



— ONTARIO —
SPEED SKATING
— ASSOCIATION —

Information Manual

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Please note, changes to the By-Law, adopted in May 2012, are highlighted in red and underlined.

SECTION A – ADMINISTRATION REGULATIONS

ARTICLE A1: PREAMBLE

- A1.01 The Ontario Speed Skating Association (hereafter referred to as "the Association" or OSSA") is a Corporate Body in the Province of Ontario, Canada, whose activities are governed by the following documents:
- a. The Corporations Act (Ontario);
 - b. The Letters Patent of the Corporation, which has Ontario Corporation No. 469308, that was issued on March 6, 1981;
 - c. By-Law No. 1 as amended from time to time;
 - d. Any other by-laws from time to time adopted by the Association;
 - e. OSSA Regulations published in the Information Manual; and
 - f. Technical bulletins that may be published from time to time. Such bulletins are normally published annually and remain in force for the skating season in which they are published.
- A1.02 In the event of conflict between any of the documents governing the Association, the order of precedence as set out in Article A1.01 shall prevail.
- A1.03 The Association is an independent entity, being the sports governing body for long blade skating and speed skating in the Province of Ontario.
- A1.04 The Association is a Branch member of the Speed Skating Canada (hereafter referred to as "SSC"), which is the National sports governing body for long blade and speed skating in Canada. As a Branch member, the Association is subject to the Constitutional documents of SSC relating to National and International skating, and to SSC's regulations regarding National administration.

ARTICLE A2: APPLICATION

- A2.01 These Regulations are membership-agreed measures that govern the operation of the Association. They are binding on all members and affiliated clubs so far as provincial matters are concerned.

ARTICLE A3: AMENDMENT OF THE REGULATIONS

- A3.01 The Regulations are divided in two sections as follows:

Section A: Administrative Regulations
 Section B: Competition Regulations

- A3.02 The enactment of a regulation, an amendment to an existing regulation, or a repeal of an existing regulation, must be:
- approved by a resolution of the Board; and
 - confirmed at a General Meeting called for the purpose of considering the by-law; or,
 - confirmed in writing by all the Members entitled to vote at a General Meeting; or,
 - if not confirmed in the meantime, then, confirmed at the next Annual General Meeting.
- A3.03 A regulation, an amendment to an existing regulation or a repeal of an existing regulation is effective:
- when passed and confirmed as in A3.02; or
 - until the next Annual General Meeting if passed by the Board but not confirmed at a General Meeting; and
 - if applicable, the approval of the appropriate Ministry of the Government of the Province of Ontario is obtained.
- A3.04 Amendments to the Regulations may be proposed by the Board, by Committees of the Association, and by clubs in good standing with the Association. Proposed amendments must be forwarded in writing to the OSSA office, with copies to the President, and in the case of amendments to the Competitions Section, to the Vice-President Technical Programs Administration. Each proposal must contain the exact text of the proposed amendment, appropriate justification and any necessary supporting documentation. The OSSA office must receive proposed amendments at least sixty (60) days before the AGM.
- A3.05 Prior to the AGM, the Vice-President Finance and Administration shall review any proposed amendments to the Administration Section and shall provide a recommendation on the disposition of any proposed amendment.
- A3.06 Prior to the AGM, the Technical Committee shall review any proposed amendments to the Competitions Section. The Technical Committee shall provide its recommendation on the disposition of any proposed amendment.
- A3.07 The list of proposed amendments shall be forwarded in writing to the Affiliated Clubs not less than twenty-one (21) days prior to the AGM.

ARTICLE A4: ORGANIZATION AND DUTIES

- A4.01 The Organization Chart of the Association is set out in the schedule attached as Annex A1.
- A4.02 The responsibilities and duties of the members of the Board of Directors are set out in Annex A2.
- A4.03 Conflict of Interest Guidelines for the Board of Directors and Committee members are set out in Annex A3
- A4.04 The Technical Committee shall be responsible for:
- a. appointing members of the Association to the Provincial Training Squad or the Canada Winter Games Development Squad for a particular year;
 - b. choosing members of the Association to represent the Association and the Province of Ontario at National, North American or International championship competitions or at the Canada Winter Games in a particular year, and deciding which, if any, of the members so chosen will receive funding from the Association to attend any of the aforementioned competitions;
 - c. publishing, by October 1st of each year,
 - d. the criteria applicable for selection to various teams during the coming year,
 - e. the qualifying and selection criteria for selecting and funding members to various championships during the coming year including, where applicable, the Ontario Winter Games,
 - f. the funding policy for the coming year, and
 - g. any special format or requirement applicable to OSSA-sanctioned selection competitions during the coming year.

ARTICLE A5: DUES, FEES, SPECIAL ASSESSMENTS

- A5.01 The dues, fees and special assessments of the Association are set out in Annex A4 and any changes thereto must be approved in accordance with Article 16 of By-Law No. 2 of the Association.
- A5.02 A notice of the schedule of fees shall be sent to the President of each affiliated club by either the Vice President Finance and Administration or the Director prior to August 1 of each year.
- A5.03 The payment for any such dues, fees or special assessments by an affiliated club or person shall be sent to the Director or Vice President Finance and Administration together with supporting forms or documentation.

- A5.04 The Director or the Vice President Finance and Administration shall verify that the amounts so paid are correct.
- A5.05 If the amount of any such payment or if supporting documents are incorrect, the Director or the Vice President Finance and Administration shall return the payment and supporting documents to the originator who shall make the necessary corrections or revisions and return the corrected material to the OSSA office or to the Vice President Finance and Administration.

ARTICLE A6: MEMBERSHIP DUES

- A6.01 A season begins April 1st of any given calendar year and shall last until March 31st of the following calendar year. Membership paid in one season expires on December 31st of the following season.
- A6.02 Each affiliated club is responsible for the collection of the fees, dues and special assessments detailed in Annex A4 and for the transmission of these fees to the OSSA office or the Vice President Finance and Administration and for registration of members on the Speed Skating Canada (SSC) database.
- A6.03 Each affiliated club shall pay to the Association the appropriate fees and special assessments detailed in Annex A4 as follows:
- a. Club fees (Affiliation and liability insurance) by December 1,
 - b. Membership fees (individual and family fees) within 60 days of registration on the SSC database but no later than March 31, and,
 - c. Competition fees (sanction and check-in fees) within 30 days of the last day of the competition.
- A6.04 No skater shall participate in an event sanctioned by the Association unless his/her membership fees have been paid and the individual has been registered on the SSC database.

ARTICLE A7: FINANCIAL AFFAIRS

- A7.01 Expenses shall be paid in accordance with the expense guidelines approved by the Board of Directors from time to time.
- A7.02 No payment of expenses shall be made unless an expense voucher form (attached as Annex A5) is completed and forwarded to the Director or to the Vice President Finance and Administration.

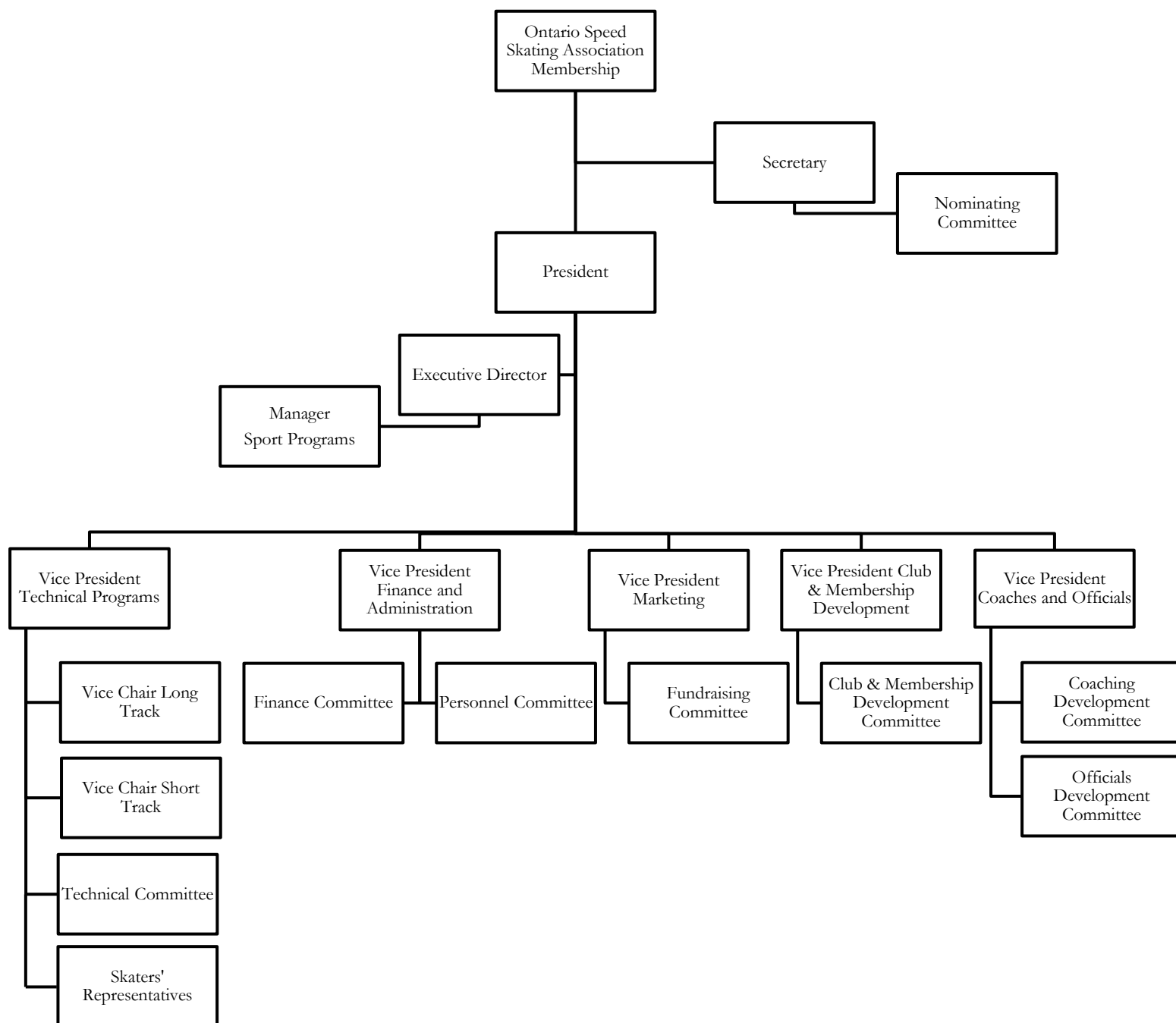
- A7.03 The Director or the Vice President Finance and Administration shall review the completed voucher form and authorize the payment of the expenses set out therein, save and except unusual expenses which have not been approved by the Board of Directors or not previously included in the annual Budget approved by the Board of Directors.

ARTICLE A8: APPEALS

- A8.01 Any decision by a Committee which concerns the *interpretation* of selection or funding criteria may be appealed by the member of the Association affected thereby, by filing a Notice of Appeal with the Secretary or President of the Association within thirty (30) days of the date of receipt of the notice (written or oral) of the decision of the Committee.
- A8.02 A Notice of Appeal must be received in writing and accompanied by a \$250 deposit, which will be refunded if the appeal is successful. If the appeal is not successful the deposit will be returned less the costs of hearing the appeal. Costs may include teleconferencing fees, travel costs and administrative fees.
- A8.03 The appealed decision shall be reviewed within thirty (30) days of the date upon which the Notice of Appeal is so received, by the Board of Directors.
- A8.04 A representative of the Committee whose decision is being appealed and the member who files the Notice of Appeal shall be entitled to make submissions verbally and/or in writing during the course of the appeal.
- A8.05 The issue shall be decided by a Simple Majority of the votes cast by the Board on the issue.
- A8.06 The President of the Association shall notify the member and the Chair of the committee so affected, in writing, of the results of the appeal and the reasons therefore within fourteen (14) days of the date of the hearing of the appeal.
- A8.07 The decision of the Board shall be final and binding on the Association and on the Member who filed the Notice of Appeal.

ANNEX A1: OSSA ORGANISATIONAL CHART

Note: The Board reports directly to the membership at the Annual General Meeting or Special Meeting. The Secretary reports directly to the membership at the Annual General Meeting or Special Meeting, but is appointed by The Board.



ANNEX A2: JOB DESCRIPTIONS, BOARD STRUCTURE

PRESIDENT

1. is responsible to the Board of Directors for all programs and activities of OSSA and for the smooth and efficient operation of OSSA:
 - serves as an ex officio member of all Committees
 - oversees the activities of the Vice Presidents and has veto option for any and all decisions of individual Board members so that these decisions may be brought to the Executive Committee by means of a meeting or conference phone call for reconsideration and Executive Committee approval or denial
 - plans and co-ordinates the activities of the Executive and Board
 - serves as liaison between OSSA and SSC
 - performs ceremonial and honorary activities on behalf of OSSA
 - Performance and Review Committee Chairperson

VICE-PRESIDENT FINANCE AND ADMINISTRATION

2. is responsible to the President for the smooth and efficient administration of OSSA and for all financial aspects of OSSA
 - liaises, as required, with SSC
 - in conjunction with the Director, and as a member of the Finance Committee, coordinates and manages the budget
 - in conjunction with the Director, develops the budget for the administration/financial area prior to the incoming fiscal period
 - Chairperson of the Personnel Committees (a. Director, b. other OSSA employees)

VICE-PRESIDENT CLUB AND MEMBERSHIP DEVELOPMENT

3. is responsible to develop the sport with regards to starting new clubs and ensuring existing clubs are strong
 - keeps clubs informed of where and how new equipment may be obtained
 - in conjunction with the Director, develops the budget for the Development area prior to the incoming fiscal period
 - liaises with SSC Club and Membership Development personnel
 - oversees the membership processing details
 - Volunteer Recognition Program
 - Volunteer Development Program

- Chairperson of Club and Membership Development Committee
- Chairperson of Risk Management Committee

VICE-PRESIDENT TECHNICAL PROGRAMS ADMINISTRATION

4. is responsible for the welfare and development selection of the Provincial Training Team, Development Team and makeup of special teams, for special rules applicable to OSSA sanctioned competitions and championships
 - chairs the Technical Committee
 - oversees the development of sanction criteria and the granting of sanctions
 - oversees the development and implementation of selection criteria
 - oversees the development and implementation of competition formats and rules for OSSA sanctioned competitions
 - recommends team managers to accompany Ontario teams
 - in conjunction with the Director, develops the Technical budget prior to the incoming fiscal year
 - is responsible for establishing a process for determining the calendar of events for the coming seasons and overseeing its implementation
 - liaises with appropriate SSC personnel
 - oversees the production of OSSA technical bulletins

VICE-PRESIDENT MARKETING

5. is responsible for the promotion and marketing of speed skating throughout the Province, working closely with the Zone Representatives and clubs to assist them in promoting the sport
 - in conjunction with the Director, develops the budget for the Marketing area prior to the incoming fiscal year
 - liaises, as required, with SSC
 - oversees the publishing of the OSSA newsletter
 - oversees OSSA's merchandise program
 - coordinator of the Fundraising Committee

VICE-PRESIDENT COACHING AND OFFICIATING

6. is responsible for the development and welfare of coaching and officiating throughout the Province, working closely with the Coaching Development Committee Chair, Officials Development Committee Chair and clubs to assist them achieving this goal
- in conjunction with the aforementioned Chairs, develops the budget for the Coaching and Officiating Development Committees prior to the incoming fiscal year
 - liaises, as required, with SSC
 - oversees the activities of the Coaching Development Committee
 - oversees the activities of the Officials Development Committee

Vice Chair in Technical Committee – Long Track

The person in this position answers to the Vice-President Technical Programs Administration and is responsible for helping the Vice President in all aspects of long track speed skating. The tasks of the Vice Chair in Technical Committee for long track include:

- Be a member of the Technical Committee
- Lead the development of sanction criteria
- Lead the development/maintenance of ranking of long track athletes
- Leads, develops and assists in implementation of competition formats and rules for OSSA sanctioned long track competitions
- Assists in the production of the OSSA technical bulletins
- Assists in responding to member inquiries regarding Long Track
- Assists in determining selection criteria for national events.

Vice Chair in Technical Committee – Short Track

The person in this position answers to the Vice President Technical Programs Administration and is responsible for helping the Vice President in all aspects of short track speed skating. The tasks of the Vice Chair in Technical Committee for short track include:

- Be a member of the Technical Committee
- Lead the development of sanction criteria
- Lead the development/maintenance of ranking of short track athletes
- Leads, develops and assists in implementation of competition formats and rules for OSSA sanctioned short track competitions
- Assists in the production of the OSSA technical bulletins
- Assists in responding to member inquiries regarding Short Track
- Assists in determining selection criteria for national events.

EXECUTIVE DIRECTOR

POSITION DESCRIPTION

The Ontario Speed Skating Association's strategic approach is athlete centered and coach driven with its administration designed to support that approach. Within this context, the Executive Director is responsible to the Board of Directors for the operational leadership and management of the Association.

REPORTING AND RESPONSIBILITIES

The Executive Director reports through the President to the Board of Directors of the Ontario Speed Skating Association. The Executive Director reports to the portfolio Vice-Presidents with respect to the implementation of portfolio policies and programs.

Responsibilities include management of the office staff, liaising with internal and external stakeholders, technical support, financial management, fundraising, the marketing of speed skating and speed skating merchandise, the formation of new clubs, membership growth and such other duties, as may be assigned from time to time, related to the effective and efficient administration of the Association.

