Guidelines, under item 4, Foam Type Matters and/or the section on Adequate Quality Padding. (http://www.speedskating.ca/long-track-crash-protection)

<table>
<thead>
<tr>
<th>Thickness of Crash Protection (Figure 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Red Zone</strong></td>
</tr>
<tr>
<td><strong>Yellow Zone</strong></td>
</tr>
<tr>
<td><strong>Green Zone</strong></td>
</tr>
</tbody>
</table>
APPENDIX D16
LEVEL 5 LONG TRACK CRASH PROTECTION REQUIREMENTS FOR TRAINING AND COMPETITION (KEF ≥ 0.115)

Placement of Crash Protection
Free standing pads are required in the Red Zone and padding is generally required in the Yellow and Green Zones. Pads should be ruggedly connected to adjacent pads with Velcro at both the fronts and backs of pads. Pads should be positioned and secured so that skaters do not tend to slide under the pads in case of a crash into them, and the weight of the pads must rest on the ice, snow or ground. When pads are placed against obstructions they must be securely attached to the obstructions.

Should additional, or thicker padding be available it should be placed in priority: i) in the Green Zone, on any side of an obstruction facing the direction of travel of skaters, ii) in the Red Zone, starting from the centre of the Red Zone and radiating out towards the ends of the Red Zone, iii) in the Yellow Zone, and iv) in the Green Zone.

For guidance on placing multiple layers of pads with different compressibility, consult the Specifications and Guidelines, under item 4, Foam Type Matters and/or the section on Adequate Quality Padding. (http://www.speedskating.ca/long-track-crash-protection)

<table>
<thead>
<tr>
<th>Thickness of Crash Protection (Figure 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Red Zone</strong></td>
</tr>
<tr>
<td>Free-standing crash protection must be provided throughout the Red Zone using pads. Padding must be at least 86cm (34 inches) thick and must be at least 1.2m (4 feet) in height. Any obstructions within the Red Zone which can be removed must be removed or placed at least 3m behind the crash protection provided.</td>
</tr>
<tr>
<td><strong>Yellow Zone</strong></td>
</tr>
<tr>
<td>So long as there are no obstructions present within 3m of the rink in the Yellow Zone, no pads are required. However, if obstructions are present, they must be covered with at least 41cm (16 inches) of padding up to 1.2m (4 feet) in height or the height of the obstruction (whichever is shorter). Even if no obstructions are present, it is good to have some pads or snow in these areas.</td>
</tr>
<tr>
<td><strong>Green Zone</strong></td>
</tr>
<tr>
<td>So long as there are no obstructions present within 3m of the rink in the Yellow Zone, no pads are required. However, if obstructions are present, they must be covered with at least 20cm (8 inches) of padding up to 1.2m (4 feet) in height or the height of the obstruction (whichever is shorter). Even if no obstructions are present, it is good to have some pads or snow in these areas.</td>
</tr>
</tbody>
</table>
### APPENDIX D17

**TEMPERATURE GUIDELINES FOR OUTDOOR COMPETITIONS**

**Mass Start Competition (60 seconds for 500m)**

<table>
<thead>
<tr>
<th>Temp</th>
<th>Wind Max</th>
<th>Feels Like</th>
<th>Skater Speed</th>
<th>Total Speed</th>
<th>Temp Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>-20</td>
<td>54</td>
<td>- 37</td>
<td>30</td>
<td>84</td>
<td>- 38</td>
</tr>
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<td>-30</td>
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</tbody>
</table>

**Olympic Style Competition (40 seconds for 500m)**

<table>
<thead>
<tr>
<th>Temp</th>
<th>Wind Max</th>
<th>Feels Like</th>
<th>Skater Speed</th>
<th>Total Speed</th>
<th>Temp Max</th>
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</thead>
<tbody>
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<td>96</td>
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<td>34</td>
<td>- 35</td>
<td>50</td>
<td>84</td>
<td>- 40</td>
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<td>50</td>
<td>- 42</td>
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</tbody>
</table>
COMMITTEE OPERATING PROCEDURES AND GUIDELINES

Speed Skating Canada

LAST REVISION : June 2013
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Officials Development Committee Standard Operating Procedures

O1-100
Terms of reference for the Chair of the Officials Development Committee and for the Committee itself are specified in article VII-203.

