



— ONTARIO —
SPEED SKATING
— ASSOCIATION —

**LEVEL 2 LAP COUNTER
OFFICIALS MANUAL**

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INTRODUCTION

Using the Manual

This manual provides guidance to the clinic instructor to ensure that all the essential information is conveyed to the clinic participants. Instructors may enhance the manual contents by relating personal situations they have experienced as a Lap Counter. Rule revisions may not be in this manual so it is important that the instructor checks to be sure they are all being passed on.

Overview of Officials Development Program

The Ontario Speed Skating Association and its Officials Development Committee are responsible for:

- providing training and ongoing education to Ontario officials to ensure quality officiating at OSSA events
- providing the materials to train officials
- providing performance evaluations for advancement to higher certification levels
- monitoring active officials to ensure they are performing to the best of their abilities and are familiar with current rules

Certification Pathways and Requirements

The Officials Certification Program (OCP) consists of multiple levels of certification for each officiating role:

- Five (5) levels for Referees
- Five (5) levels for Starters
- Four (4) levels for Meet Coordinators
- Three (3) levels for Manual Timers
- Three (3) levels for Finish Line Judges
- Three (3) levels for Announcers
- Three (3) levels for Recorders
- Three (3) levels for Clerks of the Course
- Three (3) levels for Track Stewards
- Three (3) levels for Lap Counters

Note: the certification pathway for Electronic Timing is in development (August 2015).

Certification at levels 1 and 2 is the responsibility of each province. OSSA is responsible for levels 1 and 2 in Ontario. This certification should follow the OCP requirements. For more information about level 1 and 2 clinics and certification requirements in Ontario, visit the Officials page on the Ontario Speed Skating Association website: <http://ontariospeedskating.ca/officiating/>

Certification at levels 3B (Speed Skating Canada sanctioned meets) and 3A (National Age Class Championship / Junior Trials) is the responsibility of Speed Skating Canada. For more information about level 3B and 3A certification requirements, visit the Officials page on the Speed Skating Canada website: <http://www.speedskating.ca/officials/certification>

Certification at level 4 (International competitions including International Skating Union sanctioned Can-Am competitions / Senior Trials) and level 5 (World Cups, World Championships and Olympic

Games) is the responsibility of both Speed Skating Canada and the International Skating Union. For more information about level 4 certification requirements, visit the Officials page on the Speed Skating Canada website:

<http://www.speedskating.ca/officials/certification>

Note! Certification tracking forms are posted on the OSSA website at <http://ontariospeedskating.ca/officiating/>

The Lap Counter is responsible for bringing the relevant form to the meets and having the appropriate official sign-off to confirm their participation at the meet.

The onus is on the Lap Counter to complete this tracking form, obtain the assessments, and maintain copies for their own records. When the technical and practical requirements plus the assessments are completed, send the forms to the OSSA office for review and approval by the OSSA Officials Development Committee. Candidates must have current OSSA membership.

ROLE OF THE LAP COUNTER

Overview

The role of Lap Counter has both defined and implied responsibilities. It is crucial the Lap Counter is fully aware of the rules of lap counting, the rules of the level of competition that is taking place, and the correct distances to ensure that the races run smoothly.

As a Chief Lap Counter you must become thoroughly familiar with:

- 1) all rules and regulations which pertain to being a Lap Counter
- 2) rules and regulations that apply to other positions that might impact your role as a Lap Counter

A Lap Counter should be fully familiar with the track layout, be it a Regional or Provincial series competition. The Lap Counter should understand the differences between track lengths (111m and 100m for short track, 400m or other for long track) and how the distances impact the number of laps skaters are required to complete.

The Lap Counter should maintain a good running dialogue with the Chief Referee, the Track Stewards, and the Chief Line Judge to ensure everyone is on the same page throughout the competition.

Qualities of a Good Lap Counter

An individual taking on the role of Lap Counter must have a calm demeanor. This individual must be able to multi-task and have strong mathematical skills. The Lap Counter must be aware of all the current rules of the competition.

This individual should be a person who is NOT easily distracted.

It is important to know where the athletes are at all times in the race - especially if lapping occurs and not all athletes are on the same lap. Distractions can cause the lap counter to lose count and a race may need to be rescheduled because the correct count is not known. This will impede the flow of the meet.

The Lap Counter should be pleasant, fair, and have a good sense of humour. He or she should be able to make a decision quickly in the event of an unexpected occurrence (ex: power failure to the lap counting machine).

It is important for the individual to be punctual. Arrive at least ½ hour before the start of a competition. Additional prep time may be required depending on your familiarity with the venue, familiarity with the display counter, and the amount of time required to set up at the start of the competition. All officials need to return to their stations promptly after breaks. This shows the Chief Referee you are ready to continue with the competition and that he or she can count on you.

DUTIES OF THE LAP COUNTER

Before the Race

It is the responsibility of the Lap Counter to check in with the Meet Coordinator upon arrival at the facility to make sure s/he is aware you have arrived. You should also find out if you will be working with an assistant and connect with that person before the start of competition.

If the host club is supplying the lap counting equipment, it is your responsibility to make sure it is properly located in the facility, that it is functional, and that you are familiar with its operation.

If you are bringing your own lap counting equipment, make sure it is properly installed and functional before the start of racing. Test it out to make sure nothing has happened to it in transit.

Lap counters should attend any pre-event officials meeting to be aware of any changes to the event. At this time you should obtain copies of the race schedule for the day for yourself and any assistants. It is preferable to bring your own items such as clip board, pencils, tape, etc. Approach the Meet Coordinator immediately if you require additional supplies.

Dress warmly since you will probably be at ice level in the same spot on a cold concrete floor for extended periods. Time your washroom breaks carefully, especially if you do not have any assistants.

During the Race

The main role of the Lap Counter is to count down the laps that the skaters are required to complete during the race. It is your role to let the skaters know how many laps are remaining in their race.

Your primary responsibility is to keep count of the lead skater's progress in the race. This information is communicated by the number on the lap counter apparatus.

Should a skater be lapped by another competitor, attempt to communicate with the lapped skater that they have additional laps to complete.

When the lead skater has 1 lap remaining in the race, ring the bell to signal the lead skater has 1 lap to go. Do NOT ring the bell for each individual skater, only the lead skater.

Indicate to the Chief Referee the number of laps remaining (if you know) for any skaters that have been lapped. This ensures everyone is on the same page. When more than one skater is lapped during a race there will be multiple laps to keep straight so it is a good idea to assign one or two of the lapped skaters to your assistant. This allows you to watch the lead skater and keep count of the main race until its conclusion. Should you not be working with an assistant Lap Counter, the assistant Referee or another official can keep track of lapped skaters.

Check off your race schedule as the races are completed to ensure the correct number is being displayed on the counter. When working with an assistant, allow that person to run the lap counter to gain practical experience. Start doing this on the shorter distances (ex: 400m) before progressing to the longer distances where there is more opportunity for skaters to be lapped.

Do not hesitate to ask the referee to hold the start of the race for a minute until a problem is corrected or other means to continue have been taken.

Take it upon yourself to pack up the equipment at the end of the competition - even if it belongs to the host club.

REQUIRED EQUIPMENT

- Electronic display counter (if available)
- Power extension cord to run display
- Additional batteries for the remote (if not connected to the display)
- Clear sounding bell
- Clip boards and pencils
 - Pencils are more reliable in the cold
 - You can use the eraser end to run the counter while wearing gloves
- Flip chart (up to 30 laps) as a back up to the electronic display
- Count down sheets - same type used by Line Judges for relays

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