KEY ACTIVITIES

Performs the duties of an Executive Director of the Association by being responsible for:

- Organizing and managing the affairs of the Association in conjunction with the President and the portfolio VPs including:
 - i. Adherence to the administrative mechanisms detailed in the Association's By-law, Information Manual and Office Manual
 - ii. Organizing, attending and participating in meetings of the Board and the members
 - iii. Communicating and distributing accurate information to the Association's Board of Directors and members
 - iv. Maintenance and development of the Association's website and newsletter
 - v. Identification and implementation of new and appropriate office systems and policies
- Management of the office staff including:
 - i. Responsibility for the Office Coordinator, Director of Student Programs and other staff
 - ii. Preparation of job descriptions and management of the hiring process
 - iii. Administration of the personnel policy detailed in the Office Manual including performance evaluations
- Maintaining positive relationships and liaising with, and communicating and distributing accurate information to, internal and external stakeholders including:
 - i. Federal, provincial and municipal governments and officials in Ontario
 - ii. Speed Skating Canada and other member branches of SSC
 - iii. Association's club executives and members
 - iv. Media including newspapers, television, public relations and relevant internet sites
 - v. Professionals such as accountants, auditors and lawyers

- Technical support by:
 - i. Acting as staff liaison to, the Coaching Committee, Officials Committee and Technical Committee and coordinating meetings and conference calls.
 - ii. Safeguarding databases provided by the Coaching Committee, Officials Committee and Technical Committee of coaches, officials and athlete results respectively within OSSA files.
 - iii. Appropriate issuance of race sanctions and athlete registrations and contracts per OSSA policies.
- Club and membership development by:
 - i. Ensuring that the V-P Club and Membership Development is assisted in executing other activities designed to encourage the growth of membership in Ontario
 - ii. Implementing club and membership development programs and policies established by the Club and Membership Development Committee for the identification, establishment, and growth of new and existing clubs
- Financial management of the Association including:
 - i. Preparation and everyday management of the annual budget
 - ii. Approval of cheque requisitions
 - iii. Appropriate payment of expenses and invoices
 - iv. Monthly reporting to the Board on the financial status of the Association
 - v. Club and member registration statistics
 - vi. Management of insurance policies including liability, accident, property and directors and officers liability
 - vii. Management of securities such as GICs and money market funds
 - viii. Liaising with the VP Finance and Administration to ensure the smooth and efficient operation of the Association's administrative and financial procedures
 - ix. Cooperation and supportive interaction with the auditor in the annual audit process
- Fund-raising by providing support to the President and Vice President Marketing in the:
 - i. Preparation and submission of grant applications and reports to the Ministry of Health Promotion and Sport, the Trillium Foundation, private foundations and other granting agencies and organisations
 - ii. Conceptualization and execution of fundraising initiatives such as lotteries
 - iii. Support of the Vice President Marketing, the Marketing Committee in the:
- The marketing of speed skating and speed skating merchandise including:
 - i. Implementation and administration of marketing initiatives
 - ii. Profitable selling and the inventory management of OSSA merchandise

QUALIFICATIONS

- An undergraduate degree in sport management or business.
- Proven management experience

- Demonstrable financial and budget skills
- Analytical capability and imaginative creativity
- Experience in a provincial, national or international sport system
- Excellent team player with strong organisational and interpersonal skills who enjoys dealing with people and the public
- Self-starter with the ability to prioritize tasks and work well under the pressure of deadlines
- Willingness to travel through the Province of Ontario
- Experience in speed skating is an asset

LOCATION

- The office of the Executive Director will be located at the head office of the Ontario Speed Skating Association

RENUMERATION

- Salary is commensurate with experience and qualifications of the successful applicant and competitive with sport management positions of similar responsibilities and expectations.

Manager, Sport Programs Position Description

The Ontario Speed Skating Association's strategic approach is athlete centered and coach driven with its administration designed to support that approach. The Manager, Sport Programs will be responsible for providing operational support for the initiatives of the OSSA Technical Committee as well as the Coaching Development Committee and the Officials Development Committee. The Manager, Sport Programs will oversee the management of athletes and coaches who represent the Association at competitions across Canada. The Manager, Sport Programs will play a leadership role in developing strategies designed to support OSSA's effort to implement the Long Term Participant and Athlete Development Model and OSSA's competition model.

The Manager, Sport Programs will be OSSA's primary staff member for all the day-to-day sport specific activities of the Association and its member clubs. As such, the Manager, Sport Programs plays an important role in the promotion and development of speed skating across Ontario.

REPORTING AND RESPONSIBILITIES

The Manager, Sport Programs reports to the Association's Executive Director, taking direction from the OSSA Board and its committees.

On a functional basis, the Manager, Sport Programs will work closely with the three committees responsible for the sport, technical, coaches and officials development. The Manager, Sport Programs will advise and provide administrative assistance to these committees under the direction of the OSSA Executive Director.

Duties include the general administration of technical programs, execution of the Quest for Gold Ontario Athlete Assistance Program, Branch meet registrations, Ontario and Canada Games programs, the development of the sport of speed skating in Ontario and such other duties as may be assigned by the Board, through OSSA Executive Director, from time to time.

KEY ACTIVITIES

Is responsible for sport development on an operational level, by:

- Assisting the Technical Committee in the implementation of its programs and the Association's competition structure
- Assisting the Officials Development Committee in the implementation of its programs and policies.
- Assisting the Coaching Development Committee in the implementation of its programs and policies.
- Providing assistance and support to the Technical Committee in implementing athlete development and training programs and plans established by the Technical Committee consistent with OSSA's Long Term Participant and Athlete Development Model.

- Acting as Provincial Team Manager for all teams designated by the Technical Committee including registration, travel and accommodation arrangements, at competition management and reporting.
- Acting as an ex-officio member of and staff liaison to the Technical, Coaches Development and Officials Development Committees.
- Preparing or assisting with applications and reports for applicable grant and funding programs.
- Maintaining a database of information on athletes and their performance, including records, necessary to support athlete development programs and to provide data to support the establishment of team selection criteria and competition entry criteria and the conduct of competitions.
- Completing or contributing to, as applicable, various Provincial funding applications and programs such as the Quest for Gold Ontario Athlete Assistance Program and the Provincial Development and Training teams.
- Implementing club and membership development programs and policies established by the Club and Membership Development Committee for the identification, establishment and growth of new and existing clubs.

QUALIFICATIONS

- At least five years experience in the sport of speed skating; coaching and/or officiating certification preferred.
- Possesses an undergraduate degree.
- Excellent team player with strong organizational and interpersonal skills.
- Proficiency in various software applications, including Microsoft Windows and Office.
- Self-starter with the ability to prioritize tasks and work well under the pressure of deadlines.
- Willingness to travel throughout Ontario and Canada.

LOCATION

The Manager, Sport Programs will operate from the Ontario Speed Skating Association office in Lakefield, Ontario with travel required to various clubs in Ontario and competitions within Canada.

REMUNERATION

Salary will be commensurate with experience and qualifications of the successful applicant and competitive with sport technical positions of similar responsibilities and expectations.

~~OFFICE COORDINATOR~~

~~POSITION DESCRIPTION~~

The Ontario Speed Skating Association's strategic approach is athlete centered and coach driven with its administration designed to support that approach. As such, the Office Coordinator is responsible to the Director of Sport Development for the efficient administration of the Ontario Speed Skating Association (OSSA) office.

The Office Coordinator is also the day-to-day face of the Association in terms of communications with its various stakeholders. As such, the Office Coordinator plays an important role in the experience that members of affiliated clubs, customers for OSSA merchandise and representatives of support and related organisations have when they interact with the OSSA office.

SUMMARY

The Office Coordinator reports to the Executive Director

Duties include the general administration of the OSSA office, the preparation of the monthly budget statements, the timely preparation of internal and external reports, the profitable selling of OSSA merchandise, and such other duties, as may be assigned from time to time by the Executive Director.

KEY ACTIVITIES:-

Responsible for general office management, activities include but are not limited to;

- Regular mail, email and telephone correspondence and maintenance,
- Ensuring timely, accurate and appropriate actions are taken when responding to communications from various stakeholders including, but not limited to, clubs, parents, coaches, OSSA committee and board members, officials of the Ministry of Health Promotion and Sport, Speed Skating Canada, Sport Alliance of Ontario and other branches of Speed Skating Canada,
- Maintenance of OSSA filing system,
- Website updating, including timely posting of race registration forms and results,
- Invoicing, shipping and receiving,
- Merchandising,
- Meeting preparations,
- Office systems backup and maintenance,
- Office security and safety,
- Submission of entry forms for quota or restricted events,
- Ensuring that athletes participating in OSSA sanctioned events are properly registered prior to that event,
- Following up with OSSA sanctioned meet hosts to ensure that the post-meet package is returned to OSSA,
- OSSA member registration activities, including timely club membership billing, accurate and correct registration of members by clubs,
- Processing and tracking registrations for clinics,
- Completion of employment forms and records and wage and salary payments and government remittances,
- Bank reconciliations, accounts receivable and payable reviews,
- Regular bookkeeping tasks including preparing bank deposits, cheque requisitions, monthly financial statements and assistance with year-end audit requirements,
- Control of inventory of merchandise and office supplies, and,
- Work plan Summary Chart.

ANNEX A3: CONFLICT OF INTEREST GUIDELINES

1. In any situation in which the members of the Board of Directors or of a Committee of the Association consider an issue which requires such members to determine whether a particular member of the Association
 1. will be chosen for the Provincial Training Team or the Development Team for a particular year; or
 2. will be chosen and funded by the Association (in whole or in part) to represent the Association and the Province of Ontario at National, North American or International championship competitions, or at the Canada Winter Games or at the Ontario Winter Games in a particular year;
2. and such member is a spouse, child or dependent of a Committee member or is related to a Committee member as a result of a marriage, each such Committee member shall:
 - a. declare his/her interest at the meeting at which the issue is first taken under consideration for purposes of determining such issue by voting on a resolution in that regard;
 - b. request that his/her declaration be recorded in the minutes of the meeting; and
 - c. not vote on any resolution concerning any such issue.

ANNEX A4: FEES, DUES, SPECIAL ASSESSMENTS

Club Fees - Affiliation (see Note 1)	2009-10	2010-11	2011-12	
10-50 ordinary members	260	300	300	<u>320</u>
51-100 ordinary members	310	350	350	<u>370</u>
101-150 ordinary members	360	400	400	<u>420</u>
151-200 ordinary members	410	450	450	<u>470</u>
201+ ordinary members	460	500	500	<u>520</u>
Liability and sport accident insurance	210	220	220	<u>230</u>
Membership Fees (see Note 2)	2009-10	2010-11	2011-12	
<u>Elite skater</u>	--	--	--	<u>105</u>
Competitive skater	80	90	95	<u>100</u>
Recreational skater	70	75	80	<u>80</u>
Family (minimum 4 family members)	200	220	220	<u>220</u>
Associate, Associate-Coach, Associate-Official (see Note 3)	20	20	20	<u>20</u>
Independent skater	105	115	115	<u>120</u>
Independent associate	--	25	25	<u>25</u>
Introductory member (see Note 4)	--	25	25	<u>10</u>
Student introductory (see Note 5)	--	<u>50</u>	<u>50</u>	
Special event (see Note <u>56</u>)	5	5	5	<u>5</u>
Competition Fees	2009-10	2010-11	2011-12	
Sanction fee (club)				
Two day	95	100	100	<u>100</u>
One day	80	85	85	<u>85</u>
½ day (check-in fee is waived)	45	45	45	<u>25</u>

<u>Cradle</u>	--	--	<u>0</u>	<u>0</u>
Maximum entry fee per individual (see Note <u>78</u>)	2009-10	2010-11	2011-12	
Two day	55	60	80	<u>100</u>
One day	55	50	60	<u>80</u>
Platinum Two day (see Note <u>68</u>)	--	125	125	<u>125</u>
Check-in fee per individual (see Note <u>97</u>)	4.00	4.25	4.25	<u>4.25</u>

Note 1: Based upon membership as of March 31 of previous season. For a new club, the affiliation club fee is not charged for the first year of membership. The second year is charged at ½ of the regular fee and for the third year, ¾ of the regular fee.

Note 2: From each elite skater, competitive skater, recreational skater, associate, independent and special event skater fee received by OSSA, \$~~2030~~, \$25, \$5, \$5, \$5 and \$40, respectively, is remitted to Speed Skating Canada. Furthermore, \$2 of each membership fee is classified by OSSA as insurance revenue.

Note 3: The Associate-Coach and Associate-Official categories should be used to designate registered coaches and officials.

Note 4: This type of member can participate for a maximum of eight weeks.

~~Note 5: This type of member must be a full-time student and enrolled in the OSSA-sponsored Student Introductory Program. This type of member can participate for a maximum of ten weeks.~~

Note 65: Special Event Members will be those individuals who become non-competitive Members on a single-event basis. That is, they are Members only for the duration of an event. Furthermore, they can only take out such a membership once per season. To formally take part in more than one speed skating event in a season, they must register as an Ordinary Member. The Special Event Membership class is meant to accommodate volunteers who may assist at only one event a year. These individuals would not formally participate in speed skating at any other time. It is also meant for those individuals who come out to try speed skating once on a trial basis whether through a clinic, drop-in class, try-out class, or camp.

Note 6: The Platinum Two day fee is for an event wherein a special sanction is permitted once or twice a year and is provided by the Technical Committee for a trials type event such as the Ontario Winter Games, Canada Winter Games Trials, or as preparation for such an event in years without that level of competition.

Note 7: The maximum entry fee is the upper limit that a club can charge for an event and includes the check-in fee if charged separately.

Note 98: No check-in fee is charged for a Special Event Member.

Note 9: Anticipated increases to Speed Skating Canada fees are as follows:

2013 – 2014; From each elite skater, competitive skater, recreational skater, associate, independent and special event skater fee received by OSSA, \$40, \$30, \$10, \$5, \$5 and \$0, respectively.

2014 – 2015; From each elite skater, competitive skater, recreational skater, associate, independent and special event skater fee received by OSSA, \$50, \$35, \$15, \$5, \$5 and \$0, respectively.

ANNEX A5: EXPENSE FORM

Ontario Speed Skating Association

TEL: (705) 652-9490 FAX: (705) 652-1227

REQUESTED BY: _____ TELEPHONE #: HOME: () _____

ADDRESS: _____ BUS: () _____

POSTAL CODE: _____

REASON FOR EXPENDITURE (INCLUDE LOCATION AND DATE):

OUTLINE OF EXPENDITURES:

DATE	INVOICE #	DECRPTION OF EXPENSES	PROGRAM NUMBER (COMPLETED BY OFFICE)	TOTAL

(RECEIPTS STAPLED TO BACK OF FORM)

TOTAL CLAIM \$ _____

MAIL TO:

THE ONTARIO SPEED SKATING ASSOCIATION, PO BOX 1179, LAKEFIELD, ONTARIO K0L 2H0

I INCURRED THESE EXPENSES ON BEHALF OF THE ONTARIO SPEED SKATING ASSOCIATION

SIGNATURE

DATE

ANNEX A6: OSSA EXPENSE GUIDELINES

1. All claims must be made on a completed OSSA Expense Form.
2. All expenses claimed must be supported by receipts.
3. All expenses claimed must be submitted within thirty (30) days of the expense being incurred. OSSA reserves the right not to reimburse expenses not submitted within this timeframe.
4. All air travel is to be charter or economy class.
5. Car travel will be reimbursed at a rate of 35 cents per kilometre (\$0.35/km). It is the responsibility of the claimant to indicate total distance. No receipts required.
6. Meals will be reimbursed at a maximum rate of \$45 per day (taxes and tips included) on the basis of:
 - Breakfast: \$10;
 - Lunch: \$13;
 - Dinner: \$22.
7. A reasonable charge for hotel or motel rooms will be accepted and paid on a reimbursement basis.
8. Travel expenses incurred by spouses or guests will not be reimbursed unless they were invited to an OSSA function with Board approval.
9. All costs related to the activities of a Committee must come within its approved budget. Maximum allowances will apply as above.
10. Requests for advances must be made at a Board meeting.
11. The Board of Directors may amend these procedures from time to time, without prior notice.
12. Mail Expense Form and receipts (stapled to the back of the form) to the OSSA office:

Ontario Speed Skating Association,
PO Box 1179, Lakefield, Ontario K0L 2H0

For further information contact:
The Director or the Vice-President Finance and Administration

ANNEX A7: OSSA REGULATIONS AMENDMENT FORM

DOCUMENT TO BE AMENDED (i.e. By-law):	
SECTION HEADING:	REGULATION #
TITLE:	
EXISTING REGULATION (EXACT WORDING)	
PROPOSED AMENDMENT (EXACT WORDING)	
RATIONALE	
DATE SUBMITTED:	SUBMITTED BY:
DATE OF LAST REVISION:	
PROPOSALS TO CHANGE THE BY-LAW MUST BE SUBMITTED TO THE OSSA OFFICE NO LATER THAN 60 DAYS PRIOR TO THE AGM AND WILL BE POSTED NO LESS THAN 21 DAYS PRIOR. (Administrative Regulations - Article A3)	

NOTES

1. The exact wording of the proposed amendment must be provided.
2. All proposed amendments will be screened in accordance with the Article 3A of the Administrative Regulations.
 - The Vice-President, Administration & Finance in accordance with Article A3.04 will screen proposed amendments to Section A- Administrative Regulations;
 - The Technical Committee in accordance with Article A3.05 will screen proposed amendments to Section B – Competition Regulations.
3. If more space is required, please continue on a separate page.

SECTION B—COMPETITION REGULATIONS

DEFINITIONS

Ability:

Competition in which seeding is done primarily on ability. That is to say that seed times prevail, for seeding purposes, over sex and age. In ability competitions, skaters of different age classes and sex may be grouped together.

Age Class:

Competition in which seeding is done first by sex, then by age. Age, in this context, refers to SSC and OSSA approved classes as defined in Article B6. In Age Class competitions, male skaters compete with males, and females with females, and skaters of the same age class are grouped together.

All-Points:

Mass Start competition format in which all skaters advance to finals, and therefore accumulate points, hence the name *all-points*. All-Points is sometimes referred to as a *participative* format.

Elimination:

Mass Start competition format in which skaters must qualify in order to advance to the next level. In such competitions, only the top qualifiers in heats advance to semi-finals or finals; others are eliminated, hence the label *elimination*.

ARTICLE B1: SANCTIONS, SANCTION FEE AND CHECK-IN FEES

- B1.01 The competitive calendar for the next skating season will be reviewed at the annual meeting of the members. The Board of Directors shall determine the schedule on the recommendation of the Technical Committee following consultation with the appropriate affiliated clubs.
- B1.02 The Technical Committee will establish and administer a process for soliciting competition bids and advising Clubs of the recommended schedule.
- B1.03 No competitive event may be held by any affiliated club unless it is sanctioned by the Association. The Club President or the designated meet co-ordinator shall apply for the necessary sanction for an event on the prescribed form, which is attached as Annex B1. Club mini meets do not require a sanction.
- B1.04 No other sanctioned competition shall be held on the same weekend or at the same location as that of a Provincial Championship.
- B1.05 The application for the sanction of an event and payment of the sanction fees shall be forwarded to the Director or to the Vice President Technical Programs Administration at least thirty (30) days prior to the event.

- B1.06 The application shall include a pro-forma meet program for the event and the proposed registration form.
- B1.07 The Director shall review the sanction application and the pro-forma meet schedule and shall ensure that the program is in accordance with current regulations. The Director shall resolve any differences from the norm before issuing the sanction.
- B1.08 If the sanction application, fees, and supporting documents are not acceptable to the Director, he/she will refer the matter to the Vice President Technical Programs Administration and, upon receiving direction from the Vice President Technical Programs Administration, will deny the sanction, and return the material to the Club President or meet co-ordinator with the reason(s) for rejecting the application.
- B1.09 If the application is acceptable or if the reason(s) for initial rejection (Article B1.07) have been rectified, then the Director shall:
- a) deposit the fee payment;
 - b) forward the cheque to SSC (if a SSC sanction is also being obtained);
 - c) forward the sanction form(s) to the applicant club.
- B1.10 If the Director does not receive the sanction application and fees at least thirty (30) days prior to the event, a penalty of \$15 shall be levied against the applicant club.
- B1.11 If the sanction application and fees are not received by the Director at least fourteen (14) days prior to the event, the issuing of the sanction may be refused or issued with certain conditions attached thereto including an additional penalty.
- B1.12 Two (2) entry forms must be sent by the club hosting a sanctioned event to the President of each affiliated club at least twenty (20) days prior to such event.

ARTICLE B2: SSC RULES

- B2.01 SSC rules will apply to all competitions sanctioned by the Association (OSSA) in all situations not in conflict with, or not covered by, specific Association regulations. SSC regulations will have precedence over OSSA rules for all SSC sanctioned competitions in Ontario.