Duties shall include:

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

Certification of Officials

O2-100
Certification of officials shall be carried out in accordance with the OCP.

O2-101
The OCP consists of five levels for Referees and Starters, three levels for Competitors Stewards currently beginning at INT, and three levels for Meet Coordinators, Timers, Finish Line Judges, Announcers, Recorders, and all other officials. Each level has specific technical, practical and performance requirements. Responsibilities for certification are as follows:

a) Certification at Levels 1 and 2 is the responsibility of the Branch. Certification should follow the OCP requirements.

b) Certification at Levels 3, 3B (SSC sanctioned meets) and 3A (Canadian Short Track Championships, Canadian Long Track Championships, Canada East Short Track Championships, Canada West Short Track Championships and Junior Trials) is the responsibility of SSC. All submissions for upgrade to Levels 3, 3B or 3A must include the following information in order to be considered by the ODC:
   i) the nominated officials full name, address and telephone number,
   ii) his/her present level of certification, specialty as well as the level and specialty for which he/she is nominated,
   iii) clinics, including location and date, attended for the level/specialty sought,
   iv) all activity in the specialty concerned during the last three years, ensuring that all experience criteria required by this section are included, even if such experience reaches beyond three years, and
v) at least one assessment by a superior official of the same specialty (in the case of referees, starters and competitors stewards) at an appropriate-level competition, clearly indicating readiness for progression to Level 3, 3B or 3A. For other specialties, assessments produced by national and above referees and coordinators can also be used to meet this requirement.

c) Certification at INT (International Competitions, including Senior Trials and World Cups if annotated ‘W”), and ISU (World Cups, World Championships and Olympic Games) is the responsibility of both the SSC and the I.S.U.

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

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

a) Certification as a Level 3B official shall require attendance at a Level 3 clinic, satisfactory performance as a chief official at four or more SSC sanctioned provincial/regional meets and satisfactory performance as an assistant at two or more SSC sanctioned regional, and national meets.

b) Certification as a Level 3A official shall require instructing a Level 1 clinic (Referees only), satisfactory performance as a chief official at four or more SSC sanctioned provincial/regional meets and satisfactory performance as an assistant at four or more SSC sanctioned national/international meets, supported by at least two comprehensive written assessments made during separate SSC sanctioned regional/national/international meets by different senior officials in the appropriate specialty.

c) Certification as an INT official shall require instructing a Level 2 clinic, attending an I.S.U. clinic, and satisfactory performance as a chief official at four or more SSC sanctioned national/international meets. Candidacy for INT certification must be supported by at least two written assessments made by different INT or 5 officials at separate INT competitions that clearly indicate readiness for upgrade. INT certification is also subject to review and approval of the appropriate ISU Technical Committee.

d) Candidacy for ISU is done by review and approval of the appropriate ISU Technical Committee, which sets qualification requirements. Short Track referees can expect to have spent some time as a ‘W’ certified official.
The Competitors Steward specialty starts at Level 3, 4 and is accessible to experienced Level 3 or above Meet Coordinators and Recorders.

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

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

b) Certification as an INT official shall require attending an I.S.U. clinic or attend an I.S.U. Regional Clinic and satisfactory performance at three or more SSC sanctioned national meets and one or more international meets.

c) Candidacy for ISU is done by review and approval from the ISU Short Track Technical Committee, which committee also sets qualification requirements.

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

a) Certification as a Level 3 official shall require instructing a Level I or II clinic, attendance at a Level 3 clinic, satisfactory performance as a chief official at three or more SSC sanctioned provincial/regional meets and satisfactory performance as a chief official at two or more SSC sanctioned national meets. Should we include international meet as they will not get an assignment to this meet…and you cannot use a WC as a development meet.

