

5 Policies

5.1 Athlete Travel Subsidy and Sanction

5.1.1 Code Of Conduct

Parents and athletes are to read and sign the following code of conduct. No athlete may participate in any SASSA sponsored program, national competition or Provincial team activity until the Association is in receipt of a signed code of conduct. For athletes under the age of 18 years, the code must be signed by their parents as well.

It is not our policy to try and dictate what an athlete's lifestyle should be. The following rules are based on legal and physiological facts. What follows is the code of conduct:

1. **Who is in charge** - The coaches are the final authority on all road trips. Athletes, parents, chaperones and other associated personnel must recognize that only the SASSA provincial/head coach can excuse athletes from any team activities.
2. **Alcohol** - The consumption of alcohol by minors is illegal and will not be tolerated. Those athletes who are of legal age (19) are expected to be responsible users of alcohol. Drunkenness and/or the provision of alcohol to minors will not be tolerated at any time. The use of alcoholic beverages 48 hours prior to racing is not allowed.
3. **Drugs** - The possession of and/or use of any illegal drug will result in immediate life suspension from the association.
4. **Banned substances** - The use of banned substances, for example, steroids, may result in a life suspension except in instances where medical use has been prescribed by a medical doctor and the provincial/head coach has been informed in writing prior to the SASSA sponsored activity by the athlete, parents and a medical doctor.
5. **Curfews** - Curfews are to be adhered to by all athletes. Please note that curfew times are arbitrary and may have to be adjusted to fit training, transportation, meal time and other unforeseen circumstances. The provincial/head coach on any trip is the only person who may adjust curfew times. The breaking of a curfew will result in disciplinary measures.
6. **Property - Behavior** - The use of hotel rooms, other accommodations and facilities is a privilege and as such, deserves your attention. Any destruction or behavior that compromises the association's reputation will not be tolerated and will result in disciplinary measures.

SASKATCHEWAN AMATEUR SPEED SKATING ASSOCIATION
CODE OF CONDUCT

We realize that some rules will eventually be broken unintentionally or otherwise. The severity of the discipline will depend upon the circumstances surrounding the infraction. For example, athletes may lose their travel subsidy for that activity and/or future activities, be removed from the Provincial Team, be suspended from sanctioned and funded activities, or may be sent home, at their cost, for infractions of the above code of conduct. Parents will be notified of the method and time of arrival for transportation. It is our sincere hope that we will not have to resort to such measures.

The provincial/head coach will determine which disciplinary actions are immediately required. The incident will then be forwarded to the SASSA Board for further action.

Meet: _____

Location: _____

Dates: _____

Skating Number: _____

Club: _____

Emergency Phone #: _____

I, _____ (print name), the skater, have read the skater's code of conduct and recognize the responsibilities that I have and the consequences for not living up to those expectations.

I, _____ (print name), as a parent/guardian of an athlete under the age of 18 years, understand the responsibilities that my son/daughter has undertaken.

Date _____

Signature of Athlete _____

Signature of Guardian _____

**SASKATCHEWAN AMATEUR SPEED SKATING ASSOCIATION
CODE OF CONDUCT**

We realize that some rules will eventually be broken unintentionally or otherwise. The severity of the discipline will depend upon the circumstances surrounding the infraction. For example, athletes may lose their travel subsidy for that activity and/or future activities, be removed from the Provincial Team, be suspended from sanctioned and funded activities, or may be sent home, at their cost, for infractions of the above code of conduct. Parents will be notified of the method and time of arrival for transportation. It is our sincere hope that we will not have to resort to such measures.

The provincial/head coach will determine which disciplinary actions are immediately required. The incident will then be forwarded to the SASSA Board for further action.

Skating Season: September 1, 2008 - August 31, 2009

Skating Number: _____

Club: _____

Emergency Phone #: _____

I, _____(print name), the skater, have read the skater's code of conduct and recognize the responsibilities that I have and the consequences for not living up to those expectations.

I, _____(print name), as a parent/guardian of an athlete under the age of 18 years, understand the responsibilities that my son/daughter has undertaken.

Date _____

Signature of Athlete _____

Signature of Guardian _____

PROVINCIAL TEAM MEMBER

5.1.2 SASSA Team and Athlete Financial Support

Outlined in this section are the guidelines used in setting qualifying standards for various subsidized competitions, on a yearly basis. These are intended as guidelines only and may be subject to change, based on changing circumstances.

1. Definitions

Defined below are a number of terms used in this section and the following “schedule of events and meet criteria” section.

- a) **Cumulative:** For definition purposes, “cumulative times” means the total of personal best times (skated in the current season) from all of the pertinent distances.
- b) **Percentage (%):** Percentages are of the SSC Canadian Records (Short Track, ISU Olympic Style long track) as published in the SSC P and R.
- c) **Adjoining/Non-Adjoining Province:** Adjoining province(s) are/is the neighboring province(s) to an athlete’s declared annual training residence. Non-Adjoining provinces are those provinces neighboring the adjoining province(s) not including the province of training residence. Example: For in-province skaters, adjoining provinces are Manitoba and Alberta. For the “Out of Province” athletes in Calgary, adjoining provinces are British Columbia and Saskatchewan.
- d) **Qualifying Meets:** Qualifying meets for skating performances to receive travel subsidy include those with SASSA or SSC sanctioning, including meets sanctioned by member branches of SSC.
- e) **High Performance Travel Subsidy:** When it is indicated that a “subsidy” is provided for travel, a “subsidy” can be defined in the following manner. SASSA allocates an amount to go toward subsidizing travel for the skating season. At the end of the skating season, all reasonable travel, accommodation and meal expenses incurred by the Provincial Coach and any SASSA designated chaperone(s), will be subtracted from the amount allocated by SASSA for Competition Travel in the annual SASSA budget. The remaining amount will be evenly distributed, up to a cap that is approved by the SASSA Board of Directors annually, to all skaters who attend a subsidized meet and have met the SASSA High Performance Travel Subsidy Criteria. These skaters will be responsible for booking and prepaying for travel to the various competitions, based on set qualifying criteria and submitting an expense claim to SASSA complete with original receipts. Skaters are entitled to receive more than 1 subsidy provided they have qualified for a subsidy in relation to each subsidized meet. For example, SASSA may budget \$12,000 for Competition Travel. The total Provincial Coach and chaperone expenses for the season are \$4500. The remaining \$7500 would be evenly divided among the total number of subsidized skaters who attended subsidized meets. Skaters who qualify for a subsidy and attend more than one subsidized meet will receive a share for each of the meets they attend. In this example, if the total number of subsidized skaters was 60, each subsidized skater would receive \$125 per trip. **Payment for meals and accommodation is always the responsibility of the skaters.** Revised May 3/03
- f) **The SASSA Competitive and Development Team Subsidy:** When it is indicated that a “subsidy” is provided for a team, a “subsidy” can be defined in the following manner. The SASSA Team Subsidy is allocated for SASSA sponsored team competitions, competitive or development, dependant on budget allowance. The Team Subsidy will be distributed in the best interest of the team as a complete unit. The Team Subsidy is allocated for a SASSA Team established through the SASSA Competitive and Development Team’s Selection Criteria’s.
- g) **National Team:** National Team is defined to be an athlete holding a Senior International or Senior National Card as named in the fall High Performance bulletin.

- h) **High Performance Athlete:** A high performance athlete is someone who meets the qualifying criteria for the Senior Travel Subsidy and the National Development Team but who is not receiving financial support from Speed Skating Canada or Sport Canada.
- i) **Competitive Athlete:** A competitive athlete is someone who meets the qualifying criteria for the Provincial “AAA” Team and Provincial “AA” Team respectfully.
- j) **Development Athlete:** A Development Athlete is someone who meets the qualifying criteria for the Development Competitions respectfully.
- k) **Out-of-province athlete:** An out-of-province athlete is a Saskatchewan athlete training outside the province.

2 SASSA High Performance Travel Subsidy

To qualify for a share of the High Performance Travel Subsidy a competitor must meet the High Performance Travel Subsidy Criteria. An individual share of the High Performance Travel Subsidy will be subject to a maximum financial cap which is determined by SASSA prior to every season. A competitor can receive more than one individual share in one season. Individual shares of the High Performance Travel Subsidy will be available for Speed Skating Canada ranking competitions in non-adjointing provinces to the competitors declared annual training residence.

High Performance Travel Subsidy Criteria

Olympic Style Long Track

Senior Competitors that achieve less than 104% of the Canadian Record on an individual distance, who are not currently receiving financial support from Speed Skating Canada or Sport Canada, will receive one equal share of the High Performance Travel Subsidy.

Neo Senior 2 Competitors that achieve less than 106% of the Canadian Record on an individual distance, who are not currently receiving financial support from Speed Skating Canada or Sport Canada, will receive one equal share of the High Performance Travel Subsidy.

Neo Senior 1 Competitors that achieve less than 108% of the Canadian Record on an individual distance, who are not currently receiving financial support from Speed Skating Canada or Sport Canada, will receive one equal share of the High Performance Travel Subsidy.

ISU Junior A Competitors that achieve less than 105% of the Canadian Record on an individual distance, who are not currently receiving financial support from Speed Skating Canada or Sport Canada, will receive one equal share of the High Performance Travel Subsidy.

Short Track

Senior Competitors that achieve less than 103% of the Canadian Record on an individual distance, who are not currently receiving financial support from Speed Skating Canada or Sport Canada, will receive one equal share of the High Performance Travel Subsidy.

Neo Senior 2 Competitors that achieve less than 105% of the Canadian Record on an individual distance, who are not currently receiving financial support from Speed Skating Canada or Sport Canada, will receive one equal share of the High Performance Travel Subsidy.

Neo Senior 1 Competitors that achieve less than 107% of the Canadian Record on an individual distance, who are not currently receiving financial support from Speed Skating Canada or Sport Canada, will receive one equal share of the High Performance Travel Subsidy.

ISU Junior A Competitors that achieve less than 103% of the Canadian Record on an individual distance, who are not currently receiving financial support from Speed Skating Canada or Sport Canada, will receive one equal share of the High Performance Travel Subsidy.

3 SASSA Competitive Team Subsidy

To qualify for the Competitive Team Subsidy a competitor must meet the Provincial “AAA” Team or Provincial “AA” Team Selection Criteria. The Competitive Team Subsidy is utilized for team functions and promoting a team environment. SASSA will allot funding for the Competitive Team Subsidy prior to a new season.

4 SASSA Development Team Subsidy

The Development Team Subsidy is set aside for the Canadian Age Class Long Track Mass Start Championships and the Canadian Age Class Short Track Championships to support a team environment for the SASSA Provincial Team as selected through the Development Competition Selection Criteria. The individual share earned will be directed to competition registration fees and, budget permitting, the competition banquet.

Canadian Age Class Long Track Mass Start Championship

Competitors that qualify for the Canadian Age Class Long Track Mass Start Championships according to the Development Competition Selection Criteria will earn 1 equal share of the Development Team Subsidy.

Canadian Age Class Short Track Championships

Competitors that qualify for the Canadian Age Class Short Track Championships according to the Development Competition Selection Criteria will earn 1 equal share of the Development Team Subsidy.

