

Speed Skate Nova Scotia

Policy Title: Officials Policy	Policy No: 700-1
Approved: Current version approved: Date of last review:	Pages: 9

1. OBJECTIVE

- 1.1. To ensure that Speed Skate Nova Scotia (SSNS) constantly has in its ranks a sufficient number of qualified officials of all levels of competency to officiate in local, regional, and provincial competitions, in both short track and long track speed skating.
- 1.2. To promote the advancement of Nova Scotia officials to Speed Skating Canada Level III and above.

2. FIELD OF APPLICATION

- 2.1. This Policy applies to SSNS members at all levels who participate as officials in the programs of Speed Skate Nova Scotia.

3. DEFINITIONS

- 3.1. The following responsibilities are included in the definition of **Official**:

- Announcer
- Clerk of the course / Heat Box Clerk
- Competitors Steward
- Electronic Timer
- Finish Line Judge
- Lap Recorder
- Meet Coordinator
- Photo Finish Line Judge
- Recorder / Computer Recorder
- Referee
- Starter
- Timer
- Track Steward

- 3.2. **Education**: to develop by formal instruction and supervised practice.

- 3.3. **Training**: to attain knowledge through experience.

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3.4. **Ethical Standards:** written criteria, which describe the accepted professional standards of conducts for officials.

4. PRINCIPLES

4.1. SSNS believes competent officials are necessary for providing quality competitions, which enhance the competitive experience for all participants.

4.2. SSNS believes officials must have specific education and practical training in order to support the competitive aspect of the sport, which fits in the overall development of the athletes.

4.3. SSNS believes evaluations of officials should be conducted in an objective manner and that feedback on performance is valuable for development.

4.4. SSNS believes it is important to provide standards for officials, in order to ensure that the quality of officiating is consistent and that those standards follow the ones set by Speed Skating Canada.

4.5. SSNS believes recognition is an important part of an officials program.

5. POLICY STATEMENT

5.1. Speed Skate Nova Scotia is committed to the development of qualified officials through education, training, ethical standards, evaluation, recognition and opportunities for officials at all levels.

6. PROVISIONS

6.1. Officials Committee mandate:

6.1.1. The Officials Committee is responsible for the development, support and oversight of officials in Nova Scotia. It will work with the provincial clubs to ensure that there are sufficient qualified officials to support the competition program in the province, and that training and development opportunities are available to officials in the province.

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6.1.2. The committee will work in collaboration with the New Brunswick, Prince Edward Island, and Newfoundland associations to share resources for officials development wherever possible, and will liaise with the Officials Development Committee of Speed Skating Canada regarding its national officials development program, and to update the national database of officials.

6.1.3. The committee is responsible for advising the Finance Committee of the resources needed to fund these activities, for working with the Finance Committee on the development of funding submissions, and for administering the funds included in the committee's budget.

6.1.4. The committee will include representatives from each of the clubs in Nova Scotia, and will select its chair from among its membership.

6.2. Education and Training

6.2.1. SSNS, through Officials Committee, will establish a development plan to address provincial needs for officials, including plans for formal instructional clinics and practical experience.

6.3. Ethical Standards

6.3.1. All officials engaged in officiating activities of SSNS must commit to the Officials Code of Conduct found in the Speed Skating Canada Ethics and Code of Conduct Policy.

6.4. Evaluation

6.4.1. The technical and practical requirements and evaluations outlined in Appendix I will be required for certification of officials at Levels I and II. Certification at higher levels is the responsibility of Speed Skating Canada.

6.4.2. Officials engaged in evaluating officials for certification should provide feedback to those officials to assist them in their development.

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6.5. Certification Process

- 6.5.1. Meet Coordinators should provide a list of officials who worked at each meet, and the specific roles that they performed, to the Officials Committee for purposes of tracking experience.
- 6.5.2. Officials who wish to advance to higher levels should advise the Officials Committee, and refer to the requirements outlined in Appendix I.
- 6.5.3. Officials who are working on certification at higher levels should keep the Officials Committee informed of any clinics or experience completed.
- 6.5.4. Officials should request any evaluations from the appropriate official before the meet where the evaluation would be conducted.