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

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

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

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

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

   i) documented proof that the nominated official has acquired at least the minimum experience specified above, subsequent to certification at Level 3B,

   ii) observation and evaluation by senior SSC officials which: confirms superior knowledge of competition processes and applicable rules; verifies superior proficiency in applying these rules at national age-class-equivalent meets; and establishes adequate leadership skills in dealing with skaters, officials and coaches at the same level of competition; and

   iii) sufficient room at Level 3A in the appropriate specialty to ensure regular appointment to national competitions so that currency and proficiency can be maintained.

c) **INT.** This level is reserved for international officials, recommended by SSC and certified by the I.S.U. Much as Level 3B officials within Canada, I.S.U. International List officials are certified and evaluated by the ISU, but are generally assigned competition by their parent organization. SSC’s officials’ credibility with the I.S.U., and consequently its success in advancing officials to the I.S.U. Championship List, depends largely on the observed performance of its international officials. The I.S.U. requires that all its officials speak English fluently. Requirements for upgrading to this level are therefore very demanding.

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

   i) full satisfaction of the minimum criteria specified above,

   ii) extensive and recent experience as chief official at national championships, national competitions and regional championships in appropriate discipline and specialty,

   iii) extensive knowledge and understanding of applicable rules, and consistent outstanding performance in interpreting and applying these same rules at national and international competitions, supported by verbal and written assessments from senior officials in the appropriate specialty,

   iv) demonstrated ability to handle international world-level competitions and competitors, again supported by reports and assessments, and

   v) sufficient room at INT in the appropriate specialty to ensure regular appointment to national and international competitions so that currency and proficiency can be maintained.
d) **ISU.** I.S.U. Championship List officials are selected and certified by the I.S.U. from recommendations made annually by member countries. The list is capped at 25 officials, worldwide, in each specialty. Much the same criteria are used by the I.S.U. technical committees in certifying such officials as by SSC when considering upgrades to INT. Selected officials have historically been consistently visible, current, and obviously proficient at the international level. Performance is assessed via I.S.U. written examinations, active participation in I.S.U. clinics, and international competitions. Very few officials can expect to reach this level of certification.

**Officials’ Clinics**

**O3-100**
National clinics for officials shall be coordinated by the ODC annually, as finances and resources permit, to facilitate the upgrading or certification of National officials and to improve the consistency of officiating across the country.

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

**O3-101**
Assistance shall be given whenever possible to qualified officials to attend I.S.U. officials’ clinics for the purpose of upgrading.

**O3-102**
Level 3 Referees and Starters and Level 3 Competition Stewards and Meet Coordinators are eligible to conduct Level 1 Officials’ clinics.

**O3-103**
Level 3 Officials in each category are eligible to conduct Level 2 clinics for that category.

**O3-104**
INT and ISU Referees are eligible to conduct Level 3 clinics for Referees. INT and ISU Starters are eligible to conduct Level 3 clinics for Starters. Senior Level 3 Meet Coordinators are eligible to conduct Level 3 clinics for Meet Coordinators, Recorders and Clerks of the Course. INT and 5 Competitors Stewards are eligible to conduct Level 3 Competitors Stewards clinics. Finally, Level 3 Timers and Place Judges are eligible to conduct Level 2 clinics in their respective specialty. Referees and Meet Coordinators are eligible to conduct Level 1 Officials’ clinics, as they are the only specialties with direct contact with officials of every specialty.
Nomination of Officials

O4-100
The ODC chair shall annually poll the qualified officials as to their availability and preference to work the designated competitions. This poll shall be taken prior to August 15.

O4-101
Branches and/or competition organizing committees must indicate to the ODC by August 15, their preferences for Referee or Starter.