*****Note*****

New Age Classifications

These 2 new age classifications will remain senior age categories under SSC. In aligning with the SSC Competition Review Recommendations SASSA is identifying the following 2 new age classifications. These new age classifications are for SASSA High Performance Travel Subsidy purposes.

Reasons

- With International level athletes competing longer, it forces the younger senior athletes to endure harder standards.
- Allow individuals transitioning from ISU Junior classification to senior classification some financial support representative to their stage of development.

The 2 new age classifications

Neo-Senior 1 - 19 – 20 year olds before July 1

Neo-Senior 2 - 21 – 23 year olds before July 1

Senior - 24 + year olds before July 1

Example:

Senior Category	Senior	24 + year olds before July 1
	Neo Senior 2	21 – 23 year olds before July 1
	Neo Senior 1	19 – 20 year olds before July 1

Saskatchewan Amateur Speed Skating Association

Skaters Name: _____

Racing Number: _____ Club: _____

Age Class: _____ M or F

Competition to which skater is being petitioned:

Relevant Competitive Performance: Please include name of competition, times and placings in heats, semi-finals and finals.

Please list reasons the selection committee should consider in deciding on the petition. The primary reasons must be based on the skater's performance (time and/or placing). However, other factors such as weather conditions, medical reasons, final exams, family matters, etc. will be considered.

Date

Signature of club president/coach

5.1.3 AAA Qualifying Competitions for Short and Long Track

2009-2010 Season

Long Track		Short Track	
Can Am	Nov 19-22 Calgary	WCC #1: Fall Classic	Oct 23-25 Edmonton
Canada Cup #1	Jan -10 Calgary	WCC #2: BC Cup Open	Nov 14-15 Abbotsford
Canada Cup #2	Jan 29-31 Saskatoon	WCC#3: Alberta Open	Nov 27-29 Medicine Hat
Canada Cup #3	Mar 5-7 Quebec City	WCC #4: RU Fast	Mar 5-7 Calgary
North American LT	Feb 12-14 Salt Lake	Western Regional's	Mar 6-7 Moose Jaw

Schedule to be determined after SSC AGM and prior to August 1st of each year

5.1.4 Athlete Assistance Program

1. The purpose of this program is to provide financial assistance to athletes. Eligible Saskatchewan athletes are those whose performance standards rank them at a national level and athletes with national level potential. To be eligible, an athlete must be not older than 24 as of June 30th in the year in which the grant is awarded. Athletes must document, with receipts, all travel and educational expenses. The criteria for Elite Athlete Selection (below) must be submitted to Sask Sport.

a) Athlete Assistance Grants

- i. **Long Track Grants (6)** - Average best 2 distances against the Canadian Olympic Style Records (Jr. or Sr.).
- ii. **Short Track Grants (1 male, 1 female)** – Average best 3 distances against the Canadian ISU Records (Jr. or Sr.)

The following restrictions will apply to these awards:

- i. Athletes can only receive one grant per season. If a skater qualifies for both long and short track grants, the discipline with the lowest percentage will be used.
- ii. An athlete must train throughout the complete season to be eligible for the entire grant.
- iii. Carded national team members are not eligible for an Athlete Assistance Grant. For this program, National Development Team athletes are considered ineligible if they are receiving carding assistance either from Sport Canada or an equivalent amount from Speed Skating Canada. Revised May 3/03
- iv. Grants will be paid in two equal installments of equal amounts.
- v. Once the grant funds are used, the athlete must complete a follow-up report and return it, along with receipts for costs incurred, to the Saskatchewan Speed Skating office, which is responsible for approving the reports and forwarding them to Sask Trust.

The following are recognized as eligible expenditures:

- i. Training Costs - All training costs incurred, which directly relate to speed skating. This would include registration fees, cost of equipment, travel, accommodation, etc.

- ii. Competition Costs - All costs incurred which directly relate to attending speed skating competitions. This would include travel costs, entry fees, meals, accommodation, etc.
- iii. Other Costs - Other costs such as those outlined below will also qualify:
 - 1. Tuition Fees - Athlete must provide a receipt, which verifies he/she is registered as a student in a post-secondary institution. Revised May 3/03
 - 2. Lost Wages - Only wages which are lost due to an athlete attending training sessions or competitions are eligible.

5.1.5 Calgary Oval Program

1. Written applications from skaters wishing to train in Calgary should be received at the SASSA office by April 15. Clubs and skaters will be notified of their funding status as soon as possible thereafter.
2. Skaters must be at least 18 years of age or have completed grade 12. This is required to help ensure the individual is physically mature and able to benefit from the program, and to emphasize the importance of education.
3. Skaters must have completed at least one full year of training (including the summer). Skaters must also have been a SASSA member in good standing for at least one year before being considered for funding to a National Training Centre. Revised May 3/03

a) Oval Space

The following minimum criteria will apply for a skater to receive funding for an Oval Spot.

- i. Long Track: Athletes must meet the Calgary Oval Program Criteria as established by the Oval Program each year. Revised May 3/03
- ii. Short Track: 115% or less, determined by taking the average of the best 3 distances against the Canadian ISU records (Jr. or Sr., depending on skater's age).

b) Funding Policy For Calgary Oval Program Skaters

- i. The top 6 skaters (as ranked by percentage from the previous year's performance) will receive a double share of the available funding from SASSA. The remaining skaters will receive a single share of the available funding. Long track and short track will be combined for ranking purposes. Funding is set at \$7500 per skating season.
e.g.: 14 skaters apply and are eligible for funding. Available funding is \$7500. $14+6=20$ shares. Each share = \$375. Top 6 skaters each get \$750. Additional 8 skaters each get \$375.
- ii. To maintain funding to stay in program:
 1. Each skater must sign and adhere to the SASSA Skater's Code of Conduct. The SASSA funded skaters must be good representatives of SASSA and maintain a lifestyle that will allow the best chance for benefiting from the funding.
 2. **Each skater must follow the training program as established by their Training Center Coach.** The primary purpose of the funding is to ensure SASSA skaters receive adequate coaching at these centers.

c) Evaluation

- i. Written evaluations of each funded skater's progress and training are provided by the Olympic Oval to SASSA. The information in the evaluations is to be distributed only to the Provincial Coach, Executive Director, President, Vice-President Technical, and subcommittee appointed by the Vice-President Technical at the AGM, with the explicit exception that skaters may request, in writing, that the reports be released to other persons. If the athlete is under 18, the parent or legal guardian

must sign any request for release of information. The appointed subcommittee will use this information and recommendations to determine whether or not the skater will be funded to remain in the program. Revised May 3/03

- ii. If a skater at the National Training Center is not able to place on the ranking list due to illness or injury (documented by doctor and coach), they will be maintained on the program for the following year. However, they will not be eligible for a top 6-funded position.
- iii. If any skater leaves the program, or is requested to discontinue the program, that skater will be required to reimburse SASSA for the funds expended.

5.1.6 SASSA Provincial Team Selection Criterion

The VP Technical shall ratify members to the Provincial Team by April 30 annually. The VP Technical will inform members, who do not qualify for the team, of their removal from the team. Competitors removed will be notified in writing and will be given one (1) month period to appeal the decision to the board. At the SASSA AGM the VP Technical will formally introduce the new provincial team. Provincial Team members will be expected to read and sign the Athlete Agreement.

1 SASSA Senior Provincial Team Selection Criteria

The age classes: Senior, Neo Senior 1 and Neo Senior 2 competitors that qualify for the High Performance Travel Subsidy will qualify for the SASSA Senior Provincial Team.

2 SASSA Competitive Provincial Team Selection Criteria

A. The Saskatchewan "AAA" Long Track Speed Skating Team Selection Criteria

Top 4 FEMALE, ISU Junior classification speed skaters, as determined by combined points from 3 out of the 5 ISU qualification competitions. All four ISU junior all round distances must be completed at an individual qualification competition in order for those competitions points to stand in the final overall points. At least 3 out of the 5 qualification competitions must be complete. Points will be awarded in the following manner: Lowest sammalagt points (1st ranked Sk. Skater) receives 100 points, second lowest (2nd ranked Sk. Skater) receives 80 points, etc. according to Point Schedule 1.

Top 4 MALE, ISU Junior classification speed skaters, as determined by combined points from 3 out of the 5 ISU qualification competitions. All four ISU junior all round distances must be completed at an individual qualification competition in order for those competitions points to stand in the final overall points. At least 3 out of the 5 qualification competitions must be complete. Points will be awarded in the following manner: Lowest sammalagt points (1st ranked Sk. Skater) receives 100 points, second lowest (2nd ranked Sk. Skater) receives 80 points, etc. according to Point Schedule 1.

ISU Junior Female All Round Distances

500m X 2*	1500m
1000m	3000m

ISU Junior Male All Round Distances

500m X 2*	3000m
1500m	5000m

2009/2010 Qualifying Provincial “AAA” Long Track Speed Skating Team Selection Competitions

- 1) Can Am Calgary
- 2) Canada Cup #1
- 3) Canada Cup #2
- 4) Canada Cup #3
- 5) North American Long Track Championships

*Note that only the fastest of the two 500m skated will be accepted in the overall points.

**Note that if more than 3 competitions have been completed the best 3 will be used to calculate the points.

Point Schedule 1.

Points System for Provincial Competitive Team Selection

1st = 100 points	7th = 40 points	13th = 22 points	19th = 12 points	25th = 6 points
2nd = 80 points	8th = 36 points	14th = 20 points	20th = 11 points	26th = 5 points
3rd = 70 points	9th = 32 points	15th = 18 points	21st = 10 points	27th = 4 points
4th = 60 points	10th = 28 points	16th = 16 points	22nd = 9 points	28th = 3 points
5th = 50 points	11th = 26 points	17th = 14 points	23rd = 8 points	29th = 2 points
6th = 45 points	12th = 24 points	18th = 13 points	24th = 7 points	30th = 1 point

The Points system used to determine the final Provincial Competitive Team ranking is the ISU Speed Skating World Cup Points System.

B. The Saskatchewan “AAA” Short Track Speed Skating Team Selection Criteria

Top 5 FEMALE, ISU Junior classification speed skaters, as determined by 60% combined points and 40% Individual Seasons Best Times from 3 out of the 5 designated competitions. At least 3 out of the 5 qualifying competitions must be complete.

Top 5 MALE, ISU Junior classification speed skaters, as determined by 60% combined points and 40% Individual Seasons Best Times from 3 out of the 5 designated competitions. At least 3 out of the 5 qualifying competitions must be complete.

2009/2010 Qualifying Provincial AAA Short Track Speed Skating Team Selection Competitions

- 1) Western Canada Cup #1
- 2) Western Canada Cup #2
- 3) Western Canada Cup #3
- 4) Western Canada Cup #4
- 5) Western Regional's

- i. Saskatchewan Speed Skaters who qualify for the Provincial “AAA” Teams will be Provincial “AAA” Team members for the entire proceeding season until the next season’s team is contested and finalized.
- ii. Saskatchewan Speed Skaters who qualify for the Provincial “AAA” Team must declare their intent in formal writing to SASSA and the Provincial Coach by April 15, 2010
- iii. Saskatchewan Short Track Speed Skaters requiring special individual consideration regarding placement on Provincial “AAA” Racing Teams must submit to the Petitions Committee in writing prior to September 1st of that racing season. (ie: Olympic Oval Program ST athlete)

C. The Saskatchewan “AA” Long Track Speed Skating Team Selection Criteria

Next 4 FEMALE after the Provincial “AAA” Team Selection, ISU Junior classification speed skaters, as determined by combined points from 3 out of the 5 ISU qualification competitions. All four ISU junior all round distances must be completed at an individual qualification competition in order for those competitions points to stand in the final overall points. At least 3 out of the 5 qualification competitions must be complete. Points will be awarded in the following manner: Lowest sammalagt points (1st ranked Sk. Skater) receives 100 points, second lowest (2nd ranked Sk. Skater) receives 80 points, etc. according to Point Schedule 1.

