



## ONTARIO SPEED SKATING ASSOCIATION MEET COORDINATOR'S POST EVENT CHECKLIST

Meet: \_\_\_\_\_

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***The following items have been completed:***

- Thank you letters to volunteers & sponsors
  - Report to local media
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***The following items have been completed and forwarded to OSSA:***

- Injury report forms
- Record application forms
- List of Officials
- Officials assessment forms
- Check in fees\* (check information manual for current fee rate)
- Event protocol\*
- Evaluation of event
- Suggestions for improvement or possible assistance from OSSA
- Article & pictures of event for the OSSA website

Note: Not all items on this list will apply to your event. Mandatory items are indicated with a \*

This information can be mailed, faxed or emailed to:

Ontario Speed Skating Association, PO Box 1179, 2 Queen Street, Lakefield, ON K0L 2H0  
Fax: 705-652-1227 Email: [ossa@ontariospeedskating.ca](mailto:ossa@ontariospeedskating.ca).