ARTICLE B3: EVENTS

- B3.01 OSSA shall oversee the running of the following **six (6)** annual Provincial Championships, which will be, closed competitions.

These events are:

- a) The Ontario Long Track Mass Start Championships
- b) The Ontario Olympic Style All Round Championships
- c) The Ontario Olympic Style Sprint Championships
- d) The Ontario Short Track Championships
- e) The Ontario Regional Ability Short Track Championships
- f) The Ontario Masters Short Track Championships

B3.02 The site of the Ontario Short Track Championships shall alternate between the Eastern and Western Regions of the Province as defined in Annex B2.

B3.03 If the Association does not receive any bids to hold any one of the Provincial Championships, the Board of Directors of the Association shall determine the course of action to be taken.

B3.04 A club that hosts a Provincial Championship must obtain a SSC sanction for that competition.

ARTICLE B4: PARTICIPANTS

Skaters

B4.01 No skater shall participate in a closed Provincial Championship or in a Time Trial unless he/she is an Ordinary Skating Member in good standing or an Independent Member in good standing.

B4.02 Competitions other than closed Provincial Championships and Time Trials are open to skaters who:

- a) are Ordinary members in good standing, Independent members in good standing, or Special Event members in good standing;
- b) are competitive skaters in good standing of a skating association in a province of Canada other than Ontario; or
- c) are competitive skaters in good standing of a national skating association of a country other than Canada whose association is recognized by SSC.

B4.03

- a. An Ontario racing suit shall be deemed to be any suit that is of a design that has been or is currently endorsed by the Association for use by Ontario Teams.
- b. Ontario racing suits may only be worn by Ontario skating members who are in good standing and may only be worn when the member has been named to an official Ontario team that will represent Ontario in competition.
- c. The racing suit may only be worn for the duration of the named competition.
- d. The Technical Committee, at the beginning of each competitive season, will identify events, in the Technical Bulletin, where Ontario racing suits may be worn.
- e. All Ontario racing suits, for the purposes of this regulation, shall belong to the Association and may only be worn in competition when endorsed by the Association. The Association will endeavour to provide Ontario racing suits to members for use during competitions identified by the Technical Committee.
- f. Competitions during which the wearing of an Ontario racing suit will be permitted may include but will not be limited to the following:
 - Canada Winter Games,
 - National and North American Championships,
 - Junior and Senior trials when a selection process has preceded the national competition; and,
 - Canada Cup events when a selection process has preceded the national competition.

Officials

B4.04 No person shall act in any of the following capacities at an event sanctioned by the Association unless he/she is an Associate member in good standing, an Independent Member in good standing, or an Ordinary Skating Member in good standing.

Meet Co-ordinator	Chief Referee	Assistant Referee	Chief Starter
Assistant Starter	Chief Judge	Chief Timer	Clerk of the Course

ARTICLE B5: REGISTRATION

- B5.01 If a skater has submitted a properly completed entry form but cannot produce proof of OSSA membership (OSSA card, or membership number), the skater shall pay a fee equal to twice the current skater membership rate in addition to the regular entry fee.
- B5.02 If a properly completed entry form is not presented prior to commencement of the competition, the skater shall not be allowed to compete.
- B5.03 Entries are not finalized until the fee is paid in full and the form received is carrying an Association member number, the skater's birth date and, where requested, a seed time.

- B5.04 The entry fee for events sanctioned by the Association shall be set by the Organizing Committee. The Board of Directors will set the maximum entry fee for individual skaters and for families. Entry fee for an additional event at the same time is included as one entry fee.
- B5.05 Registration for events with an OSSA two-day sanction shall take place the evening prior to the start of competition. The deadline for entries to all OSSA sanctioned events shall be 10 p.m. on the Wednesday the week preceding the registration date. The Meet Co-ordinator may, at his/her discretion, decline to accept late entries, or assess a late entry fee for any entry submitted or fee paid after the deadline. Late entry fees may not be more than double the regular entry
- B5.06 The standard waiver form, SSC rule K25-100, is to appear on the entry forms of all OSSA sanctioned meets.

ARTICLE B6: AGE CLASSES

- B6.01 A skater's age shall be determined by referring to SSC Rule K22-100.

ARTICLE B7: CONDUCT OF COMPETITIONS

- B7.01 Events for all divisions will be held at OSSA sanctioned Age Class competitions, except as specified below, or unless a modification is made and approved by the Board of Directors.
- B7.02 All two-day Short Track and Long Track Mass Start competitions sanctioned by the Association will follow an all-points format. That is to say that all skaters will advance to finals in every distance. Competition formats are specified in annexes to this Section.
- B7.03
- a) At Short Track Age and Long Track Mass Start Age Class competitions there will be OPEN CLASS divisions for Intermediate and Senior age class athletes. At these meets, the Intermediate and Senior age classes divisions will be eliminated. Junior age class skaters, who meet a time standard for entry into the category, will also be allowed to skate an OPEN A divisions at Short Track Competitions other than Provincial Championships. At the Provincial Championships, the Meet Coordinator has the option to group Intermediate and Senior athletes in an Open A division dependent on the number of athletes in the category (if less than 4 in either category they must be combined)
 - b) At Short Track Mass Start Age Class competitions other than Provincial Championships there will be an OPEN B division for Senior and Intermediate age class skaters, who have not met the established time standard for entry into the Open A division. Masters 1 and Masters 2 age class skaters may skate in the Open B division where there are insufficient numbers to race them separately.
- B7.04 At Ability competitions, Senior skaters, who have not met the established time standard for entry into the Open A category and Masters skaters will be grouped separately from other skaters.

- B7.05 Provincial Championships will be restricted to strictly Age Class groupings, except as provided in Article B7.06
- B7.06. Subject to subparagraph b), at least three skaters must be entered in any group at a Mass Start competition for the group to be held separately;
- a) Whenever there are fewer than (3) skaters entered in a class, that class will be combined with another;
 - b) Skaters, other than skaters in Open Class, whose age group has been combined with another may request the opportunity to race as a separate age group for record setting purposes at the Provincial championships.
 - c) The Provincial Short Track Age Class Championships shall be restricted to the Peewee, Bantam, Midget Juvenile, Junior, Intermediate, Senior and Masters categories.
 - d) The Provincial Short Track Age Class Championships will be restricted to skaters that meet a time standard for their age category.
- B7.07 The Provincial Short Track and Long Track Mass Start Championships will be conducted using the All Points format within Age Class categories. In any classes where different age categories and/or different sexes are raced together:
- a) the setting of age class records will not be accepted as per the record certification guidelines (Senior A records are Open records, therefore they may be set as long as all skaters in the group are of the same sex), and
 - b) rankings will be compiled as if the categories did not skate together;
- B7.08 One-day sanctions may be granted if a minimum of 3 races are run per category.

ARTICLE B8: PROGRAM OF EVENTS

- B8.01 At all OSSA sanctioned meets, the program of distances set out at SSC Rule K21-100 shall apply. Open divisions will skate Senior distances.
- B8.02 Prior to the start of a competition inquiries received by the Meet Coordinator regarding the competition formats or special activity structures of a technical nature are to be directed to the Chair of the Technical Committee for direction and/or decision by the Technical Committee if appropriate.
- From the start of the Coaches meeting and throughout the competition, all inquiries will be made to the referee who will rule on every point in contention according to ISU, SSC and OSSA rules, as appropriate.
- B8.03 The Meet Co-ordinator of any OSSA sanctioned meet shall call and arrange for the Referee to run a Coaches' and Officials' meeting prior to the start of the competition.

Long Track

B8.04 All-Round distances for Ontario Olympic Style Championships will be the same for all Classes. They are

- a) Men: 500, 1500, 3000, 5000
- b) Women: 500, 1000, 1500, 3000

B8.05 The Ontario Olympic Style Sprint Championships will be skated over four races (2 x 500M, 2 x 1000M). Whenever time constraints make it necessary to count the same sprint distance for both sprint and all-round rankings at a competition, the first 500M for ladies and men and the second 1000M for ladies will be used for all-round.

B8.06

- a) Long Track OSSA sanctioned Olympic style competitions that including the provincial championships shall include a team pursuit race for both men and women. The team pursuit shall be conducted in accordance with I.S.U. rules and consistent with directions for the conduct of the team pursuits that may be included in the SSC HP Bulletin. Only the winning team will be awarded a medal for these races.
- b) Long Track OSSA sanctioned Olympic style competitions including the provincial championships shall include a 100M race for both men and women. The distance shall be conducted in accordance with I.S.U. rules and consistent with directions for the conduct of this distance that may be included in the SSC HP Bulletin. Awards for this distance shall be awarded in the normal manner

B8.07 The order of races for OSSA-sanctioned Olympic Style competitions is:

- a) First day: *500m All-Round Women/Men*, 500m Sprint Women/Men, 1500m All-Round Women, 3000m All-Round Men, *1000m Sprint Women/Men*, 1000m Men Ranking;
- b) Second day: *1000m All-Round Women*, 1500m All-Round Men, *500m Sprint Women/Men*, 3000m All-Round Women, 5000m All-Round Men, 1000M Sprint Women/Men.
- c) When time precludes running a full Sprint program, the events depicted in *italics* will not be held, while the events depicted in *ITALICS* will count for All-Round and Sprint rankings.

B8.08 At Long Track OSSA sanctioned competitions that comprise both Olympic and Mass Start components, the Meet Co-ordinator has the discretion to determine the order of events subject to the order remaining the same on both days.

Short Track

B8.09 All OSSA sanctioned two-day short track competitions may include relays.

B8.10 The order of races for all OSSA-sanctioned 2-day short track Age Class events will be as follows:

- a) Pursuits: Only skaters entered in OPEN A class may skate the pursuit, and the results of the pursuit will be used for seeding the first distance for this class.
- b) At the discretion of the meet co-ordinator, second longest distance –shortest distance – second shortest distance – Relays – longest distance OR second longest distance – second shortest distance – shortest distance – Relays – longest distance.
- c) In order to ensure that sufficient time is available for relays, the last (longest) distance will be seeded directly to finals, based on the cumulative result after three distances.

B8.11 Relay races will be organized as follows:

- a) The Meet Co-ordinator will seed, as a minimum, midget/juvenile (1500m) relays and Open A (3000m) relays.
- b) Junior Relays will be run for the top 16 of each sex.
- c) The Meet Co-ordinator will base relay teams on cumulative results after the first day of competition (2 distances).
- c) The relay races will be held following the 3rd distance.

B8.12 The racing format for all two (2) day short track competitions will be at the discretion of the Meet Coordinator ensuring enough time for the distances advertised.

ARTICLE B9: AWARDS

B9.01 The awards for all Provincial championships shall consist of first, second and third overall medals in each age classification.

B9.02 In the event of a tie, duplicate awards shall be presented.

- a) A tie for first will result in the presentation of two (2) first place and one (1) third place award.
- b) A tie for second will result in the presentation of one (1) first place and two (2) second place awards; no third place award is presented.
- c) A tie for third will result in the presentation of one (1) first place, one (1) second place and two (2) third place awards.
- d) A tie for first and a tie for second will result in the presentation of two (2) first place and two (2) third place awards.
- e) If more than two skaters tie for first that number of first place awards only will be presented.

B9.03 At all Provincial championships the only awards to be presented to class champions or the runners up shall be the OSSA official medals.

B9.04 The determination of standings in an Olympic Style Championship shall be by ISU rules for a cumulative four-distance (four event) competition.

B9.05 Relay races shall be an integral part of the program at all two-day Short Track competitions, therefore awards must be provided for relays. These awards need not be the medals awarded for individual events.

B9.06 **The Kit Jarosz Memorial.** The trophy donated by Jean Marie Leduc along with a cheque donated by Mr. & Mrs. Ludi Jarosz will be awarded annually at the Provincial Short Track Championships.

- a) The award recipient will be chosen according to the following criteria: This award will be based on time only;
- b) It recognizes the fastest 500 metre short track race by a female skater at a sanctioned competition in Ontario;
- c) If electronic timing is not used at a meet 0:00.2 must be added to the official time;
- d) The athlete must skate in the Provincial Championships to be eligible and must be a member in good standing of the Ontario Speed Skating Association;
- e) The athlete must be Intermediate Age Class or younger;
- f) The athlete must not be or have been a member of the National Team.

This trophy and cheque are intended to encourage younger female athletes to obtain the goals they have set out for themselves.

B9.07 **The Rick Morrison Memorial Award.** The trophy donated by the Clarington Speed Skating Club will be awarded annually at the Provincial Short Track Championships.

- a) The award recipient will be chosen according to the following criteria: This award will be based on time only;
- b) It recognizes the fastest 500 metre short track race by a male skater at a sanctioned competition in Ontario;
- c) If electronic timing is not used at a meet 0:00.2 must be added to the official time;
- d) The athlete must skate in the Provincial Championships to be eligible and must be a member in good standing of the Ontario Speed Skating Association;
- e) The athlete must be Intermediate Age Class or younger;
- f) The athlete must not be or have been a member of the National Team.

This award is intended to encourage younger male athletes to obtain the goals they have set out for themselves.

B9.08 The following awards will be awarded annually, when a qualified recipient is nominated, at the OSSA Annual General Meeting.

- a) Skater of the Year (long track) – Male and Female
- b) Skater of the Year (short track) – Male and Female
- c) Rising Star Award (long and short track)
- d) Official of the Year
- e) Coach of the Year – Male and Female
- f) Outstanding Administrator Award
- g) Volunteer of the Year Award
- h) OSSA Award of Excellence

For award criteria and other details please contact the OSSA business office.

ARTICLE B10: POST COMPETITION ADMINISTRATION

- B10.01 Record applications shall be processed in accordance with Annex B3.
- B10.02 The Meet Co-ordinator of any OSSA sanctioned meet shall forward copies of: results (2 copies), special procedures (if applicable), ~~and~~ official lists and injury reports, along with any supporting documents to the OSSA office within ten (10) days after the competition. Whenever application is made to SSC for new Canadian records, Meet Co-ordinators shall forward the original documents needed to process said applications to SSC, and send photocopies of these same documents to OSSA for processing Ontario records.
- B10.03 Clubs hosting an OSSA-sanctioned event shall pay the required check-in fees to the Association within ten (10) days after the event.

ANNEX B1: OSSA SANCTION APPLICATION

NAME OF APPLICANT CLUB: _____

ADDRESS: _____

CITY: _____ POSTAL CODE: _____

ARE YOU ALSO APPLYING FOR A SSC SANCTION? YES ____ NO ____

NAME OF EVENT: _____

DATE OF EVENT: _____

LOCATION OF EVENT: _____

NAME OF MEET CO-ORDINATOR: _____

ADDRESS OF MEET CO-ORDINATOR: _____

CITY: _____ POSTAL CODE: _____

TELEPHONE NUMBER: (AREA CODE): _____ - _____

NOTE: *UNLESS OTHERWISE DIRECTED, THE SANCTION WILL BE SENT TO THE MEET CO-ORDINATOR.*

NAME OF CHIEF REFEREE: _____

NAME OF CHIEFIMER: _____

NAME OF CHIEF JUDGE: _____

I make this application for an OSSA sanction, and enclose a cheque payable to the Ontario Speed Skating Association for the sanction fee

SIGNED: _____

TITLE _____

NOTE:

Any proposed variance from the normal program or Procedures and Regulations must be approved by the Technical Committee prior to requesting a sanction.

PLEASE ATTACH:

1. COPY OF PROPOSED MEET ANNOUNCEMENT AND PROGRAM
2. CHEQUE(S) FOR APPROPRIATE FEES PAYABLE TO: THE ONTARIO SPEED SKATING ASSOCIATION AND/OR SPEED SKATING CANADA

ANNEX B2: EASTERN AND WESTERN REGIONS

REVISED IN ACCORDANCE WITH 2008 AGM MEMBERSHIP TOTALS

EAST (INCLUDES NORTH)

Gloucester
Kingston
Lakefield
Ottawa
Peterborough
Portland
Quinte
Sault Ste Marie
St. Lawrence
Sudbury
Thunder Bay

WEST

Barrie
Brampton
Cambridge
Clarington
Durham
Hamilton
Kitchener-Waterloo
London
Markham
Milton
Newmarket
Niagara
Oakville
Toronto
Windsor

ANNEX B3: CONDITIONS FOR RECOGNITION OF ONTARIO RECORDS

The Record must be skated in Ontario.

The meet must be sanctioned by OSSA and advertised a minimum of twenty (20) days before the event.

The meet must be conducted according to OSSA Procedures and Regulations.

The record must be applied for on the approved OSSA or SSC "Application for Record" Form and substantiated by the following documents:

- a) The original or authorized photocopy of the time slip for the event showing the readings of a minimum of two (2) watches plus the official time and signed by the Chief Timer and Referee.
- b) The original or authorized photocopy of the Judge's slip for the event showing the order of placing and signed by the Chief Judge.
- c) A certificate from a qualified surveyor that the measurements of the track used for the event comply with the standard track measurements approved by the SSC, plus a diagram of the track.
- d) The program for the meet plus a full set of results.

If the existing record is broken by more than one (1) skater in the same competition, only the best time from the meet will be recognized.

For new distances, the best time over the first season will be recognized as the established record.

Any competitor who equals an existing shall receive recognition for that time.

Note: In cases where a National record is established, meet co-ordinators are to forward the original documentation to SSC, and photocopies to the OSSA office.

ANNEX B4: RACING FORMAT FOR ABILITY COMPETITIONS

In order to receive and maintain an OSSA sanction, the following are the rules to which a club must adhere:

Philosophy: Grouping skaters by ability, instead of age, provides a better racing experience for competitors, officials, and spectators.

Group Names: At all Ability competitions, category names will be standardized by using the alphabetic call designations as follows: Alpha, Bravo, Charlie, Delta, Echo, Foxtrot, Golf, Hotel, India, Juliet, Kilo, Lima, Mike, November, Oscar, Papa, Quebec, Romeo, Sierra, Tango, Uniform, Victor, Whiskey, Xray, Yankee, Zulu.

Seeding of Entries: Seeding is accomplished by the remittance of ranking times (skated at a previously sanctioned event, in the event of new skaters a Club Time Trial will be sufficient) submitted on entry form.

Group Sizes: Groups *should* be made up by using the two basic criteria of age and size. Males and females may skate together, at the discretion of the Meet Co-ordinator.

Examples: Seeding into Heat – Based upon seeding process, with 1 being the fastest:

Group size 15-18:

3 heats			4 heats			
A	B	C	A	B	C	D
1	2	3	1	2	3	4
6	5	4	8	7	6	5
7	8	9	9	10	11	12
12	11	10	16	15	14	13
13	14	15	17	18		
18	17	16				

Group size 9-12:

3 heats			2 heats	
A	B	C	A	B
1	2	3	1	2
6	5	4	4	3
7	8	9	5	6
12	11	10	8	7
			9	10
			12	11

Advancement Rules:

ADVANCEMENT WILL NORMALLY BE BY POSITION ONLY. HOWEVER, ESPECIALLY FOR COMPETITIONS THAT ARE USED FOR SELECTION PURPOSES, RULES MAY BE ADJUSTED TO PERMIT THE MAXIMUM ALLOWABLE NUMBER OF SKATERS TO QUALIFY FOR THE HIGHER SEMI-FINALS AND FINALS. IN SUCH CASES, ADVANCEMENT MAY INCLUDE NEXT FASTEST TIMES.

