



OSSA
ONTARIO SPEED SKATING
ASSOCIATION

HOSTING MANUAL

2016-2017

The OSSA Hosting Manual lists the requirements and timelines expected of clubs that are hosting Regional or Provincial Series meets in Ontario. There is latitude for each host to enhance the event where possible at their discretion (such as opening ceremonies, gift bags, participation ribbons, award presentation, spectator programs, etc.)

Clubs looking to host meets should have the following measures in place as a minimum:

- Striving towards securing 50% of all officials from within their own club. Clubs should not be reliant on other clubs to fulfill their officiating needs.
- A competition planning group that meets regularly under the direction of the Meet Coordinator to ensure preparations progress according to schedule.
- Ability to meet all OSSA safety standards, including the safety mat requirements outlined in the current OSSA Technical Bulletin.

The inability to meet the above requirements may result in a club not being granted a hosting sanction.

All efforts are to be made to ensure participant safety and enjoyment in a quality racing environment.

Step 1 – Competition Calendar

Each season, in January, OSSA will share a draft competition calendar with club presidents for the next season. Suggested dates and locations for Regional and Provincial Series meets will be identified along with tentative dates for national meets.

Meets will be assigned to hosts on a first come/ first served basis as much as possible. Clubs should be aware of the expectations and facility requirements associated with either Regional or Provincial Series meets. Success of previous hosting experience will be taken into consideration.

The competition calendar will be complete and presented to the membership at the OSSA AGM each spring.

Step 2 – Planning Phase

Identify who will be the Meet Coordinator at your club. This person must maintain regular communications with the OSSA office, the Provincial Registrar, and the Chief Officials. An email address and phone number are required and should be checked regularly and accessible on weekends. The Meet Coordinator will be the main line of communication between the office, the participants, and the officials during the event.

See Planning Time Line (below) for specific planning details and suggested time lines.

The Meet Coordinator must discuss safety mat and track requirements with the Chief Referee at least 1 month in advance of the meet. This is dependent on the size of the venue and the type of event.

Helmet covers should be purchased 1 month in advance of the meet. Helmet cover sales are final.

Step 3 – Volunteers and Officials

Clubs should secure more volunteers than required as some scheduled persons may not be able to fulfill their commitments on the day of the event. Volunteers and officials should be secured at least 1 month prior to the event.

Two weeks before the event, check-in with all volunteers to confirm their attendance and review logistics and their assigned duties. Food and beverages should be supplied at no cost to volunteers throughout the event. Connect with the lead person for each task and provide a list of the volunteers under their direction (ex: lead in the kitchen should know who else will be present and when, what type of food is being delivered and when, and a facility contact person should challenges arise).

All volunteers should know when they are needed, where they will be stationed, and what tasks they will be required to perform. As a result, the event is organized in advance with contingency plans and the focus of the day is on the racing.

Positions	Guidelines for an optimal meet
Meet Coordinator	1
Referees	1 Chief Referee + 1-2 Assistant Referees
Announcer	1
Starters	1 Chief Starter + 1 Assistant Starter
Manual Timers	1 Chief Timer + 1 Timing recorder + 6-8 Timers (6 if electronic timing being used)
Electronic Timers (if applicable)	3 operators (including 1 Chief)
Place Judges	1 Chief Judge + 5 Judges
Recorders	1 Chief Recorder + 1 Recorder Assistant + 1 volunteer person for general admin support
Lap Counter	2
Runners	3-4
Clerk of the Course	1 Lead + 1-2 Assistants
Medical Personnel	2-3
Water Crew	3-4
Track Stewards	1 Lead + 4-5 Assistants
Check-in Desk	1-2 (morning of 1 st day only)
Kitchen Help (if applicable)	1 Lead + 3-4

During the event and after the event, be sure to acknowledge the participation of the volunteers and officials.

The VP Education (vpeducation@ontariospeedskating.ca) will contact host clubs in early Fall each season. The onus is on the club to ensure communications are being received. The OSSA Officials Development Committee will assign a Chief Starter and Chief Referee for all meets. Efforts will be made to select these officials from nearby. Officials from further away may be assigned to certain meets for development purposes. The host club is responsible for securing all other official and volunteer positions. In the event that the host club is unable to supply all necessary officials, that club should contact the Officials Committee for assistance in filling the open positions (no later than 6 weeks before the meet).

The OSSA office will provide host clubs with a link to an online tracking grid for officials. Host clubs are required to fill in the grid with their confirmed officials and volunteers. The Officials Committee will be monitoring the progress of clubs securing officials and volunteers in a timely manner. Should numerous vacancies remain with one month remaining until the event, the meet will be in jeopardy.