6.6. Assignment of Officials

- 6.6.1. The Competition Committee is responsible for advising the Officials Committee at the beginning of the season of the competition schedule for the upcoming season. The Officials Committee will share the schedule with SSNS officials for planning purposes.
- 6.6.2. For development purposes, the Officials Committee will assign the Chief Referee and Chief Starter for all sanctioned meets in Nova Scotia. These will be certified at a minimum of Level II, except in the case of a Level I Official who is working under supervision for purposes of certification at Level II.
- 6.6.3. Where no SSNS Level II Referee or Starter is available to work at a sanctioned meet, the Meet Coordinator is responsible for bringing in a Level II or higher replacement from another province. The Officials Committee will provide suggested contacts for this purpose.
- 6.6.4. SSNS will provide a list of certified officials to Meet Coordinators, who are responsible for arranging for all other officials to work at meets they are organizing.

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6.7. Funding

6.7.1. The Officials Committee will establish officials program priorities and submit an annual budget for approval by the SSNS Board. Funding may be available from Meet Sanction fees, Participation funding, Performance Pathway funding or other funding sources as appropriate.

6.8. Recognition

6.8.1. Formal recognition activities will be undertaken by the Officials Committee.

7. REVIEW AND APPROVAL

7.1. The Speed Skate Nova Scotia Board of Directors will review this policy every five years.

7.2. Original Policy Lead: Stephen MacMurray

7.3. Current Policy Lead:

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APPENDIX I

MINIMUM REQUIREMENTS - MEET COORDINATOR			
LEVEL	TECHNICAL	PRACTICAL	PERFORMANCE
I	* Level I Clinic	* Assist at 1 or more non-sanctioned meets	* Satisfactory evaluation from Level II or higher Meet Coordinator
		* Assist at 1 or more provincial/regional sanctioned meets	* Review and approval from Branch
II	* Level II Clinic	* Chief at 2 or more provincial/regional sanctioned meets	* Satisfactory evaluation from Level 3 or higher Meet Coordinator or Referee
		* Assist at 2 or more SSC sanctioned meets	* Review and approval from Branch

*This chart shows the minimum activities that meet coordinators must complete to be considered for certification at each level. It is expected that meet coordinators will do additional meets to ensure they broaden their experience base.

* The requirements for each level are new, not cumulative from previous levels.

MINIMUM REQUIREMENTS - RECORDER			
LEVEL	TECHNICAL	PRACTICAL	PERFORMANCE
I	* Level I Clinic	* Assist at 1 or more non-sanctioned meets	* Satisfactory evaluation from Level II or higher Chief Recorder
		* Assist at 1 or more provincial/regional sanctioned meets	* Review and approval from Branch
II	* Level II Clinic	* Chief at 2 or more provincial/regional sanctioned meets	* Satisfactory evaluation from Level 3 or higher Recorder or Referee
		* Assist at 2 or more SSC sanctioned meets	* Review and approval from Branch

*This chart shows the minimum activities that recorders must complete to be considered for certification at each level. It is expected that recorders will do additional meets to ensure they broaden their experience base.

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MINIMUM REQUIREMENTS – TIMER/FINISH LINE JUDGE			
LEVEL	TECHNICAL	PRACTICAL	PERFORMANCE
I	* Level I Clinic	* Assist at 1 or more non-sanctioned meets	* Satisfactory evaluation from Level II or higher Chief Timer/Finish Line Judge
		* Assist at 1 or more provincial/regional sanctioned meets	* Review and approval from Branch
II	* Level II Clinic	* Chief at 2 or more provincial/regional sanctioned meets	* Satisfactory evaluation from Level 3 or higher Timer/Finish Line Judge or Referee
		* Assist at 2 or more SSC sanctioned meets	* Review and approval from Branch

*This chart shows the minimum activities that timers / finish line judges must complete to be considered for certification at each level. It is expected that timers / finish line judges will do additional meets to ensure they broaden their experience base.