O4-102
Only fully qualified and current chief officials will be appointed to national and international competitions:

a) SSC will appoint at least two referees, two starters and one Competitors Steward and one Level 3 Recorder/C.S at national Short Track championships and Short Track ranking competitions; at least two referees and two starters at national Long Track age-class championships and Canada Cup competitions; and one referee and one starter at North American Championships (chiefs when the competition is held in Canada, assistants when it is held in the USA), except at North American Marathon Championships, where only one referee is required.

b) In the case of I.S.U. competitions held in Canada, sufficient appointments will be made either by ISU or SSC to serve the needs of the competition, and will include Competitors Stewards for Short track meets

c) In the case of the Canada Winter Games, SSC will appoint at minimum two referees and two starters and one Competitors Steward and one Level 3 Recorder/C.S for Short Track, two referees and two starters for Long Track; and appoint or veto the appointment of the chief officials in every other specialty Stewards for Short track meets

d) In the case of Canadian Championships, Canadian Selection/Ranking and Canada Cup Competitions Organizing Committees should appoint a Level 3 Meet Coordinator

O4-103
Fully certified, as concerns referees, starters and competitors stewards appointments per article O4-102 means:

a) INT or 5 in the appropriate discipline and specialty for the I.S.U. competitions, senior championships, meets with senior selection implications (Canada Cup 1, Short Track rankings competitions), meets at which world records could be established and certified (Oval Finale), and competitions likely to be the object of significant media coverage (Canada Winter Games);

b) At least Level 3A for junior championships, junior selection competitions, age-class championships, and other Canada Cup competitions.
O4-104
Officials’ assignments will be communicated to interested parties as follows:

a) Selected officials will be notified of their appointment(s) by the SSC office no later than November 1st each year. Special documentation (e.g. high-performance bulletin, Canada Games format, ranking lists, etc.) needed to conduct the appropriate competition; a SSC expense claim form; and a statement of financial entitlements along with procedures for arranging travel, accommodation and reimbursement of expenses will be enclosed with the notification. Appointed officials will also be provided with the name of their Meet Coordinator and information on contacting meet organizers.

b) At the same time, the SSC office will also inform Meet Coordinators of officials appointed to their competition; provide them with necessary technical information related to the competition (H-P bulletin, etc.) and advise them of current SSC rates for reimbursing expenses. Address and telephone information on selected officials will be included in the package.

O4-105
SSC will fund travel expenses (transportation, necessary stopovers and necessary meals in transit) for officials appointed pursuant to article O4-102, subparagraphs a and b. All travel arrangements must be arranged or approved by the National Office. Currently, accommodation and meal expenses for officials appointed pursuant to article O4-102 are the responsibility of the respective competition organizing committees. SSC covers all expenses for any official it appoints in excess of those required by article O4-102. Entitlement is at the approved SSC rate for officials (See also O7-103).

Status of Officials

O5-100
The ODC chair shall report on the status of National officials and the OCP to the Board of Directors and to the SSC Annual General Meeting.

O5-101
Branches must submit a list of their Level 1 and 2 officials to the National Office by June 15 of each season. Officials who have not worked during the season must be indicated with an asterisk. Officials remaining inactive for a second consecutive season must be indicated with a double asterisk. Officials remaining inactive for a third consecutive season shall be downgraded one level on the officials list and then can re qualify for their level as per the requirements. Officials who have been inactive for four consecutive seasons shall be removed from the list.

O5-102
Level 3 and higher officials must first serve in an assistant capacity when returning from inactive status.

O5-103
Branches must submit nominations for Level 3 and 3B status to the National Office by April 15 of each season. Properly filled out application forms together with experience profiles and evaluations must accompany the nominations.
O5-104
The ODC will select and review candidates for INT and 5 and, if accepted, will forward recommendations to the I.S.U.

Communication

O6-100
A copy of all sections of the revised SSC information manual shall be mailed to each certified Level 3 or higher Referee, Starter, Meet Coordinator or Recorder and Competitors' Steward prior to the start of each season.