Next 4 MALE after the Provincial “AAA” Team Selection, ISU Junior classification speed skaters, as determined by combined points from 3 out of the 5 ISU qualification competitions. All four ISU junior all round distances must be completed at an individual qualification competition in order for those competitions points to stand in the final overall points. At least 3 out of the 5 qualification competitions must be complete. Points will be awarded in the following manner: Lowest sammalagt points (1st ranked Sk. Skater) receives 100 points, second lowest (2nd ranked Sk. Skater) receives 80 points, etc. according to Point Schedule 1.

ISU Junior Female All Round Distances

500m X 2*	1500m
1000m	3000m

ISU Junior Male All Round Distances

500m X 2*	3000m
1500m	5000m

2009/2010 Qualifying Provincial “AAA” Long Track Speed Skating Team Selection Competitions

- 1) Can Am Calgary
- 2) Canada Cup #1
- 3) Canada Cup #2
- 4) Canada Cup #3
- 5) North American Long Track Championships

*Note that only the fastest of the two 500m skated will be accepted in the overall points.

**Note that if more than 3 competitions have been completed the best 3 will be used to calculate the points.

D. The Saskatchewan "AA" Short Track Speed Skating Team Selection Criteria

Next 5 FEMALE after the Provincial "AAA" Team Selection, ISU Junior classification speed skaters, as determined by 60% combined points and 40% Individual Seasons Best Times from 3 out of the 4 designated competitions. At least 3 out of the 5 qualifying competitions must be complete.

Next 5 MALE after the Provincial "AAA" Team Selection, ISU Junior classification speed skaters, as determined by 60% combined points and 40% Individual Seasons Best Times from 3 out of the 4 designated competitions. At least 3 out of the 5 qualifying competitions must be complete.

2009/2010 Qualifying Provincial AAA Short Track Speed Skating Team Selection Competitions

- 1) Western Canada Cup #1
 - 2) Western Canada Cup #2
 - 3) Western Canada Cup #3
 - 4) Western Canada Cup #4
 - 5) Western Regional's
- iv) Saskatchewan Speed Skaters who qualify for the Provincial "AAA" Teams will be Provincial "AAA" Team members for the entire proceeding season until the next season's team is contested and finalized.
- v) Saskatchewan Speed Skaters who qualify for the Provincial "AAA" Team must declare their intent in formal writing to SASSA and the Provincial Coach by April 15, 2010
- vi) Saskatchewan Short Track Speed Skaters requiring special individual consideration regarding placement on Provincial "AAA" Racing Teams must submit to the Petitions Committee in writing prior to September 1st of that racing season. (ie: Olympic Oval Program ST athlete)

3 SASSA Development Provincial Team Selection Criteria

A. Canadian Age Class Long Track Mass Start Championships

- i. To qualify for the Canadian Age Class Long Track Mass Start Championships a competitor must be ranked top 4 in their age class. In the case a top 4 ranked competitor decides to forfeit participation at the Canadian Age Class Long Track Mass Start Championships, the next ranked competitor, not in the top 4, will be notified of their selection.

The top 4 competitors from each age class will be chosen from the official SASSA ranking list. A competitor must skate all 4 distances in their respective age class for their cumulative percentage to qualify for the official SASSA ranking list.

- ii. To earn a share of the Development Team Subsidy a competitor must: be chosen top 4 in their age class; have confirmed participation at the Canadian Age Class Long Track Mass
- iii. Start Championships; hold a percentage lesser than 120% of the Canadian Age Class Records based on cumulative times over 4 distances.
- iv. Competitors who do not meet the Development Team Subsidy criteria are eligible to attend the competition at their own expense. If they win two or more medals and there is a minimum of 12 registered competitors in the age class, SASSA will consider the competitor eligible for the Development Team Subsidy, and provide appropriate reimbursement.
- v. The Development Team Subsidy will be applicable in all provinces.
- vi. The Development Team Subsidy will be designated to the midget, juvenile and junior age classes for the Canadian Age Class Long Track Mass Start Championships.
- vii. Competitors will not be able to use any personal best times skated at the competition towards their season ranking.
- viii. Qualified competitors must confirm participation to the SASSA Executive Director and SASSA Provincial Coach in writing no later than 2 days from the competition entry deadline. Failure to confirm participation will result in automatic forfeiture of position on the team for that competition.

B. Canadian Age Class Short Track Championships

- i. To qualify for the Canadian Age Class Short Track Championships a competitor must be ranked top 4 in their age class. In the case a top 4 ranked competitor decides to forfeit participation at the Canadian Age Class Short Track Championships, the next ranked competitor, not in the top 4, will be notified of their selection.
- ii. The top 4 competitors from each age class will be chosen from the official SASSA ranking list. A competitor must skate all 4 distances in their respective age class for their cumulative percentage to qualify for the official SASSA ranking list.
- iii. To earn a share of the Development Team Subsidy a competitor must: be chosen top 4 in their age class; have confirmed participation at the Canadian Age Class Short Track Championships; hold a percentage lesser than 120% of the Canadian Age Class Records based on cumulative times over 4 distances.
- iv. Competitors who do not meet the Development Team Subsidy criteria are eligible to attend the competition at their own expense. If they win two or more medals and

- there is a minimum of 12 registered competitors in the age class, SASSA will consider the competitor eligible for the Development Team Subsidy, and provide appropriate reimbursement.
- v. The Development Team Subsidy will be applicable in all provinces.
 - vi. The Development Team Subsidy will be designated to the midget, juvenile, junior and intermediate age classes for the Canadian Age Class Short Track Championships.
 - vii. Competitors will not be able to use any personal best times skated at the Canadian Age Class Short Track Championships towards their season ranking
 - viii. Qualified competitors must confirm participation to the SASSA Executive Director and SASSA Provincial Coach in writing no later than 2 days from the competition entry deadline. Failure to confirm participation will result in automatic forfeiture of position on the team for that competition.

5.2 Coaching

5.2.1 Provincial Coach Appointments

SASSA will designate a head/provincial coach for each SASSA funded activity camp, competition, etc.

5.2.2 Coaching Development Policy

1. There shall be a SASSA Coach's Seminar held at least once every 2 years and should include information sharing from those individuals who attended National Clinics. The coach's clinics will rotate through the province as resources permit.
2. Any coach funded by SASSA to attend a high level clinic (level III) is requested to make a formal presentation regarding the knowledge he/she gained.
3. SASSA may contribute toward the cost of Registration Fees for its members who have successfully completed Coaches Level III and or IV Theory and Technical Courses. Individual members and or their Clubs are responsible for funding all Level 1 and II Courses. The availability and level of SASSA's contribution will be considered and determined by the SASSA Finance Executive Committee following its receipt of a written request from the member and proof of successful Course completion. Revised May 3/02
4. SASSA will send out a bulletin or plan a meeting each fall with the club coaches to update SSC rule changes for the new skating season. This information is to be issued to the club presidents for distribution.
5. SASSA encourage clubs to enroll all juvenile and older skaters in FUNdamentals Coaching Clinics.

5.2.3 Clinics

Individual members and or their Clubs are responsible for funding all FUNdamentals and Introduction to Competition courses.

The registration fee charged for the FUNdamentals and the Introduction to Competition clinics under the integrated program will be set as defined by Speed Skate Canada.

5.3 Communications

5.3.1 Publicity

Copies of any published release regarding speed skating will be sent to the SASSA office.

5.3.2 Honoring Olympians

The Executive Committee in consultation with the Executive Director will be responsible for selection, purchasing and arranging for the delivery of a suitable gift and congratulatory card for each Saskatchewan skater who competes in an Olympic event. The cost of these arrangements should not exceed \$100 for each skater. Revised May 3/03

5.3.3 Athlete Recognition Revised May 3/03

SASSA will recognize the achievements of our athletes by sending letters of congratulations, at the following times:

Under the responsibility of the VP Membership Development and the Executive Director to be signed by the President:

1. Named to Junior or Senior National Team, National Development Team
2. Named to Olympic Team
3. Age Class Champion at National Short Track or Long Track mass start Championships
4. Medal winner at Canada Games
5. Medal winner at Junior Worlds
6. Medal winner at World Cup or other World Event

Under the responsibility of the VP Technical and the Executive Director:

1. Named to Canada Games Team

5.4 Competitions

5.4.1 Saskatchewan Schedule of Events 2009-2010

Oval Oktoberfest	ST	Calgary, AB	October 9-11
Prairie Dog International Meet	ST	Souris, MB	Oct. 23-25
Fall Classic	ST	Edmonton, AB	Oct. 23-25
Oval Invitational LT	LT	Calgary, AB	Oct. 30-Nov. 1
Saskferco Fall Classic (Sask Cup I)	ST	Regina, SK	Nov. 7-8
BC Cup Open WCC #2	ST	Abbotsford, BC	Nov. 14-15
Can-Am Camp	LT	Calgary, AB	November 16-18
Can-Am #1 (Sr, Jr A-D)	LT	Calgary, AB	November 19-22
National Qualifier	ST	Sherbrooke, QC	Nov. 21-22
Alberta Open WCC #3	ST	Medicine Hat, AB	Nov. 27-29 or Dec. 4-6
Fire On Ice	ST	Lloydminster, AB	Dec. 5
Canadian Open Championships	LT	Calgary, AB	Dec. 11-13
Sask Cup II	ST	Melville, SK	Dec. 12
Long Track Camp	LT	TBA	Dec. 28-29
Canada Cup I (Sr, Jr A-C)	LT	Calgary, AB	Jan. 8-10
Sask Cup I	LT	Saskatoon, SK	Jan. 8-10
Alberta Indoor LT Championships	LT	Calgary, AB	Jan. 16-17
Sask Cup II	LT	Moose Jaw, SK	Jan. 16-17
Sask Energy Long Track (Western Regional's)	LT	Regina, SK	Jan. 23-24
Red Deer LT	LT	Red Deer, AB	Jan. 23-24
Canada Cup II/ Canadian Junior Championships	LT	Saskatoon, SK	Jan. 29-31
Canadian Age Class Championships	LT	Winnipeg, MB	Feb. 5-7
Olympic Winter Games	ST/LT	Vancouver, BC	Feb. 12-28
Sask Cup III	ST	Prince Albert	Feb. 13
North American Olympic Style Championships	LT	Salt lake City, UT	Feb. 12-14
Saskatchewan Winter Games	ST	Moose Jaw, SK	Feb. 17-20
Canada Cup #3	LT	Quebec, QC	Mar. 4-6
R U Fast WCC#4	ST	Calgary, AB	Mar. 5-7
Western Regional Championships (Sask Cup IV)	ST	Moose Jaw, SK	Mar. 6-7
Olympic Oval Finale	LT	Calgary, AB	Mar. 9-14
Sask Provincials ST	ST	Saskatoon, SK	Mar. 13-14
Canadian Open Championships	ST	Montreal, QC	Mar. 19-21
Canadian Age Class Short Track	ST	Cambleton, NB	Mar. 26-28

5.4.2 Competition Manual

SASSA shall have, in the office, a current SSC Competition Manual, which is available to clubs applying for a National Competition. SASSA will provide a copy of the manual to the coordinator of any National meet, which a SASSA member club is hosting.