* The requirements for each level are new, not cumulative from previous levels.

MINIMUM REQUIREMENTS - ANNOUNCER			
LEVEL	TECHNICAL	PRACTICAL	PERFORMANCE
I	* Level I Clinic	* Assist at 1 or more non-sanctioned meets	* Satisfactory evaluation from Level II or higher Meet Coordinator
		* Assist at 1 or more provincial/regional sanctioned meets	* Review and approval from Branch
II	* Level II Clinic	* Chief at 2 or more provincial/regional sanctioned meets	* Satisfactory evaluation from Level 3 or higher Meet Coordinator or Referee
		* Assist at 2 or more SSC sanctioned meets	* Review and approval from Branch

*This chart shows the minimum activities that announcers must complete to be considered for certification at each level. It is expected that announcers will do additional meets to ensure they broaden their experience base.

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MINIMUM REQUIREMENTS - LAP RECORDER/LAP SCORER, TRACK STEWARD & CLERK OF THE COURSE/HEAT BOX CLERK			
LEVEL	TECHNICAL	PRACTICAL	PERFORMANCE
I	* Level I Clinic	* Assist at 1 or more non-sanctioned meets	* Satisfactory evaluation from Level II or higher Meet Coordinator, Referee or Official of the respective discipline
		* Assist at 1 or more provincial/regional sanctioned meets	* Review and approval from Branch
II	* Level II Clinic	* Chief at 2 or more provincial/regional sanctioned meets	*Satisfactory evaluation from Level III or higher Meet Coordinator, Referee or Official of the respective discipline
		* Assist at 2 or more SSC sanctioned meets	* Review and approval from Branch

*This chart shows the minimum activities that lap recorders/lap scorers, track stewards and clerks of the course/heat box clerks must complete to be considered for certification at each level. It is expected that lap recorders/lap scorers, track stewards and clerks of the course/heat box clerks will do additional meets to ensure they broaden their experience base.

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MINIMUM REQUIREMENTS - REFEREE			
LEVEL	TECHNICAL	PRACTICAL	PERFORMANCE
I	* Level I Clinic	* Assist at 1 or more non-sanctioned meets	* Satisfactory evaluation from Level II or higher Chief Referee
		* Assist at 1 or more SSC sanctioned meets (provincial/regional level)	* Review and approval from Branch
II	* Level II Clinic	* Referee at 4 or more provincial/regional sanctioned meets	* Satisfactory evaluation from a Level III or higher Referee
		* Assistant at 2 or more SSC sanctioned meets (provincial/regional level)	* Review and approval from Branch

*This chart shows the minimum activities that referees must complete to be considered for certification at each level. It is expected that referees will do additional meets to ensure they broaden their experience base.

* The requirements for each level are new, not cumulative from previous levels.

MINIMUM REQUIREMENTS - STARTER			
LEVEL	TECHNICAL	PRACTICAL	PERFORMANCE
I	* Level I Clinic	* Starter at 1 or more non-sanctioned meets	* Satisfactory evaluation from Level II or higher Chief Starter
		* Starter at 1 or more SSC sanctioned meets (provincial/regional level)	* Review and approval from Branch
II	* Level II Clinic	* Starter at 4 or more provincial/regional sanctioned meets	* Satisfactory evaluation from a Level III or higher Starter
		* Starter at 2 or more SSC sanctioned meets (provincial/regional level)	* Review and approval from Branch

*This chart shows the minimum activities that starters must complete to be considered for certification at each level. It is expected that starters will do additional meets to ensure they broaden their experience base.

* The requirements for each level are new, not cumulative from previous levels.