O6-101
A copy of the High Performance Committee Bulletin dealing with long or short track team selection procedures shall be sent to the Meet Coordinator, to the approved Referee, Starter and Competitors Steward for each relevant competition, and to all Level 3A, 4/5 Referees and Starters.

O6-102
All certified INT and ISU Referees, Starters and Competitors Stewards will be sent a copy of current I.S.U. regulations, Officials Handbook Short Track and/or Speed Skating (Long Track) I.S.U. Memorandum as appropriate, and all I.S.U. communications dealing with either speed skating discipline whenever new such publications are issued. They will also be sent any loose-leaf amendments to such documents. Notice shall be sent to all certified Level 3 officials of the availability of current I.S.U. regulations and other applicable information to help keep said officials abreast of any changes.

Development of officials

O7-100
Development of Level 1, Level 2 and Level 3B officials is a Branch responsibility. Notwithstanding the ODC may, as its budget allows, provide appointments to selected Level 3B officials for development, selection and/or evaluation purposes. (see also 07-103) SSC will arrange development opportunities for officials certified at Level 3A and above.

O7-101
The ODC will assist the development of Levels 1, 2 and 3 officials by developing, publishing and maintaining manuals and knowledge, performance and certification standards. These documents will be made available to the Branches.
O7-102
Branches are encouraged to appoint Level 3B officials to assist at Level 3A competitions for development and evaluation purposes and, where no such appointments have been made by SSC, Level 3A officials to assist at INT competitions.

O7-103
Subject to availability of funds, need and availability of targeted officials, the ODC may appoint selected Level 3B officials to assist at designated Level 3A competitions for development purposes, and Level 3A and INT officials to assist at appropriate INT and 5 competitions for development and evaluation purposes. In such case, the ODC will cover travel, accommodation and meal expenses for these officials. (see also O4-105).
SPEED SKATING CANADA AWARDS SYSTEM

1. Jeremy Wotherspoon Male Skater of the Year – Long Track
2. Catriona Le May Doan Female Skater of the Year – Long Track
3. Marc Gagnon Male Skater of the Year – Short Track
4. Female Skater of the Year – Short Track
5. Rising Star Award – Long Track
6. Guy Daignault Rising Star Award – Short Track
7. Doreen Ryan Canadian Long Track Shield
8. Pat Underhill Canadian Short Track Shield
9. John Hurdis Award
10. Jean R Dupre Administrator of the Year Award
11. Rene Marleau Official of the Year
12. Officials Award of Excellence
13. Guy-Marcoux Officials Mentor Award
14. Male and Female Coach of the Year
15. Coaching Excellence Award
16. Peter Williamson Memorial Trust Fund Bursaries
17. SSC Certificates of Excellence (merit)
18. Gagné Family Award
19. SSC Hall of Fame

Skater of the Year Awards

The high performance committee for each discipline will determine the winners of this award with consideration of all performances throughout the current season including World Championships, World Cups and National Competitions.

Rising Star Awards

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 HPCs 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.
Canadian Championships Shield

In 1974 Mr. R.T.F. Thomson of Victoria, B.C., who was Vice-President of the SSC from 1962-66, donated two shields to be awarded for the best provincial/territorial team performance in all Canadian Championship Meets:

**Doreen Ryan Shield** - Canadian Single Distance Championships, Canadian Junior Long Track Championships and Canadian Age Class Long Track Championships

**Pat Underhill Shield** - Canadian Senior Short Track Championships, Canadian Junior Short Track Championships, Canadian Junior Open Selections #2.

Points that qualify for the award are earned in the finals skated for each distance (5-3-2-1) of the official class of the Canadian Championships listed in the SSC Procedures and Regulations.

The Provincial or Territorial Association with the most points earned by its skaters shall be awarded the appropriate shield to hold until the following year’s competition.

Points earned for relay races do not qualify for the team award.

John Hurdis Award - Outstanding Volunteer

This award was established by SSC in 1982 to underline the long and outstanding services rendered by John Hurdis of Toronto to the sport of speed skating.