5.4.3 General Regulations

1. SASSA will follow the procedures and regulations of SSC. However, specific Saskatchewan rules will be adhered to.
2. The competition format is set by the information provided on the registration forms and kept that way. There is to be no changing of meet format just before the competition starts.

3. Following the SSC AGM and before the start of the next skating season for SASSA, the Provincial Coach and VP Technical shall review the track markings, forwarding any changes to the VP Officials, club ice coordinators, all provincial referees and club head coaches.
4. All mass start competitions will follow mixed all points format with the exception of the Provincial Championships until further notice from the SASSA Board.
5. All competitions occurring within the Province of Sask. involving more than three clubs must have provincial sanction. All competitions in Saskatchewan, with the exception of "mini meets" must be sanctioned by Speed Skate Canada (SSC) in order to upgrade SASSA officials. Following the SASSA AGM the VP Competitions will forward a Confirmation of Sanction to the host clubs. Deadline for return of confirmation is early Sept. Sanction package to be mailed to clubs by Sept. 30th. The SASSA reserves the right to revoke or cancel any sanction after issue. The decision to revoke or cancel a sanctioned competition would require a vote by the quorum of the SASSA Board of Directors.
6. SASSA sanction should be posted at the competition. A copy of the Policies and Procedures for competitions shall be included in the Sanction Package. Any and all variations to the policies and procedures for SASSA sanctioned competitions must be approved by the VP Competition, VP Technical, SASSA Board Member or two out of the three present.
7. Establishing Saskatchewan Records added May 1, 2004
 1. Conditions for Establishing Saskatchewan Records Skated in the province of Saskatchewan outside the province of Saskatchewan and outside the Country
 - a. The meet must be sanctioned by the province of Saskatchewan or by a recognized provincial or national speed skating organization.
 - b. Saskatchewan Records will be established from the results page or official protocol from the meet.
 - c. Any Saskatchewan skater who equals an existing record shall receive recognition for that time through the award of a certificate and sharing the record with the existing record holder if the record still stands at the end of the season.
 - d. For new distances the best time over the first season will be recognized as the established record.
 - e. If the existing record is broken by more than one skater in the same competition both skaters will receive recognition for their time skated through the award of a certificate.
 - f. If a record is broken more than once in a season only the best time shall be established as the record for the next season.Records will be established for; Short Track, Long Track, Indoor Long Track, Olympic Style, Short Track Provincial Relay, and Short Track Club Relay and only for official SSC distances.
8. If Nationals are held in Saskatchewan every class of participant is awarded medals. If Nationals are held in Saskatchewan, Bantams are included as per SSC rules. Added March 2005
9. When a Club affiliated with the Saskatchewan Amateur Speed Skating Association applies to Speed Skating Canada to host a National Level Competition, as specified in Article K1-100 of SSC's Red Book, and is awarded the right to host that Competition, SASSA will provide a sponsorship to the hosting Club of at least \$2000 to a maximum equivalent to SSC funding. The hosting Club must submit a request to SASSA for this sponsorship three (3) months prior to the date of the Competition or forfeit this sponsorship. Added May 2008

5.4.4 All Points Format Guidelines

1. Forward

The following is a schedule of guidelines designed to standardize the running of competitions using the All Points Format. The guidelines are a combination of recommendations brought forth by the Technical Committee, along with standard procedures used in many competitions. Although it may not be totally comprehensive in nature, it is hoped that it will help meet coordinators and officials run our competitions using a consistent format, thus giving coaches, parents, and skaters confidence in the direction of our programs.

2. Groups

Note: Items in parenthesis apply to long track meets.

- a. Groups will be limited to a maximum of 15 skaters (18 skaters for long track). *Top group or groups may be limited to 12 skaters if safety is a concern.
- b. If a group has less than 15 (18) skaters, the number of skaters in each qualifying race will be evenly distributed.
- c. In all groups, males and females will skate together.
- d. To avoid the problem with older skaters competing against much younger skaters, the following guidelines will be observed.
- e. Skaters will be divided into 2 groups. Group A will consist of skaters Juvenile and up. Group B will consist of skaters Midget and down.
- f. Midget skaters can indicate on the registration form if they wish to be **considered** to move up to Group A, **depending on their seed times and available room**. This will allow the top Midget skaters the opportunity to skate up with skaters of their ability.
- g. Juvenile and up skaters will not be seeded in Group B. This will ensure that older skaters will compete with others at their age level, making the competitions more fun as well as addressing any safety concerns.
- h. A Master skater with a current legitimate 500 meter Short Track seed time of less than 53 seconds shall be given the option of participating in Group A of a Short Track All Points meet according to his/her seed time. If after all Master skaters have exercised their option as above and there are two (2) or more Master skaters remaining, the remaining Master skaters shall skate as a separate Group in Group A. However, if there is only one Master skater remaining, he/she shall be placed in the appropriate Group within Group A based on his/her seed time. Revised February 23, 2005
- i. Group A will skate Juvenile and up distances. Group B will skate Midget and down distances.
- j. Distances skated in each group should be those of the age class which has the greatest representation in the group. For example, if there are more Juniors in a group than there are Juveniles, Intermediates, or Seniors, the distances skated should be Junior distances.

****Meet coordinators are strongly urged to include extra races in the race schedule which address qualifying criteria in all age categories.****

3. Seeding

- a) Seed times should be the skater's current season personal best 500m time in short track, or best 300m time for Midgets in Long Track. Last years seed times may be used at the discretion of the Meet Coordinator in consultation with the Referee
- b) Bantam and down skaters will not be seeded in Group A.

4. Numbers On The Starting Line

- a) The maximum number of skaters on the starting line in each distance* will be 5 (6) with the exception in short track of the shortest distance for that group, for which 4 skaters will be on the starting line. * *Top group or groups may be limited to 12 skaters if safety is a concern, therefore having 4 skaters on the line. In the 3000 meter distance, a limit of 9 skaters is recommended, although discretion is given to the head referee to allow more or less skaters.*

- b) If the numbers exceed the above quotas due to advancements, the skater(s) drawing the highest numbers shall start on the second, or subsequent, line.

5. Heats and Advancement To Finals

- Heats within each group will be reseeded after each distance. Skaters will be reranked according to their placing in the previous final. This will encourage more balanced heats. In the case of a tie for placing in seeding, the higher rank goes to the best entry time.
- Heats will be run in rotational order after each distance. For example, 1st distance heats 1 2 3; 2nd distance heats 2 3 1; 3rd distance heats 3 1 2; etc. This is because skaters in the last heat have a distinct advantage.
- All participants will skate a heat and a final for all distances, with the exception of the last distance, which may be skated as a final only, based on the ranking of the previous races.
- Long Track Advancements shall follow the Canadian Long Track Age Class format (advancements only). Short Track Advancements shall follow the Canadian Short Track Age Class format (advancements only).
- The 3000m will be divided into 2 groups with a maximum of 9 skaters on the line in each group based on the cumulative ranking from the previous races.
- If a skater is advanced to a final by the referee, the referee shall indicate to which final the skater will advance.
- A skater who misses a race must seek permission from the meet coordinator to re-enter that distance, and can only re-enter at the lowest final.
- If a referee stops a race to protect a fallen skater, that skater will not be permitted into the restart. In the case of a qualifying race, the skater is inserted into the lowest final, unless otherwise indicated by the referee.

6. Point System For Finals

Place:	1	2	3	4	5	6	7	8	9	10.....
Points:	50	37	30	25	24	23	22	21	20	19.....

In the case of a tie for the final rank, all skaters involved in the tie are given the same rank, and the next place rank is eliminated.

7. Ranking System and Rules For Determining a Sask Cup Short Track and Sask Cup Long Track Series Champion

- In each Age Class there will be a Sask. Cup Series winner in both long and short track. The Top ranked skater from each age class division will be named the Champion of that class. All Sask. Short Track All Points competitions will be called Sask. Cup I, II, III, etc. All Sask. Long Track competitions will be called Sask. Open Long Track I, II, and III. Western Regional competitions both Short and Long Track will keep with the same name. eg.: Wheaton GM Sask.Cup I
- To become eligible to be named Sask Cup Series Winner. Skater must attend number of competitions minus 1 for long track and/or minus 1 for short track. Attendance at a Sask.Cup Series competition in either long or short track will be defined as competing in three out of four finals. A series champion will be declared in both long and short track. The best times skated in age class distances over the series will be used for overall ranking.
- The skater with the lowest overall time criteria as compared to National Records over all four distances will be named the Champion.

8. Disqualifications, Failure To Start, Failure To Finish

- Skaters disqualified in a qualifying race, or failure to finish a qualifying race is placed in the lowest semi or final for that distance.
- All skaters disqualified in a final receive the last place points for the final they were in. i.e.: Primary final - 5 on the line - 2 disqualifications - both DQs receive 5th place - no 4th

place points are awarded. A disqualified skater **may**, at the discretion of the referee, have his/her points removed.

- c) Skaters failing to show up to race in a final, get 0 points. A skater who cannot start over in a re-race should receive last place points for that final.
- d) Skaters failing to finish in a final receive the last place points for the final they were in. A skater who has not finished the race as a result of an infraction will receive the points of the position ahead of those disqualified.

9. Abnormal Termination Of Race

In the event that a race is abnormally terminated (injury, unsafe conditions, etc.) the referee shall ensure that an adequate rest period is provided to the skaters prior to the re-starting of the race.

10. Variations

- a) Organizing committees wishing to deviate from the rules and/or formats and/or policies, as set out in this document must receive permission for all deviations from the VP Technical, in consultation with the President and the Provincial Coach.
- b) In the event that a meet is SSC sanctioned, SSC rules will take precedence over this technical package.

5.4.5 Provincial/Sask Open Championships,

The Saskatchewan Provincial Long Track and Short Track Competitions will have an Age Class/Open Class format. Juvenile and younger skaters will compete in an Age Class competition. Junior and older skaters will compete in an Open Class Male/Open Class Female competition, skating ISU Open Class distances. Medals will be given to the Age Class Champions and to Open Class Champions, both male and female. Male and female Provincial Champions will be the top placing Saskatchewan skater in each age class and open class.

5.4.6 Cradles

1. All cradles must wear skating numbers.
2. Cradle races at Saskatchewan meets are to be held at a specific time. The distance(s) should be clearly indicated on the meet entry form and verified the date of the race.
3. No medals depicting place standings shall be awarded at the cradle level.
4. Cradle races held at or during SASSA sanctioned meets are deemed Special events and participants are deemed to be SASSA sanctioned. Added May 3/03

5.4.7 Short Track

General

1. All short track meets should be All Points, Age Class or Age Class/Mixed All Points. It is recommended that skaters skating below 120% of Canadian Age Class records in 2 or more distances skate in the Age Class portion of Age Class/Mixed All Points meets.