Examples

Group Size 11, 12, or 15:

3 heats (ABC) 2 semis (D, E) 3 finals (P,S,T)

1st + 2nd + 3rd in each heat + next fastest time (3+1)
advance to Semis D + E

remainder 4th + 5th in each heat advance to Tertiary Final

1st + 2nd in each semi + next fastest time (2+1) advance to Primary Final

remainder 3rd + 4th in each semi advance to Secondary Final

Group Size 15-18:

3 heats (ABC) all skaters advance to 3 finals (P,S,T)

1st + 2nd in each heat advance to Primary Final

3rd + 4th in each heat advance to Secondary Final

5th + 6th in each heat advance to Tertiary Final

4 heats (ABCD), 4 Semi-finals (E,F,G,H), 4 Finals (P,S,T,Q)

1st + 2nd in each heat advance to Semi-finals E + F

3rd + 4th + 5th in each heat advance to Semi-finals G + H

1st + 2nd in Semi-finals E + F Primary Final

3rd + 4th in Semi-finals E + F Secondary Final

1st + 2nd in Semi-finals G + H Tertiary Final

3rd + 4th in Semi-finals G + H Quaternary Final

4 heat 4 finals

1st in each heat advance to Primary Final

2nd in each heat advance to Secondary Final

3rd in each heat advance to Tertiary Final

4th & 5th in each heat advance to Quaternary Final

Group Size 9-12

2 heat 2 finals

1st, 2nd, + 3rd in each heat advance to Primary Final

4th, 5th, + 6th in each heat advance to Secondary Final

2 heats 2 semis 2 finals

1st, 2nd, 3rd, + 4th in each heat Semi-finals C + D

5th + 6th in each heat Tertiary Final

1st + 2nd in Semi-final C + D Primary Final

3rd + 4th in Semi-final C + D Secondary Final

Seeding into Semi-finals: 4 semi-finals.

Heat finishers

A1 B1 C1 D1

A2 B2 C2 D2

A3 B3 C3 D3

A4 B4 C4 D4

A5 B5

Semi-final E F G H

A1 B1 A3 B3

D1 C1 D3 C3

B2 A2 B4 A4

C2 D2 C4 D4

ANNEX B5: POINTS SCHEDULE

1. Final Points

At all Short Track and Long Track Mass Start competitions winners will be decided on the basis of points accumulated in the individual events. The All-points system to be used in the competition formats is as follows:

Final Points

Rank	Points	Rank	Points	Rank	Points	Rank	Points	Rank	Points
1	1000	11	130	21	23	31	13	41	3
2	816	12	106	22	22	32	12	42	2
3	666	13	86	23	21	33	11	43	1
4	543	14	70	24	20	34	10	Others	1
5	443	15	57	25	19	35	9		
6	362	16	46	26	18	36	8		
7	295	17	37	27	17	37	7		
8	241	18	30	28	16	38	6		
9	196	19	25	29	15	39	5		
10	160	20	24	30	14	40	4		

2. Ties

Ties in a final will share the points for the tied position and the position immediately below that position as follows:

A tie for 1st 908 points each, the next skater 666 points

A tie for 2nd 741 points each, the next skater 543 points

A tie for 3rd 605 points each, the next skater 443 points

A tie for 4th 493 points each, the next skater 362 points etc...

Ties in a heat will both advance to the higher final.

3. Disqualifications

Disqualifications in a heat will be placed into the lowest final or semi-final

Disqualifications in a semi-final will be placed into the lowest eligible final

Disqualifications in a final, will receive last place points for that final, behind any skaters who did not finish (DNF) the race, but ahead of skaters who did not start (DNS) the race.

ANNEX B6: ALL POINTS RACING FORMAT FOR AGE CLASS COMPETITIONS

Computer-Run Competitions

3. In order to receive and maintain an OSSA sanction, the following are the rules to which a club must adhere:

A. Definitions

- a) **Philosophy:** Skaters are grouped by sex and age class, according to current SSC and OSSA regulations. Groups may be combined as allowed in Section B6, in order to provide better competition.
- b) **Seeding of Entries:** Seeding is accomplished by the remittance of ranking times (skated at a previously sanctioned event, in the event of new skaters a Club Time Trial will be sufficient) submitted on entry form. The results of pursuits skated at the competition must be used for seeding the first distance for the OPEN "A" category. Skaters, if any, who decline to skate the pursuit will be seeded at the bottom of the group for the first distance
- c) **Advancement:** Whenever possible, the program will include only heats and finals. Semi-finals may, however, be necessary to preclude situations where all the heat winners do not advance (1 minus). In such cases, enough skaters will advance to make 2 or 3 semis as appropriate, with the others progressing directly to the Tertiary (or Quaternary) and lower finals
- **Seeding of heats:** Seeding of heats will follow the principles set forth in the examples given in Annex B4.

B. Progression from heats to semis-finals and finals:

- Principle: Advancement to semi-finals and to Primary finals will be by position only. Advancement based on time will be kept to the minimum required to fill the higher race. For example, the first three (3) skaters from two semis of 6 would skate to a Primary final rather than the first two and the next two fastest qualifiers (i.e., 3+0, 2+0, 1+0 advancement must be used rather than 1+, 2+, 3+ wherever possible.) Advancement to lower finals will be done according to time skated in the heat. Special rules that might apply to specific selection competitions will be published in an appropriate Technical Bulletin as mandated elsewhere in Regulations.

Examples:

Second Shortest Distance (5 skaters per race)

<u>Group</u>	<u>Program</u>	<u>Movement to Semis</u>	<u>Advancement to Finals</u>
1-5	1 final		
6-10	2 heats/2 finals		1 st , 2 nd , next fastest to Final A (2+1) Remainder to Final B
11-15	3 heats/3 finals		1 st , next 2 fastest to Final A (1+2) Next 5 fastest to Final B Rest to Final C
16-20	4 heats/4 finals		1 st , next fastest to Final A (1+1) Rest to Finals B-D in order of heat times
21-25	5 heats/5 finals		1 st to Final A (1+0) Rest to Finals B-E in order of heat times
26-30	6 heats/2 semis/6 finals	1 st , next 4 fastest to semis A and B (1+4) Rest directly to finals	1 st , 2 nd , next fastest to Final A (2+1) Other semi-finalists to Final B Rest to Finals C-F in order of heat times
31-35	7 heats/2semis/7 finals	1 st , next fastest 3 to semis A and B (1+3) Rest directly to finals	1 st , 2 nd , next fastest to Final A (2+1) Other semi-finalists to Final B Rest to Finals C-G in order of heat times
36-40	8 heats/2 semis/8 finals	1 st , next fastest 2 to semis A and B (1+2)	1 st , 2 nd , next fastest to Final A (2+1) Other semi-finalists to Final B Rest to Finals C-H in order of heat times
41-45	9 heats/2 semis/9 finals	1 st , next fastest to semis A and B (1+1)	1 st , 2 nd , next fastest to Final A (2+1) Other semi-finalists to Final B Rest to Finals C-I in order of heat times
46-50	10 heats/2semis/10 finals	1 st to semis A and B (1+0)	1 st , 2 nd , next fastest to Final A (2+1) Other semi-finalists to Final B Rest to Finals C-J in order of heat times

<u>Group</u>	<u>Program</u>	<u>Movement to Semis</u>	<u>Advancement to Finals</u>
50-55	11 heats/3 semis/11 finals	1 st , next fastest 4 to semis A, B and C (1+4)	1 st , next fastest 2 to Final A (1+2) Other semi-finalists to semis B and C in order of <u>semi-final</u> times Rest to Finals D-K in order of heat times

Long Distances, as applicable (6 skaters per race)

<u>Group</u>	<u>Program</u>	<u>Movement to Semis</u>	<u>Advancement to Finals</u>
1-6	1 Final		
7-12	2 heats/2 finals		1 st , 2 nd , 3 rd to Final A (3+0) Rest to Final B
13-18	3 heats/3 finals		1 st , 2 nd to Final A (2+0) Rest to Finals B-C in order of heat times
19-24	4 heats/4 finals		1 st , next fastest 2 to Final A (1+2) Rest to Finals B-D in order of heat times
25-30	5 heats/5 finals		1 st , next fastest to Final A (1+1) Rest to Finals B-E in order of heat times
31-36	6 heats/6 finals		1 st to Final A (1+0) Rest to Finals B-F in order of heat times
37-42	7 heats/2 semis/7 finals	1 st , next fastest 5 to semis A and B (1+5) Rest directly to finals	1 st , 2 nd , 3 rd to Final A (3+0) Rest of semi-finalists to Final B Rest to Finals C-G in order of heat times
43-48	8 heats/2 semis/8 finals	1 st , next fastest 4 to semis A and B (1+4) Rest directly to finals	1 st , 2 nd , 3 rd to Final A (3+0) Rest of semi-finalists to Final B Rest to Finals C-H in order of heat times

Shortest Distance (4 skaters per heat, 4 skaters per semi and final)

<u>Group</u>	<u>Program</u>	<u>Movement to Semis</u>	<u>Advancement to Finals</u>
1-4	1 Final		
5-8	2 semis/2 finals		1 st , 2 nd to Final A (2+0) Rest to Finals B-C in order of heat times
9-12	3 heats/3 finals		1 st , next fastest to Final A (1+1) Rest to Finals B& C in order of heat times
13-16	4 heats/4 finals		1 st to Final A (1+0) Rest to Finals B-D in order of heat times
17-20	5 heats/5 finals		1 st to Final A (1+0) Rest to Finals B-E in order of heat times
21-24	6 heats/2 semis/6finals	1 st , next 2 fastest to semis A and B (1+2) Rest directly to finals	1 st , 2 nd to Final A (2+0) Rest of semi-finalists to Final B Rest to Finals C-F in order of heat times
25	7 heats/2 semis/ 7 finals	1 st , next fastest 1 to semis A and B (1+1) Rest directly to finals	1 st , 2 nd to Final A (2+0) Rest of semi-finalists to Final B Rest to Finals C-G in order of heat times
26-28	7 heats/2 semis/7 finals	1 st , next fastest 1 to semis A and B (1+1) Rest directly to finals	1 st , 2 nd to Final A (2+0) Rest of semi-finalists to Final B Rest to Finals C-G in order of heat times
29-30	8 heats/2 semis/8 finals	1 st , to semis A and B (1+0) Rest directly to finals	1 st , 2 nd to Final A (2+0) Rest of semi-finalists to Final B Rest to Finals C-H in order of heat times
30-32	8 heats/2 semis/8 finals	1 st , to semis A and B (1+0) Rest directly to finals	1 st , 2 nd to Final A (2+0) Rest of semi-finalists to Final B Rest to Finals C-H in order of heat times
33-35	9 heats/2 semis/9 finals	1 st , 8 fastest to semis A and B (1-1), slowest 1 st & Rest directly to finals	1 st , 2 nd to Final A (2+0) Rest of semi-finalists to Final B Rest to Finals C-I in order of heat times

<u>Group</u>	<u>Program</u>	<u>Movement to Semis</u>	<u>Advancement to Finals</u>
36	9 heats/2 semis/9 finals	1 st , 8 fastest to semis A and B (1 -1), slowest 1 st & Rest directly to finals	1 st , 2 nd to Final A (2+0) Rest of semi-finalists to Final B Rest to Finals C-I in order of heat times
37-40	10 heats/2 semis/10 finals	1 st , 8 fastest to semis A and B (1-2), 2 slowest 1 st & Rest directly to finals	1 st , 2 nd to Final A (2+0) Rest of semi-finalists to Final B Rest to Finals C-J in order of heat times
41-44	11 heats/3 semis/11 finals	1 st , next fastest to semis A, B and C (1+1) Rest directly to finals	1 st , next fastest to Final A (1+1) Rest of semi-finalists to Finals B and C in order of <u>semi-final</u> times Others to Finals D-K in order of heat times
45	12 heats/3 semis/12 finals	1 st , to semis A, B and C (1+0), Rest directly to finals	1 st , next fastest to Final A (1+1) Rest of semi-finalists to Finals B and C in order of <u>semi-final</u> times Others to Finals D-L in order of heat times
46-48	12 heats/3 semis/12 finals	1 st , to semis A, B and C (1+0) Rest directly to finals	1 st , next fastest to Final A (1+1) Rest of semi-finalists to Finals B and C in order of <u>semi-final</u> times Others to Finals D-L in order of heat times

Long Track Mass Start (7 skaters per race, when skating track is at least 7 meters wide)

<u>Group</u>	<u>Program</u>	<u>Movement to Semis</u>	<u>Advancement to Finals</u>
1-7	1 Final		
8-14	2 heats/1 final		1 st , 2 nd , 3 rd , next fastest to Final A Rest to Final B
15-21	3 heats/3 finals		1 st , 2 nd , next fastest to Final A Rest to Finals B & C in order of heat times
22-28	4 heats/4 finals		1 st , next fastest 3 to Final A Rest to Finals B-D in order of heat times
29-35	5 heats/5 finals		1 st , next fastest 3 to Final A Rest to Finals B-E in order of heat times
36-42	6 heats/6 finals		1 st , next fastest 2 to Final A Rest to Finals B-F in order of heat times
43-49	7 heats/7 finals		1 st to Final A Rest to Finals B-G in order of heat times

C. Point Schedule**

The same point schedule will be used as for Ability competitions.

Manually-Run Age Class Competitions

Progression from heats to semi-finals and finals during manually-recorded competitions will be by finishing position only as much as is practicable, following the principles used for Ability competitions.

ANNEX B7: THE ONTARIO WINTER GAMES

Administrative Process

All formal negotiations with Ministry officials and Games Organizing Committee officials with respect to the Association's participation is the responsibility of the Director at the Board's direction.

By September 15 in the year preceding the Games competition, application forms will be sent by OSSA's office to all clubs along with the selection criteria and competition format information as it is outlined in OSSA's Information Manual and the current year's Technical Bulletin.

The Officials Development Committee is responsible for selecting all officials including, at its discretion, a chief supervising official who shall act as an advisor to the Meet Co-ordinator.

Applications are to be submitted by the clubs to the office by December 15 in the year preceding the Games. The Meet Co-ordinator will subsequently establish a Competitors' Ranking List, which will be forwarded by the office to the clubs by January 10.

Any forms required by Games Officials with respect to participation by coaches, athletes, and officials will be processed by the office which will be responsible for their dissemination to the clubs in a timely manner.

The clubs will be responsible for obtaining the completed forms and returning them to the office in a timely manner.

Compilation of rooming lists shall be the responsibility of the Meet Co-ordinator. However, the office will carry out any liaison on these matters with Games' officials.

Any fees required shall be forwarded by the club to the office upon receipt of the final Competitors List by the club.

Selection Criteria - Ontario Winter Games

Competition Categories:

SENIOR OPEN MEN AND WOMEN -	AGE RANGE – 14–20	JUNIOR, INTERMEDIATE AND SENIOR AGE CLASSES
Junior Open - Boys and Girls	AGE RANGE – 10–13	Midget and Juvenile Age Classes

Note: As of July 1 (prior to the skating season)

Selection:

- As there are a limited number of entries permitted by Games Organizers, skaters will be ranked according to their best 500 and **1000** metre times in the case of the Senior category, and their best 500 and 777 metre times in the case of the Junior category, skated within one

year of the Games competition in a sanctioned event of OSSA, SSC or one of SSC's other affiliated Branches.

The ranking is based on cumulative seed times submitted on the entry form. OSSA reserves the right to verify the seed times submitted.

If a seed time submitted is for an event outside of OSSA's competitive calendar, the skater's club is responsible for ensuring that the appropriate protocol is available for verification.

2. All participants must be OSSA registered competitive members and have participated in a competitive sanctioned meet during the Games year.
3. An entry form must be submitted in order to be eligible. Alternates will be established and will only travel to the Games if an eligible skater is unable to attend. Should this situation arise, the alternate will be contacted by telephone prior to the event.
4. The Technical Committee may alter the selection process outlined in 1 and 2 above. Any such alteration must be announced in the Technical Bulletin.

Groupings:

Groupings are based upon the following criteria, in accordance with OWG instructions:

1. To provide a level of competition that will increase the athlete's ability to attain national and international goals.
2. The provision of opportunities for the community to view the Province's best amateur athletes.
3. The stimulation of enthusiasm and participation in amateur sport in order to achieve a higher level of physical fitness in the Province.
4. To allow participation by the maximum number of skaters permitted by the organizers based upon a workable number of competitors for the all points format.
5. To allow as many skaters as possible in each age group to compete for medals.
6. To the extent possible, a balance of both female and male athletes in all age groups.
7. The number of skaters registered per age group.

Ontario Winter Games Competition Format

All Points format, in accordance with OSSA Regulations. Group size and advancement as for Ability competition

Distances in Metres

JUNIOR: 500, 666, 777, 1000, RELAY: 1500

SENIOR: 500, 777, 1000, 1500, RELAY: 3000

Relay teams will be prearranged by the Meet Organizers based upon the seed times submitted.

Awards Medals will be awarded to the first three finishers in the primary final for each event.

ONTARIO WINTER GAMES ENTRY FORM

NAME: _____ SKATER RACING #: _____

ADDRESS: _____ APT. _____

CITY: _____ POSTAL CODE: _____

PHONE NO: (_____) _____ - _____ CLUB: _____

BIRTH DATE: _____ HEALTH INS NO.: _____

(DD/MO/YR)

OWG CATEGORY: _____ SSC REGISTRATION NO.: _____

FEMALE: _____ MALE: _____ COACH: _____

ENTRY DEADLINE: _____, DECEMBER 15, 200____.

LATE ENTRIES AND THOSE WITHOUT SEED TIMES WILL NOT BE ACCEPTED

		TIME	MEET/LOCATION	DATE
SENIOR:	500m	_____	_____	_____
	1000m	_____	_____	_____
JUNIOR:	500m	_____	_____	_____
	777m	_____	_____	_____

COACHES' SIGNATURE: _____

IN CONSIDERATION OF YOUR ACCEPTANCE OF THIS ENTRY, 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 ONTARIO SPEED SKATING ASSOCIATION, THE ONTARIO WINTER GAMES' ORGANIZERS, AND THE TOWN/CITY OF _____, THEIR AGENTS, OFFICERS, OR MEMBERS, FOR ANY AND ALL INJURIES SUFFERED BY ME DURING THE SAID CONTEST TO BE HELD _____, 200__ in _____, ONTARIO.

IN WITNESS THEREOF, I HAVE SET MY HAND AND SEAL THIS _____ DAY OF _____, 200__.