The award, which will not necessarily be granted every year, will be bestowed upon volunteers who have made an outstanding contribution to the advancement of speed skating at the national level.

Nominations for the award will be solicited from SSC Board of Directors by the SSC Awards Committee with the final selection made by the Board of Directors.

Jean R Dupre Administrator of the Year Award

Any SSC 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

One nomination will be accepted from each Branch.
Rene Marleau Official of the Year

Any SSC member who has demonstrated meaningful, involvement with a Club, Region, Branch, or National Association as an official:

• all officials are eligible

Officials Award of Excellence

The Officials Award of Excellence is awarded to an individual(s) who has/have made long term contributions to the sport of speed skating in the role of an official. The award is given based on the demonstrated ability to assist in the development of officials in the sport, including grassroots to high performance officials. Any SSC volunteer who has demonstrated meaningful involvement with a club, region, Branch, or national association as an official as evidenced by the following:

• Minimum of five years

Guy-Marcoux Officials Mentor Award

The Guy-Marcoux Officials Mentor Award is presented to a speed skating official who demonstrates excellence in mentoring, has been outstanding in supporting, encouraging, and promoting the professional and personal development of speed skating officials.

Male and Female Coach of the Year

Any SSC member who has demonstrated meaningful, long term involvement with a Club, Regional, Branch, or National Association as a coach as evidenced by the following achievements:

• present a positive public image of coaching and the role of the coach
• demonstrate concern for the all–round development of the athlete: assist the athlete to balance sport, social, and educational needs, and develop, through sport, life skills such as confidence, self–discipline, and respect
• demonstrate commitment to coaching education
• full certification at Level 3
• contribute to the advancement of sport by conducting courses, presenting clinics, writing publications, sitting on committees, etc.
• demonstrate organizational and planning skills
• achieve measurable improvement of athlete/team performance

Nominations are invited from those working closely with the coaches (e.g. club executives, athletes, other coaches, parents).
Coaches Awards of Excellence

The Coaches Awards of Excellence are awarded to those who have made contributions to the sport of speed skating in the role of a coach. The award is not given based on the achievement of athletes, but on the demonstrated ability to assist in the development of the athletes and the sport, including grassroots to high performance coaches. Any SSC volunteer who has demonstrated meaningful involvement with a club, regional, Branch or national association as a coach as evidenced by the following:

- Present a positive public image of coaching and the role of the coach
- Full certification at Level 1

The Coaching Development Committee of SSC will select up to three recipients each year.

Peter Williamson Memorial Trust Fund Bursaries

The Board of Directors of Speed Skating Canada unanimously endorsed the establishment of a Trust Fund in memory of Peter Williamson.

Peter was very much aware of the importance of a good education. He was of the opinion that sport and education in different forms can be combined; that the two can truly stimulate each other.

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

Selection Criteria

The awards shall be made to an athlete who;
1. Best combines athletic and scholastic achievement
2. Has the ability to communicate well with the coaches and fellow skaters
3. Shows leadership ability and is a positive role model for other athletes.

The selected nominees for the awards will be ranked and the names of the candidates plus an alternative will be submitted to the Board of Directors for approval.

The amount of the bursaries shall be determined by the Selection Committee based on a set interest rate of 10% earned on the principal amount in the trust fund.

If in the discretion of the Selection Committee, it seems desirable in any year to make more than four awards, the amount of money available may be divided, not necessarily equally between or among qualified candidates.

If in any year, in the judgment of the Selection Committee, there is no candidate of sufficient merit to warrant receipt of the awards, no award need be given in said year and the monies available for bursary will be carried over to the following year and allocated at the discretion of the committee.
Prior to distribution of the bursary monies, winners must register as members of Speed Skating Canada and provide proof of enrolment in an educational institute, or the bursary money involved shall be rewarded to the next qualified candidate or candidates.