2. Saskatchewan skaters must wear their number on their helmets at all provincial Short Track competitions.
3. The dots for the starting positions as defined as the SSC Red Book (n4101b) should be marked for all Sask short track meets. Added May 1/04

Safety

1. No objects allowed outside the markers.
2. Access doors must be closed during races.
3. Only skaters in the event will be allowed on the ice during races.
4. Saskatchewan skaters must wear a complete hard shell helmet, gloves of leather or synthetic cut resistant material, long sleeved shirts, knee pads, shin pads and a bib-type neck protector during all short track meets and practices.

Flooding

1. The referee is responsible for maintaining optimal ice conditions during a competition.
2. A specific race number must be given for flood and lunch breaks in fairness to skaters.

Relays

1. Three timers should be assigned to each relay team and one of these timers is to record the laps skated.
2. Relays shall be included in all SASSA sanctioned competitions where time permits. The Meet Coordinator in consultation with the Provincial Coach shall decide the relay format. Medals are to be awarded to each member of the top 3 place teams in each of the Official Midget/Juvenile and Junior/Intermediate/Senior categories as long as there were at least 2 Official teams competing in each category. Saskatchewan relay records may be set if the composition of the team is Official by meeting SSC Regulations K6-103 a) and b). Unofficial relay teams may compete together with Official teams, however, only an Official relay team may qualify to set, break or hold a Saskatchewan record. The relay distances will be 1500m for the Midget/Juvenile category and 3000m for the Junior/Intermediate/Senior category. Revised May 3/03

3. Added May 3/03 Relays may be run as either club relays or an all-points seeding procedure described below:

If relays are to be run on the first day of competition, the relay teams will be seeded within each group using seed times to make up 4 equal teams. If a group is less than 16 skaters, the fastest seeded skater from the next lower group will be moved up to fill the team.

If relays are run on the second day of competition, the relay teams will be seeded within each group using the cumulative placing from the first day to make 4 equal teams. If a group is less than 16 skaters, the highest ranked skater after the first day of competition from the next lower group will be moved up to fill the team

5.4.8 Long Track

1. All long track meets should be All Points, Age Class or Age Class/Mixed All Points. It is recommended that skaters skating below 120% of Canadian Age Class records in 2 or more distances skate in the Age Class portion of Age Class/Mixed All Points meets.
2. At all Saskatchewan Long Track speed skating meets where both an Olympic Style ISU competition and mass start competition are held, skaters competing in both competitions will be charged an entry fee for each competition. Skaters who skate all races of both competitions will be refunded one entry fee at the close of the meet.
3. For masters Mass Start, awards will be determined over four races, with the fourth race being any one of the three distances. The 3000m mass start does not count for the overall results.
4. All long track competitions in Saskatchewan should include an Olympic Style format. These races are open to skaters who qualify under ISU rules. Participants will have the opportunity to skate either the sprint or the all-round distances.
5. To facilitate appropriate rest for Olympic style skaters and to promote Olympic style skating, meet coordinators should schedule both sprint and all-round competitions such that the first distance on each day is skated in the morning and the second distance on each day is skated at noon. Distances skated should reflect current ISU practice. This is 2 x 500m and 2 x 1000m for sprint men and women, 1 x 500, 1500, 3000, 5000 for all round men and 1 x 500, 1000, 1500, and 3000 for all round women. Adequate rest between races must be provided. A minimum of 45 minutes is recommended and a minimum of 30 minutes is required.

5.4.9 Canada Winter Games

1. SASSA shall request applications for the necessary Coach(es) and Manager's position.
2. SASSA will provide four referees, two on the ice and two off the ice, for the next Canada Winter Games Short Track Trials.
3. Before Canada Winter Games Trials commence the competitors must declare which discipline they would select if they qualify for both long and short track teams. In the event that a skater qualifies for the discipline other than the one they declared, they will still be eligible for the team.
4. The first Canada Winter Games Short Track Trials competition shall be after the first Saskatchewan short track competition of the season
5. The format for the Team Trials will be determined by a Canada Winter Games Committee appointed by SASSA board and chaired by the VP Technical.

5.4.10 Saskatchewan Winter Games

Skaters who are eligible for Canadian Championships (funded criteria) in the year(s) prior to the Saskatchewan Winter Games should not be eligible for the Saskatchewan Winter Games.

5.4.11 Meet Registration and Entry Fees

1. Entry fees are non-refundable unless skater is scratched prior to the coaches meeting or at the coaches meeting.

2. Meet registration forms (entry form or summary sheets) shall be in the hands of the Meet Coordinator two days prior to the competition.
3. Double the entry fee shall be assessed to a club responsible for incomplete and/or inaccurate meet registration forms.
4. A coach must check and sign each registration form for all competitions, to ensure that times are accurate and all required information is correctly filled in on the forms.
5. When receiving a faxed Club registration for a meet, the meet registrar should confirm back to the club what information has been received. Clubs should be notified that if they do not receive a confirmation, they need to contact the club hosting the meet.
6. Any SASSA member that registers for a skating meet in-province or out-of-province should notify the Meet Co-ordinator if they decide not to attend the meet.
7. The entry fee for all in-province Short Track (all points and/or age class) & in-province Long Track (all points and/or age class/Olympic style) meets will be up to \$30.00. Revised
May 3/03
8. Each club will have members fill out the athlete waiver forms when registering for the season. Each Club is responsible for creating a master list that will be taken to each competition. The waiver forms will be sent and stored at the SASSA office.

5.4.12

Waiver

RELEASE, WAIVER AND ASSUMPTION OF RISK

EVENT: _____

and see Schedule "A" attached hereto (if applicable).

I, _____ have read the rules and regulations issued for this event and agree to be bound by them. I hereby acknowledge and agree that in consideration of acceptance of this entry or my being permitted to take part in this event:

1. I DO HEREBY RELEASE the Saskatchewan Amateur Speed Skating Association (SASSA) and Speed Skating Canada (SSC), the affiliate club or Association hosting this event namely: _____ and see Schedule "B" attached hereto (if applicable), and the members, officers, directors, employees, volunteers, servants, independent contractors, representatives and agents of the SSC, SASSA and the said affiliate from all liability, and do hereby waive as against the SSC, SASSA, the affiliate and members, officers, directors, employees, volunteers, servants, independent contractors, representatives and agents of SSC, SASSA and the said affiliate all recourses, claims, causes of action of any kind whatsoever in respect of all personal injuries or property losses which I may suffer arising out of or connected with my preparation for or participation in this event not withstanding that such injuries or losses may have been caused solely or partly by the negligence of the SSC, SASSA, the said affiliate or any of the members, officers, directors, employees, volunteers, servants, independent contractors, representatives and agents of the SSC, SASSA and the said affiliate.

2. AND, I DO HEREBY ACKNOWLEDGE AND AGREE:

- (a) That the sport of speed skating is very dangerous, exposing participants to many risks and hazards including personal injury, death and property damage, some of which are inherent in the very nature of the sport, other which might result from human error and negligence on the part of the persons involved in preparing, organizing and staging the races and other activities associated with the event;
- (b) That I freely and voluntarily assume all the aforesaid risks and hazards and my preparation for and participation in this event is entirely at my own risk;
- (c) That I understand that neither the SSC, SASSA nor the said affiliate nor any members, officers, directors, employees, volunteers, servants, independent contractors, representatives and agents of the SSC, SASSA and the said affiliate assume any responsibility whatsoever for my safety during the course of my preparation for or participation in this event;
- (d) That this RELEASE, WAIVER AND ASSUMPTION OF RISK agreement is binding upon myself, my heirs, my executors, administrators, personal representatives and assigns;
- (e) That I have carefully read this RELEASE, WAIVER AND ASSUMPTION OF RISK agreement, that I fully understand same and that I am freely and voluntarily executing same.

DATED at _____, this _____ day of _____, 2 _____.

(Participant)

(signature of parent/guardian if participant is under 18 years)

(Witness)

PARENT ACKNOWLEDGEMENT, RELEASE AND AGREEMENT TO INDEMNIFY

WE _____ being the parents or guardians or individuals with custody and responsibility of _____ (hereinafter called my child) for good and valuable consideration, the receipt of which is hereby acknowledged, DO HEREBY AGREE AND ACKNOWLEDGE:

1. That I/WE have read and understand fully the attached, RELEASE, WAIVER AND ASSUMPTION OF RISK agreement.
2. That I/WE have explained fully to my child the consequences of signing the said RELEASE, WAIVER AND ASSUMPTION OF RISK agreement.
3. That the said RELEASE, WAIVER AND ASSUMPTION OF RISK agreement is on the whole beneficial to my child.
4. That I/WE do hereby release the Saskatchewan Amateur Speed Skating Association (hereinafter called SASSA), Speed Skating Canada (hereinafter called SSC), the affiliate referred to in the RELEASE, WAIVER AND ASSUMPTION OF RISK agreement and the members, officers, directors, employees, volunteers, servants, independent contractors, representatives and agents of the SSC, SASSA and the said affiliate, all recourses, claims, causes of action of any kind whatsoever in respect of damages I/WE might suffer as a consequence of my child sustaining personal injury, death or property loss while participating in the event referred to in the RELEASE, WAIVER, AND ASSUMPTION OF RISK agreement, notwithstanding that such injury, death or loss may have caused solely or partly by the negligence of the SSC, SASSA the said affiliate or any members, officers, directors, employees, volunteers, servants, independent contractors, representatives and agents of the SSC, SASSA and the said affiliate.
5. That I/WE do hereby agree to indemnify and hold harmless the SSC, SASSA, the said affiliate and the members, officers, directors, employees, volunteers, servants, independent contractors, representatives and agents of the SSC, SASSA and the said affiliate from any and all claims, demands, causes of action of any kind whatsoever including those involving negligence on the part of the SSC, SASSA, the said affiliate or any members, officers, directors, employees, volunteers, servants, independent contractors, representatives and agents of the SSC, SASSA and the said affiliate that may be made or initiated by, or on behalf of my child, arising out of or connected with my child's preparation for or participation in the event referred to in the RELEASE, WAIVER AND ASSUMPTION OF RISK agreement.

DATED at _____, this _____ day of _____ 2 _____.

(Parent or Guardian)

(Parent or Guardian)

Schedule "A" (sample)

1. All scheduled practices
2. All in-province camps & clinics
3. All Mini-meets
4. Sask Cup I Fall Classic – ST (Regina)
5. Sask Cup II All Points – ST (Saskatoon)
6. Sask Cup III All Points – ST (Melville)
7. Sask Cup I All Points – LT (Saskatoon)
8. Prov. LT Sask Cup II Age Class/Open (Moose Jaw)
9. Western Regional LT All Points Sask Cup III (Regina)
10. Prov. Age Class/Open – ST (Prince Albert)

11. Western Reg'l Short Track All Points (Moose Jaw)
12. Special Events (i.e. Celebrity Challenge)

Schedule "B" (sample)

1. Saskatoon Lions Speed Skating Club
2. Regina Speed Skating Club
3. Nipawin Speed Skating Club
4. Moose Jaw Kiwanis Speed Skating Club
5. Melville Speed Skating Club
6. Humboldt Speed Skating Club
7. Prince Albert Speed Skating Club

5.4.13 Protocols and Meet Follow-up

Protocols:

1. Please include the following information on the front of all results:

i) Club Logo	ii) Name of Meet
iii) Location of Meet	iv) Date of Meet
v) Sanctioned by number	vi) Meet Co-ordinator name and phone number
2. At all Provincial Meets, Short and Long Track, all printed material should acknowledge financial assistance in the following way:

"Funding for this project was made possible by SASK SPORT, for Sport, Culture and Recreation, who receive proceeds from the sale of lottery tickets in Saskatchewan."