SIGNATURE OF ATHLETE: _____

SIGNATURE OF PARENT/GUARDIAN (if athlete is under 18): _____

ENTRIES TO BE MAILED TO:

THE ONTARIO SPEED SKATING ASSOCIATION
P.O. Box 1179, Lakefield, Ontario K0L 2H0

ANNEX B8: COMPETITION SOFTWARE CLUB CODES

Brampton	BRA
Barrie	BAR
Cambridge	CAM
Clarington	CLA
Dofasco	DOF
Durham	DUR
Gloucester	GLO
Kingston	KIN
Kitchener-Waterloo	KWL
Lakefield	LAK
London	LON
Markham	MAR
Milton	MIL
Newmarket	NEW
Niagara	NIA
Oakville	OAK
Ottawa	OTT
Peterborough	PET
Portland	POR
Quinte	QUI
Sault Ste Marie	SSM
St Lawrence	STL
Sudbury	SUD
Thunder Bay	TBB
Toronto	TOR
Windsor	WIN

ANNEX B9: PROVINCIAL REGIONAL ABILITY AND MASTERS CHAMPIONSHIPS

- 1.1 Skaters are eligible for the Regional Ability Championships as long as they did not register for and compete at the Provincial Short Track Age Class Championships.
- 1.2 Masters champions will be awarded provincial championship medals with respect to their respective age class.
- 1.3 Masters skaters may when skating together in a group with other Masters age classes at Ability competitions set records for their age class.
- 1.4 The Meet Coordinator and the Chief Recorder shall establish, to the extent possible, racing divisions of 16 skaters. In any case, the maximum size of a division shall be 16.
- 1.5 Racing rules and advancements will be, of course, in accordance with the SSC Procedures and Regulations and OSSA's Competition Regulations.
- 1.6 Two relays will be held , 3000M and 1500M, consisting of 4 teams each. The relays will be seeded in the normal manner with the 3000M relays being seeded from the fastest seeded group first. After the 3000M relay is seeded the meet coordinator will then seed the 1500M relay.

ANNEX B10: TRAINING CAMPS

- ~~1—"OSSA will support the operation of speed skating camps hosted by any affiliated club by providing funding grants. Grant applications are due by July 1st each year and funds will be awarded at the discretion of the Board of Directors. OSSA will set the total amount of funds available for camps each season at the Annual General Meeting as part of the annual budgeting process. All camps must be sanctioned by OSSA. The sanction fee for camps is \$0.00"OSSA will take a leadership role in the operation of training camps and make it clear to the membership that the hosting of summer or other camps is open to any member club and that the question of who and where will be determined each year prior to the AGM. The OSSA board will lead the facilitation and organization of these camps in conjunction with the hosting club, and with the help of the technical, officials, and coaching committees to provide instruction at camps, clinics to be held in conjunction to camps, and monetary assistance to the hosting club in the form of a grant up to \$3,000 depending on the requirement. Also, additional support for coaches and officials, will be provided to help cover the costs of facilitators, travel and accommodation arrangements. OSSA will market the camps. This can apply to long track camps.~~

SECTION C—ONTARIO SPEED SKATING ASSOCIATION POLICIES

ANNEX C1: OSSA HARASSMENT POLICY

The Ontario Speed Skating Association is committed to the achievement of equal opportunity including the establishment of a sport environment in which all members have the opportunity to contribute to the sport to their maximum potential.

In keeping with the spirit of this commitment, the Ontario Speed Skating Association does not tolerate any form of harassment and undertakes to protect all members regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, disability, age, marital status, family status or record of offence, from harassment by other members, officers of the Association, staff, officials, organizers, coaches, club mates, and any other member of the Ontario Speed Skating Association or persons not affiliated with the OSSA with whom they may have contact.

This policy is directed towards the protection of members from harassment, which may occur:

during the course of the Ontario Speed Skating Association business and events, or within a club affiliated with the Ontario Speed Skating Association;

OR

outside of such events or clubs where there may be repercussions in the work or club environment adversely affecting members' speed skating relationships.

DEFINITION

Harassment takes many forms but can generally be defined as behaviour including comments and/or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or groups of individuals or which creates an uncomfortable environment. While this applies to all members of the Ontario Speed Skating Association and any form of harassment, the Ontario Human Rights Code specifically prohibits harassment on the following grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), sex, sexual orientation, disability, age, marital/family status or record of offence.

Harassment may include:

- written or verbal abuse or threats;
- sexually oriented comments;
- unwelcome sexual flirtations, advances or propositions
- racial or ethnic slurs;
- unwelcome remarks, jokes, innuendoes, or taunting about a person's body, attire, abilities, age, marital status, ethnic or racial origin, religion, etc.;

- electronic or hard copy displaying of sexually explicit, racist or other offensive or derogatory material; sexual, racial, ethnic or religious graffiti or derogatory graffiti related to any other ground of discrimination
- practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
- imitation of a person's accent or mannerisms
- unwelcome sexual remarks, invitations or requests whether indirect or explicit, or intimidation;
- leering (suggestive staring), or other obscene or offensive gestures;
- persistent unwanted contact or attention after the end of a consensual relationship
- condescension, paternalism or patronizing behaviour which undermines self-respect or adversely affects performance or working conditions;
- physical conduct such as touching, kissing, patting, pinching, etc.;
- vandalism;
- physical assault.

REPRISALS

As part of their right to freedom from harassment, the Ontario Speed Skating Association members are protected from reprisal or the threat of reprisal such as:

- denied or threatened with denial of promotional, advancement, training, or other related opportunities or benefits (i.e., team selection, etc.);
- discipline or threaten of disciplinary action;
- dismissal or threat of dismissal.

On the sole basis of:

- rejecting the sexual advances of a person in authority who has or who could be perceived to have influence over speed skating related decisions affecting the member;
- having made a complaint of harassment.

Reprisal may also include situations involving co-member(s) who, because the member has made a complaint of harassment, continue or escalate the harassment; ostracise or isolate the member; and/or engage in any behaviour with the intent to intimidate, threaten, humiliate, hurt or adversely affect the performance or working conditions of the member.

RESPONSIBILITY

The Ontario Speed Skating Association is committed to creating and maintaining a supportive sport environment free of all forms of harassment.

Board/committee members, affiliated club executives, staff, coaches and managers of the Ontario Speed Skating Association are responsible for preventing and discouraging harassment by:

- understanding and upholding the principles of this policy;
- not engaging in behaviour contrary to this policy and ensuring that all members are treated fairly and equitably;
- communicating the Association's objective to create and maintain a harassment-free sport;
- not allowing or condoning behaviour contrary to this policy;
- taking all complaints of harassment seriously by investigating complaints in a thorough and sensitive manner and taking prompt action to resolve the situation in accordance with procedures outlined in the following sections.

Any person who has authority to prevent, discourage or stop harassment will be held responsible for failing to exercise this authority.

All members of the Ontario Speed Skating Association have a responsibility not to harass any other member. Members who experience harassment are encouraged to make it known to the harasser that the behaviour is offensive and/or to report the incident(s) in accordance with the following complaint procedures. Members who witness harassment or who become aware that a member is being harassed are encouraged to report the incident in accordance with the complaint procedure, which follows.

RIGHT TO COMPLAIN

Members who experience harassment are encouraged to make it known to the harasser that the behaviour is offensive and contrary to the Ontario Speed Skating Association's policy. If confronting the harasser is not possible or if after confronting the harasser the harassment continues, report the incident to the Director of the Ontario Speed Skating Association.

If this avenue is either unavailable or inappropriate, complaints may be made directly to:

- any member of the Ontario Speed Skating Association's Board of Directors;
- any Ontario Speed Skating Association coach, manager or staff member;
- any executive member of a club affiliated with the Ontario Speed Skating Association.

Members are encouraged to report incidents of harassment. Members who bring the incident(s) to the attention of the Ontario Speed Skating Association will receive the full support of the Association. Complaints will be addressed in a sensitive, responsible and timely manner. Confidentiality will be kept to the extent allowed by law. Disclosure will occur only on a "need to know" basis, i.e., To allow for appropriate investigation or in order to effect appropriate remedy. Any violation of confidentiality beyond these circumstances will not be tolerated.

Members who experience harassment because of their sex, race, religion, ethnicity, place of origin, disability, age, sexual orientation or family status (the grounds listed should match the grounds presented under "Definition of Harassment") are specifically protected under the

Ontario Human Rights Code and have the right to file their complaint with the Ontario Human Rights Commission.

COMPLAINT INVESTIGATION AND RESOLUTION

The above complaints procedure sets out a number of avenues for reporting incidents of harassment. Once a complaint is reported immediate action must be taken as follows:

- the complaint must be documented and immediately forwarded to the Director, who must inform the Executive Committee of the complaint as quickly as possible;
- the Executive Committee must immediately appoint a tribunal to investigate the incident(s);
- documentation of the complaint must be immediately forwarded to the Chair of the tribunal, once he/she has been named;
- the Director must ensure that an investigation is undertaken and that any necessary remedial actions are implemented at the conclusion of the investigation..

All complaints of harassment must be investigated by the appointed tribunal to determine the nature and circumstances of the incident(s) and to determine appropriate resolution.

Approved by the Board of Directors January 6, 1996.

Revised and Approved by the Board of Directors May 5, 2001.

ANNEX C2: OSSA GENDER EQUITY POLICY

PREAMBLE

Gender Equity is the belief and practice of treating both genders in ways that are fair and just. OSSA is committed to making the sport of speed skating accessible and available to all persons in Ontario.

As such OSSA will take strong and clear initiatives to encourage women's participation. OSSA will work to ensure that gender equity is a key consideration when developing, updating or delivering OSSA programs, policies and projects.

OSSA will continue its efforts to ensure that the needs of girls and women in speed skating are identified, promoted and supported in all its programs, policies and projects.

OSSA believes that an effective education program is a key cornerstone to achieving gender equity in speed skating.

Equity does not necessarily mean that all persons must be treated exactly the same. People may need to be treated differently in order to be treated fairly.

Meeting the challenge of gender equity in speed skating will tax the resources and ingenuity of the Organization and its clubs. However, the rewards are substantial and well worth the effort. OSSA has the opportunity to take a compelling leadership position within the sport community in Ontario by making a clear commitment to gender equity.

POLICY FRAMEWORK

Vision: Both genders will enjoy a full and equitable range of opportunities to participate in and lead in the activities of OSSA.

Goals:

- To achieve gender equity in the administration, policies and programs of OSSA.
- To play a positive role in raising the awareness and understanding of gender equity amongst OSSA members.

SPECIFIC POLICIES AND ACTION

1. OSSA will amend its general By-Laws and Regulations using gender-neutral language.
2. OSSA shall develop positions and work with provincial and national agencies and its member clubs to identify and eliminate gender barriers in the sport.
3. OSSA shall publicly recognize member clubs that make advancements with respect to gender equity in speed skating.
4. OSSA representatives at external meetings shall understand and be committed to the principles of gender equity as set out in this policy. Actions at these meetings should reflect these principles.
5. OSSA shall strive to accommodate the needs of both genders when forming and providing support to its programs and teams.

Approved by the Board of Directors August 17, 1996.

ANNEX C3: SCREENING POLICY

OBJECTIVE AND PURPOSE

Screening of personnel and volunteers is an important part of providing a safe and healthy environment among sport organizations which provide programs and services to youth. Ontario Speed Skating Association (OSSA) is responsible for doing everything reasonable to provide a safe and secure environment for its members.

The purpose of screening is to identify individuals within OSSA who pose a risk to children or youth and to provide members and employees of OSSA an environment free from harassment and abuse.

POLICY STATEMENT

OSSA requires individuals who will act in an official capacity on behalf of the Association, to complete a screening process which is based on the level of risk the position involves. Not all personnel affiliated with OSSA will be required to undergo screening through a Criminal Record Check including a vulnerable sector check, as not all positions pose a risk of harm to OSSA or its members.

SCREENING RISK

The Ontario Speed Skating Association Board of Directors will determine the risk and screening standard for each position within the organization based on but not limited to the risk assessment below.

HIGH RISK: Positions where individuals have regular contact with the athletes and / or have power over the athlete's sport career. Identified high-risk positions within the organization include but are not limited to Coaches, Staff, and Support Staff.

MEDIUM RISK: Positions where individuals usually only have contact with the athletes when others are present, and / or make decisions about the athletes within the context of rules and or policies. Identified medium risk positions within the organization include but are not limited to the Board of Directors, the Technical Committee and Officials.

LOW RISK: Positions where individuals have little contact with the athlete and / or decision-making is organizational based (not directed at the individual) within context of existing policies and guidelines. Identified low risk positions within the organization include but are not limited to Committee members (other than Technical Committee).

Specific persons who will be subject to screening through a Criminal Record Check including a vulnerable sector check are those who work closely with athletes who are minors and who

occupy positions of trust and authority within OSSA programs. Such “designated positions” include:

- a) All individuals in paid staff positions;
- b) All persons affiliated with provincial teams, whether paid or volunteer;
- c) All staff persons, board members and volunteers involved in the delivery of developmental programs including camps and clinics; and
- d) Any staff person, board member or volunteer appointed to accompany an OSSA team to an event or competition whether as a coach, manager, chaperone, driver or official in another role.

IT IS OSSA’S POLICY THAT:

1. All “designated positions” will have a job description including a clear set of guidelines about appropriate behaviour and conduct.
2. The recruitment process for all “designated positions” may involve:
 - a. Requiring the candidate to complete an application form for the position;
 - b. Interviewing the candidate for the position. An interview may include, but is not limited to the following activities:
 - i. Explaining the process to the applicant
 - ii. Establishing a safe environment for the applicant
 - iii. Describing the job, ensuring the applicant has a copy of the job description and understands it.
 - iv. At least one interviewer shall record the applicant’s responses to the questions. This documentation must be kept and filed with the office.
 - v. Look for attitudes towards children, other people and the sport that do not fit with those of the organization.
 - c. Checking a minimum of two references, one of which will be specific to working with children or youth.
 - d. Criminal Record Checks with vulnerable sector checks will be mandatory for all persons in “designated positions”. OSSA will reimburse for the cost to complete a Criminal Record Check including vulnerable sector check when required to take on an OSSA position.
3. OSSA will not knowingly fill a “designated position” with a person who has a conviction for an offence.
4. A person in a “designated position” will be provided an orientation session that will explain performance expectations and provide the training necessary for satisfactory performance.
5. It should be ensured that the individual knows where to find and clearly understands OSSA policies, especially any related to the athletes.
6. Screening continues throughout the period of an individual’s involvement with OSSA. Ongoing observation on behalf of the organization is a must - the responsibility does not

end once the person is in place. Part of the ongoing screening process may include annual formal feedback sessions, as defined within their job description.

7. If a person in a “designated position” subsequently receives a conviction for, or be found guilty of, an offence, he/she will immediately report this circumstance to OSSA.
8. Failure to participate in the screening process as outlined in this policy will result in one of the following:
 - a. Ineligibility for the “designated position”.
 - b. An individual elected to a position may be asked to resign by the President or delegate. In the case where an individual may decline to resign the Board of Directors may replace the person with someone who can meet all the screening steps until the next election.
 - c. Where an individual is appointed to a position, the appointment may not be offered.

PROCEDURE

1. Each person subject to this policy will apply for and obtain a Criminal Record Check including a vulnerable sector check (CRC-VS) at their local police detachment or using online services approved by OSSA.
2. Each person subject to this policy will submit the original copy of their CRC-VS to the Executive Director of OSSA at the head office, in an envelope marked “Confidential”.
 - a. Paid staff members will submit the original copy of their CRC-VS to the Vice President Finance and Administration of OSSA to his or her home address, in an envelope marked “Confidential”.
3. The Executive Director will review all CRC-VSs received and will determine whether the CRC reveals an offence. Should an offence be revealed the Executive Director will inform the Board of Directors and will notify the person of its decision in writing. The original copy of the CRC-VS will be returned to the person who supplied it.
 - a. The Vice President Finance and Administration will perform this step for paid staff members.
4. CRC-VSs are valid for a period of three (3) years.
5. If a person has been screened and approved by a member club, OSSA will confirm such approval and not require a second screening.

RECORDS

Copies of CRC-VSs will not be retained, but OSSA may retain written records of its communications with the persons submitting CRC-VSs. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.

REVIEW AND APPROVAL

This policy was approved by the Board of Directors of Ontario Speed Skating Association on December 11, 2010. This policy is not a static document: it will be reviewed by the Board of Directors, with input from the Executive Director, on an annual or as needed basis.

IMPLEMENTATION

This policy will be implemented in a phased manner as follows:

- a) For those individuals in “designated positions” who are in full-time, continuing employment contracts, this policy will take effect June 1, 2011.
- b) For those individuals in “designated positions” who have been appointed to volunteer positions this policy will take effect September 1, 2011.
- c) For those individuals who are in “designated positions” who are in short term contracts, this policy will take effect upon the renewal of such contracts.
- d) For those individuals not yet hired for or appointed to “designated positions”, this policy will take effect immediately.

Where required, OSSA will revise all contracts of employment and contracts for services, as they come up for revision or renewal, to reflect the requirements of this policy. This policy will be communicated immediately to all staff and volunteers of OSSA who will be affected by this policy, and will be incorporated into the OSSA’s Personnel Policy when that policy is next reviewed and consolidated.

ANNEX C4: OSSA LOGO POLICY

The Ontario Speed Skating Association logo consists of the emblem, which is the medallion with a skater incorporated in the design, and the logotype for the wording. This logo is a trademark and can only be used by authorized licensees, in accordance with the usage guidelines.

The only acceptable colour combinations for the reproduction of this logo are:

- 1) Gold for both the emblem and the logotype
- 2) Black for both the emblem and the logotype
- 3) White for both the emblem and logotype (negative or inverse pattern) when used on clothing.

There shall be no reproduction or use of the logo without express written permission.

Requests to use the Ontario Speed Skating Association logo must be submitted, in writing, to the Ontario Speed Skating Association office at least 30 days prior to the expected use or reproduction of the logo. This submission must include a sample and/or explanation of the proposed use of the logo.

Written permission, if provided, will be given within seven (7) business days of receipt of the request.

Permission to use the logo shall not be unduly withheld. Should an organization be refused this permission, they can appeal the decision in accordance with the policy found in the Information Manual.

Any use of the logo shall be consistent with the philosophy, aims and objectives of Ontario Speed Skating Association.

Permission to use the logo will be revoked upon violation of these terms.

SECTION D—GENERAL INFORMATION

ANNEX D1: OSSA AWARD OF EXCELLENCE RECIPIENTS

<u>YEAR</u>	<u>RECIPIENT</u>	<u>YEAR</u>	<u>RECIPIENT</u>
1985	CARL HENNIGAR	1998	JEAN MARIE LEDUC
1986	GLENDA JONES	1999	PAT FINLIN
1987	ART JENNINGS	2000	ERNIE OVERLAND
1988	KLAAS HANJE	2001	MIKE RIVET
1989	IAN OVERMAN	2002	SUSAN COOK
1990	SANDRA CHENARD	2003	NOT AWARDED
1991	JOYCE LEGGATT	2004	NOT AWARDED
1992	LISA GANNETT & TOM OVEREND	2005	NOT AWARDED
1993	THUNDER BLADES	2006	NOT AWARDED
1994	KLAAS BORST	2007	NOT AWARDED
1995	BOB PLANERT	2008	NOT AWARDED
1996	PETER WILSON	2009	NOT AWARDED
1997	ART JENNINGS	2010	NOT AWARDED

ANNEX D2: CLUB COLOURS

(As of June 2004)

<u>Club</u>	<u>Colour</u>	<u>Club</u>	<u>Colour</u>
Barrie	Unconfirmed	Niagara	Unconfirmed
Brampton	Black & Silver (Grey)	Thunder Blades	T.B.A.
Cambridge	Black, Green, Gold	Oakville	Unconfirmed
Clarington	Royal Blue and Yellow	Ottawa Pacers	Blue, White
Durham		Peterborough	Black, Yellow
Gloucester	Navy / Teal (Grey Accent)	Portland	Unconfirmed
Kingston Striders	Blue, Red, White	Quinte Blades	Black, Green
Kitchener-Waterloo	Black, Gold (White accent)	Sault Ste Marie	Black, Red, White
Lakefield		St. Lawrence	
London	Purple, Grey, Black	Sudbury	Royal Blue, yellow
Markham	Black and Royal Blue	Thunder Bay	Unconfirmed
Milton		Toronto	Royal Blue, White
Newmarket	Royal Blue and Orange		

ANNEX D3: THE “KIT” JAROSZ MEMORIAL TROPHY

The trophy donated by Jean-Marie Leduc, along with a cheque donated by Mr. & Mrs. Ludi Jarosz, will be awarded annually at the Ontario Short Track Championships.

