

SPEED SKATE NOVA SCOTIA
COMPETITIONS
POLICY AND PROCEDURES

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|---------------------------|--------------|-------------|--------|
| Policy/Procedure Title | Competitions | Policy No.: | NS-102 |
| Approved: | May 7, 2011 | | |
| Current Version Approved: | | Pages: | 8 |

1. OBJECTIVE

1.1 To establish a standard procedure to facilitate hosting and attending competitions.

2. FIELD OF APPLICATION

2.1 This policy applies to directors, coaches, athletes, officials and members of SSNS while engaged in hosting or attending competitions.

3. POLICY STATEMENT

3.1 SSNS provides a fair and safe environment when hosting and attending competitions.

4. PROCEDURES

4.1 For all SSNS and SSC sanctioned competitions held within this Province a registration package is to be sent to all speed skating clubs within the Atlantic Region. The registration package is to include the competition details, individual registration/waiver form, "Appendix A" and a club summary form, "Appendix B".

4.1.1 Registration packages should be sent to all clubs using electronic means.

4.1.2 Each club will be required to submit the club summary form with the requested skater's data to the designated person on or before the due date specified.

4.1.3 Effort should be made to submit club summary form to the designated person by electronic means.

4.2 Nova Scotia skaters will be allowed to use their best previous season times for seeding purposes at their first competition in the current season prior to December 31st. After that date skaters must use the best current season time from competition or if this is their first competition of the season, a time submitted by their coach from a practice within 30 days of the registration deadline.

4.2.1 New skaters attending their first competition will be allowed to submit club posted times and must note them as such on club summary form.

4.2.2 Nova Scotia skaters who competed last season, but do not attend a competition prior to December 31st of the current season must use club posted times and must be noted as such on the registration form.

- 4.2.3 After either of the two previous examples in 4.2.1 and 4.2.2 has been competed, they then must use their best current season times for all subsequent competitions.
- 4.3 For all competitions attended by Nova Scotia skaters it is the responsibility of the person submitting the registration, on behalf of their club, to ensure the times for each skater adheres to Procedure 4.2, or the rules as stated for that particular competition.
- 4.3.1 It is each clubs responsibility to designate a person to manage competition registrations.
- 4.4 For all SSNS and SSC sanctioned competitions held within this Province the individual registration/waiver form for each skater is to be submitted by each participating club at the specified registration time along with full payment for every registered skater, payment for withdrawn skaters is not waived except in extreme medical circumstances at the discretion of the Meet Co-ordinator.
- 4.5 For all competitions held within this Province it will be up to the discretion of the Meet Coordinator(s) and the Chief Recorder to accept or deny registrations not submitted on or before the specified due date.
- 4.6 For all SSNS and SSC sanctioned competitions held within the Province, SSNS will use the official meet software program authorized by SSC.
- 4.7 For all competitions held within this Province it is the responsibility of the Meet Coordinator(s) and Chief Recorder to insure divisions are delineated in accordance with the SSC Long Term Participant Athlete Development (LTPAD) guidelines for the type of competition.
- 4.8 For all SSNS and SSC sanctioned competitions held within the Province skaters will be seeded on the most appropriate distance for that division based on SSC LTPAD principles.
- 4.8.1 Once divisions have been made, it is the responsibility of the Chief Recorder to email a copy of the divisions, and the distances for each division, to each participating club no later than the Wednesday prior to the competition, so that any requested changes can be considered prior to the start of the competition.
- 4.9 For all competitions held within this Province every effort will be made to provide the appropriate distances based on SSC LTPAD guidelines for each division.
- 4.10 For all SSNS and SSC sanctioned competitions held within this Province SSC Procedures and Regulations for each type of competition, in regards to number on the line, advancement from qualifying heats, distances raced, point system, manual times, safety equipment required, disqualifications and all other rules shall be followed.

- 4.11 For all SSNS and SSC sanctioned competitions held within this Province medals will be award to the top three (3) male and female skaters in each division. If there is a tie for any one placing, the additional medals will be awarded for that placing.
- 4.12 For all SSNS and SSC sanctioned competitions held within this Province final competition results will be prepared and submitted to each participating club within 24 hours of the end of the competition. Submission to SSC of protocol and copy of Meet Manager .pat file as required by sanction shall also be submitted within 24 hours of the end of the competition.
- 4.13 For all SSNS and SSC sanctioned competitions held within the Province the List of Officials Form, "Appendix C", is to be completed by the hosting club(s) and submitted to the SSNS Director of Officials within 48 hours of the end of the competition. Notification of participation should also be sent to the Branch of any out of province officials.
- 4.14 For all SSNS and SSC sanctioned competitions medical personnel and equipment will be in place at all times during the competition as per guidelines set by SSC's Hosting Manual.
 - 4.14.1 The Meet Coordinator is responsible to complete all required injury reports.
- 4.15 The Meet Co-ordinator is responsible to submit all required documentation to recognize SSC Records at SSC sanctioned competitions that are held in this Province.