Meet Follow-up

1. A list of all officials should be maintained by the Club Officials representative.
2. A list of **new** level I and a list of level II **upgraded** officials should be mailed to the SASSA VP Officials by April 1.
3. A final report, including the following should be mailed to the SASSA office within 6 weeks. (All meets held in Saskatchewan)

i) Complete results	ii) Weather conditions
iii) Records broken	iv) Budget and finances
v) List of officials	vi) Summary and assessment of meet
viii) Recommendations for improvement (1 copy to VP Competitions and 1 copy to SASSA Office)	
4. In addition, SSC evaluation forms must be sent to V.P. Officials.
5. Complete results must be sent to the Provincial Statistician.
6. A minimum of 1 protocol should be given to each club represented at the competition. Photocopying and mailing costs may be applied to any additional request for protocols.

5.4.14 Computer Race Forms

SASSA will sell the computer race forms at cost recovery to member clubs.

5.4.15 Travel Arrangements to National Competitions – 5.4.15 was totally revised May

3/03

Skaters who have met the qualifying meet criteria and need to be transported more than 40km by private vehicle from their home to a common Saskatchewan departure point will be eligible to receive \$0.15 per km for the trips required. A SASSA Expense Report must be submitted for reimbursement. If more than one (1) skater is traveling from the same community, car pooling is compulsory or the \$0.15 per km travel assistance will be apportioned equally.

Any payments made to skaters through this Subsidy will be taken from the Skater Travel category In the SASSA Budget and will be included in any subsequent calculation to determine Skater Subsidy payments at the end of the season. Note: This arrangement is most common when out of town skaters need to travel to the Regina or Saskatoon airports before catching a flight to a distant Competition. revised
March 22/04

1) Travel Booking Guidelines

- a) Responsibility - It will be the responsibility of each skater, or skater's family in the case of skaters under the age of 18, to book and prepay for supervised travel to the various competitions, based on set qualifying criteria. The onus would be on the parent/guardian to coordinate their travel with the Team and if they choose not to, or are unable to, they are responsible - not the Provincial Coach or chaperone(s). If the time of departure and arrival are totally different from those traveling with the Team, the parent is responsible for ensuring their son/daughter make it safely to the Team hotel and safely home.
- b) Equalized Funding - At the end of the skating season, all reasonable travel, accommodation and meal expenses incurred by the Provincial Coach and any SASSA designated chaperone(s), will be subtracted from the amount allocated by SASSA for Competition Travel in the annual SASSA budget. The remaining amount will be evenly distributed to all skaters who attend a subsidized meet and have met the SASSA Travel Subsidy Criteria. These skaters will be responsible for submitting an expense claim to SASSA complete with original receipts. Skaters are entitled to receive more than 1 subsidy provided they have qualified for a subsidy in relation to each subsidized meet.

For example, SASSA may budget \$12,000 for Competition Travel. The total Provincial Coach and chaperone expenses for the season are \$4500. The remaining \$7500 would be evenly divided among the total number of subsidized skaters who attended subsidized meets. Skaters who qualify for a subsidy and attend more than one subsidized meet will receive a share for each of the meets they attend. In this example, if the total number of subsidized skaters was 60, each subsidized skater would receive \$125 per trip.

This approach allows skaters and parents more flexibility for planning their own travel arrangements to competitions whether by air or by ground. These travel arrangements may include the use of Air Miles, Aeroplan, seat sales, discount coupons or any other cost saving plan. This method essentially eliminates the need for invoicing skaters retroactively for travel, Provincial Coach and Chaperone expenses incurred for attending national competitions. This also creates opportunities for Clubs, club coaches, parents, skaters and the Provincial Coach to work and plan together to cooperate in arranging for the most efficient, safe and economical travel plans.

- c) Communication - Funded and Sanctioned Skaters – The Provincial Coach will notify the Skaters that they have been sanctioned to attend a particular competition and whether they will be receiving funding from SASSA. This notification should include banquet ticket prices, shuttle bus/taxi costs and schedule of events.

5.4.16 Chaperone Guidelines

For skaters under the age of 18, SASSA will provide a chaperone to funded competitions if there is a need as determined by SASSA Executive Committee with input from the Provincial Coach. Revised May 3/03

1. SELECTION CRITERIA

- a) Knowledgeable about the sport
- b) Should be familiar with the skaters
- c) Coaches will be given priority over parents

2. SELECTION PROCEDURE

- a) A list of events requiring a chaperone should be sent to each club no later than June 30 of every year. Clubs would be responsible for sending their recommendations to the SASSA Office by a specified deadline. Revised May3/03
- b) Parents who feel there is a need for a chaperone for any other event should contact SASSA in writing two weeks before the event. Revised May3/03
- c) The position should be circulated within the membership through the clubs. Applications should be made to the following committee consisting of Provincial Coach, SASSA President and VP Coaching who will make the final decision. For the Canada Winter Games, a recommendation from this committee will be made to the board for approval.

3. RESPONSIBILITIES OF THE CHAPERONE

- a) Ability to make decisions and work closely with the Provincial Coach in every aspect of the event.
- b) Assist skaters as a surrogate parent.
- c) Be willing to initiate the necessary phone calls, take charge of details involving grocery shopping, meal planning, money watcher and general supervision.
- d) Be aware of skater's medications and allergies.
- e) Be aware of the location of the event should the need arise to provide these details to medical personnel.
- f) Accompany athlete to receive medical attention.
- g) Prior to the start of the event, obtain a list of athletes from the Provincial Coach. Registration/Entry Forms will not be accepted without appropriately completed Medical Information Forms supplied by each athlete to the chaperone or provincial coach. (Medical Information Form is found in Appendix E)

5.5 Employment Policy

5.5.1 Purpose

The purpose of this section of the manual is to define the personnel policies of the Association for the guidance of the Board of Directors, the Executive Committee and its employed staff. The pertinent information contained herein may be revised from time to time by the Board of Directors through its Executive Committee. Such changes will be subject to the ratification by the Board of Directors. The following directives and rules represent the policy of the Association for its employed staff members and as such it is expected that they will be respected and adhered to. Every employee will be provided with a copy of this policy upon commencing employment, and thereafter with copies of any changes or amendments.

5.5.2 General Classification

1. All personnel hired to carry out the work of the Saskatchewan Amateur Speed Skating Association are employees of SASSA.
2. There shall be three classifications for employees:
 - a) Executive Director
 - b) Provincial Coach/Technical Director
 - c) Other Part-time staff
3. Employees shall not have voting privileges in the Saskatchewan Amateur Speed Skating Association.

5.5.3 Accountability

1. The Executive Director and Provincial Coach/Technical Director report to the President.
2. All other employees of SASSA are responsible to the Executive Director unless otherwise directed.

5.5.4 Employment Procedures

1. Qualifications - Opportunity for employment with the SASSA shall be open to any qualified person.
2. Advertising/Hiring Procedures - When a position vacancy occurs or is anticipated the Executive Committee Chairperson will instruct the Executive Director as to where and how to advertise the vacant position as quickly as necessary.
 - a) The Executive Committee will be responsible for reviewing all applications for the Executive Director or Provincial Coach position and for interviewing a selection of the best-qualified applicants for either position. The Executive Committee will be responsible for selecting the successful candidate for either position and the formal hiring process.
 - b) Consultant/Contractual employees shall be hired by the Executive Committee.
3. Notice of Employment

As of January 1, 2000, a newly hired employee shall receive a "Notice of Employment" in writing from the President. This "Notice" shall include such information as "hours of Work", "Duties of Position", "Position Compensation", "Performance Evaluation Process", "Pertinent SASSA Policies" and "Probationary Work Period". A copy of such Notice and the new employee's resume shall be filed in a formal SASSA personnel file at the SASSA office and a duplicate copy shall be maintained by the President at a separate location.

5.5.5 Probationary Work Period

All new employees shall be subject to a reasonable “Probationary Work Period” which will be determined by the Executive Committee.

5.5.6 Salary

1. Employee salary may be calculated from one of the following: A base hourly rate of pay; a base monthly rate of pay or a base annual rate of pay. The base selected for use will be determined by the Executive Committee at the time the hours of work are set or revised for each employee position.
2. Employee salary will be based on the required knowledge, education, skills and experience of the position filled. Marketplace rates for similar positions and the SASSA’s ability to pay may also be taken into consideration.
3. All employees are entitled to ongoing performance feedback, and at least one annual oral performance review and written evaluation from the President. The performance review shall be based on mutually established goals. When appropriate, feedback will be requested from multiple parties who have personal knowledge of the employee’s work during the period of evaluation.
4. Employee salary changes, when necessary and as approved by the Executive Committee, will normally take effect on May 1.
5. The Executive committee may consult Sask Sport Human Resources Document for guidelines regarding employee salary review.

5.5.7 Payroll Procedures

1. The SASSA salary pay period shall be bi-monthly. Payroll cheques will be produced for payment on the 15th day and the last banking day of each month, retroactive for the period concerned. The above payroll procedures may be changed at the discretion of the Administration Centre for Sport, Culture and Recreation and Sask Sport Inc. who issue the payroll cheques on behalf of The SASSA.
2. The following standard monthly deductions will be made from each pay cheque:
 - a) Income Tax
 - b) Canada Pension Plan Contributions
 - c) Employment Insurance Premiums
 - d) Employee benefits (when eligible)

5.5.8 Holidays

1. Public Holidays - Leave with pay shall be granted to an employee on a prorated basis for time the employee is required to work on any public holiday. Public holidays recognized by the SASSA shall be those listed below:
 - a) New Years Day

- b) Good Friday
- c) Victoria Day
- d) Canada Day
- e) August Civic Holiday
- f) Labour Day
- g) Thanksgiving Day
- h) Remembrance Day
- i) Christmas Day
- j) Boxing Day
- k) Floating Holiday (chosen by the Administration Centre)

When any of the above holidays fall on an employee's day off or day of rest or during their vacation, an alternate date or prorated time (in the case of part-time employees) shall be recommended for approval by the President.