The Criteria for this Award are as follows:

1. It will be awarded for the fastest 500 metres skated by a female at any meet held in the province of Ontario.
2. This award will be based on time only.
3. If electronic timing is not used at a meet 0:00.2 must be added to the official time;
4. The Athlete must skate in the Provincial Championships to be eligible, and must be a member in good standing of the Ontario Speed Skating Association.
5. The Athlete must be Intermediate or under.
6. The Athlete must not be a member of the National Team.

The trophy and cheque have been donated by both of the above parties to encourage younger Female Athletes to attain the goals they have set out for themselves.

This criteria was adopted by the members of the “Ad Hoc” Committee:

Jean-Marie Leduc, Mr. & Mrs. Ludi Jarosz, Joyce Leggatt & Peter Wilson, December, 2000.

<u>Year</u>	<u>Recipient</u>	<u>Year</u>	<u>Recipient</u>
2011	Sarah Shires		
2010	Paisley Perri	2009	Keri Morrison
2008	Keri Morrison	2007	Taylor Schmidt
2006	Ivanie Blondin	2005	Ivanie Blondin
2004	Ivanie Blondin	2003	Christine Nesbitt
2002	Christine Nesbitt	2001	Christine Nesbitt
2000	Elizabeth Wild	1999	Amanda Overland
1998	Elizabeth Wild	1997	Elizabeth Wild

SECTION E—COMMITTEE TERMS OF REFERENCE

ANNEX E1: TERMS OF REFERENCE—COACHING DEVELOPMENT COMMITTEE (CDC)

PART I

PURPOSE

The central purpose of the CDC is to develop and maintain programs designed to enhance the level of expertise of coaching within OSSA.

Committee Membership

Members of the Committee shall normally be fully certified speed skating coaches (Level II or above) and whenever possible, shall have experience in both short and long track disciplines

In accordance with the By-laws, the term of Committee members is for the current season. The Board appoints Committee members, on the recommendation of the Vice-President, Technical Programs Administration, prior to the commencement of each season.

The CDC, in accordance with the By-laws, elects from among its members a Chair, who is responsible for the coordination of the Committee's activities and implementation of its programs and for the submission of a report on the activities of the CDC during the season to the Annual General Meeting of the Association. The Committee Chair is responsible for liaising with the SSC CDC and advising the Board on these matters.

The CDC, in accordance with the By-laws, also nominates from among its members a person who will serve as a member of the Technical Committee.

The Committee reports to the Board through the offices of the Vice-President, Coaching and Officiating.

Roles and Responsibilities

The key responsibility of the CDC is the development and provision of a program of activities designed to ensure the availability of quality coaching for Ontario speed skaters. This will be accomplished by developing a recruitment, program and through the development and maintenance of a mentoring program for level 1, 2, and 3 coaches.

The submission to the OSSA Office, by February 1, of each year, a budget and work plan for the coming year, April 1 to March 31, which will include the Committee's objectives, its target for the number of coaches at each coaching level, and its proposed programs for the upcoming season.

Specifically:

Activities shall include but not be limited to:

The development of a well understood and transparent process for the nomination of head coaches and assistant-coaches to National, North American and National ranking events;

The monitoring and maintenance of a database of qualifications and experience for active coaches;

The forwarding to the Technical Committee by 15 October of each year a list of recommended coaches for that season's competitions;

The identification of coaches to undertake course conductor training and the facilitation of such training seminars;

Working with OSSA on behalf of coaches to streamline the current process for NCCP accreditation

Making recommendations regarding the requirements for providing Level, II and III Technical courses

The development of a mentoring program for certified coaches across the province;

The facilitation and improvement of access to coaching materials, self-development opportunities with senior coaches, training camps and enhanced practical experiences for Ontario coaches;

The organization of an annual coaching seminar;

PART II—SELECTION CRITERIA FOR CHAMPIONSHIP COACHES

CHAMPIONSHIP COACHES LIST

To be eligible for selection to act as a coach for OSSA sponsored teams, the Coaching Development Committee (CDC) will maintain a Championship Coaches List of fully certified Level 2 coaches and above who must maintain an appropriate level of coaching and developmental activity.

The purpose is to encourage those coaches who wish to represent Ontario to enhance their knowledge and experience through involvement in continuous learning activities and to ensure that our teams benefit from having coaches whose knowledge is current.

Examples of involvement in activities that may be considered as meeting the above-noted criteria are the attendance at coaching clinics, conducting of coaching clinics, or attendance at either ice or dry land camps for the purposes of up-grading and/or active participation as a coach in either ice or dry land camps. or information concerning other examples that meet the criteria, coaches may contact the CDC through the OSSA office .

The List will be updated each year prior to October 1st. It is the responsibility of the coach to ensure that the CDC is aware of his/her activities. One may do so by submitting to the OSSA office information concerning the activities in which they have been involved. The Chair of the CDC will be informed in order that the CDC may verify and approve the new List. A form for submitting a record of yearly coaching activities will be provided by the CDC

GUIDELINES FOR RECOMMENDATIONS

The CDC considers the following factors in deciding its recommendations for head and assistant coaches for Ontario teams:

Qualifications:

The level of formal certification of each coach seeking appointment is considered.

The level of experience is also taken into account.

When appointing a head and assistant coach or coaches, the combination of those involved is considered. The level of coaching effectiveness is considered both individually and collectively when more than one coach is being appointed. It is important that the combination provide the appropriate levels of expertise and experience and good interaction.

Currently Active:

Coaches must be currently active to ensure that they are familiar with the athletes involved and conversant with current practices and techniques.

ANNEX E2: TERMS OF REFERENCE—OFFICIALS DEVELOPMENT COMMITTEE (ODC)

PURPOSE

To ensure the Ontario Speed Skating Association has a complement of trained and qualified officials to manage safe and efficient speed skating events throughout Ontario.

COMMITTEE MEMBERSHIP

In accordance with the By-laws, the term of Committee members is for the current season. The Board appoints Committee members on the recommendation of the Vice-President, Technical Programs Administration, prior to the commencement of each season.

The ODC, in accordance with the By-laws, elects from amongst its members a Chair, who is responsible for the coordination of the Committee's activities and implementation of its programs and for the submission of a report on the activities of the ODC during the season to the Annual General Meeting of the Association. The Committee Chair is responsible for liaising with the SSC ODC and advising the Board on these matters.

The ODC, in accordance with the By-laws, also nominates from amongst its members a person who will serve as a member of the Technical Committee for the period of one year.

The Committee reports to the Board through the offices of the Vice-President, Coaching and Officiating.

OBJECTIVE

To establish and maintain an appropriate program for the training and development of officials in all categories in order to ensure that OSSA's competitions are managed efficiently and well.

ROLES AND RESPONSIBILITIES

The ODC is responsible for maintaining standards and providing the basis for considering proposed advancements.

OSSA's ODC is responsible for the fostering of officials development specifically at levels 1 and 2. Levels 3 and above are the specific responsibility of the Speed Skating Canada (SSC) through its Officials Development Committee.

The ODC is responsible for the submission to the OSSA Office, by February 1, of each year, of a budget and work plan for the coming year, April 1 to March 31, which will include the Committee's objectives, its targets for the numbers of officials for each category of official and level, and its proposed programs for the upcoming season.

Specifically, The ODC shall

- monitor on a continuing basis the need for specific training requirements through the identification of gaps with respect to each category of official and level and promote and organise clinics designed to alleviate such gaps;
- Provide a minimum of two Level I clinics per year training sessions;
- Maintain a database of officials' volunteer activities during the year including participation as an official at competitions outside of Ontario and attendance at clinics;
- Recommend the advancement of officials towards Level III and up to SSC's ODC;

- Establish and maintain an evaluation program designed to ensure that OSSA officials demonstrate the appropriate level of competency in the performance of the duties of the position.
- Host an annual planning workshop and review meeting for senior officials, level 3 and up, prior to the commencement of the skating season in August or September to review competition rule changes and to discuss future official development opportunities.

ONTARIO WINTER GAMES

The ODC is also, in accordance with Annex B6 of the OSSA Competition Regulations, responsible for the selecting all officials for the Ontario Winter Games including, at its discretion, a Chief Supervising Official who shall act as an advisor to the Meet Co-ordinator.

In selecting officials for the Games the following will be considered:

- Chief officials must have, as a minimum, Level I status and must be a current member of OSSA;
- Primary consideration will be given to the most qualified and experienced personnel who also require this experience for advancement;
- Selection of officials will also take into account the need for development of officials in all OSSA affiliated clubs.

PROVINCIAL CHAMPIONSHIPS AND OTHER SELECTION EVENTS

The Committee will, when requested by the Vice-President, Technical Programs Administration, select the Chief Referee and the Chief Starter, and Chief Recorder/Competitors Steward. The recommendations will be based on qualifications, experience, and competency. The need for experience for advancement will be a consideration.

OTHER COMPETITIONS:

The ODC will assist when requested by competition organisers in the selection of officials to assist in the implementation of events.

CERTIFICATION CRITERIA

To be certified an individual must be a member in good standing of OSSA.

LEVEL 1:

In order to be certified as Level 1, the individual must

- Have participated in and successfully completed a Level 1 officials clinic
- Have assisted at competitions and received positive evaluations in accordance with the established process in the role in which the individual has acted.
-

LEVEL 2

In order to be certified as Level 2, the individual must

- Already hold a Level 1 certification;

- Have participated in and successfully completed a Level 2 clinic relevant to the specific category of official for which advancement is being considered;
- Have assisted at a minimum of 1 meet within a two-year period;
- Have acted as a chief at OSSA sanctioned competitions and have received positive evaluation in accordance with the established process;
- Have acted as a chief at a Provincial Championship or other OSSA selection competition, or the Ontario Winter Games in the specific category of official for which advancement is being considered and have received a positive evaluation in accordance with the established process.

EVALUATION PROGRAM

LEVEL 1 AND LEVEL 2

The ODC will review the meet coordinators' reports and referees' recommendations for each official on an annual basis. Certification at level 1 and 2 will be based on the assessments received and referees and the individual's successful participation at the clinics in question.

LEVEL 3

SSC is responsible for the evaluation and approval of the certification at this level.

The ODC will provide recommendations for level 3 advancements to OSSA's Board of Directors. The Board after confirming the recommendations will forward them to the SSC Officials Development Committee. The recommendations submitted by OSSA's ODC will be based on experience, competency and the successfully completed training, and an assessment by OSSA that the criteria established by SSC has been met.

PROCESS

A list of individual advancements under consideration will be provided to Club Presidents 30 days prior to the OSSA AGM.

Any errors or omissions should be identified to the Officials Development Committee in an expeditious manner. In any event, in order to permit the appropriate review of the information, the ODC requires that it be notified of any proposed amendments to the list not later than two weeks after the date of its issuance;

All confirmed advancements (Level I and Level II) will be announced at the OSSA AGM.

ANNEX E3: TERMS OF REFERENCE—COMPETITION PLANNING COMMITTEE (CPC)

PART I

PURPOSE

The primary purpose of the Competition Planning Committee (CPC) is to develop, maintain and continuously enhance OSSA competition models with aim to offer the skater with an enjoyable, yet learning and competitive experience. The CPC should assume their role with plan to continuously improve the competition models and plan to maintain programs / processes designed to support the development of expertise required to manage competitions.

COMMITTEE MEMBERSHIP

It would be preferable to have a committee that is made up of individuals having gained experience performing in roles supporting the running of a meet. It is recommended that the committee makeup have representation with experience from both the Short Track and the Long Track discipline if at all possible.

In accordance with the By-laws and to align with existing committees, the term of Committee members is for the current season. The Board appoints Committee members, on the recommendation of the Vice-President, Technical Programs Administration, prior to the commencement of or during the skating season.

The CPC, in accordance with the By-laws, will elect from among its members a Chair, who will assume responsibility for the scheduling of regular monthly meetings, the coordination of the committee's activities, for representing the CPC as a member of the Technical Committee and for the submission of a year-end report for the AGM (Annual General Meeting of the Association), summarizing the activities of the CPC that took place during the season.

The committee reports to the Board through the offices of the Vice-President, Technical Programs Administration.

ROLES AND RESPONSIBILITIES

The committee is expected to be autonomous in scheduling regular meetings and in managing discussion items and competition related matters identified by the Technical Committee or the CPC.

It is strongly recommended that the CPC meet once a month throughout the year to hold discussions and address competition related matters. Meeting discussions must be summarized and documented minutes provided to committee members for review accordingly. It is suggested that tasks of producing meeting minutes be rotated amongst committee members not to overburden on member in particular.

The Competition Planning Committee will report directly to the Technical Committee.

The key responsibility of the Competition Planning Committee will be the ongoing development and advancement of the OSSA competition models for both the Provincial and Regional ST racing streams and the Long Track meets. The approaches to be used for competition modeling should offer perspectives on the development of athletes, young and old, developing and elite, and consideration for how officials and volunteers need to fit in for supporting such models (i.e. assignment planning and officials advancement).

RESPONSIBILITIES AND COMMITTEE ACTIVITIES SHALL INCLUDE BUT NOT BE LIMITED TO:

- Ongoing review, assessment and evaluation of existing competition models and competition outcomes to attempt to address issues and concerns the membership is facing;
- Propose and recommend approaches and enhancements that will improve the competition models;
- Interact with the various clubs in collaborating on dates and venues to establish the yearly Events Calendar for both Short Track and Long Track. All attempts should be made to establish Events Calendar a year in advance;
- Propose and recommend changes that will improve the yearly Events Calendar;
- Contingency planning to support the Long Track competitions in Ontario;
- Advise the Technical Committee on competition related matters;
- Competition registration processes,
- Meet management software,
- Interact with the OSSA Officials Development Committee on requirements for competition planning, competition execution and officials' performance management;
- Develop processes and procedures to support recruitment of officials and volunteers for planning and organizing a competition, a camp or a special event;
- Manage the processes for assessing skater performances year to year and setting the necessary eligibility criteria, such as Time Standards, for respective competition models;
- Manage, monitoring and assess safety related matters, including discussion of concerns and/or issues identified related to competitions;
- Support the Technical Committee on proposals, in planning and organization for hosting specials events;
- Update and maintain a database of officials' contributions toward competitions throughout the year;
- Making recommendations regarding proposed enhancements to competition models;
- The facilitation and improvement of access to competition planning materials,

SECTION F: RECORDS

2009-2010

SEASON

Updated: June 2010

- A. ONTARIO (CLOSED) OLYMPIC STYLE RECORDS**

- B. OLYMPIC STYLE—MASTERS RECORDS**

- C. ONTARIO LONG TRACK MASS START (CLOSED) RECORDS**

- D. ONTARIO SHORT TRACK (CLOSED) 111.12 M OVAL RECORDS**

- E. ONTARIO WINTER GAMES RECORDS (SHORT TRACK)**

**** denotes distances no longer skated**

A. ONTARIO OLYMPIC STYLE (CLOSED) RECORDS

SENIOR WOMEN (ISU AGE)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	45.14	<i>Catherine McLean</i>	<i>Sault Ste Marie</i>	<i>Sault Ste Marie</i>	2000
1000 m	1.33.93	<i>Catherine McLean</i>	<i>Sault Ste Marie</i>	<i>Sault Ste Marie</i>	2001
1500 m	2.30.90	<i>Chantal Côté</i>	<i>Ottawa</i>	<i>Ottawa</i>	1984
3000 m	5.19.00	<i>Chantal Côté</i>	<i>Ottawa</i>	<i>Ottawa</i>	1983

JUNIOR WOMEN (ISU AGE)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	45.62	Lauren Wetzel	Gloucester	Ottawa	2003
1000 m	1.32.18	Lauren Wetzel	Gloucester	Ottawa	2003
1500 m	2.21.88	Lauren Wetzel	Gloucester	Ottawa	2003
3000 m	5.06.96	Madeline Martin	Ottawa	Ottawa	2005

SENIOR MEN (ISU AGE)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	40.49	Jeff Moir	Oakville	Ottawa	2003
1000 m	1.19.56	Cailean Duggan	Gloucester	Ottawa	2003
1500 m	2.02.04	Cailean Duggan	Gloucester	Ottawa	2003
3000 m	4.45.41	Gasper Aceti	Sault Ste Marie	Sault Ste Marie	2003
5000 m	7.37.38	Jamie Ivey	Gloucester	Ottawa	2003

JUNIOR MEN (ISU AGE)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	41.14	Richard MacLennan	Sault Ste Marie	Ottawa	2008
1000 m	1:26.60	Steven Greulich	Cambridge	Ottawa	1989
1500 m	2.06.74	Brock Anderson	Gloucester	Ottawa	2003

3000 m	4.36.97	Brock Anderson	Gloucester	Ottawa	2003
5000 m	8.03.14	David Didiodato	Gloucester	Ottawa	2003

B. OLYMPIC STYLE MASTERS (CLOSED) RECORDS

MASTERS MEN 1 (30-39)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	43.62	Ryan Ogston	Ottawa Pacers	Ottawa	2005
1000 m	1:32.20	Ryan Ogston	Ottawa Pacers	Ottawa	2006
1500 m	2:29.70	Ian McDonell	Ottawa Pacers	Ottawa	1990
3000 m	5:00.14	Ryan Ogston	Ottawa Pacers	Ottawa	2003
5000 m	8:40:99	Ryan Ogston	Ottawa Pacers	Ottawa	2003

MASTERS WOMEN 1 (30-39)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	53.80	Judy Dietiker	Ottawa Pacers	Ottawa	1991
1000 m	1:57.90	Judy Dietiker	Ottawa Pacers	Ottawa	1991
1500 m	3:02.20	Judy Dietiker	Ottawa Pacers	Ottawa	1991
3000 m	7:47.20	Kathy Hunt	KW Sertoma	Kitchener	1992

MASTERS MEN 2 (40-49)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	44:01	Bob Laurence	Cambridge	Ottawa	2003
1000 m	1:32.38	Larry Magloire	Brampton	Ottawa	2003
1500 m	2:22.94	Bob Laurence	Cambridge	Ottawa	2003
**3000 m	5.00.75	Bob Laurence	Cambridge	Ottawa	2003
**5000 m	8.45.82	Bob Laurence	Cambridge	Ottawa	2003