Should any Chief Officials (Manual Timer, Electronic Timer, Judge, Referee, Starter, or Recorder) need to travel over 1 hour to the event, host clubs will:

- Offer hotel accommodations. One day events: 1-2 nights offered. Two day events: 2-3 nights offered. Rooms may be shared but not mixed gender.
- Provide travel reimbursement: \$25-\$50 gas card per Chief official. Deliverable at the event. Officials should car pool when possible.

Host clubs will also be required to reimburse Chief Officials for the following expenses:

- Fee for reimbursement of shells for Starters gun (\$20 for 1 day meets, \$40 for 2 day meets) if applicable. Deliverable to Chief Starter at the event.
- Fee for reimbursement of printer ink for Recorder (\$25 for 1 day meets, \$50 for 2 day meets). Also provide the Recorder with 2 packages of white printer paper. Deliverable to Chief Recorder at the event.

Step 4 – Sanction Application (A minimum of 1 month prior to event)

Complete the required paperwork as listed on www.ontariospeedskating.ca/sanction-forms and submit to OSSA at sportmanager@ontariospeedskating.ca

1. Certificate of insurance request form (if required – see online form)
2. Meet Information template (the announcement of the event)
3. Entry Form template or online registration set-up (links provided to OSSA)
4. Sanction Application and payment

Once reviewed and approved by OSSA, the meet information and entry forms will be posted on the OSSA website. Incomplete sanction applications will not be accepted. As per Article B1.10 of the OSSA Information Manual, if the Executive 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.

Hosts of Provincial Series short track meets and Ontario Winter Games must obtain an SSC Ability Sanction. This sanction is issued for events that use time or other measures of performance to group skaters for competition.

Hosts of the Provincial A Short Track and the Provincial Long Track Championships must obtain an SSC Age Class Sanction. This sanction is for competitions where skaters are grouped within their age categories to participate in events deemed developmentally appropriate for that stage of development.

Visit <http://www.speedskating.ca/events/hosting/sanction-package> for more details.

Step 5 – Day of the Event

Collect registration forms and payment from participants at check-in desk.

The Meet Coordinator shall tour the facility with the Chief Referee.

Medical personnel must be at rink side during warm-ups and races. The host club shall provide helmets to medical personnel who need to access the ice surface. Any equipment required by medical personnel (helmet, shoe grips, etc.) must be rink side during the event. To ensure skaters remain comfortable when receiving treatment on the ice, have a blanket stored at each end of the ice surface that can be quickly accessed. Refer to SSC Red Book Section D5-100 to D5-107 for more information about medical personnel, equipment, and emergency response planning. Members of Canadian Ski Patrol are ideal. St. John Ambulance and other providers are also acceptable.

Post the schedule of events and additional signage (change rooms, kitchen, results, etc.).

If event hosts schedule an opening ceremony, they can refer to page 9 for Speed Skating Canada's Athletes and Officials Oaths.

The awards ceremony shall be done at the end of racing. Clubs must obtain their own awards for all events. OSSA medals must be purchased for the Provincial A, B/ Master, C, and Long Track Championships. Cost for OSSA medals is \$6.50 + tax/ each.

The Chief Recorder shall submit the final protocol to the OSSA office **no later than Monday evening** following completion of the event.

Step 6 – After the Event

Ensure any borrowed equipment is returned in good working order.

The Meet Coordinator shall ensure the following **mandatory** administrative paperwork is completed and submitted to the OSSA office **within 21 days** of the event

(sportmanager@ontariospeedskating.ca):

- Injury reports (have blank reports at the meet for easy access by the medical personnel)
- Surveyed track certificate
- Record application forms (if applicable)
- Copy of SSC sanction (if applicable)
- Check-in fees (see information manual for current fee rate)
- Chief Referee report (To be completed online by Chief Referee)
- Meet Coordinator report (To be completed online by Meet Coordinator)
- List of Officials
- Coach sign-in sheet

Forms are posted at <http://ontariospeedskating.ca/sanction-forms/>

Failure to submit all the completed documentation will be a factor when clubs are being considered for hosting future events.

PLANNING TIMELINE

Time Line	Task	Notes
12-18 months	Secure facility that has: <ul style="list-style-type: none"> • Appropriate ice size • Quality ice • 5-8 change rooms with sufficient seating • Officials room • Office (for meet recorders) • Kitchen • Lunch room for volunteers and coaches • First Aid room (easy access to ice) 	See current OSSA Technical Bulletin for ice size requirements.
12-18 months	Reserve ice time for warm-up and competition.	See current OSSA Technical Bulletin.
6-12 months	Budget Planning	See SSC sample budget on pages 10-11 below.
2-3 months	Electronic timing – there is currently 1 timing system in the province. It is the responsibility of the current user to make arrangements to hand off the system to the next user.	All clubs hosting a Provincial Series meet should aim to have their own officials trained to set up and use electronic timing by 2016-2017.
2-3 months	Determine if additional insurance certificates are required for the facility or on site medical support.	Contact ossa@ontariospeedskating.ca
2-3 months	Determine what other equipment is required for the meet & how it can be obtained. Determine needs of Officials.	Lap counter, stopwatches, helmet covers (individual, points race, relay), safety mats and ties, bell, water buckets, squeegees, track markers, containers for heat box, rubber flooring, OSSA banner, arm bands (LT), flags (LT), other. Clubs should have 4-6 extra track markers to facilitate track stewarding. See OSSA Facility Guidelines Manual and SSC Red Book.
2-3 months	Discuss safety mat and track layout needs with Chief Referee.	Track surveys should be done on an annual basis. Current season track certification is mandatory for events where records may be established. Recommendation for tying mats can be viewed at http://ontariospeedskating.ca/safety-task/
2-3 months	Purchase awards	Contact ossa@ontariospeedskating.ca for pricing of Championship medals. Extras can be returned.
2-3 months	Determine logistics of the	Designate heat box (extra chairs may be required), glass