2. Annual Vacation - Employees, after the equivalent of one (1) year of continuous full time service, shall be granted three (3) weeks vacation with pay; after completion of the equivalent of ten (10) years continuous full time service, shall be granted four (4) weeks vacation with pay; after completion of the equivalent of fifteen (15) years continuous full time service, shall be granted five (5) weeks vacation with pay; after completion of the equivalent of twenty-five (25) years continuous full time service shall be granted 6 weeks vacation with pay unless otherwise negotiated by the employee. As an example: an employee normally working 4 hours a day, 5 days a week would require two (2) years of service before being entitled to a paid vacation period of three (3) weeks.
3. Any new employee not having a year service to the commencement of the holiday period shall be allowed holidays at the rate of 1 1/4 working days for each completed month of service.
4. For the purpose of computing annual vacations, the anniversary date of employment shall be utilized.
5. A permanent employee leaving the service shall be entitled to a payment for the balance of all unused vacation credits.
6. A maximum of one week's current annual vacation eligibility may be carried over for use in the following year in special circumstances upon receipt of a written request outlining the reasons prior to December 31st for approval by the Executive Committee.
7. Each employee shall advise the President of the actual dates on which he/she would prefer to go on vacation.
8. An approved Vacation Schedule shall be provided to all members of the Board of Directors and Club Presidents by the Executive Director as far in advance as possible. Where possible, this schedule should also include alternate contact names and numbers for information needed on existing issues or projects underway.

5.5.9 Sick Leave

1. Employees will accumulate sick leave credit at the rate of 1 1/4 days per calendar month of service for full-time employees (15 working days per

year) and the equivalent thereof for part-time employees (i.e. 7.5 working days per year)

2. All unused sick leave credits will be cumulative up to a maximum of 150 days.
3. No remuneration shall be paid on retirement or termination of employment for sick leave credit accumulated during employment with the SASSA.

5.5.10 Maternity Leave

Leave of absence without pay and without loss of seniority shall be granted for maternity leave as provided by the current Saskatchewan Labour Standards Act, unless otherwise negotiated by the employee.

5.5.11 Paternity Leave

Leave of absence without pay and without loss of seniority shall be granted for paternity leave as provided by the Saskatchewan Labour Standards Act, unless otherwise negotiated by the employee.

5.5.12 Adoption Leave

Leave of absence without pay and without loss of seniority shall be granted for adoption leave as provided by the Saskatchewan Labour Standards Act, unless otherwise negotiated by the employee.

5.5.13 Compassionate Leave

1. An employee shall be granted leave of absence of five (5) working days (three (3) with pay) to attend to a serious illness and/or death in the family of the employee.
2. For the purpose of this manual, family is defined as: spouse, father, mother, brother, sister, child, guardian, foster parent, parent-in-law, grandfather, grandmother, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandchild. Other family members (aunt, uncle, nephew, niece) may be included after discussion between employee and Executive Committee.
3. If compassionate leave in excess of the five (5) days allowed is required, the employee may utilize up to five (5) days of vacation credits or take five (5) days without pay.
4. The employee shall notify the President or other Executive Committee member at the earliest opportunity of the reasons for the absence and the member of the family involved.

5.5.14 Compensation

All employees will be covered by Workers Compensation. All accidents that occur while an employee is at work must be reported immediately to the President or Executive Committee member and in case of injury to the Executive Director, to the Executive Committee. The Executive Director and the President or the Executive Committee must then arrange to submit the necessary claim forms as required by the Worker's Compensation Board.

If an employee is injured on duty, he/she shall receive full equivalent salary for a period up to six (6) months, but shall direct all compensation received in respect of such injury to SASSA. At the expiration of six (6) months, the Executive Committee may give further consideration to the case. (See W.C.B. Article #25). A copy of the Employee's Injury Report (W.C.B.) is to be retained in the employee's personnel file.

5.5.15 Leave of Absence

Leave of absence without pay for a period not exceeding three (3) months after two (2) years equivalent permanent full time employment may be granted to an employee, upon their written request to the Executive Committee.

5.5.16 Short Term Disability

All SASSA full time employees suffering short-term disability in the event of sickness or accident will be provided benefits in accordance with the Unemployment Insurance Commission's current rate at no cost to the employer. The SASSA must be informed of the nature of the absence in writing whenever the absence is likely to exceed three (3) days. Prior to the written notice, the employee must verbally advise the President of the anticipated absence as quickly as possible.

5.5.17 Employee Benefits

1. Conditions - All full time SASSA employees are eligible for membership in the Employees' Benefit Package.
2. The following plans form part of the Employees' Benefit Package:
 - a) Group Life Insurance
 - b) Group Accidental Death Insurance
 - c) Group Accidental Dismemberment Insurance
 - d) Long Term Disability
 - e) Dental Plan/Healthguard
3. The total cost of the insurance plan is paid one-third by the employee and two-thirds by the employer based on rates set by the Insurance Company. Employee's contribution to be by payroll deduction.

5.5.18 Pension Plan

All SASSA employees may be enrolled in a Pension Plan administered by the Sask Sport Administrative Personnel. This Plan is a money purchase type with monthly contributions of no less than 4% and no more than 15% of the employee's current average monthly salary. The contribution will be paid fifty

(50%) percent by the employee through payroll deduction and fifty (50%) by SASSA. (The resulting employee's share would be no less than 2% and no more than 7.5% of salary) The amount of the pension contribution (percentage) would be negotiated with SASSA. Revised November 2004

5.5.19 Performance Evaluations

The President, in consultation with the Executive Committee, shall evaluate the performance of each employee annually. Such evaluation shall be in writing and made available to the employee and retained in the employee's official SASSA personnel file.

5.5.20 Position Evaluations

Job descriptions will be reviewed from time to time as deemed necessary by the Executive Committee.

5.5.21 Personnel Records

The Executive Director shall establish one official SASSA personnel file for each SASSA employee. Each file shall include such information as: resume, date of birth, date of hiring, sick leave, vacations, status of position, evaluations, and all other related matters. Such information shall be kept confidential and maintained by the Executive Director at the SASSA office. This file will be accessible only to the Executive Committee, the Executive Director and the employee.

5.5.22 Grievance Procedure

In the event an employee has a legitimate grievance regarding his/her working conditions, employment situation or relationships, the grievance is to be discussed first with the appropriate supervisor.

1. The employee may request to be heard by the Executive Committee. The Committee must submit a decision not later than 4 weeks after the hearing. The employee may appeal to the Board of Directors if dissatisfied with the Executive Committee's decision. The Board of Directors must hear the grievance and a decision must be made within the month.

5.5.23 Termination Procedures

1. Resignation - An employee planning to resign shall submit a letter of intent to the President thirty (30) calendar days prior to the resignation date.
2. Termination
 - a) Employees shall be given thirty (30) calendar days notice in writing by the President when being terminated from employment with just cause.
 - b) Notwithstanding just cause, if notice under section (b) above is NOT given to the employee, three months salary shall be paid in addition to any payments for unused vacation time.

- c) Notice of termination shall not be required for an employee being discharged for cause.
- d) An employee who breaches the confidentiality of information obtained as a result of employment with SASSA shall be subject to termination without notice. An employee who knowingly condones or encourages the use of, or facilitates the supply of banned or illegal substances to athletes shall be subject to termination without notice.
- e) Unsatisfactory work performance shall be cause for termination only if all reasonable corrective actions and consultative steps have been exhausted, and a reasonable time frame for improvement has elapsed.
- f) All dismissals must have the approval of the Executive Committee.

5.5.24 Travel Expenses

1. All employee travel on SASSA business must be approved by the President or another member of the Executive Committee prior to the trip being made.
2. All employee travel expenses will be made in accordance with SASSA policy. SASSA employees shall receive \$0.30 per kilometre Revised November 2004 for expenses, and expense allowances for meals shall be as follows, with receipts:

Breakfast	\$ 7.00
Lunch	\$10.00
Supper	<u>\$15.00</u>
Total	\$32.00

5.5.25 Professional Development

1. An employee requesting in advance to take further education to improve his/her work related performance might be considered for a reasonable leave of absence with pay on a short-term basis. Prior approval must be sought and obtained from the SASSA Executive Committee, based on such factors as applicability of the program, duration and cost, substitute arrangements during employee's absence and other related factors. If the program is deemed beneficial to the SASSA, the Executive Committee may elect to pay up to 100% of the related tuition costs following the employee's successful completion of the program. Employees are expected to participate in courses and seminars recommended by the Executive Committee. If courses are given during working hours, employees will be given time off with pay to attend where approval has been given. If employees are off duty they will still be encouraged to attend (i.e. time off in lieu of, for attending). Employees shall be requested to report back on the proceedings and benefits of such programs.
2. Any professional development opportunities are subject to budgetary considerations and advance notice or letter of intent should therefore be submitted to the Executive Committee.

5.5.26 Confidentiality

All employees are expected to adhere to the principles of confidentiality utilizing professional discretion and good common sense.

5.5.27 Calling Cards

The SASSA Executive Director, Provincial Coach, VP-Technical and the President will be the only members of the organization that will have and be able to use a company calling card.

5.6 Health and Safety

5.6.1 Harassment Policy

The SASSA Harassment Policy is found in Appendix A and is based upon the resources and materials developed by Sask Sport.

5.6.2 Medical Provider's Guide

1. For a SASSA sanctioned competition, the Meet Coordinator should arrange for Medical Services Providers. These should include:
 - a) One of the following as the Designated Medical Services Provider:
 - i) Physical Therapist
 - ii) Registered Nurse
 - iii) Paramedic
 - iv) First Responder
 - v) St. John's Ambulance

***The first choice should be an individual(s) with the most experience in dealing with traumas such as cuts & broken bones, etc. but will be dependent on the availability in the community.
 - b) In acute emergencies, other medically qualified personnel at the rink could be called on to assist until the arrival of an ambulance. In order to do this, the Meet Coordinator needs to be aware of SASSA members who are physicians, nurses, paramedics or CPR & First Aid qualified personnel. NOTE: A physician would not be a required service provider (with the exception of a National competition) but it is strongly recommended that a member who is a physician be asked to serve as a Good Samaritan - if such an individual is available and willing.
 - c) The Meet Coordinator MUST keep an accurate RECORD of any INJURY requiring medical attention during a competition. Injury Reports are forwarded to the Speed Skating Canada Safety Committee (Risk Management) with a copy to the skater.
2. The DESIGNATED MEDICAL SERVICES PROVIDER should have a basic trauma kit. The meet coordinator should have a cellular phone available to provide ready access for calling an ambulance.
3. A Medical or treatment area should be designated where possible. Ensure that a backboard is available.
4. The medical Personnel should have ready access to the ice surface.
5. ALL on-ice officials should wear appropriate protective gear (such as helmets & gloves). Track Stewards should be versed in their duties and

aware of safety during the races. Referees should be aware of when to stop the race in the event of an injury.

6. All referees should have First Aid Training, with specialized training regarding cuts. Each referee should carry a fanny pack containing a basic trauma kit (3 fanny packs will be available through SASSA along with the watches for each competition).
7. **PROTOCOL:**
ON-ICE INJURIES
 - a) In the event of an ON-ICE INJURY, the CHIEF REFEREE WILL BE TOTALLY RESPONSIBLE for requesting medical assistance.
 - b) NO ONE will be allowed on the ice without the proper request from the REFEREES.
 - c) FIRST RESPONSE will be by DESIGNATED MEDICAL SERVICES PROVIDER with the REFEREE indicating a request for medical services by touching one hand to his head or waving one arm (Signal to be agreed upon by referee & provider).
 - d) SECOND RESPONSE will be by a physician or paramedic if available, with the request made by the designated provider indicated by touching one hand to the head or waving one arm.
 - e) If SEVERE INJURY, the referee will request medical assistance of both provider and physician by touching both hands to his head or waving both arms.
 - f) AMBULANCE TRANSPORT will be requested by the DESIGNATED MEDICAL PROVIDER or by the PHYSICIAN if one is available.
 - g) The proper INJURY FORM for SSC and for SASSA should be completed by the Chief Referee (in co-operation with the Meet Coordinator).