5 REVIEW AND APPROVAL

- 5.1 The Board of Directors of SSNS shall review this policy on an annual basis.
- 5.2 This policy was approved May 7, 2011

APPENDIX A

SSNS SANCTIONED COMPETITION – SKATER REGISTRATION FORM

Hosting Club: _____
Title of Competition: _____
Date: _____
Location: _____
Meet Co-ordinator: _____ SSC Sanction: Yes ___ No ___
Telephone: _____ Advancement: _____
Email: _____
Send Registrations To: _____ Relays: Yes ___ No ___
Registration Fee: _\$ _____ Family \$ _____
Registration Deadline: _____ **No Late Registration Accepted**

Clubs, please make one cheque payable to: _____
Clubs registering skaters without a helmet cover number must provide a bond cheque payable to SSNS, in the amount of \$20 per registered skater which will be returned upon return of all helmet covers at the end of the competition.

Check-in: _____ Warm up Starts: _____
Officials Meeting: _____ Racing Starts: _____

THIS COMPETITION IS AN SSNS SANCTIONED _____ MEET

Name: _____ Gender ___ Racing # _____ Health # _____
Address: _____
Club: _____
Telephone: _____ Date of Birth (y/m/d) _____

The skater's best times are recorded in the Meet Manager Database and only these times are used to seed the meet, unless you are registering a new skater.

By signing this entry form I hereby, for myself, my heirs, executors, administrators and assigns, waive and release any and all right and claims for damages I may have against **the Venue**, Speed Skating Canada, Speed Skate Nova Scotia, **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**, Nova Scotia, Canada.

I hereto set my hand this _____ day of _____, 20_____.

Signature of Registrant (or parent/guardian if skater under the age of 18)

APPENDIX B

CLUB SUMMARY REGISTRATION FORM

Competition: _____

Club: _____

Contact Person: _____

Telephone: _____

Email: _____

| SSC# | Helmet Cover | Last Name | First Name | Birthday yy/mm/dd | Age Class | M/F | TIMES | TIMES |
|------|--------------|-----------|------------|----------------------|--------------|-----|-------|-------|
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Please complete the form in alphabetical order and return to:

Name: _____

Email: _____

Fax: _____

Phone: _____

APPENDIX C
LIST OF COMPETITION OFFICIALS

Competition Name: _____ Date: _____
Sanctioned by: _____

| Position | | Name | Telephone | Email | Level | Remarks |
|------------------------|---|------|-----------|-------|-------|---------|
| Meet Coordinator | | | | | | |
| Chief Referee | | | | | | |
| Assistants | 1 | | | | | |
| | 2 | | | | | |
| | 3 | | | | | |
| Chief Starter | | | | | | |
| Assistants | 1 | | | | | |
| | 2 | | | | | |
| Chief Recorder | | | | | | |
| Assistants | 1 | | | | | |
| | 2 | | | | | |
| | 3 | | | | | |
| Track Stewards | 1 | | | | | |
| | 2 | | | | | |
| | 3 | | | | | |
| | 4 | | | | | |
| Chief Electronic Timer | | | | | | |
| Assistant | 1 | | | | | |
| Clerk of Course | | | | | | |
| Assistants | 1 | | | | | |
| | 2 | | | | | |
| Chief Line Judge | | | | | | |
| Assistants | 1 | | | | | |
| | 2 | | | | | |
| | 3 | | | | | |
| | 4 | | | | | |
| | 5 | | | | | |
| | 6 | | | | | |
| Chief Timer | | | | | | |
| Assistants | 1 | | | | | |
| | 2 | | | | | |
| | 3 | | | | | |
| | 4 | | | | | |
| | 5 | | | | | |
| | 6 | | | | | |
| Chief Lap Counter | | | | | | |
| Assistants | 1 | | | | | |

| | | | | | | |
|-----------|---|--|--|--|--|--|
| | 2 | | | | | |
| Announcer | | | | | | |
| Runners | 1 | | | | | |
| | 2 | | | | | |
| | 3 | | | | | |