The Board of Directors of Speed Skating Canada has the right to modify the terms of the award of bursaries if because of changed conditions it becomes necessary to do so. Such modifications shall conform as closely as possible the expressed intention of the donors in establishing the award, namely to honor Peter Williamson and to recognize his contribution to Canadian speed skating by making awards in his name to deserving and promising athletes.

Speed Skating Canada may make a yearly contribution to the Trust Fund of $2,000 per year or portion thereof, until the trust fund reaches a maximum of $30,000.

Selection Committee

The Selection Committee will be named by the Board of Directors and will include:

- Mrs. Lori Derraugh, representing the donors
- a member of the National or Espoir Coaching Staff in Long Track and Short Track
- a skater representative of the Long Track Team (National or Development) or Short Track Team (National or Development)
- a representative of the Branches of Speed Skating Canada
- the President of Speed Skating Canada or his/her delegate

The names of the successful candidates will be announced at Speed Skating Canada Annual General Meeting.

SSC Certificates of Merit

The SSC Certificates of Merit, instituted in 1984, have their origin in the “Racer Certificates of Merit” established in 1977 by then Editor of the Racer, John Hurdis.

These certificates will be presented annually to honor those persons who have made significant contribution to the furtherance of speed skating in any one, or combination, of the following areas:

- coaching
- administration
- officiating
- growth and development
- public relations
- sponsorship
- research
- special projects

Nominations will be solicited from the SSC Board of Directors and Branch Associations by the SSC Awards Committee, who has the responsibility of selecting the recipients.
Gagné Family Award

This award was established by John V. Sands, former Olympic Speed Skater. The “Gagné Family Award” was first presented in 1996.

This award, which will not necessarily be granted every year, will be bestowed upon a family who have made an outstanding contribution to the development of the sport of speed skating in Canada.

Any Branch of SSC may submit a nomination for this award. The achievements and qualifications of each member of the family nominated will be listed on nomination forms provided by SSC. The nomination forms must be submitted to SSC by January 1 of the year in which the nominee may receive the award. The winners and Branches will be notified within two months if their nominees are successful.

The Selection Committee will include the President of SSC or his/her designated as Chairman of the Committee, John V. Sands, representing the donor and the Branch President with the longest number of years as a SSC member.

The Gagné Family Award will be presented to the winning family at the Annual General Meeting. The award will be a plaque which will be kept at the SSC office. The winner will receive and keep a replica of the plaque.

General

The SSC Awards Committee is responsible for the administration of the SSC Awards Program. The Committee consists of a chairman appointed by the Executive Committee and two other persons who shall be appointed by the chairman, from other areas of Canada.

With the exception of the Canadian Championship Shields, all presentations will be made at the Annual General Meeting in an appropriate setting. Wherever possible, attempts should be made to have award winners present.
HALL OF FAME

In 1965, the delegates of the 78th Annual General Meeting voted to establish the Speed Skating Hall of Fame.

Purpose

The Speed Skating Canada Hall of Fame was established to honor and recognize athletes and volunteers who have made extraordinary contributions to speed skating in Canada and to ensure that these contributions will be remembered for generations to come.

Athletes are recognized for National and International titles, overall World Cup titles, Senior or Junior World records, Senior or Junior World Championship medals, Olympic medals, the leadership role they played and for their contributions to Speed Skating in Canada.

 Builders are recognized for their leadership role as officials or coaches, the realization of their vision as executives of local, provincial, national and international organizations, or as administrators for their stewardship of local, provincial or national programs.

Submission of Nominations for Induction into the Hall of Fame

Each Member Branch of SSC is entitled to submit two (2) names annually for selection into the SSC Hall of Fame. The achievements and qualifications of each nominee shall be listed on nomination forms provided by SSC.

Nominations shall cover, in as great a detail as possible, all relevant accomplishments of the person or persons being nominated. The list of accomplishments shall be supported by documentary evidence. All costs related to the nomination are the responsibility of the nominator. The final decision respecting the eligibility of athletes, teams and builders will be made by the Board of Directors on the basis of the established criteria.