OFF-ICE INJURIES

First Aid problems among skaters and/or spectators will be handled by ST. JOHN'S AMBULANCE as FIRST RESPONDER with the designated medical services provider of physician as back up.

8. The Medical Services Providers should be included in the complimentary refreshments for coffee breaks and lunches.

5.7 Membership Development

5.7.1 Club Responsibilities

1. Each Club must submit a complete list of its Club Directors for the upcoming season. The list should include information such as home addresses, home (and/or business) telephone numbers, home (and/or business) e-mail addresses, Club positions held and the individual's SASSA/SSC membership number. The list should also identify who in the Club acts as the Club's Meet Registrar, Meet Coordinator, Coaching Coordinator, Technical Coordinator and Membership Development Coordinator. Revised May3/03
2. A club membership list be sent to SASSA by December 1 for appropriate distribution to clubs.

3. It is recommended to all the SASSA clubs, that all the Clubs' volunteers, coaches and chaperones that work with children undergo a volunteer screening process through the RCMP.

5.7.2 Award Applications and Nominations

1. All nominations and applications requiring SASSA sanctioning must go through the provincial organization for consideration prior to the deadlines or the application will not be sanctioned by the SASSA.
2. A complete list of awards can be found in the Awards Binder that was distributed to clubs in 2000. Replacement pages are sent out as necessary. Awards Binders are to be returned to the Executive Director at the SASSA AGM for review and updated if necessary. Binders will be returned to the clubs by September 1.

5.7.3 Awards

All SASSA award nominations are submitted at least two weeks prior to the SASSA AGM. Each nomination will be accompanied by a short description of the nominee and his/her accomplishments. Results will be recorded in the AGM minutes.

1) Sask Sport Athlete of the Month

Athlete of the Month decisions shall be made by the Provincial Coach and Executive Director.

2) Sask Sport Athlete of the Year

- a) Athlete of the Year nominations shall be submitted by Clubs and/or members and voted upon by the Board of Directors at the final meeting of the calendar year prior to December 31 Revised January 24, 2004
- b) Nominations for the Sask Sport Athlete of the Year Awards will be used for the Canadian Sport Council Awards.

3) Proficiency Pins

- a) Only times from SSC or SASSA sanctioned meets are to be used for proficiency times. SASSA records are used to calculate proficiency times.
- b) Proficiency pins are given to skaters to recognize personal achievement in an individual race distance(s). To receive a proficiency pin a skater must skate within a specific time period of the current years provincial records. There are three grades of proficiency pins: gold, silver and bronze.
- c) The proficiency times are calculated for both SHORT and LONG TRACK and for each age group as follows:

<u>Distance</u>	<u>Provincial Record plus Seconds/Grade</u>	
100m	+	1.5
200m	+	1.5
300m	+	2.5
400m	+	2.5

500m	+	2.5
600m	+	2.5
800m	+	3.0
1000m	+	3.0
1500m	+	3.0
3000m	+	5.0
5000m	+	10.0
10000m	+	12.5

Note: Changes are calculated only for those times where provincial records are established.

*** The 10000m time of 12.5 seconds was arbitrarily chosen. A time was not previously assigned.

*** For the actual Proficiency times, see Section 9.

*** The cost of the pins is \$2.25/pin.

*** Pins should be ordered a month prior to completion of the skating season.

5.7.4 Camps

1. SASSA shall seek to employ Saskatchewan Skaters from the Oval Program, whenever possible, as training camp coaches.
2. The Registration Fee for all SASSA sanctioned, in province, on-ice Camps will be set at no more than \$25 per skater per full camp day to help pay for the expenses of the Camp. Camps providing T-shirts or other clothing may offer these at an optional charge in addition to the Registration Fee. Revised May3/03
3. Any Club responsible for hosting a SASSA Sanctioned Camp must submit a detailed Preliminary Budget for the Camp to the SASSA Executive Director at least sixty (60) days before the scheduled start date of the Camp. Within forty five (45) days following the Camp, the host Club must submit a detailed Financial Statement to the SASSA Executive Director showing all Revenue and Expenses realized during the Camp. Any surplus Revenue realized from the operation of the Camp shall be divided evenly between SASSA and the Host Club. Revised May 3/03
4. Volunteer certified coaches who work at the Fast is Fun Camp or other SASSA camps be paid an honorarium of \$25/day. Added May 3/03
5. The summer SASSA Sanctioned Fast is Fun Camp shall be scheduled as a 4 day Camp with at least 32 hours (8 hrs. a day) of total ice time available over the 4 days. Added May 3/03 Fast is Fun will be held on a provincial wide rotation where on even years the camp is held in the northern part of the province (north of Davidson) and on odd years in the southern part of the province. Added Jan 24/04

5.7.5 Equipment

1. New Speed Skating Clubs using SASSA skates after 3 years will be charged a rental fee and a damage deposit. This policy to become effective in the 2000-2001 skating season.
2. Speed Skating Clubs using SASSA skates will be charged a seasonal rental fee of \$10/month up to a cap of \$50 and a refundable \$25 damage

deposit per pair of skates (\$50 + \$25 = \$75). This policy is to become effective in the 2000-2001 skating season.

3. All cheques are to be made payable to SASSA.
4. The SASSA will provide helmet covers for Relays and these helmet covers will travel to the competitions with the SASSA stopwatches and guns.
5. All SASSA equipment must be returned at the SASSA AGM.

5.7.6 Skater Numbers

The following skater number allotments shall be used in the respective communities: Saskatoon 1-99 and 400 to 499, Regina 100-299, Moose Jaw 300-399, Humboldt 500-549, Melville 600-699, Nipawin 700-749, Prince Albert 800-849, in reserve 550-599, in reserve 750-799, in reserve 850-999. Revised May 3/03

5.8 Officials

1. The referees and starters will be assigned to provincial competitions by the officials committee.
2. That established clubs over three (3) years will provide a minimum of one Referee for each hosted meet.

5.8.1 Facilitators

1. Facilitators for officials' clinics shall be reimbursed:
 - a. \$50.00/half day
 - b. \$100.00/one day
 - c. \$200.00/two days
 - d. Travel and meals at approved SASSA rate
2. Anybody delivering a coaches or facilitators clinic defined under the integrated program shall receive payment as set out by Speed Skate Canada.

5.8.2 Speed Skating Canada Procedures and Regulations

Speed Skating Canada Procedures and Regulations (P & R's) shall be distributed to all level II meet coordinators, referees and starters.

5.8.3 Officials Development Policy

1. Anyone sent by SASSA to an Officials Clinic is responsible to submit a written report to the officials and coaching committee, which in turn shall send all submitted information to appropriate officials.
2. Any official funded by SASSA to attend a high level clinic (level III) is requested to make a formal presentation regarding the knowledge he/she gained.

3. SASSA will provide a travel subsidy for one qualified Level 2 official to attend the SSC Level 3 or higher Clinic held that skating season. Subsidy will cover the following receipted items upon successful completion:
 - a) For clinics held in adjoining provinces: up to \$300 of receipted allowable expenses
 - b) For clinics in other provinces: up to \$900 of receipted allowable expenses.
 - c) There will be no subsidy for clinics held in Saskatchewan. Subsidy will cover the following receipted items: travel, accommodation for the nights necessary to attend the clinic, meals for the days necessary to attend the clinic.
Potential applicants must:
 - a) Be current Associate Members of SASSA and SSC.
 - b) Be fully qualified Level 2 officials of the specialty the clinic is being held for.
 - c) Apply in writing, including a statement of their long-term goals as a level 3 official.
 If more than one application is received preference will be given to the person whose written application indicates the strongest potential for long term service to SASSA as an official

4. SASSA will send out a bulletin or plan a meeting each fall with the top officials to update SSC rule changes for the new skating season. This information will be issued to the club presidents for distribution.

5. The registration fee for an Officials clinic shall be \$35 for level 1 and \$40 for level 2.

6. Officials Clinics:
 - a. SASSA organize and conduct a Level 1 Officials Clinic every year prior to the racing season. Referees and starters in-training are encouraged to attend. Added May 3/03
 - b. Registration Form for clinics - registration fee to accompany form (non-refundable if not attended).
 - c. Course Conductor to send attendance sheet to VP Officials and copy to SASSA. (SASSA to keep for 3 years).
 - d. Level I and II upgrading to be organized by the Club representative; this list to be forwarded to VP Officials at the end of the skating season (April of each year) whereby the VP Officials will forward to Speed Skating Canada (SSC).
 - e. At SSC sanctioned meets, the Officials Evaluation Forms should be copied; one copy going to SASSA, one copy going to the VP Officials. (SASSA to keep for 3 years).

7. Referees & Starters

The training, evaluation and certification of referees and starters shall be a Provincial Branch responsibility, not a Club responsibility, with the exception of the SASSA requirement for clubs to provide a training referee at each meet they host.

 - a. All certified Referees and Starters and training Referees and Starters shall receive a copy of the SASSA Policies and Procedures Pertaining to Referees (as contained in the Blue

- Book). Each Referee and Starter shall be sent a copy of any changes and revisions at the beginning of each skating season as long as they continue to officiate.
- b. All Referees and Starters, upon completing the requirements to become certified for Level 1, shall receive from SASSA, a copy of the Red Book, including the binder. Each Level 1 referee shall be sent the Red Book inserts at the beginning of each skating season as long as they continue to officiate.
 - c. All Level 1 Referees and Starters, upon completing the requirements to become certified for Level 2, shall receive, from SASSA, a copy of those ISU Regulation Books recommended by the Branch's most senior Referee(s) and Starter(s). Each Level 2 Referee and Starter shall be sent the Red Book inserts and updated ISU Regulation books at the beginning of each skating season as long as they continue to officiate.
 - d. All Level 3B Referees and Starters, shall be sent Red Book inserts and updated ISU Regulation books at the beginning of each skating season as long as they continue to officiate.

5.8.4 Reimbursement of Officials

- 1) Officials who have been assigned by the SASSA Vice-President Officials to travel to provincial sanctioned meets will be reimbursed for their expenses. The Club hosting the competition will be responsible for the expenses of those officials required for the competition while SASSA will be responsible for the expenses of additionally assigned officials.
- 2) The basis of reimbursement will be as follows:
 - a) Transportation reimbursement for officials will be the same as outlined in Section 4.5.1 for Board and Committee meetings.
 - b) Meals, not supplied by the host Club will be reimbursed on a per meal basis, without receipts, at the same levels as outlined in Section 4.5.2 for Board and Committee meetings.
 - c) Actual accommodation expenses for one standard single room per official will be reimbursed with receipts, or \$25.00 per day without receipts.

5.9 Marketing

When SASSA hires a marketing firm, they are to be placed on a commission basis only. Commission percentage is to be determined by the SASSA Board of Directors.