



APPLYING FOR AN SSC EVENT SANCTION IN ICEREG

6 important things to know!

- **Speed Skating Canada (SSC) Event Sanction** applications must be submitted via **IceReg**. Hardcopy applications submitted to SSC via email will not be accepted.
- An application for an **SSC Event Sanction** should be submitted a minimum of **four (4) weeks in advance** of an event.
- Within an application, you can manually save your work by using the blue buttons at the end of each section. Once saved, you can return to the application at any point in the future and continue where you left off.
- After you click the blue buttons at the end of each section, scroll down to view the next section of the application. The form **will not** automatically scroll down.
- Once an application has been submitted, no further changes are allowed.
- A successful **SSC Event Sanction** application can be used as a template for future **SSC Event Sanction** applications.

Before applying for an SSC Event Sanction

- **Create an IceReg account.**
If you already have an IceReg account, that's great, just make sure your cart is empty.
- **Identify the SSC sanction type required for your event.**
SSC Championship, Age Class, Ability, Selection/International, Marathon, or Festival.



- **Collect the following information about your event:**
 - Emergency Action Plan
 - Track Certification
 - Ice-track specifications
 - Facility specifications
 - Medical and safety specifications
 - Venue information
 - Electronic timing
 - Event logo
 - Social media links

After applying for an SSC Event Sanction

- Once an **SSC Event Sanction** application is submitted, the applicant will receive a confirmation email from IceReg.
- Once an **SSC Event Sanction** is approved by SSC, the applicant will then receive an approval email from IceReg.
- *Don't forget to check your junk folder!*

Frequently Asked Questions

Once an SSC Event Sanction application is submitted, how long will it take for approval?

SSC requires approximately 5 to 8 business days to process an application.

Where can I view the status of my application?

From within the applicant's IceReg account:

- *Click on the Dashboard tab (left side of screen)*
- *Click on the Permits tab (left side of screen). Within the Permits tab, the applicant can view an application's status.*

Following approval, where can I access the sanction certificate?

From within the applicant's IceReg account:

- *Click on the Dashboard tab (left side of screen)*
- *Click on the Permits tab (left side of screen)*
- *Click on the arrow at the right of the application*
- *Click on Permit Details*
- *Click on Permit Management*



- *Scroll down to the Supporting Documentation section at the bottom of the page to access the certificate.*

I have questions about an application – who can I contact?

Please reach out to sanctions@speedskating.ca.