Nominations must be submitted to the SSC national office by the middle of April of the year in which the nominee is to be considered for induction. The Branches will be notified by the SSC national office if their nominee has been accepted for induction into the SSC Hall of Fame. The inductees will receive notice of their induction within a reasonable time period prior to the AGM.

Classifications

The Speed Skating Canada Hall of Fame will have two classifications.

1) Inducted Members

The highest honour is bestowed on members who are inducted into the Hall of Fame, based on long term achievements and involvement, following a nomination process and approval by the Board of Directors. A person can only be inducted once.
2) The Honour Roll of Athletic Achievement

To recognize exceptional one-time athletic achievements, athletes who meet specific criteria, as outlined in section U6-104, will be recorded on the Honour Roll of Athletic Achievement. The same person or team can be recorded several times for different achievements.

Inducted members

Nominations for induction into the Speed Skating Canada Hall of Fame may be submitted in two categories: Athletes and Builders.

1. Athlete

a) Any speed skater or team of speed skaters who has demonstrated exceptional long-term success and leadership qualities in speed skating. Evaluation for induction should be based on the following criteria, using this numerical order as a guide for consideration:

1. Olympic Medals
2. World Records
3. Olympic Games attended and Olympic ranking achieved.
4. World Championship medals
5. World Cup medals
6. International Regional Championship medals
7. National Championship titles
8. National records
9. International or national sports awards
10. Participation in SSC activities as athlete representative on board or committees.

To be eligible, a candidate must show achievements in at least two of the above categories.

b) A Team is defined as three or more athletes competing together in the form of relay or pursuit. A team is considered the same as long as it is composed of the same members. Only members who have skated in at least one race will be recognized as a member of the team. Teams will be identified by the year(s) they competed, the event(s) they participated in and their discipline. The induction of teams applies only to the team collectively and not to its members individually. The names of the team members will be listed for record keeping purposes.

c) Nominations of athletes for induction into the Hall of Fame may be made, at the earliest, four years after the athlete has retired from active competition.

d) A team can be nominated, at the earliest, four years after it competed for the last time in the same composition as a team.
2. Builder

a) Any person who has demonstrated meaningful long term involvement with SSC and has made exceptional contributions to the development of speed skating in Canada, as an executive, administrator, coach or official.

b) The inducted member’s name will be recorded with the specific area of contribution.

c) Only one builder can be inducted into the Hall of Fame per year.

Honour Roll of Athletic Achievement

Any speed skater or speed skating team who wins a Gold, Silver or Bronze medal at a Winter Olympic Games, wins a Senior or Junior World Championship title, wins an overall WorldCup title, or holds an officially recognized Olympic, Senior or Junior World record will automatically be recorded on the honour role of the Speed Skating Canada Hall of Fame.

Recognition

All successful SSC Hall of Fame nominees shall be inducted at the Awards Banquet of the SSC Annual General Meeting and receive a framed Hall of Fame Membership Certificate.

Athletes named to the Honour Roll of Athletic Achievement shall be honoured at the Awards Banquet of the SSC Annual General Meeting following their winning a medal or Championship, and the record holders following the certification of their record by the International Skating Union. Each will receive an Honour Roll Certificate. Members of a team will each receive a copy of the Team Certificate.

Records of achievement

The names of all inductees of the SSC Hall of Fame shall be recorded in the official handbook of SSC on a separate page reserved for inductees including name, place of residence, year inducted, area of contributions and specific achievements.

Skaters named to the Honour Roll of Athletic Achievement shall be recorded in the official handbook of SSC on a separate page including name, place of residence, year named and specific achievement.

Hall of Fame Documentation

If nominations are successful and accepted for induction into the SSC Hall of Fame, Branches will be requested to submit a hard copy or digital photograph of the inductee and a brief summary of the inductee’s accomplishments.

Re-submission

If a nomination is not successful, the Branch may re-submit it in following years. The Board of Directors may request the Branch to provide additional information for a re-submission. A nominee will be considered a maximum of three times by the SSC Board of Directors.