	facility.	pane removal (access for starter, coaches, judges, timers, lap counter), other.
1-2 months	Apply for OSSA sanction.	Send to ossa@ontariospeedskating.ca Apply for SSC sanction for Provincial Series meets.
1 month	Meet with facility staff to discuss: Emergency Action Plan, flood patterns, ice maintenance.	See OSSA Facility Guidelines Manual.
1 month	Track pattern surveyed	
1 month	Contact media	Increase interest in your event with local media.
1 month	Determine kitchen needs and supplies.	Secure food and beverage donations from club members, purchase additional, set up and take down schedule, other kitchen equipment needed.
Thursday night before the meet	Race schedule and event agenda.	Determine in consultation with Chief Referee and Provincial Registrar (registrar@ontariospeedskating.ca). Provide a copy to the OSSA office for posting on the website.
During the meet	Collect registration forms and club payments. Assess facility with Chief Referee. Awards ceremony. Equipment take down and facility clean up. Protocol sent to OSSA office.	
Maximum 10 days post event	Ensure all administrative requirements have been completed and sent to OSSA office.	

ATHLETE AND OFFICIALS OATH (courtesy of Speed Skating Canada)

Officials Oath

"In the name of all the judges, I promise that we shall officiate in this Competition with complete impartiality respecting and abiding by the rules which govern them, in the true spirit of sportsmanship."

Serment des officiels

« Au nom de tous les juges, je fais la promesse que nous allons agir en tant qu'officiels dans le cadre de cette compétition avec une impartialité complète et en respectant et en nous conformant aux règlements qui nous régissent, dans un véritable esprit sportif. »

Skaters Oath

"In the name of all competitors, I promise we shall take part in this Competition, respecting and abiding by the rules which govern them, committing ourselves to a sport without doping and without drugs, in the spirit of true sportsmanship, for the glory of sport and the honor of our teams."

Serment des patineurs

« Au nom de tous les compétiteurs, je fais la promesse que nous allons participer à cette compétition tout en respectant les règlements qui nous régissent, nous engageant de plus dans un sport sans dopage et sans drogues, dans un esprit de véritable sportivité, pour la gloire du sport et l'honneur de nos équipes. »

SAMPLE BUDGET FROM SPEED SKATING CANADA'S HOSTING MANUAL

http://www.speedskating.ca/sites/speedskating.ca/files/appendix_b_-_sample_budget.pdf

REVENUE	BUDGET	ACTUAL
Fees		
Registration		
Income from teams for extra practice ice		
Transportation bus pass		
Sponsorship		
ABC Company		
Grants		
SSC		
City of		
Donations		
XYZ Company: towards transportation of board pads		
Sales		
Advertising		
Banquet tickets		
Souvenirs		
Raffle		
Cost of goods sold		
Ticket purchase cost		
Advertising		
Banquet tickets		
Souvenirs		
50/50		
Net Profit on sales		
Total Revenue		

EXPENSES	BUDGET	ACTUAL
Ice Time		
Competition		
Practice		
Rentals		
Timing Equipment		
Officials		
Chief Timer to run equipment		
Branch Officials Meals		
Branch Officials Hotel		
Branch Officials Travel		
SSC Officials Hotels		
Lunch for all Officials		
Awards		
Overall Class Awards		

Medallions		
Gifts for volunteers		
Medical / Security		
Ambulance and Attendants		
Arena Security		
Insurance		
KLM Insurance		
Sanction / per Capita Fee		
SSC Sanction		
Branch		
Promotion		
Media Room Rental		
Posters		
Transportation		
Bus rental for event		
Gas for donated vans		
Administration		
Photocopier rental		
Stationary / office supplies		
Supplies		
Blanks		
Hospitality		
Coffee supplies		
Veggie trays		
Paper plates / utensils		
Bottled water		
Total Expenses		
Total Income / (Loss)		
Donations (Value in Kind)		
LMN Company: car loans		
Black Company: water bottles		
John's Bagels		