MASTERS WOMEN 2 (40-49)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	57.45	Patti Walsh	KW Sertoma	Ottawa	2001
1000 m	1:58.60	Patti Walsh	KW Sertoma	Ottawa	2001
1500 m	3:09.09	Patti Walsh	KW Sertoma	Ottawa	2003
**3000 m	6:42.72	Patti Walsh	KW Sertoma	Ottawa	2003

MASTERS MEN 3 (50-59)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	49.45	Ross Hanham	Brampton	Ottawa	2005
1000 m	1:49.92	Gerry Bos	London	Ottawa	1989
1500 m	2:39.76	Ross Hanham	Brampton	Ottawa	2005
3000 m	5:23.98	Ross Hanham	Brampton	Ottawa	2005
5000 m	9:26.63	Ross Hanham	Brampton	Ottawa	2005

MASTERS WOMEN 3 (50-59)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	1:13.80	Jean Ward	Ottawa Pacers	Ottawa	1991
1000 m	2:36.80	Jean Ward	Ottawa Pacers	Ottawa	1991
1500 m	4:05.60	Jean Ward	Ottawa Pacers	Ottawa	1991

MASTERS MEN 4 (60-69)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	51.45	Graham Lodge	Kingston	Ottawa	2000
1000 m	1:59.20	Bill Pol	London	Sault Ste Marie	1992
1500 m	3:02.06	Gerrit Bos	London	Ottawa	1996
3000 m	5:41.93	Graham Lodge	Kingston	Ottawa	2000

MASTERS WOMEN 4 (60-69)					
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DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	1:10.31	Ozzie Martin	Scarborough	Ottawa	1989
1000 m	2:31.97	Ozzie Martin	Scarborough	Ottawa	1989
1500 m	3:52.08	Ozzie Martin	Scarborough	Ottawa	1989

MASTERS MEN 5 (70 +)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	1:10.63	Ted Barden	KW Sertoma	Kitchener	1989
1000 m	2:25.37	Ted Barden	KW Sertoma	Kitchener	1989
1500 m	3:46.69	Ted Barden	KW Sertoma	Kitchener	1989

MASTERS WOMEN 5 (70 +)					
DISTANCE	TIME	NAME			
500 m		TO BE ESTABLISHED			
1000 m		TO BE ESTABLISHED			
1500 m		TO BE ESTABLISHED			

C. LONG TRACK MASS START (CLOSED) RECORDS

**** denotes distances no longer skated**

PEEWEE BOYS					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
100 m	14.40	David Rector	KW Sertoma	Ottawa	1971
200 m	27.45	Nicholas Bean	KW Sertoma	Ottawa	1996
300 m	35.80	Andrew Lahey	Ottawa Pacers	Ottawa	1989
400 m	55.50	Jonathon Cavar	Ottawa Pacers	Ottawa	1985

PEEWEE GIRLS					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE

100 m	14.83	Camille Bean	Gloucester	Ottawa	2002
200 m	25.27	Cate Boyd	London	Ottawa	2003
300 m	43.60	Brenda Dietiker	Ottawa Pacers	Kitchener	1971
400 m	59.60	Christina Chenard	Ottawa Pacers	Ottawa	1988

BANTAM BOYS					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
200 m	23.50	Mark Wild	KW Sertoma	Ottawa	1985
300 m	34.79	Hugh Xie	Gloucester	Ottawa	2008
400 m	47.22	Hugh Xie	Gloucester	Ottawa	2009
<i>**500 m</i>	<i>59.90</i>	<i>Mark Wild</i>	<i>KW Sertoma</i>	<i>Ottawa</i>	<i>1985</i>
600 m	1:09.20	Jesse Huffman	Ottawa Pacers	Sault Ste Marie	2000

BANTAM GIRLS					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
200m	23.80	Paisley Perrie	KW Sertoma	Sault Ste Marie	2007
300 m	35.76	Paisley Perrie	KW Sertoma	Sault Ste Marie	2007
400 m	45.32	Paisley Perrie	KW Sertoma	Sault Ste Marie	2007
<i>**500 m</i>	<i>1:04.50</i>	<i>Kelly Galloway</i>	<i>KW Sertoma</i>	<i>Sault Ste Marie</i>	<i>1989</i>
600 m	1:07.87	Paisley Perrie	KW Sertoma	Sault Ste Marie	2007

MIDGET BOYS					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
<i>**200 m</i>	<i>22.00</i>	<i>Mark Wild</i>	<i>KW- Sertoma</i>	<i>Ottawa</i>	<i>1987</i>
300 m	30.21	Pascal Franche	Gloucester	Sault Ste Marie	1999
<i>**400 m</i>	<i>40.56</i>	<i>Scott Sadlier</i>	<i>Sault Ste Marie</i>	<i>Sault Ste Marie</i>	<i>2003</i>
500 m	49.10	Pascal Franche	Gloucester	Sault Ste Marie	1999
<i>**600 m</i>	<i>59.27</i>	<i>Pascal Franche</i>	<i>Gloucester</i>	<i>Sault Ste Marie</i>	<i>1999</i>
800 m	1:21.98	Pascal Franche	Gloucester	Ottawa	1999

1000 m	1.54.72	Connor Elliott	Ottawa Pacers	Sault Ste Marie	2005
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MIDGET GIRLS

DISTANCE	TIME	NAME	CLUB	PLACE	DATE
**200 m	23.80	Brenda Halkes	Cambridge	Sault Ste Marie	1983
300 m	32.02	Paisley Perrie	KW Sertoma	Sault Ste. Marie	2009
**400 m	41.30	Madeline Martin	Ottawa Pacers	Sault Ste Marie	2002
500 m	51.56	Paisley Perrie	KW Sertoma	Ottawa	2009
**600 m	59.27	Lyndsey Parissenti	Sault Ste Marie	Ottawa	1996
800 m	1.26.50	Paisley Perrie	KW Sertoma	Ottawa	2008
1000 m	1:49.11	Natasha Cloutier	Gloucester	Ottawa	2008

JUVENILE BOYS

DISTANCE	TIME	NAME	CLUB	PLACE	DATE
** 200 m	20.70	Kevin Scott	Sault Ste Marie	Sault Ste Marie	
300 m	27.43	Richard MacLennan	Sault Ste Marie	Ottawa	2005
** 400 m	37.06	Richard Shoebridge	Cambridge	Sault Ste Marie	1999
500 m	44.40	Richard MacLennan	Sault Ste Marie	Sault Ste Marie	2005
**800 m	1:14.66	Andrew Lahey	Ottawa Pacers	Ottawa	1996
1000 m	1:30.01	Richard Shoebridge	Cambridge	Sault Ste Marie	2000
1500 m	2 :26.67	Vincent Dehaitre	Gloucester	Ottawa	2008

JUVENILE GIRLS

DISTANCE	TIME	NAME	CLUB	PLACE	DATE
**200 m	21.70	Bonnie Hoch	KW Sertoma	Ottawa	1975
300 m	29.50	Larissa Pikor	Ottawa Pacers	Ottawa	2001
**400 m	41.60	Brenda Halkes	Cambridge	Ottawa	1985
500 m	49.43	Carling Zeeman	Cambridge	Sault St Marie	2005
**800 m	1:21.47	Carling Zeeman	Cambridge	Sault St Marie	2005

1000 m	1.44.16	Emily Rendell-Watson	Gloucester	Ottawa	2009
1500 m	2:36.11	Ivanie Blondin	Gloucester	Ottawa	2004

JUNIOR MEN

DISTANCE	TIME	NAME	CLUB	PLACE	DATE
**300 m	<i>26.10</i>	<i>Kevin Scott</i>	<i>Sault Ste Marie</i>	<i>Ottawa</i>	<i>1986</i>
500 m	41.21	Brock Anderson	Gloucester	Sault Ste Marie	2002
**800 m	<i>1.07.73</i>	<i>Brock Anderson</i>	<i>Gloucester</i>	<i>Sault Ste Marie</i>	<i>2002</i>
1000 m	1.28.97	Brock Anderson	Gloucester	Sault Ste Marie	2002
1500 m	2.13.78	Brock Anderson	Gloucester	Ottawa	2001
3000m	5.05.09	Maxim Morris	Gloucester	Ottawa	2009

JUNIOR WOMEN

DISTANCE	TIME	NAME	CLUB	PLACE	DATE
**300 m	<i>30.60</i>	<i>Patti Hoch</i>	<i>KW Sertoma</i>	<i>Ottawa</i>	<i>1974</i>
500 m	46.91	Stephanie Pikor	Ottawa Pacers	Ottawa	2005
**800 m	<i>1.17.28</i>	<i>Christine Nesbitt</i>	<i>London</i>	<i>Ottawa</i>	<i>2001</i>
1000 m	1.38.02	Christine Nesbitt	London	Ottawa	2001
1500 m	2:33.11	Lindsey Parissenti	Sault Ste Marie	Sault Ste Marie	2000
3000 m	5:21.08	Ivanie Blondin	Gloucester	Ottawa	2005

INTERMEDIATE MEN

DISTANCE	TIME	NAME	CLUB	PLACE	DATE
**300 m	<i>26.90</i>	<i>Kevin Scott</i>	<i>Sault Ste Marie</i>	<i>Sault Ste Marie</i>	<i>1987</i>
500 m	42.45	Kyle Armstrong	Sault Ste Marie	Sault Ste Marie	2002
500 m	42.45	Gaspar Aceti	Sault Ste Marie	Sault Ste Marie	2002
**800 m	<i>1:09.90</i>	<i>Steve Greulich</i>	<i>Cambridge</i>	<i>Sault Ste Marie</i>	<i>1988</i>
1000 m	1:28.30	Kevin Scott	Sault Ste Marie	Sault Ste Marie	1987
1500 m	2:18.50	Kevin Scott	Sault Ste Marie	Sault Ste Marie	1987

3000 m	5.00.68	Landon Zeeman	Cambridge	Sault Ste Marie	2005
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INTERMEDIATE WOMEN					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	46.55	Lyndsey Parrisenti	Sault Ste Marie	Ottawa	2002
**800 m	1.16.94	Lyndsey Parrisenti	Sault Ste Marie	Ottawa	2002
1000 m	1.37.61	Lyndsey Parrisenti	Sault Ste Marie	Ottawa	2002
1500 m	2.36.13	Lyndsey Parrisenti	Sault Ste Marie	Ottawa	2002
3000 m					

SENIOR MEN					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	43.40	George Maly	Osh.Tri.Val	Sault St Marie	1988
**800 m	1:11.10	George Maly	Osh.Tri.Val	Sault St Marie	1988
1000 m	1:28.60	George Maly	Osh.Tri.Val	Sault St Marie	1988
1500 m	2.20.60	George Maly	Osh.Tri.Val	Sault St Marie	1988
3000 m	5:00.70	David Jones	Ottaw Pacers	Sault St Marie	1987

SENIOR WOMEN					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	45.68	Catherine McLean	Sault Ste Marie	Sault Ste Marie	1999
** 800 m	1:19.60	Janice Dawson	Capital LB	Sault Ste Marie	198
1000 m	1:32.42	Catherine McLean	Sault Ste Marie	Sault Ste Marie	1999
1500 m	2:23.79	Catherine McLean	Sault Ste Marie	Sault Ste Marie	1999
3000 m	5.34.18	Lindsey Parissenti	Sault Ste Marie	Ottawa	2001

MASTERS MEN 1(30-39)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	43.20	Rob Evans	Toronto	Ottawa	2002

**800 m	1.15.42	<i>Grant Edgar</i>	<i>Ottawa Pacers</i>	<i>Ottawa</i>	<i>2000</i>
1000 m	1.33.46	Ryan Ogston	Ottawa Pacers	Ottawa	2005
1500 m	2.25.58	Larry Magloire	Brampton	Ottawa	2002
**3000 m	5:33.25	<i>Grant Edgar</i>	<i>Ottawa Pacers</i>	<i>Ottawa</i>	<i>1999</i>

MASTERS WOMEN 1(30-39)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m					
** 800 m					
1000 m					
1500 m					
**3000 m					

MASTERS MEN 2 (40-49)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	44.56	Larry Magloire	Brampton	Ottawa	2008
**800 m	1.13.97	<i>Bob Laurence</i>	<i>Cambridge</i>	<i>Ottawa</i>	<i>2001</i>
1000 m	1:33.08	Larry Magloire	Brampton	Ottawa	2008
1500 m	2.24.45	Larry Magloire	Brampton	Ottawa	2001
**3000 m	5:34.10	<i>Bruce Pellow</i>	<i>London</i>	<i>Sault Ste Marie</i>	<i>1992</i>

MASTERS WOMEN 2 (40-49)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	54.74	Kathy Hunt	KW Sertoma	Sault Ste Marie	1997
**800 m	1:34.64	Kathy Hunt	KW Sertoma	Sault Ste Marie	1997
1000 m	1:57.91	Kathy Hunt	KW Sertoma	Sault Ste Marie	1997
1500 m	3:02.10	Kathy Hunt	KW Sertoma	Sault Ste Marie	1997
3000 m	6.58.74	Lisa Meyer	Gloucester	Ottawa	2009

MASTERS MEN 3 (50-59)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
** 400 m	42.60	<i>Gerry Bos</i>	<i>London</i>	<i>Ottawa</i>	1985
**400 m	42.60	<i>Art Jennings</i>	<i>Sault Ste Marie</i>	<i>Kitchener</i>	1982
500 m	50.29	Ken Wetzel	Gloucester	Ottawa	2008
1000 m	1:40.43	Ross Hanham	Brampton	Ottawa	2005
1500 m	2:35.74	Ross Hanham	Brampton	Ottawa	2005
**3000 m	5:37.21	<i>Graham Lodge</i>	<i>Kingston</i>	<i>Ottawa</i>	1997

MASTERS WOMEN 3 (50-59)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	1:02.60	Sheila McGinn	Ottawa	Ottawa	2009
**800 m	2:02.50	<i>Ozzie Martin</i>	<i>Etobicoke</i>	<i>Ottawa</i>	1976
1000 m	2:08.59	Sheila McGinn	Ottawa	Ottawa	2009
1500 m	3:13.75	Sheila McGinn	Ottawa	Ottawa	2009
3000 m	7:32.69	Sheila McGinn	Ottawa	Ottawa	2009

MASTERS MEN 4 (60-69)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
**400 m	48.10	<i>Ernie Webster</i>	<i>Scarborough</i>	<i>Sault St Marie</i>	1983
500 m	51.27	Graham Lodge	Kingston	Ottawa	2008
**800 m	1:40.80	<i>Ted Barden</i>	<i>KW Sertoma</i>	<i>Sault St Marie</i>	1983
1000 m	1:44.65	Graham Lodge	Kingston	Ottawa	2000
1500 m	2:45.70	Graham Lodge	Kingston	Ottawa	1999
**3000 m	5:37.70	<i>Bill Pol</i>	<i>London</i>	<i>Sault St Marie</i>	1992

MASTERS WOMEN 4 (60-69)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
**400 m	52.20	<i>Ozzie Martin</i>	<i>Scarborough</i>	<i>Sault St Marie</i>	1987

500 m	1:05.30	Ozzie Martin	Scarborough	Sault St Marie	1988
**800 m	1:45.60	<i>Ozzie Martin</i>	<i>Scarborough</i>	<i>Ottawa</i>	<i>1988</i>
1000 m	2:12.70	Ozzie Martin	Scarborough	Ottawa	1987
1500 m	3:26.90	Ozzie Martin	Scarborough	Ottawa	1988

MASTER MEN 5 (70+)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	54.19	Graham Lodge	Kingston	Ottawa	2009
800 m	To be established				
1000 m	1:52.50	Graham Lodge	Kingston	Ottawa	2009
1500 m	2:42.49	Graham Lodge	Kingston	Ottawa	2009
<i>3000 m</i>	<i>5:39.47</i>	<i>Graham Lodge</i>	<i>Kingston</i>	<i>Ottawa</i>	<i>2009</i>

MASTERS WOMEN 5 (70+)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	1:15.92	Ozzie Martin	Markham	Sault Ste Marie	1995
**800 m	2:08.64	<i>Ozzie Martin</i>	<i>Markham</i>	<i>Sault Ste Marie</i>	<i>1995</i>
1000 m	2:38.64	Ozzie Martin	Markham	Sault Ste Marie	1995
1500 m	4:03.55	Ozzie Martin	Markham	Sault Ste Marie	1995

D. ONTARIO SHORT TRACK (CLOSED) 111.11M RECORDS

PEEWEE BOYS					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
111 m	15.36	Suan Chang	Oakville	Newmarket	2010
222 m	28.24	Suan Chang	Oakville	Newmarket	2010
333 m	40.75	Suan Chang	Oakville	Newmarket	2010
**444 m	1.01.11.00.12 8	<i>Brock Anderson</i>	<i>Ottawa Pacers</i>	<i>Cambridge</i>	<i>1995</i>

500 m	1.00.12	Suan Chang	Oakville	Newmarket	2010
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PEEWEE GIRLS					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
111 m	15.98	Cate Boyd	London	Belleville	2001
222 m	30.42	Sarah Ball	Ottawa	Strathroy	2006
333 m	44.42	Paisley Perry	Cambridge	Sudbury	2005
500 m	1:05.78	Maddie From	Cambridge	Strathroy	2006

BANTAM BOYS					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
222 m	25.07	Nicholas Bean	Gloucester	Cambridge	1998
333 m	36.72	Nicholas Bean	Gloucester	Cambridge	1998
<i>** 444 m</i>	<i>55.38</i>	<i>Justin Hughes</i>	<i>Kingston</i>	<i>Kingston</i>	<i>1994</i>
500 m	55.04	Nicholas Bean	Gloucester	Cambridge	1998
666 m	1:15.30	Cameron Mason	London	Clarington	2008

BANTAM GIRLS					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
222 m	25.83	Paisley Perrie	KW Sertoma	Brockville	2007
333 m	38.36	Paisley Perrie	KW Sertoma	Brockville	2007
<i>**444 m</i>	<i>58.82</i>	<i>Lyndsey Parissenti</i>	<i>Sault t Marie</i>	<i>Kingston</i>	<i>1994</i>
500 m	55.93	Paisley Perrie	KW Sertoma	Brockville	2007
666 m	1:14.64	Taylor White	Cambridge	Brockville	2007

MIDGET BOYS					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
333 m	33.39	Pascal Franche	Gloucester	Waterloo	1999
500 m	49.34	Benjamin Donnelly	Durham	Cambridge	2009

666 m	1.06.46	Benjamin Donnelly	Durham	Waterloo	2009
777 m	1.18.44	Benjamin Donnelly	Durham	Cambridge	2

MIDGET GIRLS

DISTANCE	TIME	NAME	CLUB	PLACE	DATE
333 m	35.07	Paisley Perrie	KW Sertoma	Cambridge	2009
333 m	35.29	Madeline Martin	Ottawa	Gloucester	2002
500 m	51.33	Keri Morrison	Brampton	Cambridge	2004
666 m	1.09.89	Keri Morrison	Brampton	Gloucester	2004
777 m	1.20.85	Keri Morrison	Brampton	Cambridge	2004

JUVENILE BOYS

DISTANCE	TIME	NAME	CLUB	PLACE	DATE
<i>**333 m</i>	<i>35.00</i>	<i>Cailean Duggan</i>	<i>Gloucester</i>	<i>Kingston</i>	<i>1994</i>
500 m	46.05	Braeden Elliot	Gloucester	Gloucester	2004
666 m	1.02.15	Braeden Elliot	Gloucester	Gloucester	2004
777 m	1.12.40	Braeden Elliot	Gloucester	Gloucester	2004
1000 m	1.37.25	Braeden Elliot	Gloucester	Gloucester	2004

JUVENILE GIRLS

DISTANCE	TIME	NAME	CLUB	PLACE	DATE
<i>** 333 m</i>	<i>37.56</i>	<i>Kim Weger</i>	<i>Gloucester</i>	<i>Kingston</i>	<i>1994</i>
500 m	48.89	Ivanie Blondin	Gloucester	Gloucester	2004
666 m	1.04.66	Ivanie Blondin	Gloucester	Gloucester	2004
777 m	1.15.24	Ivanie Blondin	Gloucester	Cambridge	2004
1000 m	1.42.32	Emily Rendell-Watson	Gloucester	Cambridge	2009

JUNIOR MEN

DISTANCE	TIME	NAME	CLUB	PLACE	DATE
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**400 m	38.40	<i>Mark Wild</i>	<i>Cambridge</i>	<i>Kitchener</i>	<i>1991</i>
500 m	44.39	Richard Shoebridge	Cambridge	Gloucester	2002
777 m	1.10.29	Jacob Wright	Cambridge	Cambridge	2009
**800 m	1:20.10	<i>Mark Wild</i>	<i>Cambridge</i>	<i>Kitchener</i>	<i>1991</i>
1000 m	1.31.64	Nicolas Bean	Gloucester	Cambridge	2004
1500 m	2.23.41	Jacob Wright	Cambridge	Cambridge	2009

JUNIOR WOMEN					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
**400 m	41.60	<i>Kit Jarosz</i>	<i>Cambridge</i>	<i>Kitchener</i>	<i>1991</i>
500 m	47.66	Stephanie Bowskill	Toronto	Cambridge	2009
777 m	1.13.02	Stephanie Bowskill	Toronto	Cambridge	2009
** 800 m	1:27.20	<i>Kit Jarosz</i>	<i>Cambridge</i>	<i>Kitchener</i>	<i>1991</i>
1000 m	1.36.87	Stephanie Bowskill	Toronto	Cambridge	2009
1500 m	2:33.83	Ivanie Blondin	Gloucester	Strathroy	2006

INTERMEDIATE MEN					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
** 400 m	42.60	<i>Ryan Spence</i>	<i>Cambridge</i>	<i>Kitchener</i>	<i>1991</i>
500 m	44.50	Richard Shoebridge	Cambridge	Cambridge	2004
**800 m	1:19.00	<i>Andrew Quinn</i>	<i>Brampton</i>	<i>Kitchener</i>	<i>1991</i>
1000 m	1.32.60	Pascal Franche	Gloucester	Gloucester	2004
1500 m	2.23.75	Richard Shoebridge	Cambridge	Cambridge	2004
3000 m	5.10.83	Robert Watson	Clarington	Cambridge	2009

INTERMEDIATE WOMEN					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	47.32	Keri Morrison	Cambridge	Cambridge	2009
**800 m	1:24.90	<i>Becky Hamilton</i>	<i>Cambridge</i>	<i>Kitchener</i>	<i>1991</i>

1000 m	1:39.32	Elizabeth Dier	Cambridge	Sault Ste Marie	2003
1500 m	2:38.55	Amanda Overland	Cambridge	Waterloo	1999
3000 m	5:38.07	Lauren McGuire	Ottawa	Strathroy	2006

OPEN MEN					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
<i>**400 m</i>	<i>38.80</i>	<i>Ed Volcic</i>	<i>Cambridge</i>	<i>Kitchener</i>	<i>1991</i>
500 m	42.25	Jonathon Cavar	Gloucester	Gloucester	2000
<i>**800 m</i>	<i>1:20.90</i>	<i>Mike Murray</i>	<i>Cambridge</i>	<i>Kitchener</i>	<i>1991</i>
1000 m	1:27.32	Jonathon Cavar	Gloucester	Gloucester	2000
1500 m	2:15.45	Andrew Lahey	Ottawa Pacers	Gloucester	2000
3000 m	5:02.28	Andrew Lahey	Ottawa Pacers	Waterloo	1999

OPEN WOMEN					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
<i>**400 m</i>	<i>42.30</i>	<i>Heather Gallagher</i>	<i>Cambridge</i>	<i>Kitchener</i>	<i>1991</i>
500 m	46.80	Ivanie Blondin	Gloucester	Sudbury	2007
<i>**800 m</i>	<i>1:29.60</i>	<i>Margo Fraser</i>	<i>Cambridge</i>	<i>Kitchener</i>	<i>1991</i>
1000 m	1:36.27	Ivanie Blondin	Gloucester	Sudbury	2007
1500 m	2:29.53	Ivanie Blondin	Gloucester	Sudbury	2007
3000 m	5:25.48	Amanda Overland	Cambridge	Gloucester	2000

MASTERS MEN (30-39)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
777 m	1:16.58	Ryan Ogston	Ottawa Pacers	Belleville	2005
1000 m	1:41.36	Ryan Ogston	Ottawa Pacers	Belleville	2005

MASTERS MEN (30-34)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE

500 m	52.11	Dave Faber	Toronto	Newmarket	2010
777 m	1.22.78	Dave Faber	Toronto	Newmarket	2010
1000 m	1.53.42	Dave Faber	Toronto	Newmarket	2010
1500 m	3.05.72	Dave Faber	Toronto	Newmarket	2010

MASTERS WOMEN (30-34)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	58.81	Gail Bouchette	Ottawa	Newmarket	2010
777 m	1.35.10	Gail Bouchette	Ottawa	Newmarket	2010
1000 m	2.05.41	Becky Seames	Quinte	Newmarket	2010
1500 m	3.14.55	Gail Bouchette	Ottawa	Newmarket	2010

MASTERS MEN (35-39)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	53.72	Derek Trainor	KW Sertoma	Newmarket	2010
777 m	1.28.74	Derek Trainor	KW Sertoma	Newmarket	2010
1000 m	1.48.56	Derek Trainor	KW Sertoma	Newmarket	2010
1500 m	2.52.95	Derek Trainor	KW Sertoma	Newmarket	2010

MASTERS WOMEN (35-39)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	1.14.04	Kim Schoneville	St. Lawrence	Newmarket	2010
777 m	2.02.08	Kim Schoneville	St. Lawrence	Newmarket	2010
1000 m	2.39.26	Kim Schoneville	St. Lawrence	Newmarket	2010
1500 m	4.12.03	Kim Schoneville	St. Lawrence	Newmarket	2010

MASTERS MEN (40-44)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	48.46	Paul Pickard	Quinte	Newmarket	2010
777 m	1.19.31	Paul Pickard	Quinte	Newmarket	2010

1000 m	1.41.61	Paul Pickard	Quinte	Newmarket	2010
1500 m	2.45.12	Paul Pickard	Quinte	Newmarket	2010

MASTERS WOMEN (40-44)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	1.07.90	Karen Wismer	KW Sertoma	Newmarket	2010
777 m	1.48.01	Karen Wismer	KW Sertoma	Newmarket	2010
1000 m	2.24.19	Karen Wismer	KW Sertoma	Newmarket	2010
1500 m	3.52.16	Karen Wismer	KW Sertoma	Newmarket	2010

MASTERS MEN (45-49)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	48.25	Constant Montpellier	Brampton	Newmarket	2009
777 m	1.24.79	Gerald Ouimette	St. Lawrence	Gloucester	2008
1000 m	1.40.31	Constant Montpellier	Brampton	Newmarket	2009
1500 m	2.35.41	Constant Montpellier	Brampton	Newmarket	2009

MASTERS WOMEN (45-49)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	1.04.34	Laura Woodall	Quinte	Newmarket	2010
777 m	1.42.60	Laura Woodall	Quinte	Newmarket	2010
1000 m	2.14.29	Laura Woodall	Quinte	Newmarket	2010
1500 m	3.29.53	Laura Woodall	Quinte	Newmarket	2010
1500 m	3.29.53	Janet McCue	Quinte	Newmarket	2010

MASTERS MEN (50-54)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	55.64	Elio Cozzarini	Peterborough	Newmarket	2009

777 m	1.29.22	Ken Wetzel	Gloucester	Gloucester	2008
1000 m	2.00.72	Elio Cozzarini	Peterborough	Newmarket	2009
1500 m	2.57.53	Ken Wetzel	Gloucester	Gloucester	2008

MASTERS WOMEN (50-54)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	1.09.45	Pauline Woodall	KW Sertoma	Newmarket	2009
777 m	To Be Established				
1000 m	To Be Established				
1500 m	3.41.51	Pauline Woodall	KW Sertoma	Newmarket	2009

MASTERS MEN (55-59)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	58.53	Ross Hanham	Hamilton	Newmarket	2009
777 m	1.34.91	Ross Hanham	Hamilton	Gloucester	2010
1000 m	2.00.43	Ross Hanham	Hamilton	Newmarket	2009
1500 m	3.03.32	Ross Hanham	Hamilton	Newmarket	2010

MASTERS WOMEN (55-59)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	1.24.89	Carol-Anne Gray	Quinte	Newmarket	2010
777 m	2.16.50	Carol-Anne Gray	Quinte	Newmarket	2010
1000 m	2.58.50	Carol-Anne Gray	Quinte	Newmarket	2010
1500 m	4.47.83	Carol-Anne Gray	Quinte	Newmarket	2010

MASTERS MEN (60-69)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
777 m	1:28.55	Graham Lodge	Kingston	Belleville	2005

MASTERS WOMEN (60-69)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	1.13.79	Shari Campbell	Newmarket	Newmarket	2010
777 m	1.58.30	Shari Campbell	Newmarket	Newmarket	2010
1000 m	2.29.63	Shari Campbell	Newmarket	Newmarket	2010
1500 m	3.53.72	Shari Campbell	Newmarket	Newmarket	2010

MASTERS MEN (60-64)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	1.10.21	Roger Buxton	Markham	Newmarket	2009
777 m	To Be Established				
1000 m	2.21.65	Roger Buxton	Markham	Newmarket	2009
1500 m	3.41.35	Roger Buxton	Markham	Newmarket	2009

MASTERS MEN (65-69)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	To Be Established				
777 m	To Be Established				
1000 m	To Be Established				
1500 m	To Be Established				

MASTERS MEN (70+)					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	59.64	Graham Lodge	Kingston	Newmarket	2010
777 m	1.32.59	Graham Lodge	Kingston	Newmarket	2010
1000 m	1.59.50	Graham Lodge	Kingston	Newmarket	2010
1500 m	3.01.68	Graham Lodge	Kingston	Newmarket	2010

MASTERS WOMEN (70+)					
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DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	1.18.98	Beatrice Ego	Newmarket	Newmarket	2010
777 m	2.02.23	Beatrice Ego	Newmarket	Newmarket	2010
1000 m	2.39.84	Beatrice Ego	Newmarket	Newmarket	2010
1500 m	4.12.35	Beatrice Ego	Newmarket	Newmarket	2010

E. ONTARIO WINTER GAMES (SHORT TRACK) RECORDS

JUNIOR MEN					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	47.03	Nicolas Bean	Gloucester	Guelph	2002
666 m	1.03.75	Duncan Boyd	London	London	2004
777 m	1.14.47	Patrick Duffy	Oakville	Collingwood	2006
1000 m	1.38.51	Breaden Elliot	Gloucester	London	2004
JUNIOR WOMEN					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	50.15	Keri Morrison	Brampton	Collingwood	2006
666 m	1:07.79	Keri Morrison	Brampton	Collingwood	2006
777 m	1:18.26	Keri Morrison	Brampton	Collingwood	2006
1000 m	1.41.89	Ivanie Blondin	Gloucester	London	2004

SENIOR MEN					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	45.04	Julian Pudelsky	Brampton	Guelph	2002
777 m	1.11.16	Nicolas Bean	Gloucester	London	2004
777 m	1.11.16	Pascal Franche	Gloucester	London	2004
1000 m	1.33.60	Matt Morrison	Cambridge	Collingwood	2006
1500 m	2.24.19	Nicolas Bean	Gloucester	London	2004

SENIOR WOMEN					
DISTANCE	TIME	NAME	CLUB	PLACE	DATE
500 m	48.30	Taylor Schmidt	Cambridge	Collingwood	2008
777 m	1 :16.63	Keri Morrison	Cambridge	Collingwood	2008
1000 m	1 :41.44	Taylor Schmidt	Cambridge	Collingwood	2008
1500 m	2.38.95	Lauren McGuire	Ottawa Pacers	London	2004

SECTION G—CODE OF CONDUCT

PREAMBLE

The purpose in establishing a Code of Conduct is to articulate the norms of behaviour that are expected of members of the Association and those associated with OSSA and OSSA members when they are present or engaged in activities sponsored or sanctioned by the Association or in which the Association is otherwise involved.

It is not the intent of this Policy to try to dictate what an individual's lifestyle should be. The guidelines are designed to ensure that all concerned conduct themselves in a manner that protects the reputations and well being of the Association, its coaches, officials, administrators and athletes alike. The purpose of the Code is to identify clearly what is acceptable conduct and what is not. Also, the Code indicates that non-compliance may result in disciplinary action being invoked in accordance with the process outlined.

APPLICATION

This Code is applicable to all OSSA members and those associated with OSSA participating as:

an athlete with an official Ontario team or squad or affiliated club;

as a coach, manager or other designated personnel accompanying an official Ontario team or squad or affiliated club;

or other members acting on behalf of the Association

OSSA members attending and/or participating;

at any speed skating event or activity anywhere, whether funded or not by OSSA.

These guidelines also apply, where appropriate, to all OSSA members when representing their respective clubs at any speed skating event or activity. It is suggested that individual affiliated clubs adopt the Policy for its members when representing their respective clubs at speed skating events or activities.

GENERAL

When engaged in speed skating events or activities, persons covered by this Code should act in a manner that reflects respect for oneself, respect for the OSSA, and respect for others. As such, the Association expects adherence to the following guidelines:

- a) Team Leaders, coaches with the assistance of team managers, where applicable, are responsible for ensuring that athletes and those acting in a support role with Ontario teams conduct themselves in an appropriate manner;
- b) No one shall act in a manner that places, or that may be construed as placing, athletes or other team personnel at risk;
- c) Rude comments, gestures, foul and inappropriate language, or other forms of harassment are not acceptable;

- d) No one shall say or do anything that is designed to damage deliberately the well being , reputation or character of others, a member club or the OSSA;
- e) No one shall deliberately damage personal or public property or act in a manner that could result in such damage;
- f) No one shall deliberately injure another person or act in manner that could result in such injury;

USE OF ALCOHOLIC BEVERAGES AND BANNED OR ILLEGAL SUBSTANCES

- a) No one under the legal drinking age shall consume alcoholic beverages or be in a place in which only alcoholic beverages are served unless accompanied by the parent or guardian of the person in question;
- b) Athletes of legal drinking age must consult with the Team Leader/Coach **and** the team manager, where applicable, prior to consuming alcoholic beverages while participating as member of an OSSA sponsored team or squad. Notwithstanding this, in any case, such athletes may not consume alcohol in rooms where the team or squad is accommodated. Moreover, no one is to provide alcohol to anyone under the legal drinking age.
- c) No one is, knowingly, to use any banned or illegal substance, provide to others a banned or illegal substance or encourage the use of banned or illegal substances.

EXCESSIVE NOISE

- a) All persons covered by this Code must observe any specific noise regulations of any public establishment and "quiet hours" rules of any private establishment in which they are staying.
- b) In any case, all persons covered by this Code are expected to exercise self-discipline at all times and to respect the rights of others who are also using the establishment.

ROLES AND RESPONSIBILITIES

To ensure that the Code is followed, a team approach is essential. Protecting the well being of OSSA team personnel, including athletes, coaches, and other officially designated support personnel, is a collective responsibility. Nevertheless, the Team Leader/Coach is accountable for ensuring adherence to the Code at events or activities involving official Ontario teams or squads. Other coaches who form part of the support team at such events or activities will assist the Team Leader/Coach. Where a manager is also appointed, he or she will also assist the Team Leader/Coach.

The Team Leader/Coach and the Manager shall each submit a report to the Director immediately following the event or activity providing details of any incidents and describing the circumstances where the Code has been any violated.

OBSERVANCE OF CURFEWS

The setting of curfews is a normal condition with respect to participation at speed skating events. Curfews will be established by the Team Leader/Coach in consultation with the Manager, where a manager has been appointed.

- a) All athletes must observe curfews that have been established;

- b) An athlete may request an exemption from the established curfew. Such a request must be discussed with the Team/Leader/Coach in consultation with the Manager.
- c) The Team Leader/Coach may approve an exemption following consultation with the manager. Curfews will be established taking into account the competition circumstances, the age of the athletes in question, and the considered well being of the athletes and other team personnel.
- d) The Team Leader/Coach may approve an exemption following consultation with the manager. Curfews will be established taking into account the competition circumstances and the considered well being of the athletes and other team personnel.

ROOM SHARING POLICY

- a) It is the responsibility of the Manager to assign rooms. Where a manager has not been appointed, the Team Leader or Coach will exercise this responsibility.
- b) Athletes must occupy the rooms assigned to them by the Manager. The Manager, or as appropriate the Team Leader/Coach, must approve any changes to room assignments.
- c) Athletes must seek approval from the Team Leader or Coach in consultation with the Manager prior to inviting parents or relatives, non-team athletes or friends to share their room. Any self-invited guests must be reported to the Manager or Team Leader/Coach immediately.
- d) Except in extenuating or emergency circumstances, coaches and managers shall not share a room with an athlete. In any case, an effort must be made to secure verbal consent of the parents or guardians of any minor athletes.

DISCIPLINARY ACTION

- a) Violations of the Code are subject to disciplinary action up to and including suspension of membership by the Board ;
- b) In connection with an event or activity involving an official team or squad, the Team Leader/Coach in consultation with the Manager and other officially designated team personnel is responsible for taking any appropriate action. This may include loss of privileges at the event or activity and/or suspension from team at the event or activity.
- c) The Team Leader/Coach and the Manager shall submit reports to the Director immediately following the event or activity, providing the details of any violation of the Code and how the matter was handled, including any specific action taken in respect of the violation.
- d) Violations may also be subject to disciplinary action by the Board which may include a letter of reprimand, loss of funding in whole or in part, suspension or dismissal from the Provincial Training Squad, or Canada Winter Games Development Squad or other OSSA sponsored teams or programs.
- e) In any case where compensation for damage to property is required, restoration of privileges will not take place until restitution has occurred.
- f) In cases where disciplinary action is being contemplated by the Board, the person and, in the case of a minor, the parents or guardian also, will be notified that disciplinary action is contemplated

- g) Parents and guardians will also be notified of incidents involving any disciplinary action that has taken place in connection with a specific event or activity.

REPRESENTATIONS

With respect to any contemplated disciplinary action, the person or persons involved may make written representations to the Board not later than 15 days following receipt of notification by the Board that such action is being considered. The Board shall render its decision not later than 30 days following receipt of such written representations or following any verbal representations to the Board, if requested.